

*Sheridan County School District #2*

# *Board Meeting*

*Date: May 14, 2012*

*Time: 6:00 p.m.*

*Place: Central Office*



**Sheridan County School District #2**  
**Board of Trustees Meeting**  
Central Office – Board Room  
May 14, 2012  
6:00 p.m.

---

**Agenda**

- I. Call to Order**
  - A. Pledge of Allegiance
  
- II. Approval of Agenda**
  
- III. Recognition**
  - A. FBLA Nationals – Dirlene Wheeler
  - B. Junior High History Day – Mitch Craft
  
- IV. Welcome – Audience Comments**
  
- V. Consent Agenda Items**
  - A. Approval of Minutes – April 10, 2012 and April 18, 2012
  - B. Approval of Bills for Payment
  - C. Approval of Isolation Payment
  
- VI. Old Business**
  - A. Capital Construction Update (*Information*) – Craig Dougherty
  - B. Approval of Policies (*Action*) – Cody Sinclair
  - C. FY12 Quarterly Financial Update (*Information*) – Roxie Taft
  - D. Approval of 2013-2014 School Calendar (*Action*) – Scott Stults
  - E. Request to Award Bids on District Heating, Ventilating, and Air Conditioning (HVAC) Controls Upgrades (*Action*) – Julie Carroll
  
- VII. New Business**
  - A. Approval of Secondary Schools’ Student Handbooks (*Action*) – Terry Burgess
  - B. FY13 Preliminary Budget (*Information*) – Roxie Taft
  - C. Approval of the Audit Firm for the Fiscal year Ending 6/30/12 (*Action*) – Roxie Taft
  - D. Acceptance of Donations to the Alternative Schools (*Action*) – Laurien Rahimi
  - E. Acceptance of Donations to Sheridan High School Community Donations Fund (*Action*) – Dirlene Wheeler
  - F. Award Bid for Technology Equipment (*Action*) – Coree Kelly
  - G. School Boundaries (*Information*) – Scott Stults
  - H. Common Core State Standards (CCSS) (*Information*) – Tom Sachse
  
- VIII. Reports and Communications**
  - A. Board of Trustees
  - B. PTO/Parents/Students/Organizations
  - C. Site Administration and Staff
  
- IX. District Reports**
  - A. Superintendent
  
- X. Executive Session**
  - A. Personnel Matters
  - B. Legal Matters
  
- XI. Adjournment**

# *Sheridan County School District No. 2*

## **Board of Trustees Regular Monthly Meeting**

Scott Hininger, Chairman

**April 10, 2012**

Craig Dougherty, Superintendent

---

### **MINUTES OF MEETING**

#### **I. Call to Order**

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:02 p.m. Monday, April 10, 2012, in the Board Room at the Central Administration Office. The presiding officer was Scott Hininger, Chairman. A quorum was determined to be present with the following attendees:

##### **Trustees:**

Scott Hininger, Chairman  
Molly Steel, Vice-Chairman  
Wayne Schatz, Treasurer  
Ann Perkins, Clerk  
Richard Bridger  
Marva Craft  
Erica O'Dell  
Hollis Hackman

##### **Administrators:**

Craig Dougherty, Superintendent  
Terry Burgess, Assistant Superintendent  
Scott Stults, Director of Elementary Education  
Roxie Taft, Business Manager  
Coree Kelly, Technology Director  
Julie Carroll, Facilities Director

##### **Absent:**

Nancy Drummond

##### **Absent:**

Tom Sachse, Assistant Superintendent

#### **II. Approval of Agenda**

**TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE AGENDA, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

#### **III. Recognition**

##### **A. Wyoming School Boards Association (WSBA) Certificates of Appreciation – Craig Dougherty**

Superintendent Dougherty presented Wyoming School Boards Association Certificates of Appreciation to Chairman Hininger and Trustee Hackman. The certificates were awarded in recognition of time spent presenting issues to legislative delegates. Mr. Dougherty thanked Chairman Hininger and Trustee Hackman for the time they have spent working with legislators on behalf of the District.

##### **B. Sheridan High School Athletic Celebrations – Don Julian**

Don Julian, Sheridan High School Athletic Director, distributed a list of the grade point averages of the fall and winter athletic teams. Mr. Julian reported that all high school athletic teams

performed at a 3.0 grade point average or better. One of the goals of Sheridan High School sports teams is to give back to the community. Mr. Julian gave several examples of the volunteer time donated by the athletic teams this year.

**IV. Welcome--Audience Comments**

There were no comments from the audience.

**V. Consent Agenda Items**

**A. Approval of Minutes for March 12, 2012**

**B. Approval of Minutes for March 24, 2012**

**C. Approval of Bills for Payment**

General Fund	689,259.00
Federal Fund	64,729.45
Capital Fund	901,227.50
Major Maintenance Fund	87,382.37
<b>TOTAL:</b>	<b>\$1,853, 598.32</b>

**TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE CONSENT AGENDA ITEMS, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**VI. Old Business**

**A. Capital Construction Update (*Information*) – Craig Dougherty:**

Craig Dougherty, Superintendent, reported that the new Meadowlark Elementary continues to progress nicely, and is scheduled to open in August of 2012. A special board meeting is scheduled for April 18<sup>th</sup> to award bids for fixtures, furniture, and equipment for the new building.

Mr. Dougherty also reported that the District has received a modular classroom as a donation from District #1. The building will be placed on the acreage behind the old Woodland Park Elementary to house the behavioral center.

**B. Approval of Policies (*Action*) – Cody Sinclair:**

Human Resources Coordinator, Cody Sinclair, stated that six policies are up for first reading and six for second reading.

Mr. Sinclair reported the Policy GCQEA-P – Early Retirement Incentive Plan Schedule of Benefits is being reviewed in response to an application from a twelve-month employee requesting an early retirement date outside of the dates currently specified in the policy.

**TRUSTEE PERKINS MADE A MOTION TO APPROVE ON FIRST READING POLICY GCQEA-P – EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Policy JC – School Attendance Areas and Policy JC-E – Request for Exception to Attendance Area are being reviewed as part of the normal policy review process. The suggested changes to the policies are minor wording changes, and specifying that requests for attendance area exceptions will be handled by the Director of Elementary Education.

**TRUSTEE CRAFT MADE A MOTION TO APPROVE ON FIRST READING POLICY JC – SCHOOL ATTENDANCE AREAS, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**TRUSTEE HACKMAN MADE A MOTION TO APPROVE ON FIRST READING POLICY JC-E REQUEST FOR EXCEPTION TO ATTENDANCE AREA, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Policy JD – Education of Homeless Students is also being reviewed as part of the normal review process. Minor wording changes were made to the policy.

**TRUSTEE SCHATZ MADE A MOTION TO APPROVE ON FIRST READING POLICY JD – EDUCATION OF HOMELESS STUDENTS, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Policy KIB – Sex Offenders on School Property and Policy KIB-E – Access to School Property by Sex Offenders are new policies generated in response to a new statute. Minor changes were made after review by the Policy Advisory Board and legal counsel.

**TRUSTEE SCHATZ MADE A MOTION TO APPROVE ON FIRST READING POLICY KIB – SEX OFFENDERS ON SCHOOL PROPERTY; AND KIB-E – ACCESS TO SCHOOL PROPERTY BY SEX OFFENDERS, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The policies recommended for second reading are EGAB – Inspection and Copying of Public Records; IMB – Teaching About Controversial Issues; IMBB – Exemptions from Required Instruction; IMBB-E – Request for Exemption; JRA-P – Procedures and Practices of the School District Governing the Maintenance, Transfer, and Disclosure of Student Educational Records; and JRA-E2 – Notification of Rights under FERPA for Elementary and Secondary Schools. Mr. Sinclair reviewed minor updates to the policies and procedures up for second reading.

**TRUSTEE HACKMAN MADE A MOTION TO APPROVE ON SECOND READING POLICIES:**

- **EGAB – INSPECTION AND COPYING OF PUBLIC RECORDS**
- **IMB - TEACHING ABOUT CONTROVERSIAL ISSUES**
- **IMBB – EXEMPTIONS FROM REQUIRED INSTRUCTION**
- **IMBB-E – REQUEST FOR EXEMPTION**
- **ILB – TEST/ASSESSMENT ADMINISTRATION**
- **JRA-P – PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT GOVERNING THE MAINTENANCE, TRANSFER, AND DISCLOSURE OF STUDENT EDUCATIONAL RECORDS**

- **JRA-E2 – NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**  
**AS PRESENTED, TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**C. Request to Award Bids on Liquidate Fixed Assets (*Action*) – Julie Carroll**

Julie Carroll, Facilities Director reported that bids for the fixed assets to be liquidated from the building and grounds inventory were received on March 26<sup>th</sup>. The total for all items was \$2906. Ms. Carroll asked the Board to awards the items as listed on the worksheet included in the board packet.

**TRUSTEE STEEL MADE A MOTION TO AWARD BIDS ON LIQUIDATED FIXED ASSETS, AS PRESENTED. TRUSTEE PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**VII. New Business**

**A. Approval of Board Meeting Schedule for 2012-2013 School Year (*Action*) – Craig Dougherty**

Superintendent Dougherty asked the Board to approve the 2012-2013 Board Meeting Schedule that was reviewed at the Board Retreat in March.

**TRUSTEE O'DELL MADE A MOTION TO APPROVE THE 2012-2013 BOARD MEETING SCHEDULE, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**B. Approval of Board Goals for 2012-2013 School Year (*Action*) – Craig Dougherty.**

Superintendent Dougherty reviewed highlights of the 2012-2013 Board Goals, and asked the Board to approve the board goals for 2012-2013.

**TRUSTEE O'DELL MADE A MOTION TO APPROVE THE BOARD GOALS FOR THE 2012-2013 SCHOOL YEAR, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**C. Infinite Campus Online Pay Module (*Information*) – Roxie Taft**

Roxie Taft, Business Manager, reported that she is in the process of working with Infinite Campus to purchase the online pay module. This module will allow parents to pay their student's fees or deposit money into their lunch account online through the parent portal using e-checks, debit cards, or credit cards. Parents using this service will be charged a convenience fee of \$2.50 per transaction. Ms. Taft said she hopes to pilot the module by May 1<sup>st</sup>, with a goal of full implementation by mid-August.

**D. Summary of Board/PTO NCA Focus Groups (*Information*) – Terry Burgess and Scott Stults**

Terry Burgess, Assistant Superintendent, and Scott Stults, Director of Elementary Education reported on the Board/Parent Teacher Organization (PTO) Meetings that were held with each school during February and March, 2012. Each meeting was attended by board members, district and building administrators, and parents. District Mission, Vision, and Value Statements

were reviewed, building principals shared their vision for their school, and parents had about forty-five minutes to give input and ask questions. Mr. Burgess and Mr. Stults shared input received at the meetings they attended.

**E. Request to Advertise for Proposals for District Heating, Ventilating, and Air Conditioning (HVAC) Controls Upgrades (Action) – Julie Carroll**

Julie Carroll, Facilities Director, said with improvements in technology, the facilities department would like to make upgrades to the main HVAC controllers. She reported that different versions of Windows, JAVA, and other software have caused some controllers to become obsolete and difficult to keep functioning properly. She also said that with the new Network Operations Center (NOC) in place, the District is able to start consolidating how the controls are managed.

Ms. Carroll asked the Board to approve the request to advertise for proposals to upgrade the District's current HVAC controllers and software, and provide training and services that may be recommended to allow the District's systems to operate more efficiently.

**TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE REQUEST TO ADVERTISE FOR PROPOSALS FOR DISTRICT HEATING, VENTILATING, AND AIR CONDITIONING (HVAC) CONTROLS UPGRADES, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**F. Request to Advertise to Bid Highland Park Tractor Building (Action) – Julie Carroll**

Facilities Director Carroll requested to advertise to bid for construction of an outbuilding at Highland Park Elementary. The building would be a standard building for tractor and maintenance storage, as built at Woodland Park and currently being built at the new Meadowlark Elementary. Ms. Carroll said the funding for this building would be from the general fund buildings and grounds budget. These buildings don't qualify for funding under capital construction or major maintenance.

**TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE REQUEST TO ADVERTISE TO BID THE HIGHLAND PARK TRACTOR BUILDING, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**G. Acceptance of Donation from Rotary Club of Sheridan (Action) – Dirlene Wheeler**

Dirlene Wheeler, High School Principal, asked the Board to approve a donation of \$1000 from the Rotary Club of Sheridan. The donation was made to the Sheridan High School Community Donations Fund to provide money for food, clothing, and basic needs for students that are on free and reduced lunch.

**TRUSTEE O'DELL MADE A MOTION TO ACCEPT THE DONATION OF \$1000 FROM THE ROTARY CLUB OF SHERIDAN, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

## **VIII. Reports and Communications**

### **A. Board of Trustees**

Trustee Bridger reported that the soccer teams are doing well. He reminded everyone of the Baroque Orchestra Festival on April 11<sup>th</sup> at 6:30 p.m. at Sheridan High School.

### **B. PTO/Parents/Students/Organizations**

There were no PTO/Parents/Students/Organizations reports.

### **C. Site/Administration/Staff**

There were no Site/Administration Staff reports.

## **IX. District Administration Reports**

### **A. Superintendent**

Superintendent Dougherty reported that Tom Sachse has been working on the Accountability Bill. Dr. Sachse has met with the SCEA membership in regard to this bill. Superintendent Dougherty said that the District will continue to work with the State Board of Education and local legislators. He stated that the District is working proactively to deal with this bill.

**TRUSTEE CRAFT MADE A MOTION AT 7:30 P.M. TO GO TO EXECUTIVE SESSION. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

## **X. Executive Session:**

The Board went into Executive Session at 7:35 p.m. to cover personnel and legal matters. The meeting reconvened at 9:10 p.m.

**TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE REVISED PERSONNEL ACTION REPORT, AS PRESENTED. TRUSTEE PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**TRUSTEE STEEL MADE A MOTION TO APPROVE THE EXTENDED SICK LEAVE REQUEST, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**TRUSTEE O'DELL MADE A MOTION TO APPROVE THE RENEWAL LIST OF CERTIFIED STAFF FOR THE 2012-2013 SCHOOL YEAR. TRUSTEE PERKINS SECONDED THE MOTION AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE HACKMAN ABSTAINED FROM VOTING.**

**TRUSTEE SCHATZ MADE A MOTION THAT THE SUPERINTENDENT, AFTER CONSULTATION WITH THE BOARD'S ATTORNEY, SEND A NOTICE OF RENEWAL AND EMPLOYMENT CONTRACT TO THE INITIAL CONTRACT TEACHERS THAT ARE BEING RENEWED FOR THE 2012-2013 SCHOOL YEAR. TRUSTEE CRAFT SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**



**TRUSTEE CRAFT MADE A MOTION THAT THE SUPERINTENDENT, AFTER CONSULTATION WITH THE BOARD'S ATTORNEY, SEND A CONFIDENTIAL WRITTEN NOTICE OF TERMINATION TO THOSE INITIAL CONTRACT TEACHERS WHO CONTRACTS ARE NOT BEING RENEWED AS REQUIRED BY WYOMING STATUTE. TRUSTEE O'DELL SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**TRUSTEE PERKINS MADE A MOTION TO APPROVE THE RENEWAL LIST OF PRINCIPALS TO BE HIRED IN THE DISTRICT FOR THE 2012-2013 SCHOOL YEAR AS PRESENTED. TRUSTEE HOLLIS SECONDED THE MOTION AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE CRAFT ABSTAINED FROM VOTING.**

**TRUSTEE BRIDGER MADE A MOTION TO APPROVE THE RENEWAL LIST OF PROFESSIONAL (NON EXEMPT) STAFF TO BE HIRED IN THE DISTRICT FOR THE 2012-2013 SCHOOL YEAR AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**XI. Adjournment:**

**TRUSTEE HACKMAN MADE A MOTION TO ADJOURN THE MEETING AT 9:14 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

---

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**PERSONNEL REPORT**  
**April 10, 2012**

**CERTIFIED STAFF**

**Approvals:**

Melissa Brackley Meadowlark School	Teacher-4 <sup>th</sup> Grade 1.0 FTE	Effective 8/17/12
Molly Kinsey District Elementary Schools	Teacher-Gifted and Talented 1.0 FTE	Effective 8/21/12
Amanda Roseberry Coffeen School	Teacher-4 <sup>th</sup> Grade 1.0 FTE	Effective 8/17/12
Jessica Sparks Woodland Park School	Teacher-1 <sup>st</sup> Grade 1.0 FTE	Effective 8/21/12

**Changes/Transfers:**

W. Robert Aksamit Coffeen School	Teacher-4 <sup>th</sup> Grade to Teacher-Math Recovery/Title I 1.0 FTE	Effective 8/21/12
Timothy Daniels Sheridan High School	Teacher-Math (1.0 FTE) to Teacher- Math (0.6 FTE)/Instructional Facilitator- Math (0.4 FTE)	Effective 8/21/12
Kimberley Ferguson Sheridan Junior High and Sheridan High Schools to Sheridan High School	Instructional Facilitator-English 1.0 FTE	Effective 8/21/12
Carol "C. B." Goss Woodland Park School	Teacher-Math Recovery/Title I/At-Risk to Teacher-Math Recovery 1.0 FTE to 0.5 FTE	Effective 8/21/12
Danielle M. Harnish Sheridan High School	Teacher-Culinary Arts/Pro-Start 0.6 FTE to 0.5 FTE	Effective 8/21/12
Peter Hawkins Sheridan High School	Teacher-French (0.6 FTE)/Assistant Activities Director (0.4 FTE) to Teacher- French (0.4 FTE)/Assistant Activities Director/Administrator (0.6 FTE)	Effective 8/21/12

Erin Hinton Woodland Park School	Teacher-5 <sup>th</sup> Grade to Teacher-4 <sup>th</sup> Grade 1.0 FTE	Effective 8/21/12
Michael Ibach Sheridan Junior High and Sheridan High Schools to Sheridan High Junior School	Teacher-PE/Health 1.0 FTE	Effective 8/21/12
Jennifer Jones Woodland Park School	Teacher-4 <sup>th</sup> Grade to Teacher-3 <sup>rd</sup> Grade 1.0 FTE	Effective 8/21/12
Stacie L. Largent Woodland Park School	Teacher-3 <sup>rd</sup> Grade to Teacher-4 <sup>th</sup> Grade 1.0 FTE	Effective 8/21/12
Larry Ligocki Sheridan High School to Sheridan Junior High and Sheridan High Schools	Teacher-Business (0.6 FTE)/Discipline Assistant (0.4 FTE) to Teacher-Business (1.0 FTE)	Effective 8/21/12
Ryan McChesney Sheridan High School to Sheridan Junior High and Sheridan High Schools	Teacher-Vocational – Industrial Tech Education 1.0 FTE	Effective 8/21/12
Jennifer McIntire Woodland Park School	Teacher-3 <sup>rd</sup> Grade to Teacher-1 <sup>st</sup> Grade 1.0 FTE	Effective 8/21/12
Mario Montano Sheridan High School to Sheridan Junior High and Sheridan High Schools	Teacher-Foreign Language – Spanish 1.0 FTE	Effective 8/21/12
Shebree Moore Coffeen School	Instructional Facilitator/Literacy Coordinator to Teacher-2 <sup>nd</sup> Grade 1.0 FTE	Effective 8/21/12
Casey O'Connor Meadowlark School	Teacher-4 <sup>th</sup> Grade to Instructional Facilitator and Reading Recovery Teacher 1.0 FTE	Effective 8/21/12
Kerri Parr-Cook Highland Park and Coffeen Schools	Teacher-Music - General/Keyboarding 0.75 FTE to 0.81 FTE	Effective 8/21/12
Douglass Raney Sheridan High School	Teacher-Social Studies/Instructional Facilitator-Social Studies to Teacher- Social Studies 0.8 FTE	Effective 8/21/12

Heidi Richins Sheridan Junior High and Sheridan High Schools to Sheridan High School	Teacher-Family and Consumer Science 1.0 FTE	Effective 8/21/12
Kaelee Saner Meadowlark School	Teacher-5 <sup>th</sup> Grade to Teacher-4 <sup>th</sup> Grade 1.0 FTE	Effective 8/21/12
Kristi Von Krosigk Elementary Schools to Coffeen School	Common Core State Standards (CCSS) Literacy Specialist to CCSS Literacy Coordinator and Technology Specialist 1.0 FTE	Effective 8/21/12
Martha Williams Highland Park, Coffeen, Sagebrush Schools	Teacher-Art 0.83 FTE to 0.92 FTE	Effective 8/21/12
Sean Yeager Sheridan Junior High School to Sheridan Junior High and Sheridan High Schools	Teacher-PE/Health 1.0 FTE	Effective 8/21/12

**Resignations:**

Derek Bissitt Sheridan High School	Teacher-Social Studies 1.0 FTE	Effective 6/4/12
Kara Kim Dunlap Highland Park School	Teacher-Special Education (R3) 1.0 FTE	Effective 6/4/12

**CLASSIFIED STAFF**

**Approvals:**

Heidi A. Schneider Sagebrush School	Paraprofessional-Special Education 6.0 hours/day	Effective 4/9/12
--	---	---------------------

**Changes/Transfers:**

Donna Creel Woodland Park School	Paraprofessional-Special Education 6.5 hours/day to 7.0 hours/day	Effective 4/9/12
-------------------------------------	--	---------------------

Daveya Green Highland Park School to	Paraprofessional-Special Education 1:1 8.0 hours/day to 7.0 hours/day	Effective 4/16/12
---	--	----------------------

**Resignations:**

Penny Hanify Sheridan High School	Cook's Helper 3.5 hours/day	Effective 4/6/12
--------------------------------------	--------------------------------	---------------------

**EXTRA DUTY 2011-2012**

**Approvals:**

<u>Name</u>	<u>Position</u>
Katie Foster	Track – B Coach – SJHS
Michael McGuire	Basketball – Boys' C Coach – SJHS
Heidi Richins	Parenteen – SHS

# ***Sheridan County School District No. 2***

## **Board of Trustees Special Board Meeting**

**April 18, 2012**

Scott Hininger, Chairman  
Superintendent

Craig Dougherty,

---

### **MINUTES OF MEETING**

#### **I. Call to Order**

A Special Board Meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 11:47 a.m., Wednesday, April 18, 2012, in the Board Room at the Central Administration Office. The presiding officer was Scott Hininger, Chairman. A quorum was present with the following attendees:

##### **Trustees:**

Scott Hininger, Chairman  
Molly Steel, Vice-Chairman  
Wayne Schatz, Treasurer  
Ann Perkins, Clerk  
Hollis Hackman  
Erica O'Dell

##### **Administrators:**

Craig Dougherty, Superintendent  
Roxie Taft, Business Manager  
Julie Carroll, Facilities Director

##### **Absent:**

Richard Bridger  
Marva Craft  
Nancy Drummond

#### **II. Approval of Agenda**

**TRUSTEE O'DELL MADE A MOTION TO APPROVE THE AGENDA, AS PRESENTED. TRUSTEE PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

#### **III. New Business**

##### **A. Award Bids for Fixtures, Furniture, and Equipment for Meadowlark Elementary School (*Action*) – Julie Carroll**

Julie Carroll, Facilities Director, gave an overview of the bids received for Meadowlark Elementary School Fixtures, Furniture, and Equipment. Ms. Carroll

broke down the bids by manufacturer. She recommended awarding the product groups as follows:

<b>Products</b>	<b>Vendor</b>	<b>Total Costs</b>
KI	The Office	\$119,384.24
Global-Wenger	Source Office	\$98,290.65
Balt-ES Robbins		
All Steel		
SiCo	Office Shop	\$31,364.00
ArtcoBell	Officescapes	\$74,030.07
Benchmark		
Steelcase		
Smith Systems	Top Office	\$32,559.33

**TRUSTEE HACKMAN MADE A MOTION TO AWARD BIDS FOR FIXTURES, FURNITURE, AND EQUIPMENT FOR MEADOWLARK ELEMENTARY SCHOOL, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION AND IT PASSED WITH A UNANIMOUS VOTE.**

**B. Update of Facility Plan being Submitted to Wyoming School Facilities Commission (WSFC) on May 10, 2012 – (Action) – Julie Carroll**

Julie Carroll, Facilities Director will submit the official Facility Master Plan and five-year projections to the Wyoming School Facilities Commission (WSFC). In preparation for this, Ms. Carroll reviewed the plan approved by the Board in November of 2011. She feels that the District is still at the same capacity and enrollment projections. Current kindergarten enrollment is projected to be around 330, the number used for the capacity study presented in November was 308. Ms. Carroll stated that based upon this information, she believes the District needs to request to have funding available in the 2014 biennium for funding of a sixth elementary school and an alternative school. Over the next couple weeks Ms. Carroll will be working closely with the School Facilities Department staff to enter this information into their database.

**C. Request to Advertise for Professional Services for High School Entrance Renovation – (Action) – Julie Carroll**

Julie Carroll, Facilities Director said that since the District has been funded to renovate the high school entrance for safety and security, we need to request proposals for professional services. The District will then be able to obtain a Director's Authorization Letter (DAL) from the Wyoming School Facilities Department in order to continue with design and construction documents. Ms. Carroll would like to secure professional services so the project can be out to bid for the construction portion by March of 2013. The construction project would then take place in the summer of 2013.

**TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE REQUEST TO ADVERTISE FOR PROFESSIONAL SERVICES FOR HIGH SCHOOL ENTRANCE RENOVATION, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION AND IT PASSED WITH A UNANIMOUS VOTE.**

**TRUSTEE PERKINS MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 12:10 P.M. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**IV. Executive Session**

The Board went into Executive Session at 12:10 p.m. to cover personnel matters.

**TRUSTEE SCHATZ MADE A MOTION TO RECONVENE THE MEETING, AND TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting reconvened at 12:25 p.m.

**IV. Adjournment**

**TRUSTEE O'DELL MADE A MOTION TO APPROVE THE PERSONNEL ACTION REPORT, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE LEAVE OF ABSENCE REQUEST AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**TRUSTEE PERKINS MADE A MOTION TO ADJOURN THE MEETING AT 12:26 P.M. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

---

Chairman

---

Clerk



**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**PERSONNEL REPORT**  
**April 18, 2012**

**PROFESSIONAL STAFF**

**Retirements:**

Robert Conrad Sheridan Junior High School	Discipline Assistant 180 days	Effective 6/4/12
---	----------------------------------	---------------------

**CERTIFIED STAFF**

**Approvals:**

Danielle Holler Sheridan High School	Teacher-Special Education 1.0 FTE	Effective 8/17/12
Andrew Johnson Sheridan Junior High School	Teacher-Special Education 1.0 FTE	Effective 8/17/12
Cyrita Martini Sheridan Junior High School	Teacher-Special Education 1.0 FTE	Effective 8/17/12
Jeff Martini Sheridan Junior High School	Teacher-Social Studies 1.0 FTE	Effective 8/17/12
Marshall McEwen Sheridan High School	Teacher-Social Studies 1.0 FTE	Effective 8/17/12
Adam Metcalf Sheridan High School	Teacher-Social Studies 1.0 FTE	Effective 8/17/12
Allison Voigt Coffeen and Woodland Park Schools	Teacher-Music 1.0 FTE	Effective 8/17/12

### **Transfers/Changes:**

Timothy Cooper Sheridan Junior High School	Teacher-Social Studies (0.8 FTE) and Study Hall Coordinator (0.2 FTE) to Teacher-Social Studies (1.0 FTE)	Effective 8/21/12
--	---	----------------------

### **CLASSIFIED STAFF**

#### **Approvals:**

Jeffrey Wallenkamp Woodland Park School	Custodian 5.5 hours/day	Effective 4/25/12
--	----------------------------	----------------------

#### **Resignations:**

Sarah Anderson Highland Park School	Paraprofessional-Special Education 7.0 hours/day	Effective 4/11/12
--	---	----------------------

### **EXTRA DUTY 2012-2013**

#### **Approvals:**

<u>Name</u>	<u>Position</u>
Gale Smith	Basketball – Head Boys’ Coach – SHS



Craig Dougherty, Superintendent

Administrative Offices  
201 N. Connor, Suite 100  
P.O. Box 919  
Sheridan, WY 82801  
Phone: 307-674-7405  
Fax: 307-674-5041

---

DATE: May 7, 2012

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent  
Julie Carroll, Facilities Director

SUBJ: **Capital Construction Update** (*Information*)

**Meadowlark Elementary School**

Interior finishes are well underway and nearing completion in the whole building. The first and second floor are completely painted. The gym accent painting is underway. Flooring is in place in roughly 40% of the first floor. Flooring will continue to be installed over the next month. All ceramic tile is complete in all restrooms. Fully 95% of all casework is in place throughout the building. The ceiling grid is complete throughout the building, except in the stage area. Marker and tack boards will be installed over the next two weeks. All electrical and mechanical trim-out is underway and will continue for the next month. The kitchen equipment is being installed and will continue over the next two weeks.

Exterior concrete will be complete by the end of the week. Playground installations have begun and should be complete in the next two weeks. Site grading is complete. Top soil installation and fine grading will be complete by the end of the week. Trees will be planted and complete by next week. Seeding and sodding will begin this week and be completed over the next several weeks, depending on the weather.

Furniture will be placed over the month of July. We are scheduling another tour for the Meadowlark teachers another tour towards the end of May. They are all excited to begin the school year in the new building.



Craig Dougherty, Superintendent

P.O. Box 919  
201 N Connor  
Sheridan, WY 82801  
Phone: 307-674-7405  
Fax: 307-674-5041

**DATE:** May 10, 2012  
**TO:** Board of Trustees  
**FROM:** Cody Sinclair, Human Resources Coordinator  
**SUBJ:** **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

<b>BEE</b>	<b>Board Hearing/Appeal Procedures</b>
<b>BEE-E</b>	<b>Rules of Practice Governing Hearings and Contested Cases Before the Board of Trustees of Sheridan County School District Number Two and Procedures to Consider Recommended Findings from an Independent Hearing Officer</b>
<b>EFB</b>	<b>Wellness Policy</b>
<b>GCBF</b>	<b>Certified Sick Leave Bank</b>
<b>GCBF-P</b>	<b>Certified Sick Leave Bank Committee Guidelines</b>
<b>GCC/GDC</b>	<b>Staff Leaves and Absences</b>
<b>GDBF</b>	<b>Classified Sick Leave Bank</b>
<b>GDBF-P</b>	<b>Classified Sick Leave Bank Committee Guidelines</b>

The following policies are being recommended for second reading:

<b>GCQEA-P</b>	<b>Early Retirement Incentive Plan Schedule of Benefits</b>
<b>JC</b>	<b>School Attendance Areas</b>
<b>JC-E</b>	<b>Request for Exception to Attendance Area</b>
<b>JD</b>	<b>Education of Homeless Students</b>
<b>KIB</b>	<b>Sex Offenders on School Property</b>
<b>KIB-E</b>	<b>Access to School Property by Sex Offenders</b>

*Policies -  
First Reading*

## BOARD HEARING/APPEAL PROCEDURES

All formal due process hearings to be held before the board of trustees shall be conducted according to ~~in the manner provided by~~ the Rules of Practice Governing Hearings and Contested Cases Before the Board of Trustees and in accordance with the Wyoming Administrative Procedures Act.

Findings of fact, conclusions of law, and recommendations that are required to be made by an independent hearing officer and then are submitted to the Board for consideration shall be considered in accordance with these rules.

Decisions regarding determination of eligibility for free and reduced-price school lunches shall also be held in accordance with the Eligibility Manual for School Meals ~~district rules~~ governing determination of eligibility for free and reduced-price school lunches.

Disputes regarding services and programs provided to children with disabilities shall be resolved in the manner provided by the Wyoming State Board of Education Rules and Regulations for serving children with disabilities, specifically including the due process procedures set forth therein.

Less formal hearings may be conducted before the board of trustees at any time with the consent of all parties or as provided for resolving grievances and/or other discrimination claims which are appealed to the board of trustees, in which event the appeal process shall be as set forth in the specific policy relating to the grievance or claim.

W.S. 16-3-101 through 16-3-115

See also policies:

BEE-E Rules of Practice Governing Hearings and Contested Cases Before the Board of Trustees of Sheridan County School District Number Two and Procedures to Consider Recommended Findings from an Independent Hearing Officer

JII Grievance Procedure

First Reading:

Second Reading:

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED CASES BEFORE THE BOARD OF TRUSTEES OF SHERIDAN COUNTY SCHOOL DISTRICT NUMBER TWO AND PROCEDURES TO CONSIDER RECOMMENDED FINDINGS FROM AN INDEPENDENT HEARING OFFICER

ARTICLE I  
GENERAL PROVISIONS

AUTHORITY

These rules are adopted as authorized by the Wyoming Administrative Procedures Act, W.S. 16-3-101 through 16-3-115, and under the provisions of W.S. 21-3-110 as amended.

EFFECTIVE UPON COMPLIANCE

These rules shall be effective upon compliance with all prerequisites set forth in the Wyoming Administrative Procedures Act, '16-3-102 to 16-3-106 or any statute amending, recodifying or superseding the same.

PREVIOUS RULES SUPERSEDED

From and after the effective date of these rules, any previously filed rules of practice of Sheridan County School District No. 2 relating to Contested Hearings, shall be superseded and shall be of no further force or effect ~~except as provided for in Article II, APPLICABILITY OF RULES, 2 and 3.~~

PROMULGATION, AMENDMENT OR REPEAL OF RULES

Any amendments to these rules shall become effective as provided by W.S. 16-3-101 through 16-3-115.

ARTICLE II  
DEFINITIONS AND APPLICABILITY  
HEARINGS AND CONTESTED CASES

DEFINITIONS

As used in these rules:

1. The term "Board" means the Board of Trustees of Sheridan County School District No. 2.
2. The term "chairman" means the chairman of the Board.

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED  
CASES BEFORE THE BOARD(contd.)

3. The term "day" means calendar day.
4. The term "hearing" includes all contested cases.
5. The term "party" means each person or agency named or admitted as a party, or properly seeking and entitled as of right to be admitted as a party.
6. The term "person" means any individual, partnership, corporation, association, municipality, governmental subdivision or public or private organization of any character other than an agency.
7. The term "superintendent" means the chief administrative officer of the school district.
8. The term "clerk" means the clerk of the board.
9. The term "teacher" means any person employed under contract by the Board as a teacher.
10. The term "pupil" or "student" means any person duly enrolled for instruction in the public elementary or secondary schools of this district.
11. The term "independent hearing officer" means that person selected or appointed as provided for in W.S. ' 21-7-110(c).

APPLICABILITY OF RULES

1. These rules shall apply to all hearings required by law to be held with respect to termination, dismissal and suspension of teachers under the Wyoming Teacher's Employment Law as amended, and, any applicable federal and state court decisions, and to all formal hearings required by law to be held with respect to the suspension or expulsion of any student from the public schools and to any other matters wherein a contested case, as defined by law, is presented or any other matter wherein a hearing is required by law.



RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED  
CASES BEFORE THE BOARD(contd.)

2. *Informal or investigative hearings may be held by the Board without compliance with these rules.*
3. *Hearings not in compliance with these rules may be held by the Board upon express written agreement by all parties.*
4. *All hearings required to be held before an independent hearing officer provided through the office of administrative hearings as provided by W.S. 21-7-110(c) shall be governed by the procedures specified under W.S. 9-2-2202(b), including the Rules for Contested Case Practice and Procedure Before the Office of Administrative Hearings ("OAH Rules").*

ARTICLE III  
HEARINGS BEFORE THE BOARD

**GENERALLY**

*Any person whose legally-recognized rights have been or will be affected by any decision, order, ruling, or other action taken by the Board or to be taken by the Board has a right to a hearing before the Board unless such hearing is required by law to be before an independent hearing officer.*

**PETITION**

*Any person desiring to come before the Board for a hearing must file with the Board, in its office at Sheridan County School District No. 2, Sheridan, Wyoming, a petition setting forth:*

1. *A concise statement of the facts on which the petitioner relies.*
2. *A statement in ordinary language, setting forth the action or decision desired by the petitioner.*
3. *The name, address and telephone number of the petitioner and of the attorney for the petitioner, if any.*
4. *The signature of the petitioner and attorney for the petitioner, if any.*

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED  
CASES BEFORE THE BOARD(contd.)

5. *The legal authority, if any, or known at the time of the filing of the petition, upon which the petitioner relies.*

**BOARD AS PETITIONER**

*In any matter in which the School District is required to hold a hearing before the Board in which it has the burden of proof, the School District shall be deemed the petitioner for purposes of these rules. Any notices or writings required by law for said hearing shall be deemed to be the petition for the School District. Any objection by the other party to the petition of the School District shall be served in writing at least ten (10) working days before any scheduled hearing.*

**NOTICE OF HEARING**

*For any hearing which is to be held before the Board, the Clerk shall cause written notice of any hearing held under these rules to be served upon each party as much time in advance of the date set for hearing as is reasonably practicable. Such notice shall include a statement of:*

1. *The time, place and nature of the hearing.*
2. *The legal authority and jurisdiction under which the hearing is to be held.*
3. *The particular sections of the statutes, rules, or court decisions involved.*
4. *A short and plain statement of the matters asserted. If the Clerk is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved, and thereafter upon application a more definite and detailed statement shall be furnished.*

**HEARING EXAMINER**

1. *Whenever it shall appear, from statements of any party or other sources, including applicable Federal or State case law, that a dispute exists wherein a hearing is authorized or required to be held before the Board, the Board, at its option, may delay further proceedings until all factual*

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED  
CASES BEFORE THE BOARD(contd.)

*disputes are heard and recommendations made by a hearing examiner as provided in this section.*

2. *The hearing examiner shall be the presiding officer at the hearing and shall conduct all proceedings in an impartial manner.*
3. *The hearing examiner shall be a qualified member of the bar of Wyoming.*
4. *The hearing examiner shall make recommended findings of fact and conclusions of law to the Board in writing.*
5. *The hearing examiner shall be hired by the Board and shall be entitled to a reasonable fee for his/her services and reimbursement for reasonable expenses incurred in connection therewith, but shall not be considered an employee of the District, but rather, an independent contractor.*
6. *The hearing examiner shall accord the parties the same hearing procedural rights as are available to them in a hearing before the Board as herein set forth.*
7. *The impartial hearing examiner shall not be an employee of the Board or a person with a personal or professional interest in the case at hearing, nor be biased or prejudiced against any party to the hearing.*

**ADOPTION OF FINDINGS OF FACT AND CONCLUSIONS**

1. *The recommended Findings of Fact and Conclusions of Law made by the hearing examiner under Section 5.d of this Article III or rendered by the independent hearing officer pursuant to W.S. '21-7-110 shall be mailed or delivered to all parties and members of the Board.*
2. *Any party objecting to the recommended Findings of Fact and Conclusions of Law shall present any objections at the next meeting of the Board occurring at least five (5) days after mailing of the recommended Findings of Fact and Conclusions of Law to all parties or within fourteen (14) days after mailing, whichever occurs first.*

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED  
CASES BEFORE THE BOARD(contd.)

3. *The recommended Findings of Fact and Conclusions of Law shall be adopted or rejected by the Board. If the Board terminates, suspends or dismisses a teacher's employment over a recommendation by the independent hearing officer of retention, the written order of the Board shall include a conclusion together with reasons supported by the record. The decision of the Board to either adopt or reject the recommended Findings of Fact and Recommendation from an independent hearing officer assigned by the Office of Administrative Hearings shall be issued in writing within twenty (20) days of receipt of the recommended Findings of Fact and Recommendation.*

*DUTIES OF PRESIDING OFFICER*

*The presiding officer at any hearing before the Board shall be the chairman of the Board, or any member of the Board authorized to act in the absence of the chairman, or the hearing examiner as provided in Section 5.b of this Article III of these rules. The presiding officer shall have authority and power to:*

1. *Administer oaths and affirmations;*
2. *Issue subpoenas;*
3. *Rule upon offers of proof and receive relevant evidence;*
4. *Take or cause depositions to be taken in accordance with the provisions of the Wyoming Administrative Procedures Act and rules of the Board;*
5. *Regulate the course of the hearing;*
6. *Hold conferences for the settlement or simplification of the issues;*
7. *Dispose of procedural requests or similar matters;*
8. *Cause Findings of Fact and Conclusions of Law to be finalized and filed with the Clerk and delivered to all parties;*
9. *May recess the hearing or grant continuances for good cause;*

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED  
CASES BEFORE THE BOARD(contd.)

10. *May require written briefs from any party clarifying its legal or factual position;*
11. *May declare that any matter is being taken under advisement and that a decision will be announced at a later time, not to exceed twenty (20) days after receipt of findings and a recommendation from the independent hearing officer or sixty (60) days for all other hearings;*
12. *Punish contempt by permanent removal from the hearing location by any person so offending;*
13. *See that a recording of the hearing is made by either an electronic recording device or certified shorthand or machine reporter or other person authorized to administer oaths;*
14. *Take any other action authorized by law, consistent with these rules, or required to fulfill any of his/her duties.*

*ORDER OF PROCEDURE AT HEARING*

*As nearly as may be, hearing shall be conducted in accordance with the following order of procedure:*

1. *The petitioner may briefly state his/her case and the evidence by which he expects to sustain it.*
2. *The adverse party may then briefly state his/her defense and the evidence he expects to offer in support of it.*
3. *The petitioner shall first produce his/her evidence, the adverse party will then produce his/her evidence.*
4. *The parties will then be confined to rebutting evidence unless the presiding officer permits them to offer evidence in their original case.*
5. *The presiding officer may, in his/her discretion, allow evidence to be offered out of the order as herein prescribed.*
6. *Closing statements will be made in the following sequence:*

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED  
CASES BEFORE THE BOARD(contd.)

- (a) *Petitioner*
- (b) *Adverse Party*
- (c) *Petitioner in Rebuttal*

**WITNESSES AT HEARINGS TO BE SWORN**

*All persons testifying at any hearing shall stand and be administered the following oath by the presiding officer: "Do you swear (or affirm) to tell the truth, the whole truth and nothing but the truth in the matter now before the Board, so help you God?", unless the hearing officer waives said oath on a showing that the person understands the meaning of telling the truth and that he/she may be charged and convicted of the crime of falsifying his/her testimony.*

**DISPOSITION OF CASE BY STIPULATION**

*Any case may be finally disposed of by stipulation, agreed settlement, consent order or default of the parties, approved by the Board. An appropriate order accordingly shall be entered in the case record.*

**APPLICABLE RULES OF CIVIL PROCEDURE TO APPLY**

*The rules of practice and procedure contained in the Rules of Civil Procedure of the State of Wyoming, insofar as the same may be applicable, and not inconsistent with the laws of the State of Wyoming, or these rules shall apply at all hearings under these rules. Service of the petition and notice of hearing may be by certified or registered mail to the last known address of the teacher or student involved or by personal service by any adult, provided that service upon a teacher or student by an employee of the school district shall be witnessed unless an acknowledgment of service is signed by the teacher or student. All other notices and service of papers shall be made in accordance with Rule 5 WRCP.*

**ATTORNEYS**

*The filing of a petition or other similar representation by an attorney constitutes his/her appearance for the party for whom the representation is made. The Board, hearing examiner, or independent hearing officer, must be notified in writing of any withdrawal from the case. Any person appearing at a hearing in*

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED  
CASES BEFORE THE BOARD(contd.)

*a representative capacity, shall be precluded from examining or cross-examining any witness, unless such person shall be an attorney licensed to practice in the State of Wyoming, or a non-resident attorney, associated with a Wyoming attorney. These rules shall not be construed to prohibit any person from representing himself in any hearing under these rules.*

**SCHOOL ATTORNEY PRESENT**

*In all matters before the Board, or under these rules, the chairman shall request the school attorney to be present, to assist and advise the Board and/or to represent the District. If there is a conflict in the Board attorney acting as advisor for the Board or the District, the Board shall authorize the employment of Special Counsel to act either as attorney for the Board or attorney for the District.*

**TAKING OF TESTIMONY OF REPORTER**

*Where oral testimony of witnesses is taken in a hearing under these rules, the testimony shall be reported either by an electronic recording device or by a certified shorthand machine reporter or other person authorized to administer oaths whose compensation for taking such testimony shall be at the expense of the District. A transcription of the proceedings or any part thereof shall be at the cost and expense of any party requesting the same.*

**DECISION AND ORDER**

*The Board shall make a written decision and order in all cases, which order and decision shall be filed by the Clerk in the file of the matter. The vote of the Board shall be shown in its decision. When the decision involves a teacher, a copy shall be provided to the teacher and a copy placed in the school records pertaining to the teacher.*

**APPEALS**

*Any decision of the Board is subject to appeal to the District Court and the Supreme Court of Wyoming as provided by law.*

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED  
CASES BEFORE THE BOARD(contd.)

*APPLICATION OF WYOMING ADMINISTRATIVE PROCEDURE ACT*

*Whether or not herein set forth, the provisions of the Wyoming Administrative Procedure Act, '16-3-101 to 16-3-115, as amended and the Wyoming Education Code (21-3-101 et. seq.), shall govern all procedures before this Board except in all statutory proceedings before this Board should a conflict arise between the statutes and these rules, the statutes shall govern and control.*

*SEVERABILITY*

*If any provision of these rules of practice or the application thereof to any matter is held invalid, the invalidity shall not affect the other provisions or applications of these rules which can be given effect without the invalid provision or application, and for this purpose the provisions of these rules are severable.*

*ARTICLE IV*

*RULES GOVERNING DETERMINATION OF ELIGIBILITY  
FOR FREE AND REDUCED PRICE SCHOOL LUNCHES*

*APPLICABILITY OF RULES*

*The rules contained in this Article shall apply to the determination of eligibility of pupils for free and reduced-price lunches.*

*DEFINITIONS*

*As used in this Article, the following additional definitions apply:*

- 1. "Household Family" shall mean a group of related or non-related individuals who are not residents of an institution or boarding house, but who are living as one economic unit.*
- 2. "School Food Authority" means the School District, by and through the person(s) selected and hired by the Board to oversee and administer the school lunch program of the District, and determine eligibility requirements in the*



RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED  
CASES BEFORE THE BOARD(contd.)

school lunch program for recipients of free and reduced price lunches.

**STANDARDS**

~~In determining standards of eligibility for free and reduced-price lunches, the school food authorities shall adhere to the guidelines prescribed by the Secretary of Agriculture of the United States, shall receive free or reduced-price lunches. consider in adopting or amending specific guidelines:~~

- ~~1. The level of family income, including welfare grants; and~~
- ~~2. The number of individuals in the family; and~~
- ~~3. The number of children in the family attending schools or service institutions.~~

**ELIGIBILITY**

~~Any pupil who qualifies for free or reduced-price lunches is a member of a family which has an annual income not above the applicable family size income level set forth in the income poverty as determined by the guidelines prescribed by the Secretary of Agriculture of the United States, shall receive free or reduced-price lunches.~~

**NON-ELIGIBLE CHILDREN**

~~Any family which does not meet the eligibility criteria established by the school food authority shall not be entitled to benefits. may apply to the school food authority for free or reduced-price lunches for its pupils stating the reasons why, even though the family does not meet the eligibility criteria as established by these rules and the guidelines prescribed by the Secretary of Agriculture, such family believes that its pupils are unable to pay the full price of the lunch. If the school food authority determines, on the basis of such an application, that the pupils of such family cannot afford to pay the full price of a lunch, a free or reduced-price lunch may be made available to such children.~~

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED  
CASES BEFORE THE BOARD(contd.)

**PRIORITY**

~~The school food authority shall give first priority to providing free lunches to the neediest children in the schools within the district.~~

**PUBLICITY**

The school food authority shall publicly announce the standards and criteria for determining the eligibility for free and reduced-price lunches by taking the following actions:

1. Sending a letter or notice at or about the beginning of each school year to the parents of children in attendance, stating the eligibility standards and criteria for determining eligibility, how to apply for free and reduced-price lunches, and how a family may appeal the decision of the school authority; and
2. Sending a public release containing the same information as is required by subsection (1) of this section to the news media of general circulation within the district; and
3. Making available through the office of the superintendent, copies of the public release, which copies shall be available to all interested parents and pupils.

**APPLICATIONS**

The school food authority shall supply forms upon which families may apply for free or reduced-price lunches. Such forms shall require only information as is needed to determine eligibility.

**TRANSFERS**

Transfers between or among schools within the District shall not affect eligibility for free or reduced-price lunches, nor require further application.

**CHANGE IN STATUS**

In the event there is a change in the income or other eligibility criteria by which the pupils of any family were

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED  
CASES BEFORE THE BOARD(contd.)

found to be eligible for free or reduced-price lunches, the family of which such pupils are members, may ~~must~~ notify the school food authority ~~immediately~~ and the school food authority shall then re-determine the eligibility of the pupils for free or reduced-price lunches and notify the family of such determination.

**APPEALS**

Any family, the pupils of which have been refused free or reduced-price lunches, may, upon the forms available in the office of the superintendent, make application for a hearing before the superintendent ~~Board~~ by filing a completed application form with the clerk.

**TIME OF SETTING AND HEARING**

1. Within ten (10) days after receipt of the application for hearing, the superintendent's office ~~clerk~~ shall set a time and place for hearing upon the application.
2. The time set for hearing shall be not less than ten (10) nor more than thirty (30) days after the date upon which the clerk shall set the time and place of hearing.

**EXCEPTIONS TO RULES OF PRACTICE GOVERNING HEARINGS**

The rules of practice governing hearings as contained in Article III of these rules, shall be applicable to hearings provided under the provisions of this Article IV, except as follows:

1. Service of any notice required to be made herein may be made upon any member of the family who is of legal age.
2. The proceedings need not be reported verbatim stenographically or by any other means except upon the request of either party, in which event, the party making such request shall bear the expense of the verbatim reporting. In the event the proceedings are not reported verbatim, accurate minutes of the hearing shall be kept by a person appointed by the superintendent ~~Board~~ and such minutes shall be placed, with all exhibits offered into evidence, in the docket file.

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED  
CASES BEFORE THE BOARD(contd.)

3. *The hearing shall be conducted by the superintendent. The superintendent shall make a written decision and order in all cases, which order and decision shall be placed in the file of the matter.*

*See also policy:*

*JII            Grievance Procedure*

*First Reading:*

*Second Reading:*

## WELLNESS POLICY

The **Sheridan County School** District #2 will promote student well-being and academic achievement by supporting quality nutrition and physical activity as part of the learning environment. The District recognizes that collaborating with parents, students, school personnel, health professionals, and community members is the most effective method of creating a healthy environment.

### PHYSICAL ACTIVITY

1. State physical education curriculum standards and guidelines will be met or exceeded.
2. ~~All~~ Students in grades K-12 will be provided the opportunity for physical education that actively engages all youth, regardless of skill level, and teaches the knowledge, attitudes, skills, and behaviors that students need to adopt to enjoy a physically active lifestyle.
3. The District will not allow courses or activities to be **waived and/or** substituted for physical education.
4. Physical activity programs will be carried out in safe environments that reflect understanding for varying skill levels, including those who are not athletically inclined or gifted.
5. Physical activity opportunities will focus on individual activities in addition to team sports.
6. District personnel will encourage all students to participate in physical activity/recess on a daily basis.
7. The school will encourage families and community members to support programs outside the school that encourage physical activity.

### NUTRITION ~~PROGRAM~~ EDUCATION

1. Students in the District will receive nutrition education that is interactive and teaches the knowledge, attitudes, skills, and behaviors they need to adopt healthy and enjoyable eating habits that will last a lifetime.
2. State health education curriculum standards and guidelines will be met or exceeded.

**WELLNESS POLICY (contd.)**

3. Students will receive positive nutrition messages throughout the school, classroom, and cafeteria.
- ~~\* The District will build awareness among teachers, food service staff, coaches, nurses, and other school staff about the importance of nutrition, physical activity, and lifelong wellness.~~
- ~~\* The District will encourage parents, teachers, school personnel, and students to serve as role models in practicing healthy eating and being physically active.~~

~~NUTRITION STANDARDS~~

4. The District will use the National Dietary Guidelines for Americans and the USDA School Lunch and School Breakfast Program requirements when deciding what foods and beverages will be available to students throughout the school day.
5. A school authority will be responsible for monitoring the content of food and beverages available during the school day to ensure health-promoting foods are available for sale to students.
6. Classroom snacks ~~or rewards~~ given on a regular basis will be a healthy choice.
7. ***If on occasion food is used as a reward, it should be a healthy choice.***
- ~~87.~~ Schools may not sell any food in vending machines, school stores, or otherwise that competes with the School Meal Programs from one half hour before ***the first lunch period*** and one half hour after the last lunch period.
- ~~98.~~ The District will provide appealing and attractive meals to children that offer a variety of fruits and vegetables and ensure ~~that half of~~ the served grains are whole grain.
- ~~109.~~ The promotion of healthy foods; including fruits, vegetables, whole grains, and low-fat dairy products will be encouraged.

## WELLNESS POLICY (contd.)

## WELLNESS

1. *The District will build awareness among teachers, food service staff, coaches, nurses, and other school staff about the importance of nutrition, physical activity, and lifelong wellness.*
2. *The District will encourage parents, teachers, school personnel, and students to serve as role models in practicing healthy eating and being physically active.*
3. Lunch periods will be scheduled as near the middle of the day as possible.
4. Convenient access to facilities for hand washing will be available.
5. Safe drinking water will be available throughout the school day.
- ~~\* The District will discourage the use of food as a reward or punishment.~~
- ~~\* A school authority will be responsible for encouraging fundraising efforts that are supportive of healthy eating and physical activity.~~

First Reading: 12/7/09  
Second Reading: 1/11/10

### CERTIFIED SICK LEAVE BANK

The purpose of the certified Sick Leave Bank is to protect the health and welfare of certified teachers by allowing them an opportunity to join a Sick Leave Bank. The drawing power from this Sick Leave Bank is equal to the number of days a certified teacher has accrued [according to School Policy File: GCC/GDC (Sick Leave)] when the serious health condition occurred.

Certified teachers may become eligible members by contributing one (1) day of personal sick leave to the Sick Leave Bank within one month after the beginning of the current school year ~~of the teacher's contract year~~ or within ten (10) days of employment in the case of a mid-year hire. If the composite Sick Leave Bank drops to less than one hundred (100) days, one (1) additional day will automatically be withheld from all members' personal sick leave and members will be so notified.

Sick Leave Bank members will not be allowed to use Sick Leave Bank days until they have exhausted their personal leave as well as their accrued sick leave. Members must make application for Sick Leave Bank days to a Board-appointed committee comprised of four (4) certified staff, **one (1) classified staff**, one (1) school administrator, and one (1) school board member. The Board of Trustees will accept applications from ~~certified~~ staff for openings on the Sick Leave Bank Committee.

Additional use of Sick Leave Bank days beyond those equal to the **requesting staff member's** ~~their~~ personal accrued sick leave days when the serious health condition occurred must have ~~direct~~ approval of the Board **appointed** ~~of Trustees via the~~ Sick Leave Bank Committee. **These days** ~~and~~ shall be repaid at the rate of four (4) days per year. The maximum number of days in a given school year utilized from the Sick Leave Bank shall be 250 days.

Sick Leave Bank members who meet the elimination period (180 days) for the district's long term disability program should apply to the district's long term disability program in lieu of applying for Sick Leave Bank days.

The Sick Leave Bank is intended to be used when a certified teacher is unable to perform at least one of the essential functions of his or her position because of the teacher's own serious health condition.

First Reading:       4/14/08  
Second Reading:     5/19/08



**CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES**

1. All Sick Leave Bank requests for days will be processed through the Sick Leave Bank Committee. All information submitted to the Sick Leave Bank Committee will be provided in an anonymous format so that no individual applicant can be personally identified by a member of the committee. The applicant will submit all requested information to the superintendent or the superintendent's designee who will prepare all materials necessary for the Sick Leave Bank Committee's consideration such that no personally identifiable information is shared.
2. ~~Any~~ Certified teachers of Sheridan County School District #2 ~~is~~ **are** eligible to join the Sick Leave Bank. Those who wish to join the Sick Leave Bank must do so within one month after the beginning of the current school year of each new school year or within ten (10) days of employment. Those who wish to join need apply only once.
3. A diagnosis and prognosis are needed from the teacher's physician along with a time-line.
4. The Sick Leave Bank is intended to benefit a teacher who is unable to perform at least one of the essential functions of his or her position because of the teacher's own serious health condition. The serious health condition is only that which has occurred to the teacher and not one which has the potential of occurring.
5. Past attendance and use of sick leave days on previous occasions will be considered when the requesting teacher applies for days from the Sick Leave Bank. Past use of sick leave will be verified from the requesting teacher's sick leave and attendance records in the Payroll Office.
6. A normal pregnancy and normal delivery do not qualify for use of sick leave days from the ~~District~~ Sick Leave Bank.
7. Maternity complications that can be verified by the attending physician may qualify for days from the District Sick Leave Bank.

**CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)**

8. Members are only eligible to apply for Sick Leave Bank days equal to the number of days she/he had available to her/him when the serious health condition occurred; i.e., Jane Doe had thirty (30) days sick leave when injured in an accident. After missing thirty (30) days of work, she was then eligible to receive up to an additional thirty (30) days of sick leave through the Sick Leave Bank, which must be related to the serious health condition. If, at this time, these thirty days were used, she could apply to the Board of Trustees through the Sick Leave Bank Committee for additional days. The days, if approved at this level, would have to be repaid at the rate of four (4) days per year. Therefore, she would begin receiving six (6) days of sick leave each contract year instead of ten (10) until the additional days are repaid. Days granted by the Sick Leave Bank Committee will be through the conclusion of the school year or the teacher's current contract period. If the teacher resigns or retires and days are still owed, the teacher must repay the days at substitute rate of pay per day. Once the days are repaid, these days will be added back to the Sick Leave Bank.
9. Following the vote of the ~~District~~ Sick Leave Bank Committee, the chairperson will inform the ~~District~~ Human Resource Office and the requesting teacher of the committee's decision. The final committee decision will be submitted to the requesting applicant by the assistant superintendent of human resources. The decision of the committee regarding that decision is final and a grievance cannot be filed.
10. If an applicant has been denied days by the ~~District~~ Sick Leave Bank Committee, he/she will be referred to the ~~District~~ Human Resource Office for further assistance.
11. Any member of the Sick Leave Bank need not necessarily contribute one day each year. After the initial one day contribution, additional days will be withdrawn from members' accumulated sick days when the total number of days in the Sick Leave Bank falls below 100.
12. Sick Leave Bank benefits are applicable for the duration of the teacher's continuous contracted employment.

**CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)**

13. All records for the Sick Leave Bank will be kept in the superintendent's, or his/her designee's, office. Applications to use days from the Sick Leave Bank should be made to ~~that~~ **the Human Resources** Office ~~or through any member of the Sick Leave Bank Committee.~~
14. The Committee will meet within five (5) working days after receiving a request to use Sick Leave Bank days.
15. All requests must be submitted in written form at the earliest possible time. In an emergency, requests may be made verbally, but must be followed by a written request at the earliest possible time.
16. Any questions concerning the Sick Leave Bank should be referred to **the Human Resources Office or** a member of the Sick Leave Bank Committee.
17. A retiring ~~District~~ teacher may contact the ~~District~~ Human Resource Office to donate extra accumulated sick days for use by the ~~District~~ Sick Leave Bank.
18. Resignation from ~~either~~ **the Sick Leave** Bank must be made in writing to the Sick Leave/Bank. The committee will confirm the receipt in writing and will inform the Board of Trustees of such action. Members can resign from the Sick Leave Bank at any time; however, if they choose to reenter their membership they will be treated as a new member and will be requested to give one day from their sick leave for the Sick Leave Bank.
19. The Human Resources Office will report the status of the Sick Leave Bank to the Board of Trustees annually at the June meeting.

First Reading: 4/14/08  
 Second Reading: 5/19/08

**STAFF LEAVES AND ABSENCES**

The Board will provide a plan for leaves and absences designed to help members of the staff maintain their physical health, take care of family and other personal emergencies, grow professionally, and discharge important and necessary obligations.

Temporary absences for necessary and justifiable reasons will not require Board approval, but may be authorized by the superintendent and school building administrators. All requests for long-term leaves of absence will be submitted by the superintendent, along with his/her recommendation for Board action.

**SICK LEAVE** - Professional staff on a nine-month contract and secretaries, technicians, nurses, head cooks, and second cooks on a nine-month work agreement will accumulate sick leave at the rate of 10 days per year accumulative to 60 days. Those on ten month contracts or work agreements will accumulate 11 days of sick leave per year accumulative to 66 days. Staff members on eleven- and twelve-month contracts or work agreements will accumulate 12 days of sick leave per year accumulative to 72 days. Bus drivers, part-time custodians, paraprofessionals, and cook's helpers who are on nine-month work agreements will accrue sick leave at the rate of three (3) days per year accumulative to 18 days. ***Employees that have accrued sick leave days beyond the maximum annual carryover stipulated above will be given one additional paid personal leave day for the following fiscal year.*** A day is defined as the number of hours scheduled to work daily. The normal work day may be less than eight (8) hours per day depending upon the normal work schedule of the employee. Sick leave is to be used for the illness of a staff member or members of his or her immediate family. Immediate family members will be defined as children, spouse, parents, siblings, stepparents, stepchildren, or stepsiblings. Under certain circumstances sick leave may also be used for the care of grandparents and/or grandchildren upon approval of the superintendent. Upon termination of employment accrued sick leave will be paid out at the current substitute rate to employees with ten (10) or more consecutive years of employment with Sheridan County School District #2.

**Certification** - The District may require that a request for leave to care for a relative with a serious health condition or because of the employee's own serious health condition be supported by a certification (letter/document) issued by the health care provider of the eligible employee or of the

**STAFF LEAVES AND ABSENCES (contd.)**

immediate family member(s) of the employee as appropriate. The employee shall provide in a timely manner a copy of such certification to the employer.

1. Certification provided under this section shall be sufficient if it states:
  - a. The date on which the serious health condition commenced;
  - b. The probable duration of the condition;
  - c. The appropriate medical facts within the knowledge of the health care provider regarding the condition;
  - d. If applicable, a statement that the eligible employee is needed to care for the immediate family member(s) and an estimate of the amount of time that such employee is needed to care for the immediate family member(s); and
  - e. In the case of the employee's own serious health condition, a statement that the employee is unable to perform the functions of the position of the employee;
  - f. In the case of certification for intermittent leave or leave on a reduced leave schedule or for planned medical treatment, the dates on which such treatment is expected to be given, the duration of such treatment, and a statement of the medial necessity for the intermittent leave or leave on a reduced leave schedule.

Second Opinion - In any case in which the District has reason to doubt the validity of the certification provided by the employee for leave for medical care or for medical reasons, the District may require, at the selection and expense of the District, that the eligible employee obtain the opinion of a second health care provider designated or approved by the District concerning any information certified under this section for such medical leave.

In any case in which the second opinion described above differs from the opinion in the original certification provided under this section, the District may require, at the selection and expense of the District, that the employee obtain the opinion of a third health care provider designated or approved jointly by the District and the employee. The opinion of the third health

**STAFF LEAVES AND ABSENCES (contd.)**

care provider shall be considered to be final and shall be binding on the District and the employee.

The District may require that the eligible employee obtain subsequent recertification on a reasonable basis.

Penalty For Failure To Return - The District may recover the premium that the District paid for maintaining coverage for the employee under the District's group health insurance plan during any period of leave under this policy if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
2. The employee fails to return to work for a reason other than:
  - a. The continuation, recurrence, or onset of a serious health condition that entitles the employee to leave either to care for an immediate family member or on account of the employee's own serious health condition; or
  - b. Other circumstances beyond the control of the employee.

EXTENDED SICK LEAVE - Extended sick leave is only available when an employee has used all accrued leave. Extended sick leave is to be used for the illness of a staff member or member of his or her immediate family. For the purposes of this policy eligible employees include professional staff on a nine/ten-month contract; secretaries, technicians, nurses, head cooks, and second cooks on a nine/ten-month work agreement; classified staff on twelve-month work agreements; and staff on eleven- and twelve-month contracts and work agreements. Eligible classified and administrative staff may request extended sick leave days from the school board. Employees that have access to the Certified **or Classified** Sick Leave Banks may apply for extended sick leave only for an immediate family member, as they have access to a sick leave bank for their own illness.

Extended sick leave may be requested from the school board through the superintendent's office. The following conditions will be required when applying for and using extended leave:

1. Extended sick leave is intended for people with an illness

**STAFF LEAVES AND ABSENCES (contd.)**

that can be treated and will allow a person to return to work after a reasonable period of recuperation.

2. A staff member must submit a letter requesting extended sick leave to the Board along with a supporting letter from a licensed physician who examined the employee or their immediate family member. The physician's letter must explain why leave is medically necessary and the expected amount of time that will be required for recovery before the employee can return to work.
3. If the extended sick leave request is for more than twenty working days, regular status reports will be required from the physician explaining the progress being made toward returning to work.
4. Employees eligible for the district's long-term disability program may be asked to complete the necessary long-term disability application materials.
5. Employees granted extended sick leave will receive their regular salary less the cost of the person's substitute for the period of time extended leave is granted.
6. An employee must have been employed continuously for six (6) months to become eligible for extended sick leave.
7. Terminal illness of either the employee or an immediate family member is a condition under which extended sick leave may be granted.

WELLNESS DAY - A half day of wellness leave may be earned each year an employee participates in the Wellness Program. **Certified staff may not take** a wellness day ~~may not be taken~~ immediately before or after any school holiday, during the first two weeks (**first ten school days**) of the school year, or during the last two weeks (**last ten school days**) of the school year. Staff members may accumulate up to three wellness days. Wellness days earned beyond the accumulated three days will be converted to sick leave days. Unused wellness day(s) will not be reimbursed to an employee at the end of his or her employment.

PERSONAL LEAVE - Four days of non-accrued personal leave are granted to professional staff on a nine/ten-month contract; secretaries, technicians, nurses, head cooks, and second cooks on a nine/ten-month work agreement; classified staff on eleven-

**STAFF LEAVES AND ABSENCES (contd.)**

and twelve-month work agreements; and professional staff on eleven- and twelve-month contracts. **Certified staff may not take** personal leave days ~~may not be taken~~ immediately before or after any school holiday, during the first two weeks (**first ten school days**) of the school year, or during the last two weeks (**last ten school days**) of the school year. Exceptions may be granted by the superintendent. For certified, administrative, and exempt staff the substitute teacher rate of pay will be deducted from the employee's salary for three of these days. For those classified staff listed above, one-half of step 1 of the hourly rate of pay on the appropriate salary schedule will be deducted for three of these days. One day will be provided at no loss in salary to the employee. If the paid personal leave day is not taken, it will be paid to the eligible employee at the end of the fiscal year. The rate of pay for this day will be at the above dock rate. Except where otherwise provided herein, personal leave days will not be carried over to the next year.

Bus drivers, part-time custodians, paraprofessionals, and cook's helpers are granted one day of personal leave without loss of salary each year. If at the end of the school year the paid personal leave day has not been used, the personal leave day may be carried over to the next year. Staff may not accumulate more than six (6) days of personal leave. Unused personal leave beyond the six (6) days will be paid back at the current substitute rate.

Applications to the employee's principal or other immediate supervisor for personal leave shall be made at least two days before taking such leave (except in the case of emergencies), and the applicant for the leave shall not be required to state the reason for taking the leave.

**PROFESSIONAL LEAVE** - Professional staff members may apply for attendance at professional conferences that are designed to improve classroom instruction as well as to visit other schools. A teacher attending a conference or meeting will attend without loss of salary. If leave is approved, the cost of a substitute will be paid by the district. Expenses for travel, lodging, meals, and registration fees shall also be an appropriate district expense. Prior approval must be granted in writing by both the principal and the superintendent.

Professional staff may apply for professional leave to complete an internship within the district. Internship programs are approved on a case by case basis. A substitute's pay will be



**STAFF LEAVES AND ABSENCES (contd.)**

deducted for days that the staff member is participating in the approved internship. Completion of an internship within the school district does not guarantee future employment in the area of the internship.

Professional leave may also be granted to allow participation in professional association meetings and conferences. A substitute's pay may be deducted for these days. Prior approval must be granted in writing by both the principal and the superintendent.

LEGAL LEAVE AND JURY DUTY - If an employee is subpoenaed or otherwise ordered to appear as a witness or juror in legal proceedings, leave shall be granted without loss of a substitute's pay. However, a deduction from pay shall be made for the witness or the juror fee which the employee collects.

LEGAL LEAVE (PROFESSIONAL) - If an employee is required to appear in legal proceedings to which he/she is a party on behalf of the school district, leave shall be granted without loss of a substitute's pay.

LEGAL LEAVE (PERSONAL) - Leave may be granted for an employee to appear in legal proceedings not related to school district business. In these cases the employee will be docked at a full rate of pay unless other leave covered in this policy is taken.

BEREAVEMENT LEAVE - Up to 5 days per bereavement will be granted to staff members to be used for a death in their immediate family. Additional days may be granted at the discretion of the superintendent. It will be under the superintendent's discretion to approve bereavement leave. For the purpose of bereavement leave immediate family may include parents, spouse, fathers-in-law, mothers-in-law, children, grandparents, grandchildren, siblings, brothers-in-law, sisters-in-law, or stepparents, stepchildren, or stepsiblings.

CERTIFIED STAFF LEAVE OF ABSENCE - The Board of Trustees, on recommendation of the superintendent, may grant an unpaid leave of absence to a certified staff member for one semester, one school year or two school years for the purpose of professional study, approved travel, rest and recuperation, child rearing, exchange teaching or teaching in a foreign country. A certified staff member on leave for professional study, approved travel, teaching in a foreign country, or exchange teaching shall be given service credit for the year and so rated on the salary

**STAFF LEAVES AND ABSENCES (contd.)**

schedule. If the leave is for rest and recuperation or child rearing, the certified staff member shall be returned to the schedule without service credit and so rated on the salary schedule. Certified staff members on a leave of absence will be removed from the district's insurance plan(s) and should speak to the Human Resources Coordinator about COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage.

The certified staff member shall file an application for leave and an outline of plans by May 1st, for first semester leave, year-long leave, or two years of leave, and October 15th for second semester leave.

The certified staff member on leave is assured a position in the system, but not necessarily the same position he or she vacated. So that District planning may be accomplished in a reasonable manner, a certified staff member on leave must give notice on or before March 1st of his or her desire to return; otherwise a position will not be held for him or her. ***Pursuant to W.S. 21-7-103, leaves of absence approved by the Board shall not be considered as interruptions in service for purposes of determining continuing contract status.***

CLASSIFIED STAFF LEAVE OF ABSENCE - Classified staff members who are currently enrolled in a university program resulting in a teaching degree may apply to the Board through the superintendent for an unpaid leave of absence from their position in order to fulfill student teaching responsibilities. At the end of the student teaching experience, they will return to their same position at the same pay and experience levels as prior to student teaching. Classified staff members on a leave of absence will be removed from the district's insurance plan and should speak to the Human Resources Coordinator about COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage.

MILITARY OR STATE TRAINING LEAVE - (see Policy GCCA-GDCA)

FAMILY AND MEDICAL LEAVE ACT - (see Policy GCCA-GDCA)

MATERNITY/PATERNITY LEAVE - (see Policy GCCA-GDCA) Legal parents of natural birth or adopted children may apply to use accrued sick leave during the 45 consecutive days immediately following the birth or adoption. In the event both parents are employed by the district, then only 5 days may be used in combination.

**STAFF LEAVES AND ABSENCES (contd.)**

## REQUEST FOR LEAVE NEAR THE CONCLUSION OF THE SEMESTER:

1. In the case of employees principally employed in an instructional capacity (teacher and paraprofessional), if the employee begins leave granted for any permissible reason other than the employee's own serious health condition and the leave period is more than five (5) weeks prior to the end of the semester, the District may require the employee to continue taking leave until the end of the semester if:
  - a. The leave is of at least three (3) weeks duration; and
  - b. The return to employment would occur during the three (3) week period before the end of the semester.
2. If the employee begins leave granted for any permissible reason other than the employee's own serious health condition and the leave period would commence within the last five (5) weeks prior to the end of a semester, the district may require the employee to continue taking leave until the end of the semester if:
  - a. The leave is greater than two (2) weeks duration; and
  - b. The return to employment would occur during the two weeks period before the end of the semester.
3. If the employee requests leave for any reason other than the employee's own serious health condition, which period would commence during the three (3) weeks prior to the end of a semester and the duration of the leave is greater than five (5) working days, the district may require the employee to continue to take leave until the end of the semester.

OFFICIATING LEAVE - Any employee invited to officiate a WHSAA sanctioned Regional or State Tournament may be given leave to do so. If officiating leave is approved, substitute's pay will be deducted for these days. These days will not be deducted from the employee's personal leave days. If an employee wishes to use personal leave instead of officiating leave, they may do so.

Applications to the employee's principal or other immediate supervisor for officiating leave shall be made at least two days before taking such leave.

**STAFF LEAVES AND ABSENCES (contd.)**

SABBATICAL LEAVE - Certified staff may apply for sabbatical leaves from the district. Applications must be made by November 1 for the following academic year. To qualify, a staff member must have taught in the district for seven years, must attend an accredited graduate school during the sabbatical leave, and successfully complete a full load of graduate course work that will directly benefit the district in his/her position, and must return to his/her same or an equivalent position for two years. The district will allow no more than three sabbatical leaves per year and will pay one-half of the current base salary to each of the recipients. Leaves will be granted on the recommendation of the superintendent with the approval of the board. Recipients will earn a year's credit on the salary schedule while on leave.

This policy on sabbatical leave will only be implemented if funding is available.

**VACATION LEAVE - Classified Twelve-Month Employees**

Employees with less than five years of experience on a twelve-month basis will be granted 12 days (accrued at the rate of 1 day/month) of vacation annually with full pay. Employees with more than five years of experience, but less than ten years of experience on a twelve-month basis will be granted 15 days (accrued at the rate of 1¼ days/month) of vacation annually with full pay. Employees with more than ten years of experience on a twelve-month basis will be granted 18 days (accrued at the rate of 1½ days/month) of vacation annually with full pay. Classified twelve-month employees may accumulate up to 42 days of vacation. Any days beyond the maximum allowed to be carried over at the end of the fiscal year (June 30<sup>th</sup>) will be paid out in December of the following fiscal year. Those staff with more than 42 accumulative days at the end of fiscal year 2010 will be grandfathered and will be allowed to carryover no more than the total number of days they have accrued as of June 30, 2010. Vacation days will be paid out at the previous fiscal year's rate of pay.

***Applications to the classified employee's principal or other immediate supervisor for vacation leave shall be made at least ten working days before the time leave is requested taking such leave (except in the case of emergencies).***

**STAFF LEAVES AND ABSENCES (contd.)**

## VACATION LEAVE - Professional Twelve-Month Employees

Professional twelve-month staff will be granted 21 days (accrued at the rate of 1  $\frac{3}{4}$  days/month) of vacation annually with full pay accumulative up to 42 days. Any days beyond the maximum allowed to be carried over at the end of the fiscal year (June 30<sup>th</sup>) will be paid out in December of the following fiscal year. Those staff with more than 42 accumulative days at the end of fiscal year 2010 will be grandfathered and will be allowed to carryover no more than the total number of days they have accrued as of June 30, 2010. Vacation days will be paid out at the previous fiscal year's rate of pay.

Vacations are to be arranged through the superintendent. ***Applications by twelve-month professionals for vacation leave shall be made at least ten working days before the time leave is requested ~~taking such leave~~ (except in the case of emergencies).***

First Reading: 1/10/11  
Second Reading: 2/7/11

## CLASSIFIED SICK LEAVE BANK

The purpose of the Classified Sick Leave Bank is to protect the health and welfare of classified staff by allowing them an opportunity to join a Classified Sick Leave Bank. The drawing power from this Classified Sick Leave Bank is equal to the number of days a classified staff member has accrued up to the maximum carryover [according to School Policy File: GCC/GDC (Sick Leave)] when the serious health condition occurred.

Classified staff may become eligible members in the first month of the school year after one full year of employment by contributing one (1) day of sick leave to the Classified Sick Leave Bank. ~~Classified staff may join during the month after being employed for twelve months or during the first month of the current school year once they've been employed for one full year.~~ If the composite Classified Sick Leave Bank drops to less than six hundred hours, one (1) additional day will automatically be withheld from all members' sick leave and members will be so notified.

Classified Sick Leave Bank members will not be allowed to use Classified Sick Leave Bank days until they have exhausted all accrued leave to include accrued vacation, personal, wellness, and sick leave (as applicable). Members must make application for Classified Sick Leave Bank days to a Board-appointed committee comprised of four (4) certified staff, one (1) classified staff, one (1) school administrator, and one (1) School Board member. The Board of Trustees will accept applications from classified staff for the classified opening on the Sick Leave Bank Committee.

Additional use of Classified Sick Leave Bank days beyond those equal to their accrued sick leave days when the serious health condition occurred must have ~~direct~~ approval of the Board appointed ~~of Trustees via the~~ Sick Leave Bank Committee. These days ~~and~~ shall be repaid at the rate of two (2) days per year. The maximum number of ~~days~~ hours in a given fiscal year utilized from the Classified Sick Leave Bank shall be 1000 hours.

Eligible Classified Sick Leave Bank members who meet the elimination period (180 days) for the district's long term disability program should apply to the district's long term disability program in lieu of applying for Classified Sick Leave Bank days.

The Classified Sick Leave Bank is intended to be used when a classified staff member is unable to perform at least one of the essential functions of his or her position because of the staff member's own serious health condition.

First Reading:

Second Reading:

## CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES

1. All Classified Sick Leave Bank requests for days will be processed through the Sick Leave Bank Committee. All information submitted to the Sick Leave Bank Committee will be provided in an anonymous format so that no individual applicant can be personally identified by a member of the committee. The applicant will submit all requested information to the superintendent or the superintendent's designee who will prepare all materials necessary for the Sick Leave Bank Committee's consideration such that no personally identifiable information is shared.
2. Any Classified staff of Sheridan County School District #2 ~~is~~ are eligible to join the Classified Sick Leave Bank in the first month of the school year after being employed by the District for one full year. ~~Those who wish to join the Bank must do so during the first month after being employed for twelve months or during the first month of the current school year once they've been employed for one full year.~~ Those who wish to join need apply only once.
3. A diagnosis and prognosis are needed from the classified staff's physician along with a time-line.
4. The Sick Leave Bank is intended to benefit a classified staff member who is unable to perform at least one of the essential functions of his or her position because of the classified staff's own serious health condition. The serious health condition is only that which has occurred to the classified staff and not one which has the potential of occurring.
5. Past attendance and use of sick leave days on previous occasions will be considered when the requesting classified staff applies for days from the Classified Sick Leave Bank. Past use of sick leave will be verified from the requesting classified staff's sick leave and attendance records in the Payroll Office.
6. A normal pregnancy and normal delivery do not qualify for use of sick leave days from the ~~District~~ Classified Sick Leave Bank.
7. Maternity complications that can be verified by the attending physician may qualify for days from the ~~District~~ Classified Sick Leave Bank.
8. Members are only eligible to apply for Classified Sick

## CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)

Leave Bank days equal to the number of days she/he had available to her/him when the serious health condition occurred; i.e., Jane Doe had three (3) days sick leave when injured in an accident. After missing three (3) days of work, she was then eligible to receive up to an additional three (3) days of sick leave through the Classified Sick Leave Bank, which must be related to the serious health condition. If, at this time, these three (3) days were used, she could apply to the Board of Trustees through the Classified Sick Leave Bank Committee for additional days. The days, if approved at this level, would have to be repaid at the rate of two (2) days per year. Therefore, she would begin receiving her normal days of sick leave each year minus the two (2) days being repaid until all the additional days are repaid. Days granted by the Sick Leave Bank Committee will be through the conclusion of the fiscal year. If the classified staff resigns or retires and days are still owed, the classified staff must repay the days at substitute rate of pay per day. Once the days are repaid, these days will be added back to the Classified Sick Leave Bank.

9. Following the vote of the District Sick Leave Bank Committee, the chairperson will inform the District Human Resource Office and the requesting classified staff of the committee's decision. The final committee decision will be submitted to the requesting applicant by the assistant superintendent of human resources. The decision of the committee regarding that decision is final and a grievance cannot be filed.
10. If an applicant has been denied days by the District Sick Leave Bank Committee, he/she will be referred to the District Human Resource Office for further assistance.
11. Any member of the Sick Leave Bank need not necessarily contribute one day each year. After the initial one day contribution, additional days will be withdrawn from members' accumulated sick days when the total number of days in the Sick Leave Bank falls below 600 hours.
12. Classified Sick Leave Bank benefits are applicable for the duration of the classified staff's employment.
13. All records for the Sick Leave Bank will be kept in the superintendent's, or his/her designee's, office.



## CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)

Applications to use days from the Sick Leave Bank should be made to ~~that~~ the Human Resources Office ~~or through any member of the Sick Leave Bank Committee.~~

14. The Committee will meet within five (5) working days after receiving a request to use Classified Sick Leave Bank days.
15. All requests must be submitted in written form at the earliest possible time. In an emergency, requests may be made verbally, but must be followed by a written request at the earliest possible time.
16. Any questions concerning the Classified Sick Leave Bank should be referred to the Human Resources Office or a member of the Sick Leave Bank Committee.
17. A retiring ~~District~~ classified staff may contact the ~~District~~ Human Resource Office to donate extra accumulated sick days for use by the ~~District~~ Classified Sick Leave Bank.
18. Resignation from ~~either~~ the Sick Leave Bank must be made in writing to the Sick Leave Bank. The committee will confirm the receipt in writing and will inform the Board of Trustees of such action. Members can resign from the Sick Leave Bank at any time; however, if they choose to reenter their membership they will be treated as a new member and will be requested to give one day from their sick leave for the Classified Sick Leave Bank.
19. The Human Resources Office will report the status of the Classified Sick Leave Bank to the Board of Trustees annually at the June meeting.

First Reading:

Second Reading:

*Policies -  
Second Reading*

**EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS**

This current version of the Schedule of Benefits supersedes all previous Schedule of Benefits associated with Policy GCQEA. Applicants for the Early Retirement Incentive Plan must meet all criteria set forth in Policy GCQEA. The Board has the sole authority and discretion to approve or disapprove any early retirement request, and no rights accrue to any employee under this Plan until such time as the Board approves that employee's application for participation in the Plan.

The following formulas will be used to determine the amount of the incentive that will be granted to employees that are approved by the Board to participate in the Early Retirement Incentive Plan:

PROFESSIONAL STAFF INCENTIVE FORMULA:

One-time Incentive = (Average FTE for past 10 years) \* [(11 steps \* \$1,155 per step) + (4 levels \* \$1,200 per level)]

CLASSIFIED STAFF INCENTIVE FORMULA:

One-time Incentive = (Average FTE for past 10 years) \* 8 hrs \* 15 steps \* \$0.35/step \* # of work days for current position

FTE = scheduled hours per day divided by eight

This incentive amount is a one-time amount that will be paid out in 36 equal monthly installments over the course of three years. The resignation will be effective at the end of the *current* school year for certified staff, ~~or~~ prior to June 30th **for nine- /ten-month** classified staff, **and at Board discretion for twelve month staff.** The ~~three-year 36 monthly payments for the Early Retirement Incentive Plan period~~ will begin in September **for an employee retiring on or before August 31<sup>st</sup>. An employee retiring after August 31<sup>st</sup> would be eligible to start receiving their 36 monthly payments for the Early Retirement Incentive Plan starting in the following September of the next school year or the first of the month after the retirement date if after September.** Questions concerning insurance benefits should be directed to the Human Resources Office.

Applications for the Early Retirement Incentive Plan may be obtained from the Human Resources Office and must be submitted by the designated application deadline. Please refer any questions to the Human Resources Office.

**EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS (contd.)**

**EARLY RETIREMENT INCENTIVE PLAN APPLICATION**

This application is due to the Human Resources Office by 7:30 a.m. on Thursday, March 1.

Name of Staff Member: \_\_\_\_\_

Current Position/School: \_\_\_\_\_

Years of Employment in Education (Professional Staff Only): \_\_\_\_\_

Years of Sheridan County School District #2 Service (minimum for Professional Staff 10 years/Classified Staff 15 years): \_\_\_\_\_

Continuous Employment with Sheridan County School District #2 for the past five (5) years (Y/N): \_\_\_\_\_

Please Note:

Pursuant to Policy GCQEA, the submission of an application for participation in the Early Incentive Retirement Plan signifies the employee's election to voluntarily terminate the employee's employment by the District if the application is approved.

An employee approved for participation in this Plan may accept employment in any other vocation or with any other school district after retirement without jeopardizing that employee's right to continue to receive the full measure of that employee's benefits. Such an employee if rehired by the School District under an annual contract or work agreement, forfeits the right to continue to receive benefits under the Plan and must, as a condition to re-employment with the School District, repay all early retirement benefits received prior to such re-employment. This paragraph is not applicable to retired employees re-hired in temporary, coaching, or substitute capacities.

Signing this application signifies that you have read, understand, and will comply with the above requirements and all those requirements specified in Policy GCQEA and in the Schedule of Benefits (GCQEA-P).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

First Reading: 4/10/12

Second Reading:

### SCHOOL ATTENDANCE AREAS

The superintendent will make recommendations to the Board on the maintenance or alteration of established attendance areas. **All modifications or alterations in attendance areas will be approved by the Board.**

~~Attendance areas will be approved by the Board with all modifications or alteration in attendance areas approved by the Board.~~

### **FACTORS IN CREATING/MAINTAINING ATTENDANCE AREAS**

Action to establish, modify, or alter attendance areas will give priority consideration to the operational needs of the school system, demographic data, and the impact on educational programs. Any recommendation for establishment or alteration of boundaries ~~may will~~ include an analysis and justification based on these factors.

Except where the foregoing factors influence boundary lines, the established areas will permit each student to attend the school nearest his or her place of residence.

***Should a student's family move to another school attendance area within the District during the school year, the student may remain in the school of original attendance for the remainder of the school year if it is in the best interest of the student. In this case parents are responsible for transportation of their child to and from school. This decision will be made by the principal(s) with input from the instructional staff and the parents.***

### **REQUEST FOR EXCEPTIONS TO ATTENDANCE AREAS**

As a general rule, a student shall attend school in the attendance area in which he or she lives. A student and/or his or her parents may request an exception to this general rule in writing in the form and manner set forth herein and in JC-P. Exceptions to this general rule are discouraged. Exceptions will only be granted when necessary for the educational needs or health and safety of the student. Exceptions will not be made for the convenience of the parents of the student or because of the location of the student's day care provider or preschool. The decision as to whether to grant an exception shall be made by the ~~director of elementary education superintendent~~ Principal

**SCHOOL ATTENDANCE AREAS (contd)**

in consultation with the **superintendent** ~~director of elementary education and/or the Superintendent~~ **elementary principals**.

The request for an exception shall be presented by the student/parents to the ~~Principal of the school in which the student seeks to attend. If the student/parents disagree with the decision made by the Principal, the student/parents may submit the request to the~~ director of elementary education. If the student/parents disagree with the decision made by the director of elementary of education, the student/parents may submit the request to the superintendent.

Should a student/parent believe that the decision by District administrators with regard to their request for an exception is in violation of this policy, the student/parents may present their complaint to the Board in the manner provided for in Level IV of Policy JII (Student Grievance Procedure).

~~Should a student's family move to another school attendance area within the District during the school year, the student may remain in the school of original attendance for the remainder of the school year if it is in the best interest of the student. This decision will be made by the Principal with input from the instructional staff and the parents.~~

First Reading: 4/10/12  
Second Reading:

REQUEST FOR EXCEPTION TO ATTENDANCE AREA

Name of Student: \_\_\_\_\_

Grade/School: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Request for Exception:

(Exceptions to the general rule requiring students to attend the school in their attendance area are discouraged. Exceptions will only be granted when necessary for the educational needs or health and safety of the student. Exceptions will not be made for the convenience of the parents of the student or because of the location of the student's day care provider or preschool. ***This request for exemption shall be reviewed pursuant to the procedure set forth in Policy JC.*** ~~The decision as to whether to grant an exception shall be made by the ***director of elementary education*** Principal and follow the procedure as laid out in Policy JC.)~~

(Use reverse side of this form or submit additional pages as needed.)

\_\_\_\_\_  
Submitted By: (Print Name) \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

First Reading: 4/10/12  
Second Reading:

**EDUCATION OF HOMELESS STUDENTS**

The State of Wyoming is required by the ~~Stewart-B.~~ McKinney-Vento Homeless Assistance Act to ensure that each child of a homeless individual and each homeless youth (**as defined by state and federal laws**) has access to a free, appropriate public education. No child or youth shall be discriminated against in the Sheridan County School District Number Two in the provision of educational services because of homelessness.

It shall be the responsibility of the Superintendent **or his/her designee** to decide whether to continue the enrollment of a child of homeless parents or a homeless youth who has left the district. **If the child or youth is living outside the district the superintendent or his/her designee will ensure the child or youth is** ~~or to enrolled the child or youth~~ in the district where the child or youth is actually living **and assist in making** ~~including~~ any **necessary** transportation arrangements ~~necessary~~. ~~The~~ **This enrollment** decision shall be made based on the best interest of the child or youth.

First Reading: 4/10/12  
Second Reading:



**REGISTERED SEX OFFENDERS ON SCHOOL PROPERTY**

~~Pursuant to Wyoming Statute §6-2-320, effective July 1, 2010, No person who is eighteen (18) years of age or older who is required to register as a sex offender pursuant to W.S. 7-19-302 or has registered as a sex offender in any state shall be upon or remain on the premises of any school building or school grounds or upon other school district property unless said person has written permission from the superintendent or his/her designee Registered sex offenders requesting permission to be on school property under conditions not already specified under this in law, are required to have written permission.~~

~~In compliance with this the law, Registered sex offenders seeking written permission to be on school property, or to attend a school event located elsewhere, are required to submit the form (KIB-E) to the appropriate building principal no later than three (3) school days in advance of the date he/she is requesting to visit school property.~~

A reply to this written request will be given prior to the requested date. Only the Superintendent may grant permission for this request after consulting with the appropriate principal.

The school district shall ~~inform~~ provide notice to its staff and students/parents that the staff member and/or student/parent can obtain information regarding any sex offenders either employed by the school district or attending a school at the school district by contacting local law enforcement (police or sheriff's department) having jurisdiction over the school campus. ~~by That~~ The notice shall be published annually by the school district either by including such notice with annual notices published in the local newspaper or by other notice directly provided to staff and students or the parents of minor students that the staff member and/or student/parent can obtain information regarding sex offenders either employed by the school district or attending a school at the school district by contacting local law enforcement

**REGISTERED** SEX OFFENDERS ON SCHOOL PROPERTY (contd.)

~~(police or sheriff's department) having jurisdiction over  
the school campus as required by W.S. §7-19-303(h).~~

*Wyoming Statute §6-2-320*

*Wyoming Statute §7-19-303(h)*

First Reading: 4/10/12

Second Reading:

ACCESS TO SCHOOL PROPERTY BY SEX OFFENDERS

This form is to be completed each time access is requested and is limited to that specific occurrence unless otherwise noted below, and must be submitted three (3) school days in advance to the applicable building Principal or Superintendent.

Name \_\_\_\_\_

Date of Request \_\_\_\_\_

Date of Birth (Month/Day/Year) \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender (circle one) Male/Female

Home Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Home Cell Work

E-mail Address \_\_\_\_\_

Date(s) Requesting to be on School Property \_\_\_\_\_

Time of Day Requesting to be on School Property \_\_\_\_\_

Name of School/Building or Location on School Campus: \_\_\_\_\_

Access shall be limited to the building and/or location noted herein, the parking lot and sidewalk/public access to the building or location designated herein.

State the specific reason/nature of the request to come upon school property \_\_\_\_\_

\* \* \* \* \*

If request is related to your employment, provide the following information:

Current Employer \_\_\_\_\_

Years Employed \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_

Supervisor's Phone Numbers \_\_\_\_\_

Work Cell

Applicant may NOT come on school property until applicant has received this form indicating approved by the Superintendent and access shall be limited as indicated below.

Signature below indicates the information provided herein is true and accurate and requesting party is in full compliance with all Wyoming statutes regarding registered sex offenders.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*SCHOOL USE ONLY\*\***

---

*Form Submitted to:*

*Principal/Superintendent Name:* \_\_\_\_\_

*Building* \_\_\_\_\_

*Date Form Received* \_\_\_\_/\_\_\_\_/\_\_\_\_

*Limitations/Expectations for Access* \_\_\_\_\_

---

*This request is* \_\_\_ *Approved* \_\_\_ *Denied*

\_\_\_\_\_  
*Superintendent Signature*

\_\_\_\_\_  
*Date*

First Reading: 4/10/12

Second Reading:



Craig Dougherty, Superintendent

Administrative Offices  
201 N. Connor, Suite 100  
P.O. Box 919  
Sheridan, WY 82801  
Phone: 307-674-7405  
Fax: 307-674-5041

---

DATE: May 4, 2012  
TO: Board of Trustees  
FROM: Roxie Taft, Business Manager  
SUBJ: **FY12 Quarterly Financial Update** (*Information*)

In accordance with policy DI, Fiscal Accounting and Reporting, attached is financial information as of March 31, 2012, which is the end of the FY12 third quarter.

**Cash in Bank Report**

This report outlines our cash balances for each fund as of the end of the quarter.

**General Fund Revenue Report**

This report compares our budgeted revenue, by source, to what we have received year-to-date. As you will notice, as of March 31, 2012 we have received 79.46% of our revenues.

**General Fund Expenditure Report**

This report compares our budgeted expenses, by program, to what we have expensed year-to-date. As of March 31, 2011 we have spent 60.6% of our budget.

**SHERIDAN COUNTY SCHOOL DISTRICT**  
**#2**  
**REPORT ON CASH MARCH 2012**

FUND	CASH BALANCE
General	\$15,859,529.87
Federal	\$626,690.44
Capital Projects	\$2,297,209.25
Lunch	\$522,890.21
Memorial	\$115,518.79
Misc Activity	\$128,505.87
HS Activity	\$179,900.70
Major Maintenance	\$188,819.83
Depr Reserve	\$1,740,199.38
Early Retirement	<u>\$290,026.50</u>
 TOTAL	 \$21,949,290.84

**SHERIDAN COUNTY SCHOOL DISTRICT #2**  
**GENERAL FUND REVENUES THROUGH MARCH 2012**

<b>SOURCE</b>	<b>GENERAL FUND BUDGET</b>	<b>REVENUE RECEIVED YTD</b>	<b>% OF BUDGET RECEIVED</b>	<b>REVENUE BALANCE TO BE RECEIVED</b>
Local	\$ 12,358,600.00	\$ 8,543,166.48	69.13%	\$ 3,815,433.52
County	\$ 3,217,700.00	\$ 2,253,266.71	70.03%	\$ 964,433.29
State	\$ 28,161,465.00	\$ 23,956,961.40	85.07%	\$ 4,204,503.60
Other	\$ 10,000.00	\$ 8,867.06	88.67%	\$ 1,132.94
<b>TOTAL</b>	<b>\$ 43,747,765.00</b>	<b>\$ 34,762,261.65</b>	<b>79.46%</b>	<b>\$ 8,985,503.35</b>

Local = monies collected from our assessed 25 mills, the majority of which we receive in December and June, interest, student fines, out of state tuition, admissions, local motor vehicle fees, and building use fees.

County = monies collected from our share of the county-wide 6 mill assessment, the majority of which is collected in December and June, our share of the county-wide motor vehicle fees; county fines, and forest reserve funds.

State = we receive 15% of our foundation payment in August, then 10% a month September through May plus the Taylor grazing fees.

Other = sale of fixed assets and compensation for losses.

**SHERIDAN COUNTY SCHOOL DISTRICT #2  
GENERAL FUND EXPENDITURES THROUGH MARCH 2012**

PROGRAM	LOCATION	11-12		% OF	REMAINING
		GENERAL FUND	SPENT	BUDGET	
		BUDGET	YR TO DATE	SPENT	
<b>INSTRUCTION</b>					
1110	Elementary Instruction	\$10,031,854.00	\$5,740,177.19	57.22%	\$4,291,676.81
1120	JH/MS Instruction	\$4,874,353.88	\$2,895,992.03	59.41%	\$1,978,361.85
1130	Secondary Instruction	\$5,328,305.00	\$3,183,293.67	59.74%	\$2,145,011.33
1210	Special Education	\$5,296,100.00	\$3,048,474.16	57.56%	\$2,247,625.84
1233	Gifted and Talented	\$310,700.00	\$196,549.27	63.26%	\$114,150.73
1250	Spec Ed Tuition	\$505,420.00	\$399,854.21	79.11%	\$105,565.79
1270	ESL Instruction	\$130,100.00	\$85,066.94	65.39%	\$45,033.06
1280	Homebound Instruction	\$32,300.00	\$6,323.80	19.58%	\$25,976.20
1290	Behavior Center Services	\$161,235.00	\$107,490.00	66.67%	\$53,745.00
1420	Junior High Activities	\$260,693.00	\$167,332.72	64.19%	\$93,360.28
1421	Junior High Intramurals	\$22,500.00	\$6,000.00	26.67%	\$16,500.00
1430	SHS Activities	\$970,098.00	\$620,469.83	63.96%	\$349,628.17
1530	SHS Vocational Instruction	\$943,662.00	\$595,694.63	63.13%	\$347,967.37
<b>TOTAL INSTRUCTION</b>		<b>\$28,867,320.88</b>	<b>\$17,052,718.45</b>	<b>59.07%</b>	<b>\$11,814,602.43</b>
<b>INSTRUCTIONAL SUPPORT</b>					
2110	Guidance	\$835,204.08	\$518,741.10	62.11%	\$316,462.98
2112	SHS Student Strategic Plan	\$125,900.00	\$72,706.17	57.75%	\$53,193.83
2115	Student Information Services	\$257,450.00	\$176,069.60	68.39%	\$81,380.40
2117	Assessment Services	\$126,000.00	\$42,950.82	34.09%	\$83,049.18
2120	Social Work	\$445,850.00	\$259,141.06	58.12%	\$186,708.94
2130	Health Services	\$260,570.00	\$149,620.78	57.42%	\$110,949.22
2140	Psychological Services	\$410,520.00	\$253,605.74	61.78%	\$156,914.26
2152	Speech Pathology	\$361,600.00	\$215,940.13	59.72%	\$145,659.87
2171	Occupational Therapy	\$88,600.00	\$54,887.01	61.95%	\$33,712.99
2172	Physical Therapy	\$30,000.00	\$26,069.60	86.90%	\$3,930.40
2190	Other Special Ed Contracts	\$99,266.00	\$69,032.21	69.54%	\$30,233.79
2210	Staff Training	\$93,300.00	\$23,262.67	24.93%	\$70,037.33
2220	Library/Media	\$508,359.04	\$331,266.35	65.16%	\$177,092.69
2230	Special Ed Director	\$118,350.00	\$85,383.02	72.14%	\$32,966.98
2240	Technology Integration	\$30,500.00	\$28,633.67	93.88%	\$1,866.33
<b>Total Instructional Support</b>		<b>\$3,791,469.12</b>	<b>\$2,307,309.93</b>	<b>60.86%</b>	<b>\$1,484,159.19</b>



**SHERIDAN COUNTY SCHOOL DISTRICT #2  
GENERAL FUND EXPENDITURES THROUGH MARCH 2012**

PROGRAM	LOCATION	11-12 GENERAL FUND BUDGET	SPENT YR TO DATE	% OF BUDGET SPENT	REMAINING BALANCE
<b>GENERAL SUPPORT</b>					
3310	Central Administration	\$558,150.00	\$374,571.76	67.11%	\$183,578.24
3311	Asst. Supt. & Dir Elem Ed	\$359,050.00	\$238,634.93	66.46%	\$120,415.07
3320	School Administration	\$2,067,350.00	\$1,372,697.70	66.40%	\$694,652.30
3330	Business Administration	\$431,250.00	\$290,163.88	67.28%	\$141,086.12
3350	Board of Education	\$190,200.00	\$78,507.83	41.28%	\$111,692.17
3400	Maint & Custodial	\$4,482,010.00	\$2,875,178.68	64.15%	\$1,606,831.32
3500	Transportation	\$2,076,350.00	\$1,571,217.28	75.67%	\$505,132.72
3830	Personnel/Staff Services	\$351,900.00	\$257,077.41	73.05%	\$94,822.59
3850	Technology Coordination	\$714,950.00	\$438,020.78	61.27%	\$276,929.22
	<b>Total General Support</b>	<b>\$11,231,210.00</b>	<b>\$7,496,070.25</b>	<b>66.74%</b>	<b>\$3,735,139.75</b>
6200	Food Service Fund Transfer	\$110,000.00	\$110,000.00	100.00%	\$0.00
6200	Trust Fund Transfer	\$500,000.00	\$0.00	0.00%	\$500,000.00
	<b>Total Other</b>	<b>\$610,000.00</b>	<b>\$110,000.00</b>	<b>0.00%</b>	<b>\$500,000.00</b>
	<b>TOTAL GENERAL FUND</b>	<b>\$44,500,000.00</b>	<b>\$26,966,098.63</b>	<b>60.60%</b>	<b>\$17,533,901.37</b>



Office of the Superintendent  
 201 N. Connor Street, #100  
 P.O. Box 919  
 Sheridan, WY 82801  
 Phone: 307-674-7405  
 Fax: 307-674-5041

DATE: May 7, 2012  
 TO: Board of Trustees  
 FROM: Scott Stults, Director of Elementary Education  
 SUBJ: **Proposed 2013 – 2014 Calendar** (*Action*)

The Calendar Committee would like to share the results of the voting for the 2013 – 2014 school calendar. The details are as follows:

<u>Category</u>	<u>Calendar A</u>	<u>Calendar B</u>	<u>Calendar C</u>	<u>Total</u>
Community	14	3	17	34
Parent	103	70	120	293
Staff	112	58	89	259
<b>Grand Total</b>	<b>229</b>	<b>131</b>	<b>226</b>	<b>586</b>

**Calendar A**

Students begin Tuesday, August 27th ;  
 Students last day is Tuesday, June 3rd;  
 Spring Break (March 10th – March 14th) aligned with Sheridan College/District #1;  
 Good Friday and the Monday after Easter are vacation days.

**Calendar B**

Students begin Tuesday, August 27th;  
 Students last day is Friday, May 30th;  
 Spring Break (March 10th – March 14th) aligned with Sheridan College/District #1;  
 Good Friday (Early Release) - approx release times: elementary 12:35 PM, JH & HS 1:15 PM.

**Calendar C**

Students begin Tuesday, August 27th ;  
 Students last day is Friday, May 30th;  
 Spring Break (March 24th – March 28th) week immediately following the end of the 3rd Quarter;  
 Good Friday (Early Release) - approx release times elementary 12:35 PM, JH & HS 1:15 PM.

As a result of a difference in only three (3) votes we are recommending the Board choose between Calendar A and C. Those that voted for Calendar A see the strengths as: Spring Break aligned with Sheridan College and District #1, as well as, Good Friday and the Monday after Easter as vacations days. Whereas, Calendar C supporters prefer school to end on a Friday and not having students return for only a two day week. They also prefer Spring Break to follow the end of third quarter, as opposed to returning with two weeks left in the quarter. Calendar C recommendations are more focused on academic factors.



Craig Dougherty, Superintendent

Administrative Offices  
201 N. Connor, Suite 100  
P.O. Box 919  
Sheridan, WY 82801  
Phone: 307-674-7405  
Fax: 307-674-5041

---

DATE: May 9, 2012

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Request to Award Bids on District Heating, Ventilating, and Air Conditioning (HVAC) Controls Upgrade** (*Action*)

Bids were received on May 8<sup>th</sup> to upgrade the HVAC controls for the district. We are currently reviewing proposals and will have a recommendation by Monday.

Please contact me if you have any questions.



Craig Dougherty, Superintendent

Administrative Offices  
201 N. Connor, Suite 100  
P.O. Box 919  
Sheridan, WY 82801  
Phone: 307-674-7405  
Fax: 307-674-5041

---

DATE: May 9, 2012

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Request to Award Bids on District Heating, Ventilating, and Air Conditioning (HVAC) Controls Upgrade** (*Action*)

Bids were received on May 8<sup>th</sup> to upgrade the HVAC controls for the district. We are currently reviewing proposals and will have a recommendation by Monday.

Please contact me if you have any questions.



Craig Dougherty, Superintendent

Administrative Offices  
201 N. Connor, Suite 100  
P.O. Box 919  
Sheridan, WY 82801  
Phone: 307-674-7405  
Fax: 307-674-5041

---

DATE: May 4, 2012

TO: School Board Members

FROM: Terry Burgess, Asst. Superintendent

SUBJ: **Approval of Secondary Schools' Student Handbooks** (*Action*)

The handbooks were delivered in advance of the regular board packet to give Trustees more time to review larger manuscripts like these. At the May 14<sup>th</sup> board meeting, the principals will be available for questions. I would like you to take action at the meeting by approving these handbooks.



Craig Dougherty, Superintendent

Administration Offices  
201 N. Connor St., Suite 100  
P.O. Box 919  
Sheridan, WY 82801  
Phone: 307-674-7405  
Fax: 307-674-5041

---

DATE: May 4, 2012

TO: Board of Trustees

FROM: Roxie Taft

SUBJ: **Fiscal Year 2013 (FY13) Preliminary Budget** (*Information*)

Wyoming Statute requires a preliminary budget to be presented to the Board for the upcoming fiscal year. The FY13 preliminary budget for all funds is attached. This information is presented to you for informational purposes only and does not require any board action.

You will take formal action on the FY13 budget at your July board meeting.

## General Fund

This fund is utilized to account for all unrestricted revenues and expenses.

### Budget notes:

- Includes 2 additional Kindergarten classrooms
- Includes adding sections at the Junior High due to increased enrollment
- Includes positions for additional ELL needs
- Includes movement of grant funded individuals into the general fund
- Our estimated ADM increase is 27.781
- Our estimated enrollment increase is 84

FY13 General Fund Preliminary Budget = \$45,840,000

### Unknowns:

- ✓ Common Core State Standards and the new Accountability bill – we are unsure of any unfunded mandates these may bring.
- ✓ Major maintenance and capital construction – the major maintenance formula is an unstable appropriation. It is imperative that we keep our facilities to the standard we have seen in the past.

Special Revenue (restricted fund)

This fund is utilized to account for all federal & state grants.  
The FY12 budget included the balance of our ARRA funds and Ed Job Funds.

FY 12 Approved Budget = \$6,000,000  
FY 13 Preliminary Budget = \$5,500,000

Capital Construction (restricted & committed fund)

This fund is utilized to account for all construction & depreciation reserve monies.  
The FY12 budget included the majority of the Meadowlark contract expenditures.  
In FY13 we will need to budget for the completion of the Meadowlark contract in addition to the HS renovation project and the Coffeen replacement start-up costs.

FY12 Approved Budget = \$13,000,000  
FY13 Preliminary Budget = \$9,500,000

Major Maintenance (restricted fund)

This fund is utilized to account for all major maintenance projects to be paid for with our allocation.

FY12 Approved Budget = \$1,325,337  
FY13 Preliminary Budget = \$1,750,000

Food Service

This fund is utilized to account for all revenues and expenses associated with our breakfast and lunch program. In FY12 we also added the fresh fruit and vegetable grant program which we have applied for again in FY13.

FY12 Approved Budget = \$1,475,000 (includes a \$110,000 general fund transfer)  
FY13 Preliminary Budget = \$1,475,000 (includes a \$110,000 general fund transfer)

Memorial Fund (restricted fund)

This fund is utilized to account for all revenues and expenses associated with our scholarship program.

FY12 Approved Budget = \$140,000  
FY13 Preliminary Budget = \$140,000

Pupil Activity Fund

This fund is utilized to account for all student activity generated revenues and expenses.

FY12 Approved Budget = \$725,000  
FY13 Preliminary Budget = \$725,000

Early Retirement Fund (committed fund)

This fund is utilized to account for all early retirement obligations.

FY12 Approved Budget = \$100,000  
FY13 Preliminary Budget = \$175,000



ANNUAL BUDGET SUMMARY

FY 12

<b>FUND</b>	<b>FY 12 APPROVED BUDGET</b>
General Fund	\$44,500,000
Special Revenue Funds	\$ 6,000,000
Capital Construction Funds	\$13,000,000
Major Maintenance Funds	\$ 1,325,337
Food Service Funds	\$ 1,475,000
Memorial Fund	\$ 140,000
Pupil Activity Fund	\$ 725,000
Early Retirement Fund	\$ 100,000

PRELIMINARY BUDGET SUMMARY

FY 13

<b>FUND</b>	<b>FY 13 PRELIMINARY BUDGET</b>
General Fund	\$ 45,840,000
Special Revenue Funds	\$ 5,500,000
Capital Construction Funds	\$ 9,500,000
Major Maintenance Funds	\$ 1,750,000
Food Service Funds	\$ 1,475,000
Memorial Fund	\$ 140,000
Pupil Activity Fund	\$ 725,000
Early Retirement Fund	\$ 175,000



Craig Dougherty, Superintendent

Administrative Offices  
201 N. Connor, Suite 100  
P.O. Box 919  
Sheridan, WY 82801  
Phone: 307-674-7405  
Fax: 307-674-5041

---

DATE: May 4, 2012  
TO: Board of Trustees  
FROM: Roxie Taft  
SUBJ: **Approval of Audit Firm for the Fiscal Year Ending 6/30/12 (Action)**

I have received the audit engagement letter from the C.P.A. firm of Porter, Muirhead, Cornia & Howard for the purpose of auditing the District's 2011-12 financial statements. The audit fee has increased \$1,500 from \$35,500 to \$37,000.

I recommend engaging the firm of Porter, Muirhead, Cornia & Howard for the purpose of conducting our audit.



Craig Dougherty, Superintendent

Administration Offices  
201 N. Conner Street  
P.O. Box 919  
Sheridan, WY 82801  
Phone: 307-674-7405  
Fax: 307-674-5041

---

DATE: April 11, 2012  
TO: Board of Trustees  
FROM: Laurien Rahimi, Principal of Alternative Schools  
SUBJ: **Acceptance of Donations to the Alternative School** (*Action*)

The Sheridan Senior Center has given a generous donation to the alternative schools in the amount of \$548.32 for a student emergency fund. We would like the Board to recognize this donation, and also thank the Sheridan Senior Center for their generous support of our schools.

I am asking the Board to accept this kind and important donation.



Craig Dougherty, Superintendent

Administrative Offices  
201 N. Connor, Suite 100  
P.O. Box 919  
Sheridan, WY 82801  
Phone: 307-674-7405  
Fax: 307-674-5041

---

DATE: April 25, 2012  
TO: Board of Trustees  
FROM: Dirlene Wheeler  
SUBJ: **Acceptance of Donations to Sheridan High School Community Donations Fund** (*Action*)

Sheridan High School has received donations from the following sources for the Community Donations Fund:

- Sheridan Senior Center Pennies for President Day - \$273.32
- Thrivent Financial for Lutherans - \$275.00
- United Methodist Women - \$200.00
- Cornerstone Community Church - \$500

This money will be used to provide money for food, clothing, and basic needs for students that are on free and reduced lunch.

Please accept these generous donations.



Craig Dougherty, Superintendent

Office of the Superintendent  
201 N. Connor Street, Suite 100  
P.O. Box 919  
Sheridan, WY 82801  
Phone: 307-674-7405  
Fax: 307-674-5041

---

DATE: April 26, 2012  
TO: Board of Trustees  
FROM: Coree Kelly  
SUBJ: **Award Bid for Technology Equipment** (*Action*)

The district advertised for bids for 200 Zero-Client PCoIP Monitors. The bid opening took place at 10:00 AM, Wednesday, April 25<sup>th</sup>. There were 11 vendors that responded. (See attached) ISC was the lowest bid. I recommend awarding the bid to ISC.

The district also advertised for bids for Cisco switching equipment to upgrade the SHS network infrastructure. The bid opening also took place at 10:00 AM, Wednesday, April 25<sup>th</sup>. There were 10 vendors that responded. (See attached) it Outlet from South Dakota was the lowest but when you figure 5% for in-state vendors then ISC would be the lowest bid. I recommend awarding the bid to ISC.

Please let me know if you have any questions on these bid results.

	Equipment	Quantity	Used/New		Unit Price	Total	
Better Direct	WS-C3560X-24P-S	6	New		\$ 3,200.00	\$ 19,200.00	
	C3KX-NM-1G	17	New		\$ 310.00	\$ 5,270.00	
	WS-C3560X-48PF-S	11	New		\$ 6,100.00	\$ 67,100.00	
	GLC-SX-MM	17	New		\$ 310.00	\$ 5,270.00	
						\$ 96,840.00	
				In-State 5% Preference			
Ptolemy	WS-C3560X-24P-S	6	New	Yes	\$ 2,475.00	\$ 14,850.00	3
	C3KX-NM-1G	17	New		\$ 325.00	\$ 5,525.00	
	WS-C3560X-48PF-S	11	New		\$ 4,650.00	\$ 51,150.00	
	GLC-SX-MM	17	New		\$ 108.75	\$ 1,848.75	
						\$ 73,373.75	
ISC	WS-C3560X-24P-S	6	New	Yes	\$ 2,805.00	\$ 16,830.00	
	C3KX-NM-1G	17	New		\$ 275.00	\$ 4,675.00	
	WS-C3560X-48PF-S	11	New		\$ 5,500.00	\$ 60,500.00	
	GLC-SX-MM	17	New		\$ 275.00	\$ 4,675.00	
						\$ 86,680.00	
ISC	WS-C3560X-24P-S	6	Refurbished	Yes	\$ 1,908.90	\$ 11,453.40	2
	C3KX-NM-1G	17	Refurbished		\$ 186.30	\$ 3,167.10	
	WS-C3560X-48PF-S	11	Refurbished		\$ 3,726.00	\$ 40,986.00	
	GLC-SX-MM	17	Refurbished		\$ 186.30	\$ 3,167.10	
	Smartnet	17			\$ 352.50	\$ 5,992.50	
						\$ 64,766.10	
PineCove	WS-C3560X-24P-S	6	New	No	\$ 3,371.67	\$ 20,230.02	
	C3KX-NM-1G	17	New		\$ 330.56	\$ 5,619.52	
	WS-C3560X-48PF-S	11	New		\$ 6,611.11	\$ 72,722.21	
	GLC-SX-MM	17	New		\$ 330.56	\$ 5,619.52	
						\$ 104,191.27	
Sterling	WS-C3560X-24P-S	6	New	No	\$ 2,991.52	\$ 17,949.12	
	C3KX-NM-1G	17	New		\$ 293.28	\$ 4,985.76	

	WS-C3560X-48PF-S	11 New		\$ 5,865.71	\$ 64,522.81	
	GLC-SX-MM	17 New		\$ 293.28	\$ 4,985.76	
					\$ 92,443.45	
TechCore Incomplete	WS-C3560X-24P-S	6 New	No	\$ 2,646.74	\$ 15,880.44	
	C3KX-NM-1G	17 New		\$ 255.56	\$ 4,344.52	
	GLC-SX-MM	17 New		\$ 125.00	\$ 2,125.00	
					\$ 22,349.96	
CDWG	WS-C3560X-24P-S	6 New	No	\$ 3,100.00	\$ 18,600.00	
	C3KX-NM-1G	17 New		\$ 310.00	\$ 5,270.00	
	WS-C3560X-48PF-S	11 New		\$ 6,050.00	\$ 66,550.00	
	GLC-SX-MM	17 New		\$ 305.00	\$ 5,185.00	
					\$ 95,605.00	
Countertrade	WS-C3560X-24P-S	6 Refurbished	No	\$ 3,110.00	\$ 18,660.00	
	C3KX-NM-1G	17 Refurbished		\$ 305.00	\$ 5,185.00	
	WS-C3560X-48PF-S	11 Refurbished		\$ 6,090.00	\$ 66,990.00	
	GLC-SX-MM	17 Refurbished		\$ 305.00	\$ 5,185.00	
	Smartnet	17		\$ 314.00	\$ 5,338.00	
					\$ 101,358.00	
CPS Electronics	WS-C3560X-24P-S	6 New	No	\$ 2,525.00	\$ 15,150.00	3
	C3KX-NM-1G	17 New		\$ 268.00	\$ 4,556.00	
	WS-C3560X-48PF-S	11 New		\$ 4,626.00	\$ 50,886.00	
	GLC-SX-MM	17 New		\$ 155.00	\$ 2,635.00	
					\$ 73,227.00	
it Outlet	WS-C3560X-24P-S	6 New	No	\$ 2,095.00	\$ 12,570.00	1
	C3KX-NM-1G	17 Refurbished		\$ 205.00	\$ 3,485.00	
	WS-C3560X-48PF-S	11 New		\$ 4,095.00	\$ 45,045.00	
	GLC-SX-MM	17 New		\$ 125.00	\$ 2,125.00	
					\$ 63,225.00	

	Equipment	Quantity	In-State 5% Preference	Unit Price	Total	
Better Direct	LG N2210WZ-BF	200	No	\$ 427.00	\$ 85,400.00	
Better Direct	Samsung SyncMaster NC220 PCoIP	200	No	\$ 435.00	\$ 87,000.00	
<b>Ptolemy</b>	<b>LG N2210WZ-BF</b>	<b>200</b>	<b>Yes</b>	<b>\$ 399.95</b>	<b>\$ 79,990.00</b>	<b>3</b>
<b>ISC</b>	<b>LG N2210WZ-BF</b>	<b>200</b>	<b>Yes</b>	<b>\$ 381.70</b>	<b>\$ 76,340.00</b>	<b>1</b>
ISC	Samsung SyncMaster NC220 PCoIP	200	Yes	\$ 434.00	\$ 86,800.00	
PineCove	LG N2210WZ-BF	200	No	\$ 429.00	\$ 85,800.00	
<b>Sterling</b>	<b>LG N2210WZ-BF</b>	<b>200</b>	<b>No</b>	<b>\$ 387.00</b>	<b>\$ 77,400.00</b>	<b>2</b>
Sterling	Samsung SyncMaster NC220 PCoIP	200	No	\$ 443.00	\$ 88,600.00	
TechCore	LG N2210WZ-BF	200	No	\$ 415.89	\$ 83,178.00	
CDWG	Samsung SyncMaster NC220 PCoIP	200	No	\$ 450.00	\$ 90,000.00	
<b>Countertrade</b>	<b>LG Electronics</b>	<b>200</b>	<b>No</b>	<b>\$ 387.00</b>	<b>\$ 77,400.00</b>	<b>2</b>
Dell	NC 220	200	No	\$ 412.49	\$ 82,498.00	
Dell	LG N2210WZ-BF	200	No	\$ 417.32	\$ 83,464.00	
it Outlet	Samsung NC220P	200	No	\$ 699.95	\$ 139,990.00	
Bytespeed	22" Monitor w/ Thin Client	200	No	\$ 429.00	\$ 85,800.00	





Craig Dougherty, Superintendent

Administrative Offices  
201 N. Connor, Suite 100  
P.O. Box 919  
Sheridan, WY 82801  
Phone: 307-674-7405  
Fax: 307-674-5041

---

DATE: May 7, 2012  
TO: Board of Trustees  
FROM: Scott Stults  
SUBJ: **School Boundaries** (*Information*)

Due to enrollment capacity concerns at both Sagebrush and Highland Park Elementary Schools, I am proposing the following boundary changes (please see the attached map):

**#1 Coffeen -**

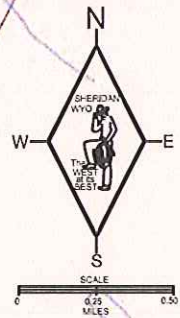
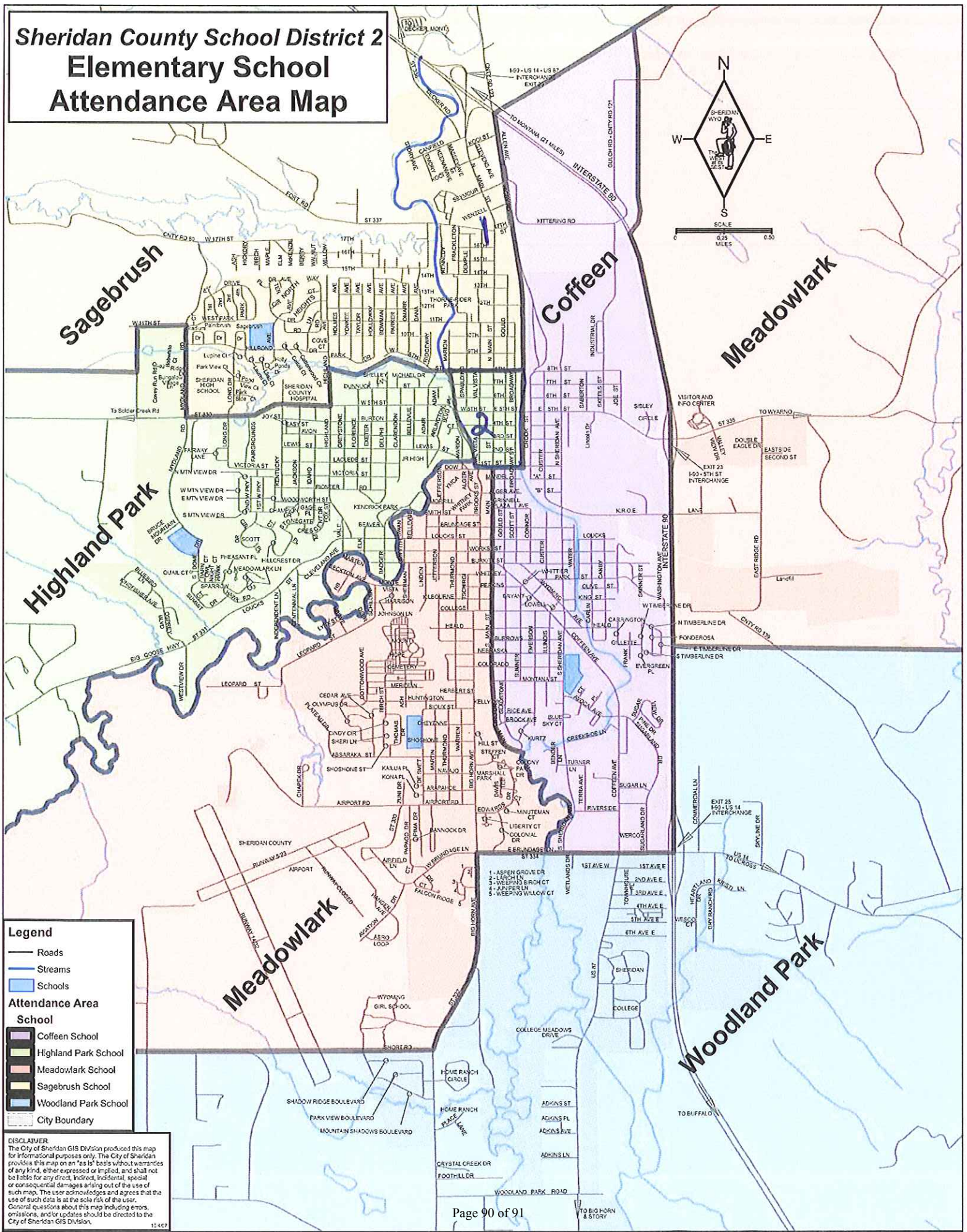
Coffeen's boundary will now include all streets East of Big Goose Creek beginning at 8<sup>th</sup> Street going East until the railroad tracks, and North to I-90. This boundary will now include all residences North of I-90. In addition, beginning 2013-14 all residences East of I-90 from East Timberline Drive North will be included in Coffeen's attendance area.

**#2 Meadowlark -**

Meadowlark's boundary will now include all streets East of Big Goose beginning at 1<sup>st</sup> Street going East to the railroad tracks and North to 8<sup>th</sup> Street.

Please note that all students in grades 3<sup>rd</sup> – 5<sup>th</sup> (2012-13) and their siblings will be allowed to stay at their current school through fifth grade; however, they must provide their own transportation.

# Sheridan County School District 2 Elementary School Attendance Area Map



- Legend**
- Roads
  - Streams
  - Schools
- Attendance Area**
- School**
- Coffeen School
  - Highland Park School
  - Meadowlark School
  - Sagebrush School
  - Woodland Park School
- City Boundary

**DISCLAIMER**  
The City of Sheridan GIS Division produced this map for informational purposes only. The City of Sheridan provides this map on an "as is" basis without warranties of any kind, either expressed or implied, and shall not be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of such map. The user acknowledges and agrees that the use of such data is at the sole risk of the user. General questions about this map including errors, omissions, and/or updates should be directed to the City of Sheridan GIS Division.



Craig Dougherty, Superintendent

Administration Offices  
201 N. Connor St., Suite 100  
P.O. Box 919  
Sheridan, WY 82801  
Phone: 307-674-7405  
Fax: 307-674-5041

---

DATE: May 7, 2012  
TO: Board of Trustees  
FROM: Tom Sachse, Assistant Superintendent  
SUBJ: **Common Core State Standards (CCSS)** *(Information)*

On April 27<sup>th</sup>, the Wyoming State Board of Education adopted new state standards with the CCSS as the Mathematics and Language Arts replacement. The Governor now has 75 days to sign them to make them official state regulations.

At your meeting, I will discuss some of our continuing implementation plans and invite you to a work session to further discuss our plans.