

*Sheridan County School District #2*

# ***Board Meeting***



*Date: June 16, 2014*

*Time: 6:00 p.m.*

*Place: Central Office*

***Sheridan County School District #2***

**Board of Trustees Meeting**

Central Office – Board Room

June 16, 2014

6:00 p.m.

**Agenda**

- I. Call to Order**
  - A. Pledge of Allegiance
- II. Recognition**
  - A. Spring Activity Report – Don Julian
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
  - A. Approval of Minutes–May 5, 2014
  - B. Approval of Minutes–May 27, 2014
  - C. Approval of Bills for Payment
- VI. Old Business**
  - A. Capital Construction Update (*Information*) – Craig Dougherty
  - B. Approval of Policies (*Action*) – Cody Sinclair
- VII. New Business**
  - A. Approval of Volunteers of America (VOA)/Accountability Change in Education (ACE) Contract (*Action*) – Scott Stults and Terry Burgess
  - B. Status of Certified Sick Leave Bank (*Information*) – Cody Sinclair
  - C. Status of Classified Sick Leave Bank (*Information*) – Cody Sinclair
  - D. Summary of PTO/Board of Trustees Focus Groups (*Information*) – Terry Burgess and Scott Stults
  - E. Approval of Draft Consolidated Grant (*Action*) – Tom Sachse
  - F. Approval of Board Goals for the 2014–2015 School Year (*Action*) – Craig Dougherty
  - G. Fort Mackenzie Restructuring Plan (*Action*) – Terry Burgess and Sean Wells
  - H. Acceptance of Donations to District Schools (*Action*) – Craig Dougherty
- VIII. Reports and Communication**
  - 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
- XI. Adjournment**

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

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

Richard Bridger, Chairman

**May 5, 2014**

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 6:00 p.m., Monday, May 5, 2014, in the Board Room at the Central Administration Office. The presiding officer was Ann Perkins, Vice-Chairman. A quorum was determined to be present with the following attendees:

#### **Trustees:**

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

#### **Administrators:**

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

#### **Absent:**

Richard Bridger, Chairman

#### **Absent:**

Coree Kelly, Technology Director

#### **II. Recognition**

##### **A. WSBA Recognitions – Johann Nield**

Wyoming School Boards Association (WSBA) Area Director Johann Nield recognized Chairman Richard Bridger, Trustee Hollis Hackman, and Trustee Scott Hininger for their work as legislative liaisons. He said that their efforts have stopped legislation that needed to be stopped and assisted in passing legislation that needed to be passed. Mr. Nield also recognized Molly Steel and Ann Perkins for reaching over 100 points through WSBA training, making them certified school board members. Mr. Nield thanked them and said that he appreciates all their efforts.

##### **B. US News and World Report Silver Award – Dirlene Wheeler**

Sheridan High School Principal Dirlene Wheeler said that Sheridan High School received its third recognition by US World and News Report as one of the best schools in the nation. This year, SHS is ranked within the top 3.5%. She added that this success is not just an honor of the high school, but for the entire district, as it is a K-12 effort.

Trustee Jim Perkins said that he recently met someone who said that her family moved to Sheridan for the superior education her children can receive here. He congratulated Principal Wheeler and everyone in the high school for their efforts and successes.

- C. State SkillsUSA Winners – Dirlene Wheeler with Kathleen Pilch and Heidi Richins**  
 Sheridan High School Principal Dirlene Wheeler said that Kathleen Pilch and Heidi Richins have spent a tremendous amount of time working with the students in the Career and Technical Education department. She said that for the second year of the program the students have done a terrific job, and she is very proud of them.

SkillsUSA sponsor Heidi Richins explained that her students have learned much from the past year and excelled in competition. Of ten students that recently competed, eight were medalists, and two will move on to the national competition. James Dow, Meradith Hamilton, Hannah Will, and Zaffary Hein were present for the recognition. Meradith Hamilton said that the cosmetology completion that she took part in was similar to the state board exams, and it gave her the opportunity to experience cosmetology as a profession. Hannah Will thanked her sponsors and Principal Wheeler for allowing her to attend the competition.

- D. Terry Burgess-WHSAA President-Elect – Craig Dougherty**  
 Superintendent Craig Dougherty congratulated Assistant Superintendent Terry Burgess being selected as the President-Elect for the Wyoming High School Activity Association (WHSAA). Superintendent Dougherty summarized the many accomplishments of Mr. Burgess, adding that this is one in a long line of successes.

Assistant Superintendent Terry Burgess thanked Superintendent Dougherty for his kind words. He explained that non-cognitive activities also help to make students successful and that the Board is very supportive of these activities.

### **III. Approval of Agenda**

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

### **IV. Welcome--Audience Comments**

### **V. Consent Agenda Items**

#### **A. Approval of Minutes for April 8, 2014**

#### **B. Approval of Minutes for April 22, 2014**

**C. Approval of Bills for Payment**

General Clearing	1,868,843.43
Federal Fund	87,897.43
<b>TOTAL:</b>	<b>\$1,956,740.86</b>

**D. Approval of Isolation Payments****1. Martin Family**

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

**VI. Old Business****A. Capital Construction Update (*Information*) – Craig Dougherty**

Superintendent Craig Dougherty said that site work for Henry A. Coffeen Elementary School is still on schedule. Facilities Director Julie Carroll continues to work with the contractor and architect to proceed with the construction.

Superintendent Dougherty said that Sheridan High School Principal Brent Leibach and the Building Leadership Team will continue to evaluate areas of the Sheridan High School that need facility updates.

**B. Approval of 2015–2016 Calendar (*Action*) – Scott Stults**

Director of Elementary Education Scott Stults said that the 2015-2016 calendar voting was complete, with a strong majority of the votes for Calendar A. This selection will have school beginning on September 1<sup>st</sup> and ending June 3<sup>rd</sup> for the 2015-2016 school year.

**TRUSTEE SCHATZ MADE A MOTION TO APPROVE CALENDAR “A” AS THE 2015-2016 CALENDAR, AS PRESENTED. TRUSTEE JIM PERKINS SECONDED THE MOTION.**

Trustee Jim Perkins asked if the anticipated snow day make-up days would be before June 3<sup>rd</sup>. Mr. Stults responded that he expected that those days would be added on to the end of the school year in June.

**THE MOTION PASSED WITH A UNANIMOUS VOTE.**

**C. Approval of Policies (*Action*) – Cody Sinclair**

Human Resources Coordinator Cody Sinclair said that six policies were being presented for first reading.

**FIRST READING**

Mr. Sinclair said that Policy GCBD – Professional/Certified Staff Fringe Benefits was adjusted for the Wyoming Retirement System (WRS) updates that begin on July 1<sup>st</sup>.

**TRUSTEE SCHATZ MADE A MOTION TO ACCEPT POLICY GCBD – PROFESSIONAL/CERTIFIED STAFF FRINGE BENEFITS ON FIRST READING, AS PRESENTED. TRUSTEE JIM PERKINS SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.**

Mr. Sinclair explained that Policy GCBF – Certified Sick Leave Bank was updated along with Policy GCBF-P – Certified Sick Leave Bank Committee Guidelines to allow certified staff to contribute their sick days to either the Certified Sick Leave Bank or the Classified Sick Leave Bank.

**TRUSTEE JIM PERKINS MADE A MOTION TO ACCEPT POLICY GCBF – CERTIFIED SICK LEAVE BANK AND POLICY GCBF-P – CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.**

Trustee Hackman said that a member of the certified staff on the sick leave bank committee had recommended the change and that it is a wonderful idea to help more people.

**THE MOTION PASSED WITH A UNANIMOUS VOTE.**

Mr. Sinclair said that Policy GDBD – Classified Staff Fringe Benefits was updated with the same WRS change to mirror the Certified Professional Fringe Benefits policy.

**TRUSTEE SCHATZ MADE A MOTION TO ACCEPT POLICY GDBD – CLASSIFIED STAFF FRINGE BENEFITS ON FIRST READING, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.**

Mr. Sinclair said that Policy GDBF – Classified Staff Leave Bank was updated to remove the requirement that the staff member be an employee for a full year prior to participation. GDBF-P – Classified Staff Leave Bank Committee Guidelines was updated to allow classified staff to contribute their sick days to either the Classified Sick Leave Bank or the Certified Sick Leave Bank.

**TRUSTEE HININGER MADE A MOTION TO ACCEPT POLICY GDBF – CLASSIFIED STAFF LEAVE BANK AND GDBF-P – CLASSIFIED STAFF LEAVE BANK COMMITTEE GUIDELINES ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.**

## **SECOND READING**

### **Policies – Second Reading**

Mr. Sinclair said that no changes were made to the policies up for second reading after being approved at first reading.

**TRUSTEE HACKMAN MADE A MOTION TO ACCEPT POLICY KF – COMMUNITY USE OF SCHOOL FACILITIES, POLICY KF-E1 – COMMUNITY USE OF SCHOOL FACILITIES FORM, AND POLICY KF-E2 – CHALLENGE COURSE RENTAL AGREEMENT ON SECOND READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND THE MOTION PASSED WITH A UNANIMOUS VOTE.**

## **VII. New Business**

### **A. Acceptance of Donation to Meadowlark Elementary School (*Action*) – Scott Stults**

Director of Elementary Education Scott Stults introduced Meadowlark Principal Casey O'Connor.

Mr. O'Connor said that Meadowlark had received \$3,000 from the family of Chris Walton and Tamara Duhn. He explained that the staff of Meadowlark School would like to use this donation to offset the cost of web-based reading programs or additional reading resources used by all students of Meadowlark Elementary.

**TRUSTEE CRAFT MADE A MOTION TO APPROVE THE DONATION TO MEADOWLARK ELEMENTARY SCHOOL, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION.**

Trustee Perkins asked what additional reading sources would be purchased. Principal O'Connor said that books, periodicals, or e-books would be purchased in order to impact as many students as possible.

**THE MOTION PASSED WITH A UNANIMOUS VOTE.**

### **B. Out-of-Country Travel Request – Costa Rica (*Action*) – Dirlene Wheeler**

Sheridan High School Principal Dirlene Wheeler explained that Sheridan High School Teacher Mario Montano would like permission to take the Spanish Club to Costa Rica for Spring Break of 2014-2015 utilizing EF Tours.

**TRUSTEE STEEL MADE A MOTION TO APPROVE THE OUT-OF-COUNTRY TRAVEL REQUEST, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.**

**C. Accreditation Update (*Information*) – Tom Sachse and Dirlene Wheeler**

Assistant Superintendent Tom Sachse shared a brief accreditation update. He said that the Wyoming Department of Education No Child Left Behind waiver request was not approved, which means that Wyoming will now have two accountability rankings. The 100 % AYP standard from No Child Left Behind will be nearly impossible to meet, so most schools can expect to miss their AYP target. This accountability system does stipulate that four-year graduation mandate that would put SHS at 82% and the District at 81%.

This means SHS will miss AYP for 2015. The District has taken measures to improve the graduation rate, but in allowing students to graduate after their cohort group, the graduation rate is negatively affected. If the delayed graduation of these fifth year students did not affect the graduation rate, the District would have a graduation rate of 7% higher.

Trustee Hackman said that the Board is always concerned about drop-outs. Students must graduate in order to be competitive in today's labor market.

**D. Food Service Update (*Information*) – Roxie Taft**

Business Manager Roxie Taft provided a food service update for the District. She discussed meal participation by building and overall, outlining operating costs, online pay, and the Fresh Fruit and Vegetables (FFV) Program.

Trustee Ann Perkins thanked Food Director Cathy Hinz for her creative ways to encourage students to try the fruit and vegetables in the FFV program.

Trustee Schatz asked if the schools would have the opportunity to participate in the FFV program for the 2014-2015 school year. Ms. Taft responded that the applications have been submitted and approval is pending.

**E. FY15 Preliminary Budget (*Information*) – Roxie Taft**

Business Manager Roxie Taft said that Wyoming statute requires a preliminary budget to be presented to the Board for the upcoming fiscal year each May. Ms. Taft explained the budget for FY15, as compared to FY14. Ms. Taft said that she anticipates a 1.76% increase in the general fund budget for next year, and an enrollment increase of 80 students. Also presented were budgets for the special revenue, capital construction, major maintenance, food service, memorial, pupil activity, and early retirement funds.

**F. Approval of Audit Firm for the Fiscal Year Ending 06/30/14 (*Action*) – Roxie Taft**

Business Manager Roxie Taft said that each year, the audit firm used by the District must be approved. She recommended that Porter, Muirhead, Cornia & Howard audit the District's 2013-14 financial statements for a proposed fee of \$38,000. The preliminary audit will occur in June, with the bulk of the audit in September.

**TRUSTEE HININGER MADE A MOTION TO APPROVE THE AUDIT FIRM FOR THE FISCAL YEAR ENDING 06/30/14, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.**



**G. Approval of Secondary Schools' Student Handbooks (*Action*) – Terry Burgess**

Assistant Superintendent Terry Burgess said that the secondary principals would be sharing information about their student handbooks.

Sheridan Junior High School Principal Mitch Craft thanked Trustee Hackman for his input, as it allowed him to make changes to clarify the handbook. Changes were made to the discipline portion and the “digital citizenship” information is new.

Trustee Hininger asked for clarification regarding public displays of affection. Principal Craft explained that it refers to affection of a romantic nature.

Trustee Steel asked about bullying, specifically cyber-bullying. She asked if the school becomes involved if bullying occurs outside of school. Principal Craft responded that they evaluate each event individually. If a student's behavior outside of school impacts the school environment, the school administrators and Student Resource Officer become involved.

Fort Mackenzie and the Wright Place Principal Sean Wells reviewed the changes to the handbook. He explained that the mascot is being revamped and it will be added to the handbook later. Another change to the handbook includes the removal of the essay portion of the problem-solving contract.

Sheridan High School (SHS) Principal Dirlene Wheeler said that there were not many changes made to the SHS handbook. The only change aside from updated dates was the addition of information about the math lab.

Trustee Jim Perkins commented that the students are clearly expected to be responsible. He added that he likes to see the students treated as young adults.

**TRUSTEE O'DELL MADE A MOTION TO APPROVE THE SECONDARY SCHOOLS' STUDENT HANDBOOKS, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.**

**Recess for Public Hearing on Facility Plan Being Submitted to the Wyoming School Facilities Commission**

**TRUSTEE CRAFT MADE A MOTION TO RECESS THE MEETING FOR PUBLIC HEARING REGARDING THE FACILITY PLAN AT 7:07 PM. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.**

Facilities Director Julie Carroll explained that the District has been discussing the facility plan for several months, and that it is updated and reviewed every year. Ms. Carroll detailed the facility plan, discussing

each item. The plan will include the submission of a capital component funding request for SHS boiler plant upgrades; continuing to request funds for a new 6-12 alternative school; continuing to request funding for Sagebrush Elementary School remediation; continuing to request funding for renovation of the transportation facility and site, maintenance facility and site, and projects submitted for SHS components; continuing to evaluate enrollment trends and needs; continuing to report data for all of the District's school buildings and sites; and continuing to update major maintenance projects for all sites.

Trustee Hackman commended Ms. Carroll and her staff for their efforts and diligence.

Vice-Chairman Ann Perkins asked for public comment. No audience comments were received.

**TRUSTEE HININGER MADE A MOTION TO RETURN TO REGULAR SESSION AT 7:35 PM. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.**

- H.** Update Summary for Facility Plan to be Submitted to the Wyoming School Facilities Commission (*Action*) – Julie Carroll

**TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE FACILITY PLAN SUMMARY TO BE SUBMITTED TO THE WYOMING SCHOOL FACILITIES COMMISSION, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.**

## **VIII. Reports and Communications**

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

Trustee Hininger reported that the Henry A. Coffeen Elementary cornerstone dedication will take place on August 9<sup>th</sup> at 3:00 pm. Several dignitaries are invited to the ceremony that will be similar to the ceremony for the first brick building in Sheridan.

Trustee Hininger said that he is on the MIG study committee. In 2009, it was recommended that a field house be built and that the pools in Sheridan be consolidated.

Trustee Schatz said that he had delivered flooring lumber to the new Henry A. Coffeen Elementary School from the original school on Coffeen Avenue. The lumber will be used in an alcove of the new library. A desk was also donated by the Coffeen family.

Trustee Hackman said that he and members of the administrative staff had recently visited Bozeman, MT to look at community involvement in the schools to reduce the incidence of drop-outs and engage communities.

### **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 shared that he had a follow-up to the visit with the University of Wyoming. He met with President McGinity and UW board members. They are looking to Sheridan for guidance in training undergraduate students in the PLC concept and developing skill sets for teaching reading, writing, and mathematics.

Superintendent Dougherty also said that deli trays had been delivered to each of the buildings, as May 5<sup>th</sup> to May 9<sup>th</sup> is staff appreciation week. He added that the most powerful asset of the District is the teachers.

**TRUSTEE HININGER MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:47 PM TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES AND TO REVIEW MATTERS PERTAINING TO LITIGATION INVOLVING THE SCHOOL DISTRICT PURSUANT TO W.S. 16-4-405. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

## **X. Executive Session:**

The Board went into Executive Session at 7:47 p.m. to address personnel and legal matters.

**TRUSTEE O'DELL MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:59 PM. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting reconvened at 8:59 p.m.

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

**TRUSTEE O'DELL MADE A MOTION THAT THE SUPERINTENDENT, AFTER CONSULTATION WITH THE BOARD'S ATTORNEY, SEND WRITTEN NOTICE TO THE CLASSIFIED STAFF THAT ARE BEING RECOMMENDED FOR EMPLOYMENT FOR THE 2014-2015 SCHOOL YEAR, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**TRUSTEE O'DELL MADE A MOTION THAT THE SUPERINTENDENT, AFTER CONSULTATION WITH THE BOARD'S ATTORNEY, SEND WRITTEN NOTICE OF TERMINATION TO THOSE CLASSIFIED STAFF THAT ARE NOT BEING RECOMMENDED FOR EMPLOYMENT FOR THE 2014-2015 SCHOOL YEAR, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**TRUSTEE HACKMAN MADE A MOTION THAT THE BOARD OF TRUSTEES APPROVE THE PROPOSED MUTUAL SETTLEMENT AGREEMENT AND FINAL RELEASE BETWEEN EXCEL CONSTRUCTION, INC. AND SHERIDAN COUNTY SCHOOL DISTRICT #2 AND THAT THE CHAIRMAN BE AUTHORIZED TO EXECUTE SAID AGREEMENT AND TAKE SUCH FURTHER ACTION AS IS NECESSARY TO RESOLVE ALL OUTSTANDING MATTERS PERTAINING TO THE WARRANTY WORK REQUIRED FOR THE SJHS SLOPE STABILIZATION PROJECT. TRUSTEE CRAFT SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.**

**XI. Adjournment:**

**TRUSTEE HININGER MADE A MOTION TO ADJOURN THE MEETING AT 9:02 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting adjourned at 9:02 pm.

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Chairman

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Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**PERSONNEL ACTION REPORT**  
**May 5, 2014**

## **ADMINISTRATIVE STAFF**

### **Approvals:**

Brett Dahl	Principal	Effective
Sagebrush School	1.0 FTE (205 days)	8/4/14
Cindy Dahl	Assistant Principal	Effective
Sheridan High School	1.0 FTE (210 days)	8/4/14

## **PROFESSIONAL STAFF**

### **Resignations (update):**

Doug Sanders	Discipline Assistant	Effective
Sheridan Junior High School	1.0 FTE (205 days)	6/3/14 to 5/9/14

### **New Position Approvals:**

Professional Learning Communities Coordinator (2014-2015 School Year)

## **CERTIFIED STAFF**

### **Approvals:**

Jennifer Debban	Teacher-2 <sup>nd</sup> -5 <sup>th</sup> Grades/Reading	Effective
Story School and District Elementary Schools	Recovery Teacher 0.5 FTE/0.5 FTE (187 Days)	8/15/14
Nicholas Flores	Teacher-Special Education	Effective
Sagebrush School	1.0 FTE (187 days)	8/15/14
Debbie Hill	Teacher-Gifted and Talented (GATE)	Effective
Sheridan Junior High School	1.0 FTE (187 days)	8/15/14
Nicole Jahn	Teacher-Kindergarten	Effective
Sagebrush School	1.0 FTE (187 days)	8/15/14

Andrew Johnson Sheridan Junior High School	Teacher-Special Education 1.0 FTE (185 days)	Effective 8/15/14
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### **Changes/Transfers:**

Ward Cotton Sheridan High School to Sheridan High School and Sheridan Junior High School	Teacher-Agriculture/Agriculture Welding 1.0 FTE to 0.9 FTE/0.1 FTE (185 days)	Effective 8/19/14
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## **CLASSIFIED STAFF**

### **Changes/Transfers:**

Michael Cicci Fort Mackenzie and the Wright Place School to Sheridan Junior High School	Custodian 8.0 hours/day (261 days)	Effective 7/1/14
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Patricia Crawford Sheridan High School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 1:2 6.5 hours/day to 7.0 hours/day (175 days)	Effective 8/25/14
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Patricia Drake Sagebrush School	Paraprofessional-Special Education 6.5 hours/day to 7.0 hours/day (175 days)	Effective 8/25/14
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Janet Evans Highland Park School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 6.75 hours/day to 7.0 hours/day (175 days)	Effective 8/25/14
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Kasey Garnhart Henry A. Coffeen School	Paraprofessional-Special Education 1:2 to Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 8/25/14
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Amanda Hamilton Sheridan Junior High School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 1:2 6.5 hours/day to 7.0 hours/day (175 days)	Effective 8/25/14
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Debra Johnson Henry A. Coffeen School	Paraprofessional-Special Education 1:2 to Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 8/25/14
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Joanne Luhman Highland Park School	Paraprofessional-Special Education 6.75 hours/day to 7.0 hours/day (175 days)	Effective 8/25/14
Cindy Lee McFadden Meadowlark School	Paraprofessional-Special Education 1:1 5.5 hours/day to 6.75 hours/day (175 days)	Effective 8/25/14
Heather McKeag Highland Park School	Paraprofessional-Special Education 1:2 to Paraprofessional-Special Education 1:3 6.75 hours/day to 7.0 hours/day (175 days)	Effective 8/25/14
Kayla Palmer Henry A. Coffeen School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 1:3 6.5 hours/day to 7.0 hours/day (175 days)	Effective 8/25/14
Edith Puskarich Fort Mackenzie and the Wright Place School	Paraprofessional to Paraprofessional/ Paraprofessional-Special Education 7.0 hours/day to 5.0 hours/day and 2.0 hours/day (175 days)	Effective 8/25/14
Susan Ralston Sagebrush School	Paraprofessional-Special Education 6.5 hours/day to 7.0 hours/day (175 days)	Effective 8/25/14
Rebecca Rosenlund Sagebrush School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 1:2 6.5 hours/day to 7.0 hours/day (175 days)	Effective 8/25/14
Judy Sathre Henry A. Coffeen School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 8/25/14

### **Resignations:**

Lisa Keller Meadowlark School	Cook's Helper/Fresh Fruits and Vegetables (FFV) 2.6 hours/day (177 days)	Effective 5/30/14
Morgan Mines Sagebrush School	Paraprofessional-Special Education 1:2 7.0 hours/day (175 days)	Effective 5/30/14
Rebecca Sanders Sagebrush School	Paraprofessional-Special Education 1:1 6.5 hours/day (175 days)	Effective 5/30/14

**Retirements:**

Carrie Giorgis	Paraprofessional	Effective
Sagebrush School	6.5 hours/day (175 days)	5/30/14

**EXTRA DUTY 2013-2014****Approvals:**

<b><u>Name</u></b>	<b><u>Position</u></b>
Judy Dougherty	Reading Recovery Teacher Leader in Training
Mark Elliott	Weight Room – 4 <sup>th</sup> Quarter – SHS
Jeri Mathes	Reading Recovery Teacher Leader

**2013-2014 SHERIDAN JUNIOR HIGH SCHOOL ESY PROGRAM STAFF – SPECIAL EDUCATION PROGRAM FUNDING****Approvals:**

<b><u>Name</u></b>	<b><u>Position</u></b>
Jennifer Farr	Paraprofessional (Substitute)



# *Sheridan County School District No. 2*

## Board of Trustees

### Special Meeting

**May 27, 2014**

Richard Bridger, Chairman

Craig Dougherty, Superintendent

## MINUTES OF MEETING

### I. Call to Order

A special meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 10:30 am, Tuesday, May 27, 2014, in the Board Room at the Central Administration Office. The presiding officer was Rich Bridger, Chairman. A quorum was determined to be present with the following attendees:

#### Trustees:

Richard Bridger, Chairman  
Ann Perkins, Vice-Chairman  
Wayne Schatz, Treasurer  
Marva Craft, Clerk  
Hollis Hackman  
Jim Perkins  
Molly Steel

#### Administrators:

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

#### Absent:

Scott Hininger  
Erica O'Dell

#### Absent:

Tom Sachse, Assistant Superintendent  
Coree Kelly, Technology Director

### II. Old Business

#### A. Recommendations for Construction Manager at Risk (CMAR) Services for the SHS Locker Room Area Renovations (*Action*) – Julie Carroll

Facilities Director Julie Carroll said that proposals for the Construction Manager at Risk (CMAR) services for the Sheridan High School (SHS) renovations had been advertised. Three firms submitted proposals and all three firms were interviewed. It was recommended that GH Phipps be awarded the CMAR bid.

**TRUSTEE CRAFT MADE A MOTION TO APPROVE THE RECOMMENDATION FOR CONSTRUCTION MANAGER AT RISK (CMAR) SERVICES FOR THE SHS LOCKER ROOM AREA RENOVATIONS, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.**

Trustee Perkins asked for more information regarding the expense of the professional services. Ms. Carroll responded that the contract would be negotiated after the firm is chosen, but anticipates the pre-construction services to be approximately \$10,000.

Trustee Hackman asked which firms were interviewed for the CMAR services. Ms. Carroll responded that proposals were received from KWN Construction, O'Dell Construction, and GH Phipps.

**THE MOTION CARRIED WITH A UNANIMOUS VOTE.**

**B. Bid Award Recommendation for Roof Replacement at Early Building (*Action*) – Julie Carroll**

Facilities Director Julie Carroll recommended that the roof replacement for the Early Building be awarded to GH Phipps for \$1,208,000. GH Phipps was the only company to submit a bid for the project.

**TRUSTEE JIM PERKINS MADE A MOTION TO APPROVE THE BID AWARD RECOMMENDATION FOR ROOF REPLACEMENT AT THE EARLY BUILDING FOR \$1,208,000, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.**

Trustee Hackman asked what portion of the roof would be covered by insurance and Trustee Schatz asked about a completion date. Ms. Carroll said that emergency funds have been requested from the state as negotiations ensue with the insurance companies and extent of the damage is uncertain until the roof is removed. Ms. Carroll explained that there are many layers to the Early Building roof and that she hopes the Early building roof areas above classrooms will be completed before students return in the fall.

**THE MOTION IT CARRIED WITH A UNANIMOUS VOTE.**

**C. Approval of Policies (*Action*) – Cody Sinclair**

**SECOND READING**

**Policies – Second Reading**

Mr. Sinclair said that no changes were made to the policies up for second reading after being approved at first reading.

**TRUSTEE JIM PERKINS MADE A MOTION TO ACCEPT POLICY GCBD – PROFESSIONAL/CERTIFIED STAFF FRINGE BENEFITS, POLICY GCBF-P – CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES, POLICY GDBD – CLASSIFIED STAFF FRINGE BENEFITS, POLICY GDBF – CLASSIFIED SICK LEAVE BANK, AND POLICY GDBF-P – CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES ON SECOND READING, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND THE MOTION PASSED WITH A UNANIMOUS VOTE.**

**TRUSTEE ANN PERKINS MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 10:46 AM TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES, AND TO CONSIDER ACCEPTING OR TENDERING OFFERS CONCERNING WAGES, SALARIES, BENEFITS AND TERMS OF EMPLOYMENT PURSUANT TO W.S. 16-4-405. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**III. Executive Session:**

The Board went into Executive Session at 10:46 am to address personnel and legal matters.

**TRUSTEE HACKMAN MADE A MOTION TO RETURN TO REGULAR SESSION AT 10:46 AM. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting reconvened at 11:17 am.

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

**TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE FY15 SALARY AND BENEFITS FOR CERTIFIED AND CLASSIFIED EMPLOYEES, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**IV. Adjournment:**

**TRUSTEE CRAFT MADE A MOTION TO ADJOURN THE MEETING AT 11:18 AM. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting adjourned at 11:18 am.

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Chairman

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Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**PERSONNEL ACTION REPORT**  
**May 27, 2014**

## **ADMINISTRATIVE STAFF**

### **Approvals:**

Bradley Gregorich	Assistant Principal	Effective
Sheridan Junior High School	1.0 FTE (205 days)	8/4/14

## **PROFESSIONAL STAFF**

### **Approvals:**

Benjamin Phillips	Discipline Assistant	Effective
Sheridan High School	1.0 FTE (180 days)	8/18/14

Dan White	Discipline Assistant	Effective
Sheridan Junior High School	1.0 FTE (180 days)	8/18/14

## **CERTIFIED STAFF**

### **Approvals:**

Anna Bradshaw	Elementary Technology Integrator	Effective
Elementary Schools	0.5 FTE (187 days)	8/15/14

Karl Fiedler	Vocational-Industrial Technology/Woods	Effective
Sheridan Junior High and Sheridan High Schools	1.0 FTE (187 days)	8/15/14

### **Resignations:**

Danielle Harnish	Teacher-Pro Start/Culinary Arts	Effective
Sheridan High School	0.5 FTE (185 days)	6/3/14

## **CLASSIFIED STAFF**

### **Approvals:**

Jennifer Bower Administration Building	Secretary-Special Education 6.0 hours/day (261 days)	Effective 6/2/14
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### **Changes/Transfers:**

Chandra Cody Sheridan High School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 7.0 hours/day to 5.0 hours/day (175 days)	Effective 8/25/14
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Jennifer Steel Sheridan Junior High, Fort Mackenzie, and the Wright Place Schools	School Nurse 7.0 hours/day to 7.2 hours/day (180 days)	Effective 8/25/14
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### **Resignations:**

Matthew Clark Henry A. Coffeen School	Paraprofessional-Title I 7.0 hours/day (175 days)	Effective 5/23/14
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Michael Porter Facilities Department	Operations Facilitator 8.0 hours/day (261 days)	Effective 5/23/14
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Nicholas Neuman Sheridan High School	Cook's Helper 2.0 hours/day (177 days)	Effective 5/9/14
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### **Retirements:**

Patricia Crawford Sheridan High School	Paraprofessional-Special Education 6.5 hours/day (175 days)	Effective 5/30/14
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Richard Shelton Transportation Department	Bus Driver 4.0 hours/day	Effective 5/30/14
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### **Terminations:**

Steven Sharp Transportation Department	Bus Driver-Rotator 2.0 to 4.0 hours/day (27 days)	Effective 5/19/14
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David White Transportation Department	Bus Driver-Rotator 2.0 to 4.0 hours/day (32 days)	Effective 5/19/14
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## **EXTRA DUTY 2014-2015**

### **Approvals:**

<b><u>Name</u></b>	<b><u>Position</u></b>
Huntley McNab	Tennis – Assistant Coach - SHS

## **SHERIDAN JUNIOR HIGH SUMMER SCHOOL STAFFING 2014**

### **Approvals:**

<b><u>Name</u></b>	<b><u>Position</u></b>
Kyle Ewing	Teacher-English
Jennifer Farr	Paraprofessional
Brenda Henderson	Paraprofessional
Devon Johnston	Teacher-English
Katie Medill	Teacher-English
Kale Rager	Teacher-Physical Education
John Ripley	Teacher-Math
S. Luke Sommers	Teacher-History
Emily Swinyer	Teacher-Science
Jane Taylor	Teacher-Math
Julie Weitz	Teacher-Library

## **SHERIDAN HIGH SUMMER SCHOOL STAFFING 2014**

### **Approvals:**

<b><u>Name</u></b>	<b><u>Position</u></b>
Tyson Emborg	Teacher-Social Studies
Lonna Forister	Teacher-Math
Danielle Holler	Special Education
J. Andy Lowe	Teacher-Science
Laurie Paronto	Teacher-English
Kevin Rizer	Teacher-Social Studies
Theresa Rowland	Teacher-Science
Elizabeth Swager	Teacher-Math
Richard Urbatchka	Teacher-Math



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: June 4, 2014  
TO: Board of Trustees  
FROM: Craig Dougherty, Superintendent  
SUBJ: **Capital Construction Update** *(Information)*

### **Henry A. Coffeen Elementary School**

The site work on Henry A. Coffeen is nearing completion. The furniture has been ordered and will be moved in during June and July. Our first punch list will be received next week and the entire project is on schedule for completion as planned. The cornerstone ceremony by the Grand Lodge of Ancient Free and Accepted Masons of Wyoming, marking the completion of the project is scheduled for Saturday, August 9, 2014 at 3:00 pm.

### **Sheridan High School Projects and Future Planning**

Phase II of the Sheridan High School renovation has begun. This includes replacing doors in the commons area, remodeling the counseling office, completing the fire alarm and data networking system, and completing the administration offices remodeling.

Athletics and performing arts committees looking at the locker room/sports training and the performing arts areas continue to meet with Activities Director Don Julian. These committees continue to seek private funds along with using the available District and state major maintenance funds.

### **Early Building Roof Replacement**

We are beginning the roof replacement project. This will necessitate closing off the back parking lot starting June 23<sup>rd</sup>. We expect this project will be largely complete by the start of school.



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: June 9, 2014

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>GCBA</b>	<b>Professional Staff Salary Schedule</b>
<b>JEA</b>	<b>Compulsory Attendance Ages</b>
<b>JEA-E</b>	<b>Consent to Withdrawal</b>



# ***Policies - First Reading***

It is the intent of the Board of Trustees of the District to establish a salary schedule for teachers and certified employees that will successfully attract new teachers and appropriately compensate those teachers and certified employees that have provided extended service to the District. All teachers' and certified employees' salaries will be determined in accordance with the salary schedule adopted by the Board of Trustees.

The adopted salary schedule expresses the policies the Board expects to follow in establishing teachers' and certified employees' salaries. The Board will make every reasonable effort to maintain the approved salary schedule, but it reserves the right to amend, at any time, any or all parts of any current schedule and provisions relating thereto. Under this provision, any part or all of the vertical steps or horizontal columns may be withheld and such other adjustments of salary may be made as financial conditions warrant.

#### PLACEMENT

The superintendent has the authority to authorize out-of-state certified experience beyond the eighth step for a highly qualified candidate.

Unless otherwise recommended by the superintendent and approved by the Board of Trustees:

1. Salary schedule placement for teachers and certified staff with Wyoming experience will comply with Wyoming Law. Experienced teachers with out-of-state or private school experience may, at the discretion of the superintendent, be placed up to the eighth step on the teacher salary schedule in accordance with their educational preparation and prior educational or teaching experience. Consideration shall be given to the area in which the teacher has experience when determining the appropriate step to initially place the teacher.
2. No existing, newly hired, or reinstated employee shall be granted vertical steps on the salary schedule for any past District wage freeze, unless the step was reinstated for all employees from which it was withheld.

## CERTIFICATION

Wyoming Statute stipulates that no person shall teach or supervise in a public school in this state and receive

compensation therefore out of any public fund who at the time of rendering such services is not a holder of or a candidate and qualified for a certificate issued, or to be issued, under the laws of this state and the rules and regulations of the State Board of Education. Therefore, it is the responsibility of each teacher and certified employee to maintain appropriate certification to fulfill their assigned responsibilities in the State of Wyoming. Re-certification should be applied for through the Professional Teaching Standards Board sufficiently in advance of the expiration date of the current certificate to allow re-certification to be completed prior to the expiration of the current certificate. Securing and maintaining appropriate Wyoming certification is the responsibility of the individual teacher or certified employee, not the responsibility of the District.

## ADDITIONAL CREDIT (HORIZONTAL ADVANCEMENT)

To advance horizontally on salary schedule level B (BA+15), a teacher must earn additional undergraduate semester credit hours that are directly related to the current teaching assignment or graduate credit hours leading to an advanced degree, that can be shown to benefit the current teaching assignment. The credit hours must be earned after the Bachelor's degree is granted.

In order to advance on salary schedule levels C (BA+30) and BA+45, the credit hours must bear a definite relationship to the current position held by the teacher. The credit hours must: (1) apply to the teacher's MA program which has been pre-approved by the superintendent or the assistant superintendent of instruction/human resources, or (2) be graduate credit hours in the teacher's major or minor field of preparation earned after the BA degree.

To advance to salary schedule levels E (MA) the master's degree earned must bear a definite relationship to the current teaching assignment held, which determination shall be made by the superintendent and/or his/her designee. The degree program must be approved by the superintendent and/or his/her designee prior to the commencement of the degree or the degree may not be approved for lane advancement.

To advance to salary schedule levels FE (MA+15), GF (MA+30), and HG (PHD/MA+45); the credit hours earned must bear a definite relationship to the current teaching assignment held, which determination shall be made by the superintendent and/or his/her designee. The credit hours earned must be graduate level courses.

Unless otherwise authorized by the superintendent or his or her designee, only those credit hours/degrees which are pre-approved by the superintendent or his/her designee prior to enrolling in a class/program shall apply toward horizontal advancement on the teacher salary schedule. On the date a horizontal advancement is approved and granted on the salary schedule, a retraction on salary placement at a later date cannot occur. Credits toward the next horizontal advancement must be sequential.

Teachers and certified employees intending to move horizontally on the salary schedule must notify the superintendent in writing of their intent to move horizontally on or before June 10 of the school year prior to the anticipated movement. Documentation for the credits earned (official transcripts) should be presented to the superintendent's office at the earliest date possible following the completion of the work to accumulate the extra credits, and must be provided on or before October 1 of the contract year in which horizontal movement is anticipated. It is the teacher's or certified employee's responsibility to ensure that all official documentation (official transcripts) has arrived in the superintendent's office on or before October 1 and that the transcripts appropriately reflect successful completion of the advanced degree and/or all credits which are to be applied toward horizontal movement on the salary schedule.

Compliance with the above, while meeting the requirements of the local Board, shall not be understood or construed thereby to modify or fulfill any requirements of the Wyoming State Board of Education or the Professional Teaching Standards Board.

#### VERTICAL STEPS

Vertical steps, as set out in the salary schedule, shall become effective at the beginning of the new contract school year. Vertical steps are approved by the Board as a part of the salary and benefits package annually for employees that have worked more than one semester the previous year. Unless otherwise specifically authorized by the Board, an employee advancing horizontally will only receive the vertical steps approved by the Board in the salary and benefits package for that contract school year.

#### EXTRA PAY FOR EXTRA DUTY

Annual salaries shall always be interpreted to include compensation for other school-related duties not connected with the regular classroom assignments which may be made. Compensable extra duty time includes additional time for preparation and supervision expended by the teacher that is considered by the superintendent to be in addition to the regular assignment of the teacher. The Board of Trustees, upon the recommendation of the superintendent, will determine which desired school activities' sponsors shall receive extra pay. Extra-duty assignments shall be compensated at the rate established by the Board of Trustees. No employee shall acquire continuing contract status in any extra-duty assignment.

Teachers and certified employees shall be employed at the annual salary rate provided in the most recent salary schedule approved by the Board. Salaries shall be computed and paid in twelve (12) substantially equal installments unless otherwise grandfathered to be paid in ten (10) substantially equal installments. The payroll date shall be the 20th of each month. In the event that pay day falls on a weekend or holiday, the District may choose to pay on the closest working day to the payroll date. The District may elect to pay one or more of the last three (3) months' salary in a lump sum. Teachers and certified employees leaving the District will, with proper notification, be able to collect any pro-rated remaining portion of their salary.

#### SUBSTITUTE PAY

Substitute teachers shall be paid at the daily rate for substitutes as established by the Board. However, when a substitute has been employed for ten (10) days in the same teaching assignment for the same absence reason, his/her daily rate of compensation will be increased to the long term substitute rate as established by the Board. The substitute teacher would then continue to be compensated at this increased daily rate as long as he/she continues to be employed at that same assignment. State certification regulations limit a substitute teacher to teach a maximum of forty-five (45) days in any one teaching assignment (any part of one day taught is counted as one full day) per semester during the absence of a regularly certified and employed teacher because of that teacher's temporary inability to perform normal teaching duties. A substitute teacher who holds full Wyoming certification as a teacher with the appropriate endorsements for the subjects being taught may be assigned as a substitute for more than forty-five

(45) days in a given semester.

GCBA

#### ADMINISTRATORS' SALARIES

It is the intent of the school district to establish a salary for district-level administrators other than the superintendent that will successfully attract new building-level and selected district-level administrators and appropriately compensate those that have provided extended service to the district. All administrators' salaries will be established by the Board of Trustees after consideration of the recommendation of the Superintendent.

#### PROFESSIONAL STAFF LEAVES AND BENEFITS

All paid professional staff leaves and benefits as identified in Board policies GCBD and GCC which are provided to teachers and certified employees by the Board of Trustees are considered as a part of compensation to the employee.

W.S. 21-7-104

W.S. 21-7-303

First Reading: 10/7/13

Second Reading: 11/4/13

JEA

## COMPULSORY ATTENDANCE AGES

Ages for attendance in Wyoming are set by the laws of the state, viz:

Every child attaining the age of seven (7) years on or before September 15, and under the age of sixteen (16) years who has not completed the tenth (10) grade, shall be required to attend a public or a private school each year during the entire time that the public school shall be in session in the district in which the child resides, unless excluded by provisions of law which are:

- a. Compulsory attendance in school, in the judgment of the Board of Trustees, would be detrimental to the mental or physical health of such child, or of other children in the school.
- b. Compulsory attendance in school, in the judgment of the Board of Trustees, might work undue hardship on the child. The Board may, at its option, conduct a hearing on this issue.
- c. The child has been legally excluded from regular school.
- d. The child has completed the twelfth (12th) grade.
- e. The child has such a mental or physical disability that, based upon a physician's certificate, the Board believes such child could not reasonably benefit from programs available.
- f. The attendance of the child would be detrimental to the health, safety or welfare of other pupils; provided that the Board shall make the best provisions possible for the suitable and adequate education for the child in accordance with the laws of the state.

The parent, guardian or other person having control or charge of any child under the age of eighteen (18), who has not otherwise notified the District of enrolling that child in a different school district or in a private school or home-based educational

Cody Sinclair 6/5/14 7:51 AM

Deleted: inimical

program, shall be required to meet in person with a School District counselor or administrator to provide the School District with written consent to the withdrawal of that child from school attendance. The written consent to withdrawal shall include a separate provision authorizing the release of the student's identity and address to the Wyoming National Guard Youth Challenge Program as established by W.S. 19-9-701 or as may be amended, for the sole purpose of recruitment into the Wyoming National Guard Youth Challenge Program.

W.S. 19-9-701

W.S. 21-4-102

First Reading:

Second Reading:



JEA-E

## CONSENT TO WITHDRAWAL

I/We, being the parent, guardian or person having control of the following named child: \_\_\_\_\_, who is under the age of eighteen (18), but who is either at least sixteen (16) years old or has completed the tenth (10<sup>th</sup>) grade, do/does hereby give my/our consent to allow the above-named child to withdraw from school. I/We do hereby authorize the school district to release the above-named child's identity and address to the Wyoming National Guard Youth Challenge Program as established by W.S. 19-9-701.

Student(if 18) or Parent/Guardian Name (print):

\_\_\_\_\_

Student (if 18) or Parent/Guardian Signature/Date:

\_\_\_\_\_

W.S. 19-9-701

W.S. 21-4-102



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

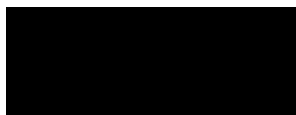
DATE: June 10, 2014

TO: Board of Trustees

FROM: Scott Stults, Director of Elementary Education  
Terry Burgess, Assistant Superintendent of Instruction and Human Services

SUBJ: **Approval of Volunteers of America (VOA)/Accountability Change Education (ACE) Contract** *(Action)*

Todd Richins from the Volunteers of America (VOA) will present information at the June 16, 2014 board meeting to discuss the annual report for the Behavioral Center (BC) Program, also called Accountability Change Education (ACE). I will request that you take action to approve the VOA contract for the 2014 – 2015 school year.



1876 S. Sheridan Avenue  
Sheridan, WY 82801  
307-672-0475  
www.voanr.org

June 4, 2014

Craig Dougherty, Superintendent  
Sheridan County School District #2  
201 N. Connor St.  
Sheridan, WY 82801

Dear Superintendent Dougherty,

Since November 2007, Volunteers of America Northern Rockies (VOA) has partnered with Sheridan County School District #2 (SCSD2) to provide services to suspended students in grades K-12. With the implementation of this partnership, students who were suspended from school attended A.C.E.™ instead of participating in out of school suspensions.

The A.C.E.™ program has continued to provide structure and supervision that requires students to reflect on their behavior and guides students through their choices and alternatives. Students are required to take accountability for the behavior that lead to their suspension. Additionally, students have time to focus on academics so they do not fall behind during their suspension period.

The number of suspensions provided since the inception of the A.C.E.™ Program reveals that A.C.E.™ continues to be a valuable resource for SCSD#2.

A.C.E.™ implemented changes to accommodate student needs and district expectations. Those changes include: schedule changes to 40% behavior, 50% academic and 10% exercise and/or community service; addition of a computer lab; implementation of Boys Town model in the elementary class room; monthly collaboration with behavioral specialist, Paul Phillips; and students are provided a business card to give to the district staff they have identified as a resource.

**2013/2014, A.C.E.™ The program supervised a total of 530 suspensions, for a total of 1061 days.**

Elementary Schools	97
Junior High School	129
High School	304
Total	530

**2013/2014 A.C.E.™ Recidivism.** There were 26 elementary students, 24 junior high students and 86 high school students who returned for 1 or more additional suspensions. The following table illustrates repeat suspensions.

Number of repeat suspensions:	0	1	2	3	4	5	6	7
Elementary Schools	45	12	11	2	1			
Junior High School	45	10	9	3	1		1	
High School	105	41	18	13	9	3	1	1

### Accountability and Re-Entry

Students are expected to complete several assignments while serving a suspension at the A.C.E.™ program. First, students fill out an accountability form in order to take ownership of their negative behaviors resulting in suspension. Next, students create a plan for a successful transition back to school. Students must thoroughly explain the behavior(s) leading to suspension, the impact the behavior(s) had on others, and how their choices could be different in the future. Students then identify a staff at the school they can contact if they need assistance. These assignments also encourage students to focus on their individual strengths and abilities to help them develop their potential. Finally, students complete a pro-social activity targeting the behavior(s) they were suspended for. For example, if a student comes to the A.C.E.™ program for bullying, they might complete a Boys Town skill titled “How to Negotiate Appropriately”.

### Academics

After students complete A.C.E.™ assignments, they spend the remainder of the day focusing on academics. Some students may arrive with homework on hand or each school may send homework to the A.C.E.™ program for completion. If needed, students can access a computer and internet to complete assignments under staff supervision.

### Community Service/ Physical Activities

Students participate in a physical activity and/or community service on a daily basis. For the community service portion, students may assist with recycling or other tasks for various non-profit organizations. Community service can provide students the opportunity to build a stronger sense of responsibility in addition to helping them feel more connected to their community.

---

## Completion

Each student is required to keep a point sheet to determine completion of the program. In order to receive points, students must be on time, be respectful, stay focused, and be prepared. Each student also identifies individual goals they will work on during the day that are added to the point sheet. Students who complete the program all receive a *Certificate of Completion*. Students that do exceptionally well shall receive a *Certificate of Completion with Merit*. Students who do not complete the program within their original suspension period return for additional days until they earn enough points for completion.

## A.C.E.™ Mentors

The A.C.E.™ program strives to provide an environment facilitating behavioral growth. This is accomplished through professional supervision, personal engagement, challenging negative thinking patterns, and fostering academic progress. A.C.E.™ mentors provide direct supervision and structure to students, provide concise instruction regarding rules and expectations. Mentors are substitute certified, have training and/or experience in crisis de-escalation as well as behavior management.

## Collaboration with SCSD#2

The partnership growth between SCSD#2 and VOA has proven to be beneficial to students who attend the A.C.E.™ Program. A.C.E.™ staff, principals, behavioral specialist and teachers communicate effectively. If a student is falling behind academically, A.C.E.™ staff corresponds with teachers to determine how the student should proceed on a path toward success. If a student seems to be struggling emotionally or behaviorally while attending the program, counselors, behavioral specialist and/or principals are informed. These situations often provide additional insight regarding negative choices made by an individual student. The A.C.E.™ Program continues to re-examine and implement more efficient and effective tools that will assist students to succeed in the future.

Volunteers of America Northern Rockies looks forward to a continued partnership with Sheridan County School District #2 to provide A.C.E.™ services to students in need.

Respectfully Submitted,

Susan Arnold  
Director of Youth Services



# Our Mission

To compassionately serve and strengthen individuals by empowering them to build healthy and happy lives.

# A.C.E.<sup>TM</sup>

## Accountability ~ Change ~ Education

In partnership with Sheridan County School District #2  
since November 2007

# Program Goals



The A.C.E.<sup>™</sup> program is designed to provide supervision and safety while students are serving suspensions.

- Accountability
- Change
- Education



# Accountability & Change



Students spend  
40% of the day on  
Accountability and  
Change

# Education

Students spend approximately 50% of the day working on Academics.



# Community Service/Physical Activities

Students spend approximately 10% of the day participating in physical fitness and/or community service.



# Completion

Each student is required to successfully complete the A.C.E.<sup>TM</sup> program.



# 2013- 2014 Reporting

## Suspensions Served

Elementary: 97

Junior High: 129

High School: 304

## Students Repeating

Elementary: 26

Junior High: 24

High School: 86

Number of repeat suspensions:	0	1	2	3	4	5	6	7
Elementary Schools	45	12	11	2	1			
Junior High School	45	10	9	3	1		1	
High School	105	41	18	13	9	3	1	1

There were 2996 SCSD 2 students that did not access A.C.E.

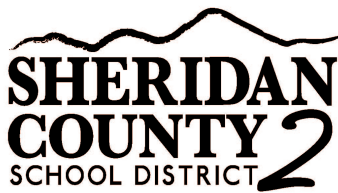
# Program Enhancement

- Implementation of Boys Town Model® in elementary classroom
- Implementation of values based curriculum/Code of the West
- Two staff members attended Boys Town training
- Increased collaboration with SCSD 2 – Paul Phillips
- Addition of computer lab
- No staff turnover in the A.C.E. program



We remain committed to providing a structured and safe environment for suspended students through the partnership with Sheridan County School District #2.




**Excellence and Accountability**

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

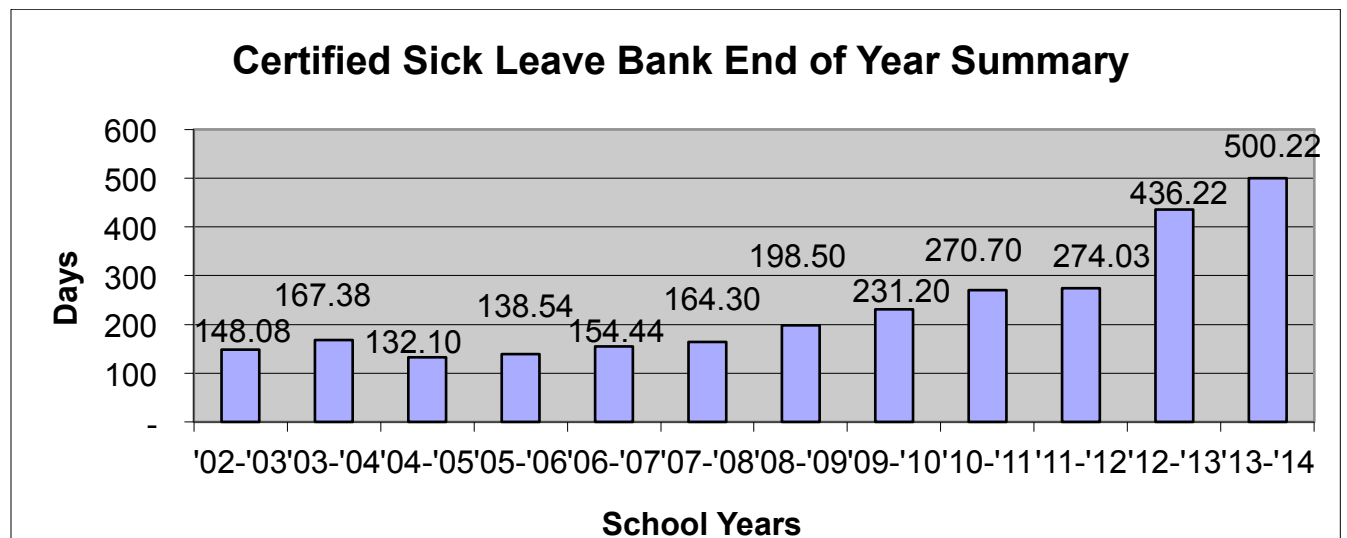
DATE: June 5, 2014

TO: Board of Trustees

FROM: Cody Sinclair, Human Resources Coordinator

SUBJ: **Status of Certified Sick Leave Bank** *(Information)*

The current status of the Certified Sick Leave Bank as of June 5, 2014, is 500.22 days. This does not include days donated by certified staff that retired this year. Those donated days will be added after the June 20<sup>th</sup> payroll. The graph below displays a summary of the Certified Sick Leave Bank days since its inception in 2002:



School Year	Beginning Balance	Donated	Repaid	Used	End of Year
'02-'03	0.00	211.58	0.00	(63.50)	148.08
'03-'04	148.08	43.80	0.00	(24.50)	167.38
'04-'05	167.38	20.72	1.50	(57.50)	132.10
'05-'06	132.10	20.44	21.00	(35.00)	138.54
'06-'07	138.54	22.40	5.50	(12.00)	154.44
'07-'08	154.44	59.36	6.00	(55.50)	164.30
'08-'09	164.30	30.20	4.00	0.00	198.50
'09-'10	198.50	33.20	0.00	(0.50)	231.20
'10-'11	231.20	61.00	0.00	(21.50)	270.70
'11-'12	270.70	23.71	4.00	(24.38)	274.03
'12-'13	274.03	168.56	5.00	(11.375)	436.22
'13-'14	436.22	103.00	8.00	(47.00)	500.22





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: June 5, 2014

TO: Board of Trustees

FROM: Cody Sinclair, Human Resources Coordinator

SUBJ: **Status of the Classified Sick Leave Bank** *(Information)*

The current status of the Classified Sick Leave Bank as of June 5, 2014, is 598.0 hours. This does not include hours donated by certified/classified staff that retired this year. Those donated hours will be added after the June 20<sup>th</sup> payroll. We currently estimate that these staff will donate over 400 hours to the Classified Sick Leave Bank. Additionally, classified staff that were approved for Sick Leave Bank days will be paying back approximately 68.5 hours in July. The following is a summary of the Classified Sick Leave Bank hours since its inception at the beginning of the 2012-2013 school year:

School Year	Beginning Balance	Donated	Repaid	Used	End of Year
'12-'13	0.00	1205.50	32.00	(591.50)	646.00
'13-'14	646.00	564.00	89.50	(701.50)	598.00



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

DATE: June 4, 2014

TO: Board of Trustees

FROM: Terry Burgess, Assistant Superintendent of Instruction and Human Resources  
Scott Stults, Director of Elementary Education

SUBJ: **Summary of PTO/Board of Trustees Focus Groups** *(Information)*

We will be reporting the summary of the meetings that board members and administration had with Sheridan County School District #2 Schools' Parent/Teacher Organizations over the course of the 2013–2014 school year.



Craig Dougherty, Superintendent

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

DATE: June 4, 2014

TO: Board of Trustees

FROM: Tom Sachse, Assistant Superintendent for Curriculum and Assessment

SUBJ: **Approval of Draft Consolidated Grant** *(Action)*

We are asking for approval to submit our Consolidated Grant fund for approval in advance of the July 1<sup>st</sup> due date. By meeting this deadline each year, we receive authority to expend federal funds from July 1<sup>st</sup> onward. In aggregate, we are applying for \$2,637,674 dollars and 25.2 positions. The basic grant programs and allocations are attached.

I will request that you take action to approve the Consolidated Grant, as presented.

## Consolidated Grant Program Description

Title I-A	<p><b>Compensatory Education for Educationally Disadvantaged (\$1,211,739)</b></p> <table> <tr> <td> District Set Aside  20%  <u>\$242,348</u> </td><td> Administrative Staff  District-wide Initiatives  Parent Involvement </td></tr> <tr> <td> Site Budgets  78%  <u>\$945,157</u> </td><td> Title (Remediation) Staffing  Supplies and Materials  Professional Development  Capital Outlay  Parent Involvement </td></tr> <tr> <td> Also  2%  <u>\$24,234</u> </td><td> Holy Name </td></tr> </table>	District Set Aside 20% <u>\$242,348</u>	Administrative Staff District-wide Initiatives Parent Involvement	Site Budgets 78% <u>\$945,157</u>	Title (Remediation) Staffing Supplies and Materials Professional Development Capital Outlay Parent Involvement	Also 2% <u>\$24,234</u>	Holy Name
District Set Aside 20% <u>\$242,348</u>	Administrative Staff District-wide Initiatives Parent Involvement						
Site Budgets 78% <u>\$945,157</u>	Title (Remediation) Staffing Supplies and Materials Professional Development Capital Outlay Parent Involvement						
Also 2% <u>\$24,234</u>	Holy Name						
Title I-C	<p><b>Education of Migratory Children</b></p> <p>We do not anticipate receiving these funds next year.</p>						
Title I-D	<p><b>Neglected &amp; Delinquent (\$24,463)</b></p> <table> <tr> <td> 100%  <u>\$24,463</u> </td><td> Credit Recovery @ SHS  (Compass Learning) </td></tr> </table>	100% <u>\$24,463</u>	Credit Recovery @ SHS (Compass Learning)				
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Title II-A	<p><b>Professional Development (\$395,026)</b></p> <table> <tr> <td> 100%  <u>\$395,026</u> </td><td> Professional Development:  Professional Learning Communities/  Common Core State Standards/  Technology Integration </td></tr> </table>	100% <u>\$395,026</u>	Professional Development: Professional Learning Communities/ Common Core State Standards/ Technology Integration				
100% <u>\$395,026</u>	Professional Development: Professional Learning Communities/ Common Core State Standards/ Technology Integration						
Title VI-B	<p><b>Individuals with Disabilities Education Act (\$915,221)</b></p> <table> <tr> <td> 100%  <u>\$909,092</u> </td><td> Extended Support Services  Professional Services </td></tr> <tr> <td> <p><b>Part B – 619 Child Find Services</b></p> 100%  <u>\$6,129</u> </td><td> Child Find Activities  CDC Screening  Special Programs </td></tr> </table>	100% <u>\$909,092</u>	Extended Support Services Professional Services	<p><b>Part B – 619 Child Find Services</b></p> 100% <u>\$6,129</u>	Child Find Activities CDC Screening Special Programs		
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<p><b>Part B – 619 Child Find Services</b></p> 100% <u>\$6,129</u>	Child Find Activities CDC Screening Special Programs						
Perkins IV	<p><b>Career and Technical Education (\$91,225)</b></p> <table> <tr> <td> 100%  <u>\$91,225</u> </td><td> New Equipment  New Technology  Professional Development  Reporting and Assessment </td></tr> </table>	100% <u>\$91,225</u>	New Equipment New Technology Professional Development Reporting and Assessment				
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P.O. Box 919  
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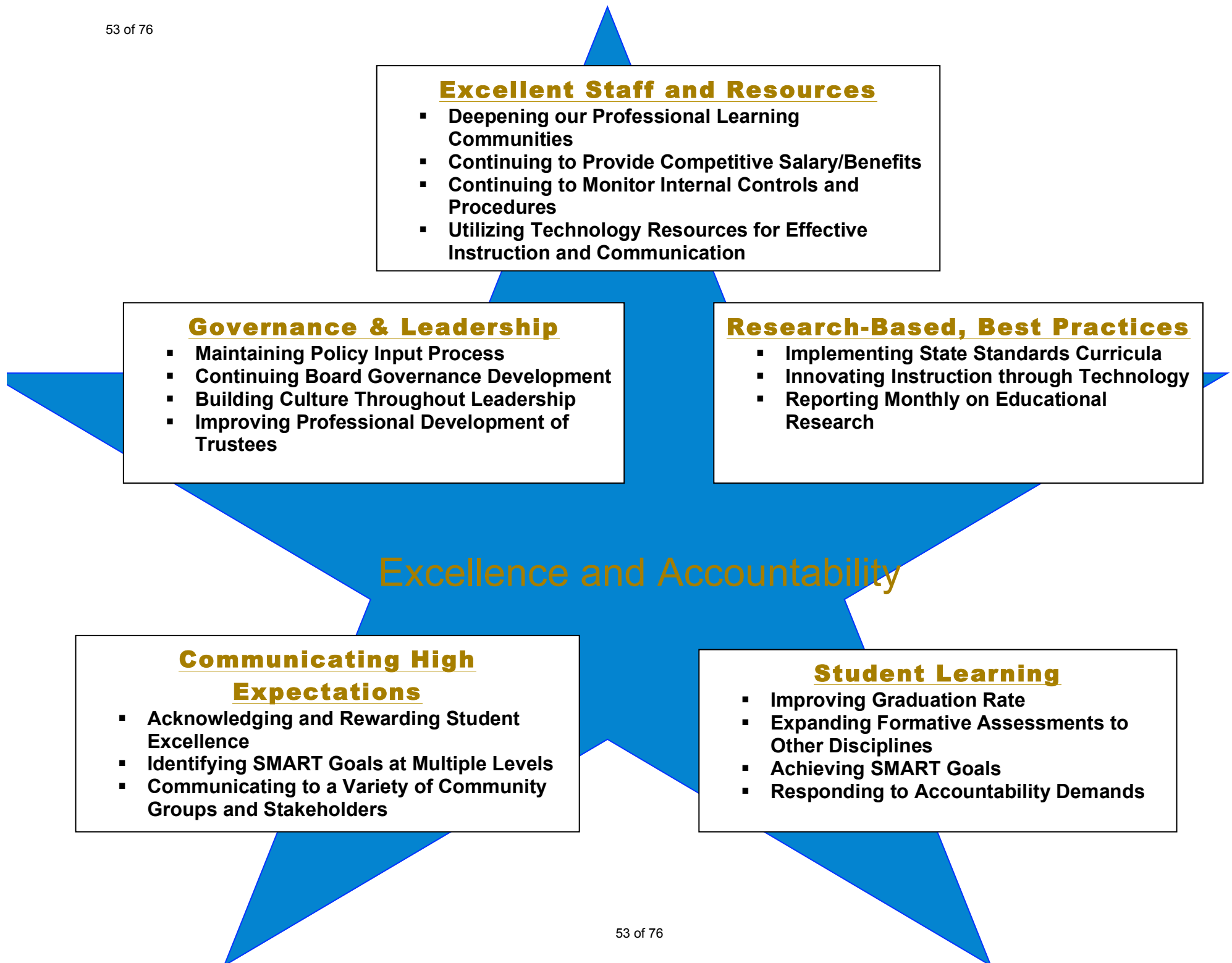
DATE: June 2, 2014

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Approval of Board Goals for the 2014–2015 School Year** *(Action)*

Following the input received at the board retreat, please find attached the board goals for the 2014–2015 school year. I will ask that you take action to approve them at the June 16<sup>th</sup> board meeting.



## **COMMUNICATING HIGH EXPECTATIONS BOARD GOAL**

**Communicating High Expectations Goal:** SCSD #2 will consistently and continuously communicate the District expectations for academic excellence and behavioral norms.

**Discussion:** The Board of Trustees believes that as a public entity, the District needs to be clear about the academic potential that each student can reach and provide the educational programming to help each student reach their potential. There are two obvious opportunities for implementing this communication goal: one involves setting the board meeting agenda and board work sessions with an emphasis on conveying those expectations and the second involves asking district staff to communicate those expectations in a variety of venues.

### **2014-2015 Projections:**

1. The Board will celebrate students, staff, and others who demonstrate they have reached high expectations in a variety of pursuits--academic and otherwise.
2. The Board will receive reports from district staff on programs that help children meet high academic expectations.
3. District administration will communicate to a variety of community groups about the high expectations held for students by the Board of Trustees.
4. District administration will report by October, 2014, on the percentage of students who meet high academic expectations, with the goal of improving academic proficiency and graduation rate. \*

\*SMART Goal

## **EXCELLENT STAFF AND RESOURCES BOARD GOAL**

**Excellent Staff and Resources Goal:** SCSD #2 will continue to recruit and retain quality teachers and staff. A model professional development program will be used to train and upgrade our teachers and staff. The District has established and will continue to improve its training programs for all teachers as a support system and to meet the No Child Left Behind mandates for highly qualified teachers. SCSD #2 will continuously monitor the financial aspects of the District.

**Discussion:** SCSD2 believes that continuing to develop our teachers and other staff to their highest potential must be a primary goal of the District. Focusing efforts on effective staff development programs and methods will provide significant long-term benefits to the District. The Excellent Staff and Resources Goal will be used to strengthen teacher and staff performance.

Professional development support for all teachers through implementation of ongoing, sustained training programs can have tangible benefits for the District, including a decrease in the rate of turnover, a reduction in costs for recruiting and hiring additional teachers, and, most importantly, improved teaching and learning. Teachers who receive staff development consistently report that their teaching has improved, that they become more thoughtful and reflective, and that their students have improved achievement. The District's professional development program begins from day one with a well-designed induction program, which benefits not only the beginning teacher, but the mentor teacher as well.

The Board of Trustees believes that as a public entity, we are responsible to the taxpayers of Sheridan County and the state of Wyoming to be fiscally prudent and accountable with our education dollars.

The District has worked to provide a competitive salary and benefit package that not only attracts quality staff, but rewards those who have continually worked hard educating the students of SCSD #2. The district has also worked hard to be accountable to the public in regard to expenditures of taxpayer dollars.

### **2014-15 Projections:**

1. The District will continue to partner with the University of Wyoming and other universities in supporting pre-service teachers at the elementary and secondary levels. These partnerships will continue to be fostered with the understanding that we accept only top performing pre-service teachers.
2. Professional Learning Communities (PLCs) continue to be a focus in every building in the District. Our Instructional Facilitators and teaching staff collaborate weekly to invest in ongoing, sustained, classroom-focused programs for professional growth related to student learning. Tim Kanold will return this school year with professional development that focuses on teachers, teacher teams, and administrators gaining a deeper understanding of the need for achieving the most rigorous standards,



the impact of technology on daily instruction, and the necessary formative assessment protocols that will result in improved student learning.

3. Teachers and administrators will work this summer on curriculum and assessments and will finish our technology integration priorities for the five days of professional development for the 2014-15 school year. We are trying to adjust our professional development plans to more flexibly meet the needs of our staff. Especially in the area of technology, we need to adapt professional development for those well-versed in technology and those who need more time and support.
4. The Board will continue to celebrate those teachers that reach continuing contract status. Our goal, as we track the new staff from 2012-2013, is to continue to use our teacher induction program, mentor teachers, and principal support and evaluation to reach 90% retention for those first three years. When hiring new teachers and administrators, we will advertise broadly, recruit intensively, and screen carefully by utilizing our on-line application system to hire the most outstanding applicants possible. \*
5. The District will continue to study the state education accountability and assessment legislation. The Select Committee & the Advisory Committee on Accountability will be working on Phase II thru 12/31/14. Phase II is the Teacher and Leader Evaluation Accountability phase. We continue to work on inter-rater reliability among principals and ensure that the assessment of teaching leads to real improvement in practice. Tying common formative assessments to the weekly PLC effect on instruction is becoming more routine.
6. The Board will continue to monitor revenues and expenditures with a goal of maintaining a 15-20% cash reserve level, as will be reported in the January 2015 Audit Report. \*
7. The Board Budget Committee will continue to work closely with the Business Manager to provide a competitive salary and benefit package to maintain the thirty-year earning power of the certified salary schedule in the top ten school districts in the state, as published by the WEA and reported at the 2015 Board Retreat. \*
8. The Board will continue to monitor legislation that may affect the finances or operations of the District.

\*SMART Goal

## **GOVERNANCE AND LEADERSHIP BOARD GOAL**

**Governance and Leadership Goal:** SCSD #2 will exhibit and monitor the district role in promoting academically-focused leadership in the community.

**Discussion:** The Board of Trustees believes that, as a public entity, the District is responsible to the Sheridan community to model and provide governance and leadership that is consistent and coherent. Board policy needs to be congruent with administrative priorities and procedures. There should be a feedback loop to ensure the ongoing evaluation and refinement of the degree to which board policy is implemented with fidelity and results.

The District has worked to provide a world-class education to the students of SCSD #2. This is reflected in policy and procedure. Another example of proper governance is that the district has worked hard to be accountable to the public in regard to expenditure of taxpayer dollars.

### **2014-2015 Projections:**

1. The Board will continue its progress through policy review and approval, emphasizing public and staff awareness and input.
2. The Board will continue its participation in state and National School Board Association matters to maintain its focus on governance and leadership.
3. The Board will maintain the goal of 75% of its members realizing the priority of reaching 50 hours of school board professional development.\*
4. The Board will continue its advocacy with the state legislature on matters of vital interest to the District.

\*SMART Goal

## **RESEARCH-BASED, BEST PRACTICES BOARD GOAL**

**Research-Based, Best Practices Goal:** SCSD #2 will operate all its programs—academic, co-curricular, and operational with a priority on using the most effective practices as demonstrated by rigorous research in the field.

**Discussion:** The Board of Trustees believes that research and development in education has improved dramatically in the past decade. Research is more focused. Development work is more effectively evaluated in terms of actual results. And, educational programs are formally evaluated in terms of effectiveness and accountability.

The District has worked to establish its own mechanism for ensuring that all programs are optimal for educating the students of SCSD #2. The District has also worked hard to seek out programs that are research-based and effective. Examples include, but are not limited to: Reading Recovery, Math Recovery, Ramp Up to Mathematics, Ramp Up to Algebra, Step Up to Writing, Rebecca Sitton Spelling, Fountas and Pinell Phonics, etc.

In addition to classroom programs, the District has adopted a variety of research-based programs in the area of human resources. Our induction program has been modeled after the best practices of Harry Wong and Bob Marzano; our professional development program has taken advantage of the research of the DuFours' model of Professional Learning Communities, and our teacher evaluation system is based on the pioneering work of Charlotte Danielson and is considered a model for the state.

To be sure, our co-curricular programs are modeled on best practice. Our football team has been to the state championship three of the last five years, winning twice. Our concerts and plays have won community acclaim. Our academic competitions, such as We the People and Academic Challenge, have top place finishers. Even our Technology and Facilities departments and Food Service program use the latest research to inform purchases and priorities.

### **2014-2015 Projections:**

1. The Board will prioritize fiscal expenditures that are consonant with research and best practice, including professional development opportunities that promote staff understanding of new developments in the field.
2. The Board and District staff will evaluate the overall educational enterprise to ensure effectiveness and programs adopted are used uniformly and with fidelity.
3. The Board will receive reports from district administration regarding aspects of educational research or best practices in board meetings during the 2014 – 2015 academic year. \*
4. The Board will receive reports from district staff regarding research-based programs and how such programs are implemented consistently in schools.

\*SMART Goals

## **STUDENT LEARNING BOARD GOAL**

**Student Learning Goal:** SCSD #2 will continuously promote student learning as the primary focus of every staff member in the school district.

**Discussion:** The Board of Trustees is committed to helping all students reach their potential both academically and in other aspects of human endeavor. This goal is at the center of the Board's philosophy, policy, and action.

While each goal is important, student learning is the most important goal for the school district. It is the essence and prime mover of everything in which the school district engages. The Board sets policy to promote and actualize student learning. The Board prioritizes expenditures based on opportunities to maximize student learning. The Board hires all staff with an eye towards optimizing student learning. The Board regularly expects and anticipates reports from the central office and site administration on the degree to which students learn the core and elective curriculum.

### **2014-2015 Projections:**

1. The District will maintain its ordinal position as first among large (4A) school districts in the state in 2015.\*
2. The District will make progress towards reaching its academic (SMART) goals in 100% of the schools in 2015.\*
3. The District will make progress towards reaching its graduation rate goal of 100% completion in 2015.\*
4. The Board will continue its advocacy with the state legislature to fund school districts that demonstrate the priority for student learning.
5. The Board will monitor the effectiveness of district administration in evaluating teachers based on effective measures of student learning.
6. The Board will receive regular reports from district administrators on the degree to which students demonstrate progress towards academic proficiency.

\*SMART Goals



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: June 4, 2014

TO: Board of Trustees

FROM: Terry Burgess, Assistant Superintendent of Instruction and Human Services with Sean Wells, Principal, Fort Mackenzie High School

SUBJ: **Fort Mackenzie Restructuring Plan** (*Action*)

As you are aware, Fort Mackenzie High School has missed the adequate yearly progress target for graduation rate for six consecutive years. As a consequence, they are now labeled a "School in Improvement" under the requirements of No Child Left Behind. Under the sanctions imposed by federal regulation, Fort Mackenzie High School is required to submit a restructuring plan for consideration by the Wyoming State Board of Education on July 1. Sean Wells, our Fort Mackenzie High School principal, will attend your board meeting to answer any specific questions you might have.

I will request that you take action to approve the attached restructuring plan.

### **Section 3 – Restructuring Plan**

Required for those Title I Schools in School Improvement Status Year 4 (Corrective Action – Planning For Restructuring)

<b>MEMBERS OF RESTRUCTURING PLANNING COMMITTEE AND TITLES/POSITIONS</b>		
<b>Member Name</b>	<b>Position</b>	<b>Content Area/Grade Level If applicable</b>
Sean Wells	Principal	
Tom Sachse	Assistant Superintendent for Curriculum & Instruction	
Terry Burgess	Assistant Superintendent	
Mick Wiest	Teacher	English
Sue Belish	Sheridan College Interim Vice President of Academic Affairs	
Paul Young	Sheridan College President	
FMHS Parents and Students		

*Additional stakeholders and constituents should be involved in the Restructuring Planning Process, so please include them in this section as well as the current members of the School Improvement Team that will be helping with the development of the Restructuring Plan. Also include all WDE staff, as well as any outside consultants that were involved in the planning process.*

PROPOSED RESTRUCTURING OPTION(S)		
<input type="checkbox"/>	<b>OPTION 1</b>	Reopen as Charter School Process
<input type="checkbox"/>	<b>OPTION 2</b>	Replace the school or LEA staff members who are relevant to the failure to make Adequate Yearly Progress
<input type="checkbox"/>	<b>OPTION 3</b>	LEA contracts with private management to govern the school
x	<b>OPTION 4</b>	Any other major restructuring of the school's governance

*Please selection one option after researching the option that would be the best solution for the school. For Option 4, please add a brief description as to what the "other major restructuring" will be.*

**DESCRIPTION OF THE SCHOOL'S PLAN FOR RESTRUCTURING**  
***(USE ADDITIONAL SHEETS IF NECESSARY AND/OR ATTACH SUPPORTING DOCUMENTATION)***

Beginning the fourth year of AYP a new principal was hired for the 2013-14 school year. During the 2014-15 school year, Fort Mackenzie High School will pilot an internship program, add personnel to oversee the internship program, and add a project based learning program. These programs will focus on student interest and skills as measured through academic and skill assessments. Professional development in project-based learning will start the year off for the staff. Along with these new programs the school will work on building student leaders and encouraging students to take advantage of courses at Sheridan College.

With the help of Sheridan College, Fort Mackenzie High School will encourage students to enroll in courses that will further their goals, interests and skills with the school goal of improving graduation rates and preparing students to be successful in the workforce and college. Historically, Fort Mackenzie High School has been a traditional alternative school with students taking the bulk of their classes on the school campus. In the future, our plan is to foster a closer relationship with Sheridan College and Fort Mackenzie High School. These plans would include relocating the school on or near the campus of Sheridan College to maximize the potential for students to participate in courses offered by the college.

Effectively, once our building is on the college campus, the plan is to phase in a greater association with the community college where students will begin to take college courses in the junior year and have up to one full year of community college credit by the time they graduate from high school. In the beginning years, that community college credit would be earned in concurrent enrollment classes and once the high school is relocated to the community college campus such credits would be earned in dual enrollment classes.



**DESCRIPTION OF HOW STAKEHOLDER'S WERE INVOLVED IN RESTRUCTURING PLAN  
(IF AVAILABLE, ATTACH DOCUMENTATION TO SUPPORT THESE EFFORTS)**

The preliminary planning for these new programs began with the School Improvement Grant (SIG) application that requested funding to send a number of school officials and staff to alternative schools with excellent results-- both academically and in terms of graduation status. The new principal, a veteran teacher, and a central office representative visited the San Diego Big Picture School located on Mesa Community College and the Durango Big Picture School located in Durango Colorado formed the basis of subsequent discussions among faculty, parents, district administration. Those discussions have focused on the programmatic and architectural dimensions of a collaborative alternative school-community college relationship. Among those discussions are details related to academic concurrent and dual enrollment classes as well as vocational coursework; calendar modifications; transportation alternatives; common building interests; graduation improvement targets; and, credit recovery program alternatives. Agendas and sign-up sheets documenting this planning process are attached.

**EVIDENCE TO SUPPORT OPTION SELECTED - WHAT DATA HAS BEEN USED TO SUPPORT SELECTED OPTION?  
(IF APPLICABLE, ATTACH SUPPORTING DOCUMENTATION)**

Sheridan County School District Number Two has initiated a K-12 effort to improve the graduation rate among all students in a project called Sheridan Graduation Counts. This communitywide agenda to improve high school graduation among all students includes student mentors and parent advocates in elementary and junior high schools; includes a reinvented and more rigorous credit recovery program; includes a public relations campaign involving local businesses and governmental agencies; and, includes a closer working relationship between Sheridan College and the school district. Evidence for these additional programs is taken from Missoula Public Schools and Bozeman Public Schools in Montana. The graduation rates for these districts are both above 90%. In fact, these initiatives have been expanded statewide in Montana by the Montana Department of Public Instruction.

In addition, the curriculum changes proposed herein are adapted from the Big Picture schools in San Diego and Durango. Evidence for their success is contained in their graduation rates of 100% and 78%, respectively.

### **PROFESSIONAL DEVELOPMENT ACTIVITIES**

Our professional development priority for Fort Mackenzie High School is to visit Big Picture Schools that have some of the programmatic offerings we would like to develop and also exhibit a continuously high and improving graduation rate. In addition to recent site visits to Big Picture schools in San Diego County and Durango, Colorado staff from Fort Mackenzie have attended workshops addressing the Common Core State Standards in language arts and mathematics that now form the basis of the state standards, here in Wyoming. We plan to continue our professional development activities by focusing on schools that balance high academic rigor with community-based internship programs and project-based learning. Professional development can help this school maintain its academic rigor, increase its presence in the community through internships, and improve its graduation rate.

### **HOW IS THE DISTRICT SUPPORTING THE RESTRUCTURING PLAN? WHAT SYSTEMATIC OR DISTRICT-WIDE IMPROVEMENT EFFORTS ARE BEING IMPLEMENTED TO SUPPORT RESTRUCTURING INITIATIVES?**

The School District made application, and requested funding through the School Improvement Grant to support professional development, travel, and other expenses, to observe and learn about programs that are successfully keeping At-Risk students in school. In support of Fort Mackenzie High School in its efforts to increase graduation rates, the Assistant Superintendent Instruction/HR visits weekly to discuss student academic performance, staff performance and program performance as related to student progress and graduation. Many of the district's administration and school board members stop by the school to show their support and lend their expertise in support of the school's mission. Even though alternative schools historically cost more per pupil to run than traditional schools, the district is dedicated to Fort Mackenzie High School's mission of meeting the educational needs of the community's at-risk students.

In line with this goal, the district has given permission for the school to pilot an internship program, a project based learning program, and an initiative to encourage academically ready students to enroll in college courses. The district has also employed an internship coordinator for the school as a 3/10 position. This director has run internship programs before and is well connected in the areas business community.

The Fort Mackenzie High School principal and a veteran English teacher met with both assistant superintendents and the Student Information Systems Coordinator to discuss giving credits for project based learning, internships, and dual and concurrent enrollment. It was agreed that giving credits for these course was possible; this shows the continued support of Fort Mackenzie High School by the school district. In addition to this focused support, the district has also formed a graduation counts committee, which involves the entire community, to focus on the graduation of all students in Sheridan County School District #2.

### **HOW WILL THIS PLAN SUPPORT CURRENT SCHOOL IMPROVEMENT EFFORTS WITHIN THE SCHOOL?**

Fort Mackenzie High School already has the highest ACT composite score in Wyoming for the 2013 school year. This is an alternative school with rigorous expectations for all students. Sadly, while locally we see Fort Mackenzie High School as “saving” the graduation aspirations of two thirds of its students, the fact that approximately one third of the students fails to graduate on time means the school has continually failed to meet its adequate yearly progress target for graduation. The entire school district, K-12, is devoted to helping improve the graduation rate communitywide. The efforts to emulate the tactics from Missoula and Bozeman Montana should have a tonic effect on graduation rate improvement throughout the district. The efforts to build a “pro-graduation” mentality from kindergarten to grade 8 and to expand that expectation communitywide, especially among business leaders will help ensure both Sheridan High School and Fort Mackenzie High School improve their graduation rates. It is important to note that Sheridan College has its own strategic plan to improve its graduation rate. Since they are partners in this pro-graduation effort, they too have an interest in improving the high school graduation rate, the Sheridan College matriculation rate, and ultimately, the Sheridan College completion rate.

### **WHAT DATA WILL BE USED TO MEASURE THE SUCCESS AND MONITOR RESTRUCTURING EFFORTS? (IF AVAILABLE, ATTACH DOCUMENTATION TO SUPPORT THESE EFFORTS)**

Our primary data sources will include the results from the ACT Suite (which changes again for the 2015 spring testing); the graduation rate (using the NCLB four-year restriction rule); and the Wyoming Accountability in Education Act (WAEA) that has a longer timeframe encompassing up to a six-year graduation rate. We plan to monitor the ACT results to ensure that improving graduation does not diminish the academic rigor at Fort Mackenzie High School. And, we will use both graduation rates as determinants of improvement efforts. Ultimately, if Fort McKenzie students stay with us and graduate in five or six years they can still go on to productive employment via college or in the world of work.

### **WHAT RESOURCES WILL BE USED TO SUPPORT THIS PLAN?**

The school district devotes considerable general fund resources to Fort Mackenzie High School. Its annual budget is roughly \$880,000. In addition, this school receives approximately \$50,000 in supplemental Title I resources primarily used for staffing and language arts remediation. This school has been fortunate to receive a School Improvement Grant to enable them to build professional development opportunities for the principal and key staff members. They are using these funds to visit Big Picture schools and to work on this restructuring plan.

### **WHAT ARE THE MAJOR MILESTONES OR TIMELINES FOR PLAN? IDENTIFY SOME "QUICK WINS" TO BE ACCOMPLISHED TO ACHIEVE YOUR GOALS**

Following the Wyoming State Board of Education's approval, moving into the 2014/2015 school year the milestones will be:

- At least ten students will finish the school year with a minimum of one semester long internship program and a capstone project.
- A Dozen students will complete a project which is standards based and leads to course credit in a project based learning class.
- The students in the internship program through using interest inventories, aptitude assessments, and internship experiences will gain employability skills, resume writing skills, and interest based work experience. This program will help keep students in school.
- Encourage five students to take a course or multiple courses at Sheridan College.
- Help students to learn that they can be successful in college.
- Have students meet with college registrars/personnel to help them understand how that they can attend college.

By the end of the 2014/2015 school year we hope to have established project based learning classes, an internship program, and fostered a closer working relationship with Sheridan College.

**OTHER SUPPORTING DOCUMENTATION**

***(PLEASE LIST DOCUMENTS ATTACHED TO SUPPORT YOUR PLAN HERE. INCLUDE ATTACHMENTS IN SUBMITTAL)***

*Attached are the agendas and sign-in sheets for the meetings where this restructuring plan was discussed.*

## Required Signature Page

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### Section 4 to the School Improvement Plan

This document will track all necessary signatures need to have the Restructuring Plan approved. The original will be housed with the WDE. A clean, one page electronic copy is available from the WDE.

### ***Section 4 – Restructuring Plan Required Signatures Page***

**These signatures are only required for Title I schools in Year 4 of School Improvement, Corrective Action (Planning for Restructuring). Original Signatures required. Once the LEA has obtained their necessary signatures, this Signature Page needs to be sent to the WDE Title I Director so WDE and SBE approval can be secured This plan is required for all Title I schools in Year 4 of School Improvement, Corrective Action (Planning for Restructuring). (Original Signatures required)**

LEA SIGNATURES	
School Principal (Name)	Date
LEA Superintendent (Name)	Date
<b>LEA School Board Approval – YES ( ) NO ( )</b>	
LEA Board Chairperson (Name)	Date



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: June 9, 2014

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Acceptance of Donations to District Schools** (*Action*)

Rosemary Brouwer recently donated nine trees to the District. Landon's Greenhouse and Nursery planted the trees at Sheridan Junior High School, Woodland Park Elementary, and Sagebrush Elementary. This donation has an estimated total value of \$6000.

Also, Destination Imagination recently received several donations from the community to afford their trip to the national competition.

- First Interstate Bank – \$1,000
- The Rotary Club – \$1,000
- Bruce Burns – \$500
- The Homer and Mildred S. Scott Foundation – \$1,200
- B. F. & Rose H. Perkins Foundation – \$1,500
- Kiwanis of Sheridan – \$750
- Meadowlark PTO – \$1,000
- Powder River Energy Corporation – \$500

I will ask that you take action to accept these generous donations to the district schools.