

Sheridan County School District #2

Board Meeting

Date: June 18, 2012

Time: 6:00 p.m.

Place: Central Office



Sheridan County School District #2
Board of Trustees Meeting
Central Office – Board Room
June 18, 2012
6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance

- II. Approval of Agenda**

- III. Recognition**
 - A. National Merit Finalists – Jeff Mowry
 - B. Spring Sports Celebration – Don Julian

- IV. Welcome – Audience Comments**

- V. Consent Agenda Items**
 - A. Approval of Minutes – May 14, 2012
 - B. Approval of Bills for Payment

- VI. Old Business**
 - A. Capital Construction Update (*Information*) – Craig Dougherty
 - B. Award Bid for Highland Park Elementary Maintenance Building (*Action*) – Julie Carroll
 - C. Approval of Policies (*Action*) – Cody Sinclair
 - D. Approval of Elementary Student Handbooks (*Action*) – Scott Stults
 - E. Approval of School Boundary Changes (*Action*) – Scott Stults

- VII. New Business**
 - A. Approval of Volunteers of America (V.O.A.) Contract for 2012-2013 School Year – (*Action*) – Craig Dougherty
 - B. Sick Leave Bank Status – (*Information*) – Cody Sinclair
 - C. Approval of Wyoming High School Activities Association Activity Enrollment and Catastrophic/Liability Insurance (*Action*) – Terry Burgess
 - D. Request to Advertise to Bid Copy Paper for 2012-2013 School Year (*Action*) – Roxie Taft
 - E. Request to Advertise for Professional Services for Various Projects (*Action*) – Julie Carroll
 - F. Permission to Bid Technology Equipment for 2012-2013 School Year (*Action*) – Coree Kelly
 - G. Appointment to the Sheridan Recreation District Board (*Action*) – Craig Dougherty
 - H. Acceptance of Donations to Sheridan High School (*Action*) – Terry Burgess

- VIII. Reports and Communications**
 - A. Board of Trustees
 - B. PTO/Parents/Students/Organizations
 - C. Site Administration and Staff

- IX. District Reports**
 - A. Superintendent

- X. Executive Session**
 - A. Personnel Matters
 - B. Legal Matters
 - C. Real Estate Matters

- XI. Adjournment**

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting

May 14, 2012

Scott Hininger, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:02 p.m. Monday, May 14, 2012, in the Board Room at the Central Administration Office. The presiding officer was Scott Hininger, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

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

Administrators:

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

Absent:

None

Absent:

None

II. Approval of Agenda

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

III. Recognition

A. Future Business Leaders of America (FBLA) Nationals – Dirlene Wheeler

Dirlene Wheeler, Sheridan High School Principal, congratulated FBLA students for their great success this year. Principal Wheeler introduced Sharon Deutscher, the FBLA sponsor, and congratulated her for this year's success. Six students, Trey Porter, Luke Ostrowski, Jim Granum, Amy Pettit, Brynne Gardner, and Sarah Forister qualified to attend FBLA Nationals in San Antonio in late June. The students introduced themselves to the Board.

B. Junior High History Day – Mitch Craft

Mitch Craft, Sheridan Junior High School Principal, introduced Jessica Ross, an eighth grade student. Ms. Ross recently qualified to compete at the National History Day Competition at the University of Maryland in June. She placed first in the regional

competition in Sheridan, and first place in the junior individual website category at the Wyoming History Day in Laramie in April.

IV. Welcome--Audience Comments

A community member expressed concerns about the District hiring process and delivered a letter to the Board.

V. Consent Agenda Items

A. Approval of Minutes for March 12, 2012 and March 24, 2012

B. Approval of Bills for Payment

General Fund	\$515,397.50
Federal Fund	\$107,949.75
Capital Fund	\$863,605.61
Major Maintenance Fund	\$939.23
TOTAL:	\$1,487,892.09

C. Approval of Isolation Payment

Kosma Family – 25.2 miles per day

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

VI. Old Business

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

Craig Dougherty, Superintendent, reported that construction at Meadowlark Elementary continues to progress on time. Interior finishes are nearing completion in the building. The kitchen equipment is being installed. Site grading is complete and playground installation has begun. A tour will be scheduled for the Meadowlark teachers at the end of May.

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

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

Mr. Sinclair reported the Policy BEE and Policy BEE-E are being reviewed on Wyoming School Boards Association's recommendation, in order to meet a statutory requirement. These policies need to be in place by July 1st.

TRUSTEE CRAFT MADE A MOTION TO APPROVE ON FIRST READING POLICY BEE – BOARD HEARING/APPEAL PROCEDURES; AND POLICY BEE-E RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED CASES BEFORE THE BOARD OF TRUSTEES OF SHERIDAN COUNTY SCHOOL DISTRICT NUMBER TWO AND PROCEDURES TO CONSIDER RECOMMENDED FINDINGS FROM AN

INDEPENDENT HEARING OFFICER, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policy EFB – Wellness Policy is being reviewed on the Food Service Director's recommendation. Suggested changes include the addition of a statement that if food is used as a reward, it should be a healthy choice.

TRUSTEE CRAFT MADE A MOTION TO APPROVE ON FIRST READING POLICY EFB – WELLNESS POLICY, AS PRESENTED. TRUSTEE PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policy GCBF – Certified Sick Leave Bank; and GCBF-P – Certified Sick Leave Bank Committee Guidelines are being reviewed because a classified sick leave bank policy that is being created will be modeled after these policies.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE ON FIRST READING POLICY GCBF – CERTIFIED SICK LEAVE BANK; AND GCBF-P – CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policy GCC/GDC – Staff Leaves and Absences is being reviewed in response to feedback that led to changes. Employees that have accrued sick leave days beyond the maximum carryover will be given one additional paid personal leave day the next year. Additionally, a sentence was added in regard to approved leaves of absence and submission dates were added for vacation leave.

TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON FIRST READING POLICY GCC/GDC – STAFF LEAVES AND ABSENCES, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policy GDBF – Classified Sick Leave Bank; and Policy GDBF-P – Classified Sick Leave Bank Committee Guidelines are new policies that are modeled after the certified sick leave bank policy.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE ON FIRST READING POLICY GDBF – CLASSIFIED SICK LEAVE BANK; AND POLICY GDBF-P CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The policies recommended for second reading are:

- Policy GCQEA-P – Early Retirement Incentive Plan Schedule of Benefits;
- Policy JC – School Attendance Areas;
- Policy JC-E – Request for Exception to Attendance Area;
- Policy JD – Education of Homeless Students;
- KIB – Sex Offenders on School Property; and
- KIB-E – Access to School Property by Sex Offenders

Mr. Sinclair reviewed minor updates to the policies and procedures up for second reading.

TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON SECOND READING POLICIES:

- **Policy GCQEA-P – Early Retirement Incentive Plan Schedule of Benefits;**
- **Policy JC – School Attendance Areas;**
- **Policy JC-E – Request for Exception to Attendance Area;**
- **Policy JD – Education of Homeless Students;**
- **KIB – Sex Offenders on School Property; and**
- **KIB-E – Access to School Property by Sex Offenders**

AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

C. FY12 Quarterly Financial Update (Information) – Roxie Taft

Roxie Taft, Business Manager, gave a quarterly financial report for the third quarter of Fiscal Year 2012, which ended March 31, 2012. As of March 31, 2012, the District had received 79.46% of revenues, and expended 60.6% of the budget.

D. Approval of 2013-2014 School Calendar (Action) – Scott Stults

Scott Stults, Director of Elementary Education, presented the results of the vote for the 2013-2014 school calendar. As a result of a difference of only three votes the Board of Trustees were asked to choose between Calendar A and Calendar C. Trustee Schatz and Trustee Hackman reported that they had attended a Student Council meeting at Sheridan High School earlier in the day; all of the students present expressed a preference for Calendar C. The students stated they prefer Calendar C because it would allow them to complete quarter testing prior to spring break.

TRUSTEE BRIDGER MADE A MOTION TO APPROVE CALENDAR C FOR 2013-2014, AS PRESENTED. TRUSTEE PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

E. Request to Award Bids on District Heating, Ventilating, and Air Conditioning (HVAC)

Controls Upgrades (Action) – Julie Carroll

Julie Carroll, Facilities Director, reported that after reviewing all proposals submitted for the HVAC controls, she recommends procuring services from Long Mechanical Solutions. Ms. Carroll said Long Mechanical Solutions seem to be able to provide all of the services the proposal requested. They also had the lowest overall costs on the equipment that will be installed initially.

TRUSTEE BRIDGER MADE A MOTION TO APPROVE LONG MECHANICAL SOLUTIONS AS THE VENDOR TO UPGRADE CONTROLS FOR THE DISTRICT HVAC, AS PRESENTED. TRUSTEE PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VII. New Business

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

Terry Burgess, Assistant Superintendent said the secondary handbooks were delivered to Board Members well in advance of the meeting to allow Trustees time to review them. The secondary principals reviewed changes and updates made to next year's handbooks.

TRUSTEE DRUMMOND MADE A MOTION TO APPROVE THE SECONDARY SCHOOL HANDBOOKS, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

B. FY13 Preliminary Budget (Information) – Roxie Taft

Roxie Taft, Business Manager, presented a preliminary budget for Fiscal Year 2013. Wyoming Statute requires a preliminary budget be presented to the Board for the upcoming fiscal year. The Board will be asked to take action on the Fiscal Year 2013 budget at the July board meeting.

C. Approval of the Audit Firm for the Fiscal year Ending 6/30/12 (Action) – Roxie Taft

Roxie Taft, Business Manager, reported that it is time to hire a C.P.A. firm to complete the District audit for the fiscal year ending June 30, 2012. Ms. Taft recommended engaging the firm of Porter, Muirhead, Cornia & Howard for the purpose of conducting the District's 2011-2012 audit.

TRUSTEE CRAFT MADE A MOTION TO APPROVE THE CPA FIRM OF PORTER, MUIRHEAD, CORNIA & HOWARD FOR THE PURPOSE OF CONDUCTING THE DISTRICT'S 2011-2012 AUDIT, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

D. Acceptance of Donations to the Alternative Schools (Action) – Laurien Rahimi

Laurien Rahimi, Principal of Alternative Schools, reported that the Sheridan Senior Center donated \$548.32 to the alternative schools for a student emergency fund. Ms. Rahimi asked the Board to accept this kind and important donation.

TRUSTEE DRUMMOND MADE A MOTION TO APPROVE THE DONATION FROM THE SHERIDAN SENIOR CENTER, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

E. Acceptance of Donations to Sheridan High School Community Donations Fund (Action) – Dirlene Wheeler

Dirlene Wheeler, Sheridan High School Principal reported that Sheridan High School has received donations from the following sources for the Community Donations Fund:

- Sheridan Senior Center Pennies for Presidents Day - \$273.32
- Thrivent Financial for Lutherans - \$275.00
- United Methodist Women - \$200.00
- Cornerstone Community Church - \$500.00

Ms. Wheeler asked the Board to accept these generous donations.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE DONATIONS FROM SHERIDAN SENIOR CENTER, THRIVENT FINANCIAL FOR LUTHERANS, UNITED

METHODIST WOMEN, AND CORNERSTONE COMMUNITY CHURCH, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

- F. Award Bid for Technology Equipment (*Action*) – Coree Kelly**
Coree Kelly, Technology Director, reported that the District recently advertised for bids for 200 Zero-client PcoIP Monitors; and Cisco switching equipment. ISC, a company out of Casper, was the lowest bidder for both types of equipment. Mr. Kelly recommended awarding both bids to ISC.

TRUSTEE DRUMMOND MADE A MOTION TO AWARD BID FOR TECHNOLOGY EQUIPMENT AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

- G. School Boundaries (*Information*) – Scott Stults**
Scott Stults, Director of Elementary Education, said that due to enrollment capacity concerns at both Sagebrush and Highland Park Elementary Schools, boundary changes are being proposed. Coffeen’s boundary would include all streets East of Big Goose Creek beginning at 8th Street going East until the railroad tracks, and North to I-90. In addition, beginning in the 2013-2014 school year all residences north of the I-90 interchange and East of I-90 (southern border would be East Timberline Drive) would be included in Coffeen’s attendance area. Meadowlark’s boundary would include all streets East of Big Goose beginning at 1st Street going east to the railroad tracks and North to 8th Street. Mr. Stults noted that all students in grades 3rd-5th (2012-2013) and their siblings would be allowed to stay at their current school through fifth grade; however, they would be responsible for providing their own transportation.
- H. Common Core State Standards (CCSS) (*Information*) – Tom Sachse**
Tom Sachse, Assistant Superintendent, reported that the State Board of Education has adopted the Math and Language Arts Common Core State Standards. Dr. Sachse said that in a lot of subject areas there is a large difference between P.A.W.S. and Common Core State Standards. The District is waiting for the Wyoming Department of Education to let teachers know what they are accountable for. Dr. Sachse will provide updates as he receives more information.

VIII. Reports and Communications

- A. Board of Trustees**
Trustee Craft attended the junior high band concert and gave kudos to Doug Moore for a job well-done. Trustee Bridger acknowledged the boys and girls high school soccer teams for their success this year; he also reminded everyone of the high school choir concert tomorrow evening. Trustee Hininger attended the FFA Banquet; he was impressed by the hours of community service delivered by the students. Trustee Schatz attended “Leadership Day” at Coffeen Elementary and was very impressed with their culture of leadership and success. Trustee Schatz also attend the FFA Banquet, he commended Nick Siddle and Ward Cotton for a great program. Trustee Perkins thanked the teachers for all that they do for our students.

B. PTO/Parents/Students/Organizations

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

C. Site/Administration/Staff

Dirlene Wheeler reminded everyone of the "Big Band Bash" that will be held Wednesday, May 16th at 6:30 at the Shrine Club; and that State Soccer is in Sheridan May 17, 18, and 19.

IX. District Reports

A. Superintendent

Craig Dougherty, Superintendent, stated that he has a meeting this Thursday with Mayor Kinskey and Sheridan College administrators regarding the educational support systems of work force development. Superintendent Dougherty complimented Dirlene Wheeler for the great relationship she has with the college. Mr. Dougherty also complimented Julie Carroll and Coree Kelly for the exacting procedures they have fine-tuned in terms of moving to new facilities.

TRUSTEE PERKINS MADE A MOTION AT 7:52 P.M. TO GO TO EXECUTIVE SESSION. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 8:00 p.m. to cover personnel and legal matters.

TRUSTEE CRAFT MADE A MOTION TO RETURN TO REGULAR SESSION AT 10:10 PM, THE MOTION WAS SECONDED BY TRUSTEE O'DELL, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 10:10 p.m.

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

TRUSTEE CRAFT MADE A MOTION TO APPROVE THE EXTENDED SICK LEAVE REQUEST, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE O'DELL MADE A MOTION TO APPROVE FY13 SALARY SCHEDULES AND BENEFITS PACKAGES, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE CLASSIFIED STAFF EMPLOYMENT LIST AS PRESENTED. TRUSTEE O'DELL SECONDED THE

MOTION AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE STEEL AND TRUSTEE BRIDGER ABSTAINED.

XI. Adjournment:

TRUSTEE CRAFT MADE A MOTION TO ADJOURN THE MEETING AT 10:12 PM. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
May 14, 2012**

PROFESSIONAL STAFF

Approvals:

Toby D. Laird Sheridan Junior High, Fort Mackenzie, and the Wright Place Schools	School Psychologist 200 days	Effective 8/17/12
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CERTIFIED STAFF

Approvals:

Scott Cleland Coffeen School and District	Common Core State Standards Literary/ Math/Technology Specialist 1.0 FTE	Effective 8/21/12
Ryan S. Fuhrman Sheridan Junior High School	Teacher-Science 1.0 FTE	Effective 8/17/12
Amanda L. Gilbert Highland Park School	Teacher-5 th Grade 1.0 FTE	Effective 8/17/12
Annie Griffin Woodland Park School	Literacy Coordinator/Instructional Facilitator 1.0 FTE	Effective 8/17/12
Devan Jones Coffeen School	Teacher-Title I/Reading Recovery 1.0 FTE	Effective 8/17/12
Leah E. Sparks Elementary School	Teacher-Orchestra 1.0 FTE	Effective 8/17/12
Michaela Uhling Highland Park School	Teacher-4 th Grade 1.0 FTE	Effective 8/17/12
Megan Wyman Sheridan Junior High School	School Counselor 1.0 FTE	Effective 8/17/12

Changes/Transfers:

Darcie Achord Sagebrush School	Teacher-5 th Grade to Teacher-3 rd Grade 1.0 FTE	Effective 8/21/12
Jessica Anderson Meadowlark and Highland Park Schools to Highland Park, Fort Mackenzie, and the Wright Place Schools	Teacher-Special Education 1.0 FTE	Effective 8/21/12
Kellie Boedecker Highland Park School	Teacher-5 th Grade to Teacher-1 st Grade 1.0 FTE	Effective 8/21/12
Melissa Condos Coffeen School	Teacher-Title I/Reading Recovery to Teacher-Kindergarten 1.0 FTE	Effective 8/21/12
Cynthia Craft Sagebrush School	Teacher-1 st Grade to Teacher-4 th Grade 1.0 FTE	Effective 8/21/12
Lee-Anne Dixon Sagebrush	Teacher-Title I/Reading Recovery to Instructional Facilitator/Reading Recovery 1.0 FTE	Effective 8/21/12
Amy Gilbertson Sagebrush School	Teacher-2 nd Grade to Teacher-3 rd Grade 1.0 FTE	Effective 8/21/12
Jana Goldhammer Coffeen and Woodland Park Schools to Coffeen and Meadowlark Schools	Teacher-Special Education/Reading Recovery 1.0 FTE	Effective 2/1/12
Carol "C. B." Goss Woodland Park School to Meadowlark School	Teacher-Math Recovery to Language Arts Specialist 0.5 FTE	Effective 8/21/12
Jane Jennings Coffeen and Woodland Park Schools to Coffeen and Sagebrush Schools	Teacher-Special Education/Reading Recovery 1.0 FTE	Effective 2/1/12
Abigail Mowry Sagebrush School	Teacher-4 th Grade to Teacher-5 th Grade 1.0 FTE	Effective 8/21/12

Pamela O'Connell Sagebrush School	Literacy Coordinator/Instructional Facilitator (PLC) to Literacy Coordinator/ Reading Recovery 1.0 FTE	Effective 8/21/12
Jean Thomas Sagebrush School to Woodland Park School	Teacher-4 th Grade to Teacher-Math Recovery 1.0 FTE to 0.5 FTE	Effective 8/21/12
Amy Willson Sagebrush School	Teacher-3 rd Grade to Teacher-4 th Grade 1.0 FTE	Effective 8/21/12

Resignations:

Emily Betzler Sheridan Junior High School	Teacher-Spanish 0.6 FTE	Effective 6/4/12
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Retirements:

Margaret Bowman Story School	Teacher-Kindergarten-2 nd Grade 1.0 FTE	Effective 6/4/12
Regina Juroszek-Smith Coffeen School	Teacher-Classic Kindergarten 1.0 FTE	Effective 6/4/12

CLASSIFIED STAFF

Approvals:

Anna Bradshaw Highland Park School	Paraprofessional-Media/Technology 8.0 hours/day	Effective 8/25/12
Cynthia Gowler Meadowlark School	Paraprofessional-Media/Technology 8.0 hours/day	Effective 8/25/12
Jacob C. Muth Woodland Park School	Paraprofessional-Media/Technology 8.0 hours/day	Effective 8/25/12
Sherlyn M. Oakes Coffeen School	Paraprofessional-Media/Technology 8.0 hours/day	Effective 8/25/12
Vikki Welch Sagebrush School	Paraprofessional-Media/Technology 8.0 hours/day	Effective 8/25/12

Changes/Transfers:

Addie Conraads Woodland Park School	Paraprofessional-Special Education 1:1 7.0 hours/day to 6.5 hours/day	Effective 8/27/12
Patricia Crawford Sheridan Junior High School to Sheridan High School	Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 8/27/12
Donna Creel Woodland Park School	Paraprofessional-Special Education 6.5 hours/day to 7.0 hours/day	Effective 8/27/12
Lois Fortune Coffeen School	Paraprofessional-Special Education 1:1 6.5 hours/day to 7.0 hours/day	Effective 8/27/12
Shawn Hasquet Highland Park School to Meadowlark School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 8/27/12
Barbara Jowett Highland Park School to Meadowlark School	Paraprofessional-Special Education 1:1 8.0 hours/day	Effective 8/27/12
Charla McGuire Highland Park School to Meadowlark School	Paraprofessional-Special Education 1:1 6.75 hours/day to 7.0 hours/day	Effective 8/27/12
Connie Perry Highland Park School to Meadowlark School	Paraprofessional-Special Education 1:1 8.0 hours/day	Effective 8/27/12
Angel Vielhauer Highland Park School to Meadowlark School	Paraprofessional-Special Education 1:1 6.5 hours/day to 6.75 hours/day	Effective 8/27/12
Heidi Schnieder Sagebrush School	Paraprofessional-Special Education 6.0 hours/day to 6.5 hours/day	Effective 4/9/12

Resignations:

Miriah Anderson Highland Park School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 6/1/12
Erin Bales Sheridan Junior High School	Paraprofessional-Special Education 7.0 hours/day	Effective 6/1/12

Dennis Buchholz Woodland Park School	Head Custodian 8.0 hours/day	Effective 4/27/12
Andrea Gunkel Sagebrush School	Paraprofessional-ESL 7.0 hours/day	Effective 6/1/12
Jessica Martin Sheridan Junior High School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 6/1/12
Kathryn Sears Sheridan Junior High School	Paraprofessional-Special Education 6.5 hours/day	Effective 6/1/12
James P. Stevens Maintenance Department	Maintenance-Co-Lead 8.0 hours/day	Effective 5/18/12

Retirements:

Patricia Atkins Woodland Park School	Paraprofessional-Library 6.0 hours/day	Effective 6/1/12
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EXTRA DUTY 2011-2012

Approvals:

<u>Name</u>	<u>Position</u>
Mark Elliott	Weightroom – 4 th Quarter – SHS
R. Louise Fritz	Music – Vocal – Coffeen School
R. Louise Fritz	Music – Vocal – Woodland Park School
Helen Grutkowski	Tennis – Assistant Coach – SHS
Melissa Mathis	Music – Orchestra – Elementary Schools
Pamela Moore	Music – Vocal – Sagebrush School
Melissa Mowry	Track – Girls Assistant Coach – SHS
Kerri Parr-Cook	Music – Vocal – Highland Park School
Stephanie Venn	Music – Vocal – Meadowlark School

Changes/Transfers:

<u>Name</u>	<u>Position</u>
Arlie “Tom” Johnson	Tennis – Assistant Coach (Fall only) – SHS

Resignations:

<u>Name</u>	<u>Position</u>
Jodell Koltiska	Track – 6-7-8 B Coach – SJHS

2012 ELEMENTARY SUMMER SCHOOL STAFF – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Nancy Richter	Kindergarten
Vicki Sikes	Kindergarten
Megan Mohr	Kindergarten
Lara Basye	Kindergarten
Mary Smiley	Kindergarten
Amy Rojo	1 st Grade
Nicole Rice	1 st Grade
Melissa Rasmussen	1 st Grade
Brenda Atkinson	1 st Grade
Keri Mulholland	1 st Grade
Darcie Achord	1 st Grade
Meg Muth	2 nd Grade
Shebree Moore	2 nd Grade
Amy Willson	2 nd Grade
Connie Schmidt	2 nd Grade
Kristie Reimers	3 rd Grade
Jennifer McIntire	3 rd Grade
Addrienne Sims	3 rd Grade
Jamie Fortman	3 rd Grade
Casey O'Connor	3 rd Grade
Abby Mowry	4 th Grade
Stacie Largent	4 th Grade
Kaelee Saner	5 th Grade
Barb Burfisher	5 th Grade
Ethan Wood	Enrichments – Mountain Man
Stephanie Zukowski	Enrichments – Music/Percussion
Krystal Kansala	Enrichments – Literacy
Danielle Law	Enrichments – PE/Health
Shannon Boint	School Nurse
Brenda Harnish	Paraprofessional
Kris Mattix	Paraprofessional
Carrie Rottelini	Paraprofessional

2012 SHERIDAN JUNIOR HIGH SCHOOL SUMMER SCHOOL STAFF – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Ed Calkins	Language Arts
Timm Cooper	History
Josh Hanson	Language Arts
Tara Hennig	Math
Katie Medill	Language Arts
Elizabeth Swager	Math
Julie Weitz	Library
Jennifer Farr	Paraprofessional

2012 SHERIDAN HIGH SCHOOL SUMMER SCHOOL STAFF – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Sharon Deutscher	Social Studies – Heart Mountain
Tyson Emborg	Social Studies – Sheridan Past to Present
Kim Ferguson	Language Arts – Compass/ACT Exam Preparation
Lonna Forister	Math – Compass/ACT Exam Preparation
Ray Olson	English – 1939
Laurie Paronto	English – Writing Revolution
Teri Rowland	Science – Astrobiology
Elizabeth Swager	Math – Algebra I / I B

2012 ELEMENTARY SUMMER SCHOOL STAFF FOR EXTENDED SUMMER SCHOOL (ESY) SPECIAL EDUCATION SUPPORT – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Jana Goldhammer	Teacher-Special Education
Alicia Rath	Teacher-Special Education
Cody Dahlen	Paraprofessional-Special Education 1:1
Saundra Farman	Paraprofessional-Special Education 1:1
Lois Fortune	Paraprofessional-Special Education 1:1
Leslie Hitchcock	Paraprofessional-Special Education 1:1

Lori Mackey	Paraprofessional-Special Education 1:1
Elizabeth Orum	Paraprofessional-Special Education 1:1
Becky Rosenlund	Paraprofessional-Special Education 1:1
Judy Sathre	Paraprofessional-Special Education 1:1
Kayla Wilson	Paraprofessional-Special Education 1:1

2012 ELEMENTARY ESY PROGRAM FOR STUDENTS ONLY IN ESY PER IEP – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Mary Beth Gifford	Teacher-Special Education
Paulette McNally	Teacher-Special Education
Jane Varah	Teacher-Special Education
Andy Wallenkamp	Teacher-Special Education
Susan Ralston	Paraprofessional-Special Education

2012 ELEMENTARY ESY PROGRAM FOR BEHAVIOR FOCUS – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Mary Grant	Teacher-Special Education
Paul Phillips	Teacher-Special Education
Elaine Avery	Paraprofessional-Special Education
Joan Carpenter	Paraprofessional-Special Education

2012 SHERIDAN JUNIOR HIGH SCHOOL ESY PROGRAM STAFF – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Amy Andrews	Teacher-Special Education
Kerin Kinzer	Teacher-Special Education
Ron Slater	Teacher-Special Education
Pat Crawford	Paraprofessional-Special Education

2012 SHERIDAN HIGH SCHOOL ESY PROGRAM STAFF – VIB FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Pauline Edwards	Teacher-Special Education
Mary (MV) Morton	Teacher-Special Education

2012 JUMP START STAFF – VIB FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Leslie Hitchcock	Teacher-Special Education
Brad Kremensek	Teacher-Special Education
Nancy Richter	Teacher-Special Education
Anne Baures	Speech Pathologist-Special Education
Rhonda Duncan	School Psychologist-Special Education
Anita Weber	Paraprofessional-Special Education

2012 AUTISM ESY PROGRAM STAFF – VIB FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Lisa Haugen	Teacher-Special Education
Joannie Thelen	Teacher-Special Education
Dana Orum	Paraprofessional-Special Education 1:1
Debbie Purdy	Paraprofessional-Special Education 1:1
Loni Rieger	Paraprofessional-Special Education 1:1
Michelle Robinson	Paraprofessional-Special Education 1:1
Shauna Trujillo	Paraprofessional-Special Education 1:1

2012 ELEMENTARY INTENSIVE EDUCATION ESY STAFF – VIB FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Kim Dunlap	Teacher-Special Education
Shawn Hasquet	Paraprofessional-Special Education 1:1
Barb Jowett	Paraprofessional-Special Education 1:1

2012 SECONDARY INTENSIVE EDUCATION ESY STAFF – VIB FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Meg Montgomery	Teacher-Special Education
Mandy Call	Paraprofessional-Special Education 1:1
Beau Chamberlain	Paraprofessional-Special Education 1:1
Colleen Charlson	Paraprofessional-Special Education 1:1
Sue Destefano	Paraprofessional-Special Education 1:1
Daveya Green	Paraprofessional-Special Education 1:1
Penny Kinsinger	Paraprofessional-Special Education 1:1
Debbie Paredes	Paraprofessional-Special Education 1:1

2012 ESY SERVICES STAFF – VIB FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Ellen Triede	Speech Pathologist-Special Education
Dawn Rogers	Occupational Therapist-Special Education

2012 ESY SERVICES STAFF AT COMMUNITY CAMPS – VIB FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Heather McKeag	Paraprofessional-Special Education



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 12, 2012

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent
Julie Carroll, Facilities Director

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

Meadowlark Elementary School

The building is nearly complete in all aspects. The contractor will be turning over the new Meadowlark Elementary School to the District in July. We will be conducting the startups for the all the building systems over the next several weeks. Furniture will be arriving starting July 1st. We will be moving all the teachers' belongings to the new building towards the end of July. We will pick a date after school has started to conduct an open house and ribbon cutting for the public.

The Meadowlark and Coffeen staff have been excellent to work with in packing up the schools. All the hard work that has gone into this endeavor is greatly appreciated.



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 14, 2012
TO: Board of Trustees
FROM: Julie Carroll, Facilities Director
SUBJ: **Award Bid for Highland Park Maintenance Building** (*Action*)

Please see the attached tabulation sheet. I recommend O'Dell Construction be awarded the bid for \$113,070.00 for the construction of the Highland Park Maintenance Building.



TABULATION OF BIDS

**Sheridan County School District 2, Highland Park Elementary Maintenance Building
Sheridan, WY
TSP Project #02121469
June 12, 2012, 2:00 p.m.**

Contractor	O'Dell Construction	Wright Brothers	Delta Construction	KWN Construction	Fletcher Construction
Bid Security – 5%	X	X	X	X	X
Bid Bond	X	X	X	X	X
Certificate of Residency	X	X	X	X	X
Subcontractor's List	X	X	X	X	X
Acknowledge Addenda # 1, 2 and 3	X	X	X	X	X
TOTAL BID AMOUNT:	\$113,070.00	\$208,320.00	\$137,950.00	\$118,000.00	\$115,400.00



Craig Dougherty, Superintendent

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

DATE: June 12, 2012
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

DN	School Properties Disposition
DN-P	Asset Procedures
DN-E1	Transfer or Disposal of School Property Form
DN-E2	Disposal Form for Books
JEBA	Pupil Placement
JFABB	Admission of Foreign Exchange Students
JICA	Student Dress

The following policies are being recommended for second reading:

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

Policies
First Reading

SCHOOL PROPERTIES DISPOSITION

When equipment, books, and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the superintendent **or his/her designee** may authorize their disposal in a manner to the district's best advantage, ~~provided that the unit value of the items is not more than \$500. If values are in excess of that amount, formal authorization for negotiated sale or for putting the items to bid will be obtained from the Board.~~

To assure all patrons an equal opportunity in purchasing items with a unit **resale** value over \$500, all sales must be advertised in advance through the news media.

~~Surplus personal property will be classified for disposal according to the resale value of the item.~~

- ~~1. Items having a resale value will be disposed of as follows:

 - ~~a. Items having a fair market value of \$500 or less may be disposed of by closed bid, auction, or general sale.~~
 - ~~b. Items having a fair market value of more than \$500 will be advertised for sale to the highest bidder.~~
 - ~~c. The Board shall reserve the right to reject any or all bids for the purchase of district personal property.~~~~

- ~~2. Items having no resale value or of insufficient value to defray the cost of sale may be disposed of as follows:

 - ~~a. Salvageable parts may be removed for use in restoring inoperable district equipment to an operable condition and the remainder of the items disposed of for junk value or taken to the refuse collection center.~~
 - ~~b. Usable parts may be removed and stored and the remainder of the item disposed of for junk value or taken to the refuse collection center/recycling center.~~
 - ~~c. Surplus items may be disposed of for junk value or taken to the refuse collection center.~~
 - ~~d. Worn and outmoded books will not be destroyed until they have been offered to students, charitable organizations, and made available to the general public.~~~~

~~SCHOOL PROPERTIES DISPOSITION (cont'd)~~

~~3.~~ Surplus real estate: The Board will follow state statute when disposing of surplus real estate.

W.S. § 21-3-111(xiv)

W.S. § 21-3-111(xv)

W.S. § 21-9-201

First Reading: 5/18/09

Second Reading: 6/22/09

ASSET PROCEDURES

The asset procedures (DN-P) cover the definition, transfer, and disposal of fixed assets and books, as well as the procedures for moving rooms. For the purposes of this procedure, "fixed assets" refers to any item valued at or over \$500.00.

One exception to this definition is computer equipment such as iPads, laptops, etc. Any purchase order for fixed assets should be coded to the equipment account (540) in the General Ledger. The original purchase order will be filed in the Business Office and a fixed asset tag number will be assigned to the items. Federal grant purchase orders will have the originals filed in the appropriate grant file and a copy of the purchase order will be in the fixed asset file.

Any fixed asset valued at \$5,000.00 or more will be handled using the same procedure that is are used for fixed assets, with the addition that a copy of the purchase order will be forwarded to the assistant business manager to track for depreciation. The original purchase order will be filed in the assistant business manager's office.

No item coded to the supplies account (410) will be tagged or entered into the fixed asset system.

TRANSFERS

Any asset moved from one assigned room to another requires the submission of a completed Transfer or Disposal of School Property Form (DN-E1) that which is found on the school website at "Staff"/"Forms"/"District Forms and Information"/"Inventory". The transfer portion of the form must be completed and signed by the principal. The form must then be submitted to the Business Office.

DISPOSALS

Disposal of any item in the fixed asset system shall be accomplished by submitting a completed Transfer or Disposal of School Property Form (DN-E1) which is found on the school website at "Staff"/"Forms"/"District Forms and Information"/"Inventory". The disposal portion of the form must be complete with all the necessary information. The fixed asset tag must be removed and attached to the bottom of the form as specified on the form. Once the principal has signed the ~~form~~ the disposal form, it should be forwarded to the building's head

ASSET PROCEDURES (contd.)

custodian or, in the case of computer equipment, to the technology department.

When the fixed asset is computer equipment, in addition to the disposal form, a technology work order must be completed. The completed disposal form should be sent directly to the technology department. The technology department will evaluate and be responsible for ~~take care of~~ storage/disposal. The technology department will then forward the disposal form to the business office upon completion.

Custodians will create a work order for all non-computer fixed assets. Once the work order has been confirmed and the disposal form is approved by the facilities department, the asset can then be disposed of and the paperwork forwarded to the business office. If the asset is to be stored, then the facilities department will convert the disposal form into a transfer form and note the location.

BOOK DISPOSALS

In order to dispose of books, the Disposal Form for Books (DN-E2), found on the school website at "Staff"/"Forms"/"District Forms and Information"/"Inventory", must be completed. A copy of the form shall be left with the boxes containing the books. Keep books on location until picked up by the facilities department. Forward the form to the appropriate personnel for approval.

MOVING

Principals shall notify the building custodian of any room moves. The custodian will complete a work order, then call the business office (Ext. 5203 or 5208) and get inventory sheets for the rooms. Pertinent information will be recorded directly on the inventory sheets. The information will include what is to be moved and where (room #), what is staying, and what is to be disposed. If fixed assets are to be disposed during a room move, the use of a transfer or disposal of School Property Form is not required. Instead, the inventory tags of disposed items shall be attached to the inventory sheets. When the move is finished, the inventory sheets should be forwarded to maintenance, so the work order can be closed. Maintenance will forward the inventory sheets to the business office, so fixed assets can be updated.

First Reading:

Second Reading:



TRANSFER OR DISPOSAL OF SCHOOL PROPERTY FORM

It is important to note that all fixed asset property is affixed to a location and not to a person. All items should remain in the same location until this form can be filled out and approved by your principal. Items for Disposal should have a work-order generated and be properly boxed and labeled for identification and stored until disposal can be arranged.

Date

Equipment Description

Building

Room #

Equipment Tag Number:

Serial Number

TRANSFER TO:

Building

Room #

DISPOSAL: Fill out work order to IT or Maintenance and attach Fixed Asset Tag below.

Employee Signature

Date

Administrator Signature

Date

Please print this form, have it signed by the Building Administrator and send to your Buildings Custodian or IT (for computers or technical equip). Prepare work order to maintenance or IT.

NOT FOR USE WITH LIBRARY OR TEXT BOOKS.

*For Disposals
Please Attach Inventory Tag
Here.*

PUPIL PLACEMENT

Transfer students, defined as a student transferring from another district either within or outside of the state, will be placed in **accordance** ~~keeping~~ with their records from previous schools, subject to reclassification **pursuant** ~~according~~ to the standards of Sheridan County School District No. 2. The placement of the pupil is subject to approval by the principal and/or superintendent of the school to which the student is transferring. Special education services will be determined upon receipt of the student's individual education plan (IEP) information.

First Reading: ~~9/8/08~~
Second Reading: ~~10/6/08~~

ADMISSION OF FOREIGN EXCHANGE STUDENTS

REQUIREMENTS

The first step in enrolling a foreign exchange student at a Sheridan School District No. 2 High School is to obtain the permission of the High School Principal. The High School Principal or **his/her designee** ~~designate~~ will obtain tuition waivers from the Board of Trustees if the student meets the requirements of this policy.

A serious, responsible, and acceptable student exchange organization must be willing to provide certain services for and information about their student placements. Organizations whose students are to be admitted to Sheridan High School must **provide or** guarantee the following, **which shall be kept on file in the High School:**

1. Information verifying that the student has complied with all federal and/or state laws applicable to foreign exchange students.
2. Information about their organization: i.e., pamphlets, U.S. Department of State approval, ~~to be kept on file in the High School.~~
3. Current names and a phone number for the national organization which may be used by school personnel if problems arise with the local organization.
4. A liaison person in the community to assist students, host families, and school personnel with all problems and situations involving the placement and progress of the student. This community representative should be prepared to:
 - a. Explain all transcripts to counselors and school personnel.
 - b. Visit the school in person to make plans for each student's placement and enrollment.
 - c. Be available to school personnel should any problems arise with the student's educational progress.

ADMISSION OF FOREIGN EXCHANGE STUDENTS (contd.)

5. Adequate information about each student to enable school personnel to evaluate and place those students who are accepted. This information must include at least the following:
 - a. A transcript in English.
 - b. An objective measurement of the student's ability to communicate in English. This shall be administered before the foreign exchange student arrives in Sheridan.
 - i. The TOEFL (Test of English as a Foreign Language), and the Michigan test of English ability, or their equivalence are mandatory. (Sheridan High School shall not be put in the position of providing special tutoring in English for foreign exchange students.)
 - c. Evidence that the student is above average in academic achievement in his or her home country.
 - d. Placement of a foreign exchange student within Sheridan High School will also depend upon the following:
 - i. Evidence of valid insurance coverage and permission for treatment for health and accident situations.
 - ii. Total student enrollment, class sizes, staff availability, budget, and unique foreign exchange student requirements.
 - iii. In determining the total number of foreign exchange students enrolled, Sheridan High School considers the uniqueness of that experience. A large number of foreign exchange students enrolled can detract from that experience. Following suggested guidelines from exchange programs, that number is a maximum of five. Sheridan High School will review its criteria each year to determine the number of students to enroll.

ADMISSION OF FOREIGN EXCHANGE STUDENTS (contd.)

- iv. An agency or representative of a foreign exchange program will be allowed to enroll a maximum of two students.
 - v. Deadline for acceptance is May 15th for the upcoming school year.
6. Foreign exchange students are entitled to graduate from a Sheridan School District No. 2 High School only if all graduation requirements are fulfilled.

ADDITIONAL GUIDELINES FOR ACCEPTANCE

Placement of foreign exchange student within a Sheridan School District No. 2 High School will also depend upon:

1. Evidence of valid insurance coverage and permission for treatment for health and accident situations.
2. Class size.
3. The total number of foreign students enrolled at the time (a maximum number of five).

COMPLIANCE WITH JFAB

All foreign exchange students must comply with the requirements pertaining to Out of State Students as set forth in Policy JFAB.

First Reading: ~~6/23/08~~
Second Reading: ~~7/16/08~~

STUDENT DRESS

Students are expected to dress appropriately. ***Student dress that creates a substantial classroom disruption, is contrary to the mission of the school, or poses a threat to the health and safety of students shall be deemed inappropriate. Schools within the district may implement uniform dress codes provided that such dress codes are approved by the superintendent or his/her designee and are set forth in the school handbook. For further clarification see school handbooks.*** and in good taste. Clothing that is immodest, extreme, unattractive, or calls undue attention to itself or the wearer such that the educational process is unduly threatened, undermined, or disrupted is not appropriate.

~~Clothing which is neat and clean and in harmony with normal community standards of appropriate dress and good taste is always acceptable.~~

~~Clothing, decorations, or jewelry which advertise, promote, depict, or which purport to advertise, promote, or depict, any controlled substance as defined by Wyoming law, alcoholic beverages, or tobacco products, or their use, are not appropriate. Clothing, decorations, or jewelry which contain or depict pornographic or obscene images or language as defined by acceptable community standards are not appropriate. Such clothing, decorations, or jewelry are deemed disruptive to the educational process and incompatible with the mission of the School District and are not acceptable.~~

FMHS/Wright Place enforces a "business casual" uniform dress code for all students. The dress code is designed to assist students in making decisions about appropriate dress, personal responsibility, and self-discipline.

Adopted: 9/05/89
Second Reading: 8/26/97

Policies

Second Reading

BOARD HEARING/APPEAL PROCEDURES

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

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

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

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

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

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

See also policies:

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

JII Grievance Procedure

First Reading: 5/14/12

Second Reading:

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

ARTICLE I
GENERAL PROVISIONS

AUTHORITY

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

EFFECTIVE UPON COMPLIANCE

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

PREVIOUS RULES SUPERSEDED

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

PROMULGATION, AMENDMENT OR REPEAL OF RULES

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

ARTICLE II
DEFINITIONS AND APPLICABILITY
HEARINGS AND CONTESTED CASES

DEFINITIONS

As used in these rules:

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

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

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

APPLICABILITY OF RULES

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

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

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

ARTICLE III
HEARINGS BEFORE THE BOARD

GENERALLY

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

PETITION

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

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

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

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

BOARD AS PETITIONER

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

NOTICE OF HEARING

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

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

HEARING EXAMINER

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

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

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

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

ADOPTION OF FINDINGS OF FACT AND CONCLUSIONS

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

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

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

DUTIES OF PRESIDING OFFICER

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

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

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

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

ORDER OF PROCEDURE AT HEARING

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

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

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED
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- (a) Petitioner
- (b) Adverse Party
- (c) Petitioner in Rebuttal

WITNESSES AT HEARINGS TO BE SWORN

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

DISPOSITION OF CASE BY STIPULATION

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

APPLICABLE RULES OF CIVIL PROCEDURE TO APPLY

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

ATTORNEYS

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

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

SCHOOL ATTORNEY PRESENT

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

TAKING OF TESTIMONY OF REPORTER

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

DECISION AND ORDER

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

APPEALS

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

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED
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APPLICATION OF WYOMING ADMINISTRATIVE PROCEDURE ACT

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

SEVERABILITY

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

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

APPLICABILITY OF RULES

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

DEFINITIONS

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

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

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED
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school lunch program for recipients of free and reduced price lunches.

STANDARDS

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

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

ELIGIBILITY

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

NON-ELIGIBLE CHILDREN

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

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED
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PRIORITY

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

PUBLICITY

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

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

APPLICATIONS

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

TRANSFERS

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

CHANGE IN STATUS

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

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

APPEALS

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

TIME OF SETTING AND HEARING

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

EXCEPTIONS TO RULES OF PRACTICE GOVERNING HEARINGS

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

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

RULES OF PRACTICE GOVERNING HEARINGS AND CONTESTED
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3. *The hearing shall be conducted by the superintendent. The superintendent shall make a written decision and order in all cases, which order and decision shall be placed in the file of the matter.*

See also policy:

JII Grievance Procedure

First Reading: 5/14/12

Second Reading:

WELLNESS POLICY

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

PHYSICAL ACTIVITY

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

NUTRITION **PROGRAM** EDUCATION

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

WELLNESS POLICY (contd.)

3. Students will receive positive nutrition messages throughout the school, classroom, and cafeteria.

~~* The District will build awareness among teachers, food service staff, coaches, nurses, and other school staff about the importance of nutrition, physical activity, and lifelong wellness.~~

~~* The District will encourage parents, teachers, school personnel, and students to serve as role models in practicing healthy eating and being physically active.~~

~~NUTRITION STANDARDS~~

4. The District will use the National Dietary Guidelines for Americans and the USDA School Lunch and School Breakfast Program requirements when deciding what foods and beverages will be available to students throughout the school day.

5. A school authority will be responsible for monitoring the content of food and beverages available during the school day to ensure health-promoting foods are available for sale to students.

6. Classroom snacks ~~or rewards~~ given on a regular basis will be a healthy choice.

7. ***If on occasion food is used as a reward, it should be a healthy choice.***

~~87.~~ Schools may not sell/***offer*** any food in vending machines, school stores, or otherwise that competes with the School Meal Programs from one half hour before ***the first lunch period*** and one half hour after the last lunch period.

~~98.~~ The District will provide appealing and attractive meals to children that offer a variety of fruits and vegetables and ensure ~~that half of~~ the served grains are whole grain.

~~109.~~ The promotion of healthy foods; including fruits, vegetables, whole grains, and low-fat dairy products will be encouraged.

WELLNESS POLICY (contd.)

WELLNESS

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

First Reading: 5/14/12
Second Reading:

CERTIFIED SICK LEAVE BANK

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

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

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

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

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

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

First Reading: 5/14/12

Second Reading:

CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES

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

CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)

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

CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)

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

First Reading: 5/14/12

Second Reading:

STAFF LEAVES AND ABSENCES

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

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

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

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

STAFF LEAVES AND ABSENCES (contd.)

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

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

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

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

STAFF LEAVES AND ABSENCES (contd.)

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

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

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

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

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

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

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

STAFF LEAVES AND ABSENCES (contd.)

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

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

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

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

STAFF LEAVES AND ABSENCES (contd.)

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

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

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

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

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

STAFF LEAVES AND ABSENCES (contd.)

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

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

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

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

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

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

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

STAFF LEAVES AND ABSENCES (contd.)

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

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

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

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

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

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

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

STAFF LEAVES AND ABSENCES (contd.)

REQUEST FOR LEAVE NEAR THE CONCLUSION OF THE SEMESTER:

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

2. If the employee begins leave granted for any permissible reason other than the employee's own serious health condition and the leave period would commence within the last five (5) weeks prior to the end of a semester, the district may require the employee to continue taking leave until the end of the semester if:
 - a. The leave is greater than two (2) weeks duration; and
 - b. The return to employment would occur during the two weeks period before the end of the semester.

3. If the employee requests leave for any reason other than the employee's own serious health condition, which period would commence during the three (3) weeks prior to the end of a semester and the duration of the leave is greater than five (5) working days, the district may require the employee to continue to take leave until the end of the semester.

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

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

STAFF LEAVES AND ABSENCES (contd.)

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

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

VACATION LEAVE - Classified Twelve-Month Employees

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

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

STAFF LEAVES AND ABSENCES (contd.)

VACATION LEAVE - Professional Twelve-Month Employees

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

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

First Reading: 5/14/12
Second Reading:

CLASSIFIED SICK LEAVE BANK

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

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

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

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

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

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

First Reading: 5/14/12

Second Reading:

CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES

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

CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)

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

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

CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)

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

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

First Reading: 5/14/12

Second Reading:



Craig Dougherty, Superintendent

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

DATE: June 11, 2012
TO: Board of Trustees
FROM: Scott Stults, Director of Elementary Education
SUBJ: **Approval of Elementary Student Handbooks** (*Action*)

The six elementary school handbooks were provided for your review last week with the intent of receiving approval at the June 18th Board meeting. I will represent the elementary principals to answer any of your questions. Please feel free to contact me prior to the Board meeting if there are any questions I can answer.



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 11, 2012
TO: Board of Trustees
FROM: Scott Stults
SUBJ: **Boundary changes** (*Action*)

Following the May 14th Board meeting, there has been limited feedback from parents impacted by the proposed boundary changes. Therefore, I am recommending the same changes that were presented on May 14th (see attached map). Again, these changes are necessary due to enrollment capacity concerns at both Sagebrush and Highland Park Elementary.

#1 Coffeen -

Coffeen's boundary will now include all streets East of Big Goose Creek beginning at 8th Street going East until the railroad tracks, and North to I-90. In addition, beginning 2013-14 all residences (except those with children already attending District #2 schools) North of I-90 interchange and East of I-90 (southern border East Timberline Drive) will be included in Coffeen's attendance area.

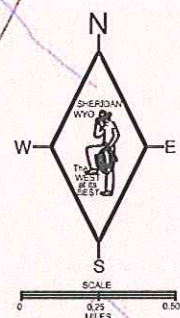
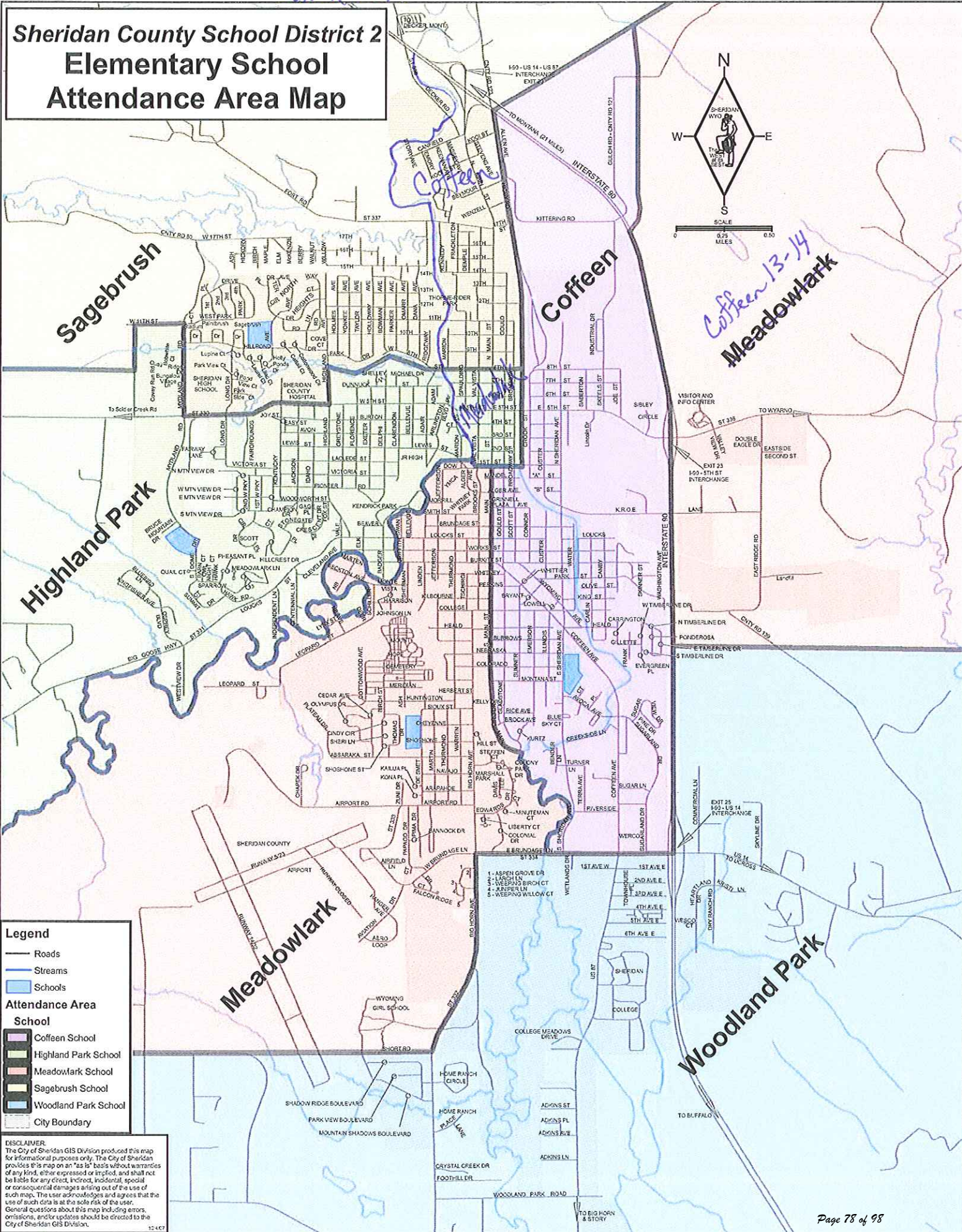
#2 Meadowlark -

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

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

Coffeen 13-14

Sheridan County School District 2 Elementary School Attendance Area Map



Coffeen 13-14
Meadowlark

Legend

- Roads
- Streams
- Schools

Attendance Area

School

- Coffeen School
- Highland Park School
- Meadowlark School
- Sagebrush School
- Woodland Park School

City Boundary

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



Craig Dougherty, Superintendent

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

DATE: July 11, 2012
TO: Board of Trustees
FROM: Craig Dougherty, Superintendent
SUBJ: **Approval of Volunteers of America (VOA) Contract** (*Action*)

A representative from the Volunteers of America (VOA) will be present at the meeting to discuss the annual report for the Accountability Change and Education (A.C.E.) Program. Sheridan County School District #2 has an agreement with VOA for the A.C.E. Program. The A.C.E. Program will be located again this year at the old Woodland Park Site. The agreement is up for renewal for this coming year with no increase in costs. Our recommendation is for approval of this contract.

PROFESSIONAL SERVICE AGREEMENT FOR MONITORING AND REENTRY PROGRAM

This agreement is entered into by **Sheridan County School District Number 2, State of Wyoming**, whose address is P.O. Box 919, Sheridan, WY 82801 (“School District”), and **Volunteers of America Northern Rockies**, a Wyoming nonprofit corporation (“VOA”), whose address is 1876 S. Sheridan Avenue, Sheridan, WY 82801.

The parties agree as follows:

1. Purpose. The purpose of this agreement is to establish a monitoring and reentry program for students who are suspended or expelled from the School District. It is the intent of this program to have a direct and positive effect on students through the process of entry into the program, acknowledgment of accountability, and specific planning for reentry back into the School District.

2. Services Rendered. VOA shall provide the School District with those services described in the VOA proposal entitled “A.C.E.” Accountability Change and Education (hereafter referred to as “Program”), dated May 24, 2007, a copy of which is attached and incorporated herein as **Exhibit “A”**. VOA shall coordinate all services with the School District Superintendent or his designee. VOA shall submit all reports and documents as requested by the School District with respect to students who received services from VOA and the specific services provided.

3. Term. This agreement shall commence August 31, 2012 and, unless terminated earlier as provided for herein, shall terminate on the last day of the 2012-2013 school calendar year, which is June 1, 2012. If at any time during the performance of this agreement the School District, in its sole discretion, determines that the services are not progressing satisfactorily or within the terms of this agreement, the School District may terminate this agreement by giving 30 days written notice to VOA. At such termination date, VOA shall be entitled to payment for only those services rendered and accepted by the School District.

4. Consideration. The School District shall pay VOA \$17,915.00/month in monthly payments, which shall be made on or before the twentieth day of each month. All payments shall be made only after services have been rendered for the prior month. VOA shall submit a monthly billing invoice to the School District no later than the fifth day of the month following the month in which services were rendered. Each billing shall provide the School District with an itemized statement of services rendered during the billing period, which shall include the names of any students who received services from VOA and the specific services provided.

5. Accreditations, Licenses, Certifications. VOA shall ensure that all of its employees and/or subcontractors have all pertinent accreditations, licenses and certification as may be required by law to provide those services described in Paragraph 2. VOA shall ensure that employees administering the Program shall at all times maintain at a minimum those certifications and/or

qualifications, as set forth in the policies and regulations of the School District, that are equivalent to or greater than that of a substitute teacher at the School District. VOA shall ensure that its employees and/or subcontractors do not render services in excess of the qualifications and or certifications of any of its employees or subcontractors. VOA hereby expressly warrants each of the assurances made in this paragraph.

6. Insurance. VOA shall at all times maintain in full force and effect during the entire term of this agreement with financially sound and reputable insurance companies or associations a comprehensive general liability insurance policy, including contractual liability, insuring the indemnity agreement set forth in this agreement with limits of not less than \$1,000,000.00 in any one occurrence. The School District shall be named as an additional insured on the insurance policy. If requested by the School District, VOA shall provide the School District with a certificate of insurance, within five (5) days of such a request.

7. Indemnity. To the maximum extent permitted by law, VOA will indemnify, defend and hold the School District, its trustees, agents and employees harmless from any and all claims, liabilities, demands, suits, losses, damages and costs (including, without limitation, any attorney fees) which may arise out of or be related to VOA's services provided hereunder, including, but not limited to, transportation, discipline, and instruction of the School District's students in the Program, or which may arise out of or be related to the negligent or wrongful acts or omissions of VOA.

8. Miscellaneous

- (a) VOA shall comply with Presidential Executive Order 11246 entitled, "Equal Employment Opportunity," as amended by Presidential Executive Order 11375 and as supplemented in the Department of Labor Regulations (41 CFR part 60), the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105 *et seq.*), and the Americans With Disabilities Act (ADA), 42 U.S.C. 12101, *et seq.*, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, the IDEA, and any subsequent amendments to these actions. VOA shall assure that no person is discriminated against based on the grounds of sex, race, religion, national origin or disability in connection with the performance of this agreement.
- (b) VOA shall comply with all rules and regulations promulgated by the Wyoming State Board of Education and with all policies and procedures established by the School District.
- (c) VOA may not assign this agreement or delegate any its duties under this agreement to any persons or entities.

- (d) This agreement shall be governed by Wyoming Law. A court of competent jurisdiction in Sheridan County, Wyoming shall have exclusive jurisdiction of all disputes arising out of this agreement.
- (e) This agreement may be reviewed as the need may arise; and the parties, per mutual written agreement, may modify or amend any terms of this agreement accordingly.
- (f) The School District does not waive its sovereign or governmental immunity by entering into this agreement and fully retains all immunities and defenses provided by law.
- (g) VOA is an independent contractor. The School District does not control the means and manner of the services provided by VOA. VOA employees are not employees of the School District and nothing contained in this agreement shall be construed as creating that relationship. VOA shall provide worker's compensation coverage for all of its employees in accordance with Wyoming State Statutes.

Dated this _____ day of _____, 2012.

Sheridan County School District Number 2,
State of Wyoming

By: _____
Title: _____

Volunteers of America Northern Rockies, a
Wyoming nonprofit corporation

By: _____
Title: _____



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

June 5, 2012

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 612 students for a total of 1,237 suspension days to students in grades K-12. With the implementation of this partnership, these students who were suspended from school attended ACE™ instead of participating in out of school suspensions.

The ACE™ program has continued to provide constructive 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 ACE™ Program reveal that ACE™ continues to be valued by SCSD#2.

In 2008/2009, ACE™ administered 612 suspensions.

School	Number of Suspensions
Wright Place School	10
Sheridan Junior High School	99
Fort Mackenzie High School	2
Sheridan High School	288
Total	399

Elementary Schools	Number of Suspensions
Coffeen	67
Highland Park	46
Meadowlark	23
Sagebrush	37
Woodland	40
Total	213

In 2009/2010, ACE™ administered 477 suspensions.

School	Number of Suspensions
Wright Place School	14
Sheridan Junior High School	121
Fort Mackenzie High School	2
Sheridan High School	222
Total	359

Elementary Schools	Number of Suspensions
Coffeen	47
Highland Park	21
Meadowlark	12
Sagebrush	23
Woodland	14
Total	117

In 2010/2011, ACE™ administered 500 suspensions.

School	Number of Suspensions
Wright Place School	16
Sheridan Junior High School	113
Fort Mackenzie High School	6
Sheridan High School	252
Total	387

Elementary Schools	Number of Suspensions
Coffeen	39
Highland Park	30
Meadowlark	12

Sagebrush	22
Woodland	10
Total	113

In 2011/2012, ACE™ administered 612 total suspensions.

	Number of Suspensions
Junior High/ High School	
Wright Place™ School	22
Sheridan Junior High School	152
Fort Mackenzie High School	7
Sheridan High School	330
Total	511

	Number of Suspensions
Elementary Schools	
Coffeen	36
Highland Park	16
Meadowlark	12
Sagebrush	16
Woodland	21
Total	101

Accountability and Re-Entry

During each suspension at the ACE™™ program, students are expected to complete several assignments that allow them to take ownership for their negative behaviors and to create a plan for a successful transition back to school. Students must thoroughly explain the behaviors that led to the suspension, the impact those behaviors had on others, and how their choices will be different in the future. Students then identify a staff at the school that they can contact if they need assistance, and make a list of challenges they are having in the academic environment. These assignments also encourage students to focus on their individual strengths and abilities to help students develop their potential. Finally, students complete a pro-social activity that targets the behavior they were suspended for. If a student came to the ACE™ program for open defiance, for example, they might complete an activity titled *Respecting Teachers*.

Academics

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

Community Service/ Physical Activities

On a daily basis, students participate in community service or a physical activity. For the community service portion, students may assist with recycling for Habitat for Humanity, the Senior Center, or Volunteers of America Northern Rockies. Community service provides students the opportunity to build a stronger sense of responsibility, in addition to helping them feel more connected to their community. ACE™ staff continue to look for partners in community service to emphasize the importance of volunteerism and community involvement for students.

Students also have the opportunity for physical fitness on a regular basis. Generally, students will go outside for a walk with staff.

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 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 to complete.

ACE™ Mentors

The ACE™ program strives to provide an environment that facilitates behavioral growth through professional supervision and personal engagement, challenges negative thinking patterns, and facilitates academic progress. ACE™ mentors provide direct supervision and structure to students, clearly laying out the rules and expectations. Mentors are substitute certified, and have extensive experience in crisis de-escalation and behavior management. In the Junior High/ High School Program, the ratio is 1 mentor per 8 students. In the Elementary Program, the ratio is 1 mentor per 4 students. This ratio allows staff the opportunity to work individually with students, processing decision making and assisting with academics.

Recidivism

Since 2006, the ACE Program has consistently seen that over 60% of the students that attend the program do not return for additional suspensions. This year 125 students returned for additional suspensions indicating that approximately 80% of suspended students did not return for additional suspensions.

Collaboration with SCSD#2

The growth of the partnership between SCSD#2 and VOANR has proved to be a benefit to students who attend the ACE™ Program. ACE™ staff, principals and teachers have communicated effectively. Because of changes in ACE™ and SCSD#2 staff efforts are in progress to improve awareness. If a student is falling behind academically, ACE™ staff corresponds with teachers to determine how the student should proceed to be successful. If a student seems to be struggling emotionally or behaviorally while attending the program, counselors and principals are contacted and informed. These situations often provide additional insight regarding negative choices made by an individual student.

While the ACE™ Program has overall had a positive impact on student behavior, the upcoming year provides opportunities for SCSD#2 and ACE™ to re-examine existing practices and implement new effective materials. The ACE™ Program will continue to research tools that students may benefit from to behave more appropriately in the future.

Volunteers of America Northern Rockies looks forward to continued partnership with Sheridan County School District #2 to continue to provide these services.

Respectfully Submitted,



Todd Richins
Director of Youth Services



Terry L. Wall
Clinical Division Director

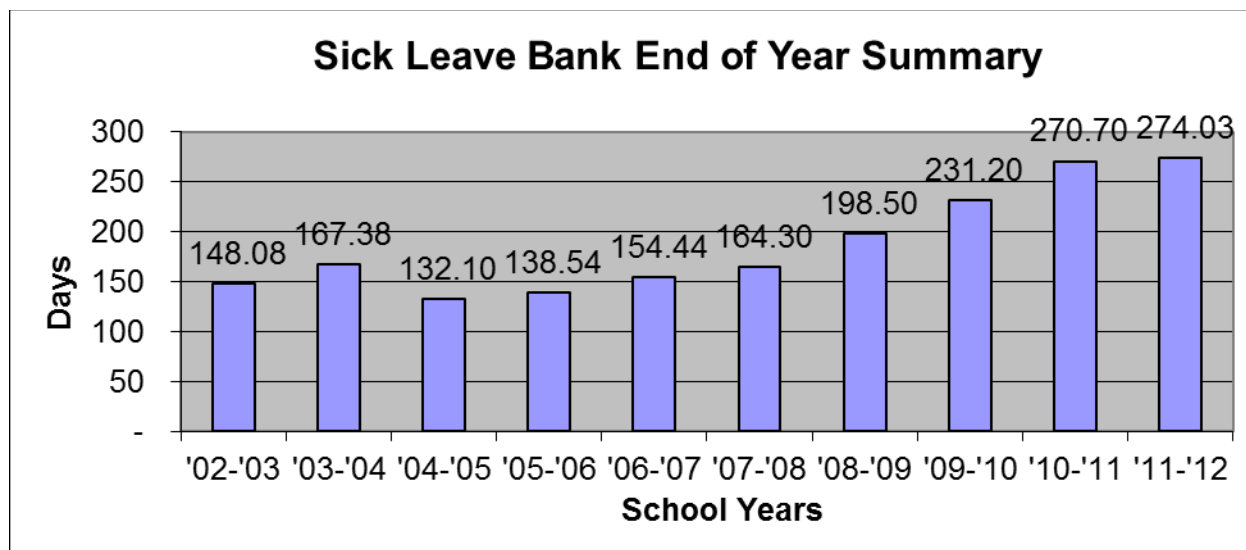


Craig Dougherty, Superintendent

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

DATE: June 12, 2012
 TO: **Board of Trustees**
 FROM: Cody Sinclair, Human Resources Coordinator
 SUBJ: **Status of Sick Leave Bank** (*Information*)

The current status of the Sick Leave Bank as of the end of this fiscal year is 274.03 days. This does not include days donated by certified staff that retired this year. Those donated days will be added after the June 20th payroll. The graph below displays a summary of the Sick Leave Bank since its inception in 2002:



School Years	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



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DATE: June 11, 2012

TO: Board of Trustees

FROM: Terry Burgess, Assistant Superintendent

SUBJ: **Approval of Wyoming High School Activities Association Activity Enrollment and Catastrophic/Liability Insurance** (*Action*)

The Wyoming High School Activities Association (WHSAA) activity enrollment for the District will be presented to you for action at this board meeting. We will recommend approval for both the enrollment and the catastrophic/liability insurance for the 2012-2013 school year.



WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION

731 EAST 2ND STREET
CASPER, WYOMING 82601-2620
PHONE 307-577-0614 FAX 307-577-0637

**CATASTROPHIC/LIABILITY INSURANCE FORM
2012-2013**

NAME OF HIGH SCHOOL Sheridan High School

NAME OF JUNIOR HIGH SCHOOL Sheridan Junior High School

<u>243</u>	NUMBER OF PARTICIPANTS IN GRADES 7 & 8 X \$7.00 =	\$ <u>1,701.00</u>
<u>487</u>	NUMBER OF PARTICIPANTS IN GRADES 9-12 X \$7.00 =	\$ <u>3,409.00</u>
<u>55</u>	NUMBER OF PARTICIPANTS IN GRADES 5 & 6 X \$7.00 = (MANDATORY FOR 5 th & 6 th GRADE PARTICIPANTS)	\$ <u>385.00</u>

TOTAL DUE \$ 5,495.00

Participants are counted only once regardless of the number of activities in which they participate.

Superintendent's Signature

[Signature]
WHSAA Representative's Signature

DUE DATE: SEPTEMBER 1, 2012

Do not Fax, Please Send Original Form to the WHSAA

Wyoming High School Activities Association

2012-13 Catastrophic Insurance

Summary of Lifetime Benefits

- **Accident Medical Expense Benefit:** 100% of reasonable, customary and necessary covered expenses, with an overall lifetime limit of \$2,000,000.
- **Deductible:** \$100,000 per injury.
- **Incurral Period:** Two (2) year incurral period in which to meet the deductible.
- **Extended Care Facility Maximum:** \$365,000 per calendar year.
- **Combined Home Health Care/Custodial Care Maximum:** \$100,000 per calendar year
- **Maximum Physical Therapy Benefit:** \$50,000 per calendar year.
- **Accidental Death Benefit:** \$10,000.
- **Cash Benefit:** \$10,000 (for Paralysis, including Quadriplegia, Paraplegia or Hemiplegia).

Expanded Benefits (Total Disability Only):

- **Lifetime Special Expense Benefit:** \$100,000 first decade; \$50,000 each decade thereafter for home remodeling or adaptation and special vehicle purchase or adaptation.
- **Lifetime Adjustment Expense Benefit:** \$50,000 Lifetime for family counseling, training, travel and loss of earnings of parents.
- **Lifetime Education Expense:** \$50,000 for tuition, room and board and other related expenses.
- **Total Disability Benefit:** A catastrophically injured student who is totally disabled at age 18 may receive \$1,000 per month for remainder of life.
- **Partial Disability Benefit:** A catastrophically injured student who is partially disabled at age 18 may receive \$750 per month for remainder of life.
- **Unrelated Subsequent Accidents/Illnesses:** Lifetime \$100,000 benefit with a \$5,000 deductible per injury/sickness.



WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION
731 EAST 2ND STREET
CASPER, WYOMING 82601-2620

MEMBERSHIP APPLICATION AND ACTIVITY ENROLLMENT

School District No. _____ of _____ County, of _____, Wyoming,
hereby makes application for membership in the Wyoming High School Activities Association. The applicant district
submits that its official and legal governing board has read the Constitution, rules and the interpretations of the rules of
the Association, and hereby agrees to abide by the covenants there set forth.

As per WHSAA Constitution, Article XIII, Membership Item 2, "All member schools will pay dues by
September 1. Schools that fail to submit dues by October 1 will forfeit all contests to that date and will be
excluded from participation in culminating events until dues are remitted."

RESOLUTION: Be it resolved, by the Board of Trustees, that School District No. _____ of
_____ County, of _____, Wyoming, that the application for membership in the
Wyoming High School Activities Association be submitted to the Board of Directors of the said Association. Be it
resolved that _____ shall act as the OFFICIAL WHSAA REPRESENTATIVE of this
district in the affairs of the Association. This action taken in REGULAR/SPECIAL meeting of the Trustees of School
District No. _____ of _____ County of Wyoming, on _____, 2012.

CLERK'S SIGNATURE _____

PRESIDENT'S SIGNATURE _____

SUPERINTENDENT'S SIGNATURE _____

membshp.d/1-2

2012-2013 WHSAA ACTIVITY ENROLLMENT

Sheridan

HIGH SCHOOL

WE HEREBY CERTIFY THAT OUR ADM FOR THE 2011-12 YEAR IN THE FOLLOWING GRADES WAS:

GRADE 9: 245 GRADE 10: 209 GRADE 11: 205 GRADE 12: 204 TOTAL ADM 863

A. SCHOOL CLASSIFICATION (CHECK ONE):

CLASS 4A SCHOOL - \$1300 CLASS 2A SCHOOL - \$ 1100 _____
 CLASS 3A SCHOOL - \$1100 _____ CLASS 1A SCHOOL - \$ 1100 _____

B. SCHOOL ACTIVITIES:

Please check below the WHSAA approved activities in which your school district intends to participate. The base enrollment fee per activity is \$60. As per the WHSAA Constitution, Article XIII (6), an assessment fee has been added to those activities with a negative 2011/12 balance.

BOYS			GIRLS			COMBINED		
Basketball	\$60	<input checked="" type="checkbox"/>	Basketball	\$60	<input checked="" type="checkbox"/>	Art	\$60	<input checked="" type="checkbox"/>
Cross Country	\$60	<input checked="" type="checkbox"/>	Cross Country	\$60	<input checked="" type="checkbox"/>	DECA	\$60	_____
Football	\$60	<input checked="" type="checkbox"/>	Golf	\$75	<input checked="" type="checkbox"/>	Drama	\$60	<input checked="" type="checkbox"/>
Golf	\$75	<input checked="" type="checkbox"/>	Skiing-Alpine	\$60	_____	FBLA	\$60	<input checked="" type="checkbox"/>
Skiing-Alpine	\$60	_____	Skiing-Nordic	\$100	_____	FFA	\$60	<input checked="" type="checkbox"/>
Skiing-Nordic	\$100	_____	Soccer	\$440	<input checked="" type="checkbox"/>	FCCLA	\$60	_____
Soccer	\$440	<input checked="" type="checkbox"/>	Swimming	-\$90	<input checked="" type="checkbox"/>	SKILLS	\$60	_____
Swimming	\$ 90	<input checked="" type="checkbox"/>	Tennis	\$150	<input checked="" type="checkbox"/>	Spirit	\$60	<input checked="" type="checkbox"/>
Tennis	\$150	<input checked="" type="checkbox"/>	Indoor Track	\$60	<input checked="" type="checkbox"/>	Journalism	\$60	<input checked="" type="checkbox"/>
Indoor Track	\$60	<input checked="" type="checkbox"/>	Outdoor Track	\$60	<input checked="" type="checkbox"/>	Marching Band	\$60	_____
Outdoor Track	\$60	<input checked="" type="checkbox"/>	Volleyball	\$60	<input checked="" type="checkbox"/>	Music	\$60	<input checked="" type="checkbox"/>
Wrestling	* \$90	<input checked="" type="checkbox"/>				Speech	\$60	<input checked="" type="checkbox"/>
						Student Council	\$60	<input checked="" type="checkbox"/>

* Includes fee for on line weight management program

School Classification Amount \$ 1300.00
 School Activities Amount \$ 2740.00
TOTAL DUE WHSAA \$ 4040.00

DUE DATE -- SEPTEMBER 3, 2012 -- DO NOT FAX, PLEASE SEND ORIGINAL FORM TO THE WHSAA



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Fax: 307-674-5041

DATE: June 11, 2012
TO: Board of Trustees
FROM: Roxie Taft
SUBJ: **Request to Advertise to Bid Copy Paper for 2012-13
School Year (Action)**

I expect our copy paper order to exceed the \$25,000 bid threshold this year, so I am requesting board action allowing the district to advertise for bids. The call for bids requires paper to be delivered to each individual site after September 3, 2012.



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DATE: June 12, 2012

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Request to Advertise for Professional Services for Various Projects**
(Action)

I would like to start working on documents for various projects and need to procure services. Some of the projects are scope out and design services for Coffeen elementary. Others are for projects to occur over the next several years at Sheridan High School, Early Building, and Story.



Craig Dougherty, Superintendent

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Phone: 307-674-7405
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DATE: June 7, 2012
TO: Board of Trustees
FROM: Coree Kelly, Director, Technology Department
SUBJ: **Permission to Bid Technology Equipment for 2012-2013** (*Action*)

The Information Technology Department would like permission to bid technology equipment on an as-needed basis throughout the next fiscal year, just as we did during the current fiscal year. It is difficult to set specific dates for bidding this type of equipment, and most of the technology needed for the next fiscal year will be bid during the summer months for technology needed for the next fiscal school year.



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DATE: June 13, 2012
TO: Board of Trustees
FROM: Craig Dougherty, Superintendent
SUBJ: **Appointment to the Sheridan Recreation District Board** (*Action*)

Don Julian is currently serving as the District's representative on the Sheridan Recreation District Board. His term expires July 1, 2012. Don wishes to be appointed for a new three-year term. We recommend the Board take action on Don's appointment at the June 18th meeting.



Craig Dougherty, Superintendent

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DATE: June 11, 2012
TO: Board of Trustees
FROM: Terry Burgess
SUBJ: **Acceptance of Donations** (*Action*)

Recently, the Kirvin Family donated \$1500 to the Sheridan High School Summer Orchestra Program. In addition, Bruce Burns recently donated \$1000 to the Sheridan High School Girls' Soccer Program to help pay for new team warm-ups. Also, Butch Jelis donated \$1000 to the Sheridan High School Destination Imagination Team to help pay for cost of attending a global competition in Knoxville, Tennessee. Finally, the Scott Foundation donated \$600 to the Sheridan High School Future Business Leaders of America (FBLA) Team to assist in the cost of attending the national competition in San Antonio, Texas.

Please accept these generous donations to our high school.