

Sheridan County School District #2

Board Meeting



Date: July 15, 2013

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2

Board of Trustees Meeting

Central Office – Board Room

July 15, 2013

6:00 p.m.

Agenda

I. Call to Order

- A. Pledge of Allegiance

II. Approval of Agenda

III. Welcome – Audience Comments

IV. Consent Agenda Items

- A. Approval of Minutes – June 17, 2013
- B. Approval of Bills for Payment

V. Old Business

- A. Capital Construction Update (*Information*) – Craig Dougherty
- B. Approval of Policies (*Action*) – Cody Sinclair

VI. New Business

- A. Acceptance of Donation to Sheridan High School (*Action*) – Dirlene Wheeler
- B. Behavior Center Program/Approval of Volunteers of America (VOA)/Accountability Change in Education (ACE) Contract (*Information*) – Craig Dougherty
- C. Sheridan High School Planning Office Report (*Information*) – Dirlene Wheeler with Ed Fessler
- D. Consolidated Grant Approval (*Action*) – Tom Sachse
- E. Approval of Budget Amendments for the Fiscal Year 2012-2013 (*Action*) – Roxie Taft

Recess for Public Hearing on Fiscal Year 2013-2014 Budget

- F. Approval of Budget for the Fiscal Year 2013-2014 (*Action*) – Roxie Taft

VII. Reports and Communication

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

VIII. District Reports

- A. Superintendent

IX. Executive Session

- A. Personnel Matters
- B. Legal Matters
- C. Real Estate Matters

X. Adjournment

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting

Scott Hininger, Chairman

June 17, 2013

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:00 p.m., Monday, June 17, 2013, 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
Ann Perkins, Vice-Chairman
Wayne Schatz, Treasurer
Marva Craft, Clerk
Richard Bridger
(Arrived at 6:12 pm)
Hollis Hackman
Jim Perkins
Molly Steel
Erica O'Dell

Absent:

None

Administrators:

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

Absent:

None

II. Recognition

A. Spring Sports Celebration – Don Julian

Activities Director Don Julian presented a compilation of activity GPAs from the 2012-2013 school year. He explained that all activities except one had a GPA of 3.0 or higher. He explained that new activities are proving to be as successful. SkillsUSA is in its first year at Sheridan High School and will be sending a student to the national competition. Mr. Julian explained that he is hoping to see sustainability and high GPAs in the new activities. He feels as though the high GPAs made the activities successful this year.

Trustee Schatz asked what the art activity was. Mr. Julian explained that the annual art symposium is the culminating event for art students, so students who were able to attend the symposium would be included in that group.

Trustee Hackman complimented Activities Director Don Julian and Sheridan High School Principal Dirlene Wheeler on their efforts to expand the activities programs. He said that students in activities are more likely to stay in school and graduate.

III. Approval of Agenda

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

IV. Welcome--Audience Comments

There were no audience comments.

V. Consent Agenda Items

A. Approval of Minutes for May 13, 2013

B. Approval of Minutes for June 5, 2013

C. Approval of Bills for Payment

General Fund	1,194,992.03
Federal Fund	138,884.58
Capital Fund	354,967.84
Major Maintenance Fund	103,628.78
TOTAL:	\$1,792,473.23

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

VI. Old Business

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

District Superintendent Craig Dougherty said that the Henry A. Coffeen building site has been transformed. All of the remnants of the old building are gone, and the site is clean and progressing on schedule.

Superintendent Dougherty said that the Sheridan High School entrance project was awarded to O'Dell construction. They will be working to complete the project over the next two summers.

Superintendent Dougherty said that Story Elementary School was gutted and the wall framing has begun.

Trustee Schatz asked if the use of the freshman entrance was going well. Principal Wheeler responded that the use of the entrance had just begun so there was a little confusion, although the change had been advertised well in the newspaper and on the radio.

B. Bus Video Surveillance Equipment and Installation – Vendor/Purchase Authorization (Action) – Steve Schlichting

Transportation Director Steve Schlichting said that the bid for bus surveillance was closed on May 16, 2013. Four suitable vendors offered bids, and Mr. Schlichting was recommending that the bid be awarded to Elder Equipment Leasing Incorporated of Casper for \$48,649.58. Their bid was for REI brand cameras, which provide a clear picture.

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE BUS VIDEO SURVEILLANCE EQUIPMENT AND INSTALLATION – VENDOR/PURCHASE AUTHORIZATION, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION.

Trustee Schatz asked if installation was included in the bid price. Mr. Schlichting responded that it was included in the price.

THE MOTION TO APPROVE BUS VIDEO SURVEILLANCE EQUIPMENT AND INSTALLATION – VENDOR/PURCHASE AUTHORIZATION PASSED WITH A UNANIMOUS VOTE.

C. Proposed 2014 - 2015 Calendar (Action) – Scott Stults

Director of Elementary Education Scott Stults said that the proposed district calendars for 2014-2015 had been posted online for voting. Spring Break for Calendar A was immediately following the third quarter and Spring Break for Calendar B would be the week after that. Calendar A would have an early release for Good Friday, whereas Good Friday would be included in Spring Break for Calendar B. Calendar A was the favored calendar, with 56% of staff votes and 57% of parent votes.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE CALENDAR “A” FOR THE 2014 – 2015 SCHOOL YEAR, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION.

Trustee Jim Perkins asked how the attendance record would be affected by the early release for Good Friday. Mr. Stults responded that it would count as a full day of school.

THE MOTION TO APPROVE CALENDAR “A” FOR THE 2014 – 2015 SCHOOL YEAR PASSED WITH A UNANIMOUS VOTE.

D. Approval of Policies (Action) – Cody Sinclair

FIRST READING

Policies - First Reading

Human Resources Coordinator Cody Sinclair stated that four policies are up for first reading.

Mr. Sinclair explained that Policy GCQEA – Early Retirement Incentive Plan and GCQEA-P – Early Retirement Incentive Plan Schedule of Benefits were changed to allow more time to fill positions that would be opened due to a retirement.

TRUSTEE O'DELL MADE A MOTION TO APPROVE POLICY GCQEA – EARLY RETIREMENT INCENTIVE PLAN AND POLICY GCQEA-P – EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JLIE – Student Automobile Use changed to “Automobile Use” to apply to all people driving on school grounds, not just students. It was changed to recognize that Student Resource Officers (SROs) may ticket people who were not following the school rules/regulations.

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE POLICY JLIE – STUDENT AUTOMOBILE USE, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.

Trustee O'Dell asked for clarification in regard to the citation that could be issued. Mr. Sinclair explained that tickets would be issued from the Sheridan Police Department, which have proved to be an effective deterrent for rule-breakers. Sheridan High School Principal Dirlene Wheeler said that the fines would be paid to the City of Sheridan through the Police Department.

Trustee Jim Perkins said that he would like the policy to be reviewed in regard to driving and parking at the elementary schools. Mr. Sinclair said that it will be reviewed with regard to elementary schools before second reading.

A MOTION TO APPROVE POLICY JLIE – STUDENT AUTOMOBILE USE PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JM – Student Awards and Scholarships was clarified to outline a process for students to request monetary assistance as they are travelling for various school-related activities or events.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE POLICY JM – STUDENT AWARDS AND SCHOLARSHIPS, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE. SECOND READING

Policies – Second Reading

Mr. Sinclair said that none of the policies up for second reading had any changes between first and second reading, so they are recommended to be approved collectively.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE POLICY EBB – FIRST AID AND SAFETY PROCEDURES, POLICY JLF – REPORTING CHILD ABUSE POLICY JLIB – STUDENT DISMISSAL PRECAUTIONS, POLICY JLIB-P – STUDENT DISMISSAL PRECAUTIONS, AND DELETE POLICY JLCE – FIRST AID EMERGENCY MEDICAL CARE ON SECOND READING, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

VII. New Business

A. Status of Certified Sick Leave Bank (*Information*) – Cody Sinclair

Human Resources Coordinator Cody Sinclair said that certified sick leave has taken a positive leap forward. He said that the teachers have stayed healthy and continued to accrue hours in the bank. He anticipates that the teachers will begin the 2013-2014 school year with as many as 500 days.

B. Status of Classified Sick Leave Bank (*Information*) – Cody Sinclair

Human Resources Coordinator Cody Sinclair explained that there was high usage of the classified sick leave bank because this was the first year that it was available, but it has been very helpful to the classified staff. The end-of-the-year total within the bank was 646 hours.

C. Approval of Board Meeting Schedule for 2013 – 2014 School Year (*Action*) – Craig Dougherty

District Superintendent Craig Dougherty said that the board meeting calendar was presented at one of the previous meetings and it has had no changes. He did mention that the April 8, 2014 meeting would be on a Tuesday to allow time for the trustees to return home following the NSBA conference.

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE BOARD MEETING SCHEDULE FOR 2013 – 2014 SCHOOL YEAR, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

D. Acceptance of Donations to Sheridan High School (*Action*) – Dirlene Wheeler

Sheridan High School Principal Dirlene Wheeler said that several generous donations were being presented for acceptance.

RAMACO, LLC donated \$500 to FBLA to help pay for expenses related to the national competition.

Thomas and Felicia Kirven donated \$1,500 for salaries and travel expenses related to the Sark Music Summer String Program.

The Witzel family donated \$1,500 to help fund the Sark Music Summer String Program.

Bruce Burns donated \$500 to help Destination Imagination (DI) students attend the national competition.

The Louis W. Horvath Foundation, Inc. donated \$500 to the Sheridan High School Golf Club to help fund the Sheridan Golf Tournament in May.

Jim Schellinger and Sheridan Media donated \$1,512 in free advertising with Sheridan Media in support of Sheridan High School's Future Business Leaders of America (FBLA) Coffee Fundraiser.

Trustee Schatz asked if the funds that were going to a special account would carry over. Principal Wheeler explained that donations that were not used this year would carry over to the next within the activity account, but that many of the donations were used during the 2012 - 2013 school year. She also explained that many of the activities are attempting to use fundraisers, so that they would not have to ask for as much money from donations.

TRUSTEE O'DELL MADE A MOTION TO APPROVE THE DONATIONS TO SHERIDAN HIGH SCHOOL, AS PRESENTED. TRUSTEE JIM PERKINS SECONDED THE MOTION, AND THE MOTION PASSED WITH A UNANIMOUS VOTE.

E. Approval of Elementary Parent-Student Handbooks (*Action*) – Scott Stults

Director of Elementary Education Scott Stults said that all six elementary school handbooks had minimal changes to prepare them for the 2013-2014 school year. The parent-student handbooks will be available online, and several copies will be available at the schools. The FERPA portion of the handbook will be provided to all parents.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE ELEMENTARY PARENT-STUDENT HANDBOOKS, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND THE MOTION PASSED WITH A UNANIMOUS VOTE.

F. Approval of Wyoming High school Activities Association Activity Enrollment and Catastrophic/Liability Insurance (*Action*) – Terry Burgess

Assistant Superintendent Terry Burgess asked that the board approve the Wyoming High School Activities Association Activity Enrollment and Catastrophic/Liability Insurance. He said that a catastrophic injury would be any injury that totaled over \$100,000 in expenses

over the first two years. No students were counted twice in the totals; if a student played more than one sport, he/she was only counted once.

TRUSTEE CRAFT MADE A MOTION TO APPROVE THE WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION ACTIVITY ENROLLMENT AND CATASTROPHIC/LIABILITY INSURANCE, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION.

Trustee Schatz asked which sports sixth grade students play and why no junior high school students were listed on the forms. Assistant Superintendent Burgess said that sixth grade students participate in track, cross country, swimming, and wrestling. The junior high school students were not listed, because the premium was only paid for ninth through twelfth grade students, and there are no expenses incurred for junior high school students with this policy.

Trustee O'Dell asked how the student activity involvement had increased from the previous year. Assistant Superintendent Burgess responded that there was an increase in sixth grade participants by 34 students, in seventh and eighth grade by 219 students, and in ninth through twelfth grade by 86 students.

THE MOTION TO APPROVE THE WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION ACTIVITY ENROLLMENT AND CATASTROPHIC/LIABILITY INSURANCE PASSED WITH A UNANIMOUS VOTE.

**G. Request Permission to Bid Technology Equipment for 2013 – 2014 School Year
(Action) – Coree Kelly**

Technology Director Coree Kelly explained that he was requesting to bid for technology equipment as needed throughout the 2013 – 2014 school year.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE REQUEST FOR PERMISSION TO BID TECHNOLOGY EQUIPMENT FOR 2013 – 2014 SCHOOL YEAR, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION.

Trustee Jim Perkins asked if they would see the bids before they were awarded. Mr. Kelly responded that the bids would be brought to a board meeting for award. This permission request will give him the flexibility to advertise as needed.

THE MOTION TO APPROVE THE REQUEST FOR PERMISSION TO BID TECHNOLOGY EQUIPMENT FOR 2013 – 2014 SCHOOL YEAR PASSED WITH A UNANIMOUS VOTE.

VIII. Reports and Communications

A. Board of Trustees

Trustee Jim Perkins said that he had gone to the Sagebrush Outdoor Lab in Story. The students, staff, and Game and Fish Department, and other participants had a wonderful time. He also said that he had enjoyed the recent retirement party. He felt that the party was well done, and he was amazed to realize how many years many of the retirees had devoted to educating students.

Trustee Hackman said that Sheridan High School graduation and Fort Mackenzie graduation was nice. He enjoyed the fact that Sheridan High School's graduation was outdoors.

Chairman Hininger agreed that the graduations were nice. He said that he always enjoys handing out diplomas. One of the students that he handed a diploma at Fort Mackenzie proudly told him that she was the first in five generations to graduate from high school, and she was very proud of her accomplishment.

Trustee Steel said that she had attended Addrienne Sims's third grade class presentation at Meadowlark. The students were doing a Wyoming history report using technology. She said that the reports were beautifully done and impressive with their use of Quick Response (QR) code available in their tri-fold reports.

B. PTO/Parents/Students/Organizations

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

C. Site/Administration/Staff

Sheridan High School Principal Dirlene Wheeler said that the Broadcast Journalism Film Festival is coming up and it is sure to be an interesting event.

IX. District Administration Reports

A. Assistant Superintendent

Assistant Superintendent Tom Sachse said that although there have been some criticisms about the Common Core State Standards (CCSS), the state of Wyoming is moving toward the full implementation of the CCSS. Dr. Sachse provided the board a pamphlet about the new standards.

Trustee Jim Perkins asked for more information about who was potentially opposed to the CCSS. Dr. Sachse responded that several individuals were delivering criticism to Dr. Jim Rose, the Wyoming Department of Education, and the State of Wyoming Legislature.

B. Superintendent

District Superintendent Craig Dougherty shared the Sheridan High School graduation rate and grade trend data for 2011-2013. The grades of the students have been improving for the

past several years and the graduation rate is steady. Superintendent Dougherty said that the District has been looking at Graduation Matters and Thrive in our efforts to have a 94% graduation rate for 2014, which would be one of the highest graduation rates for our District. He said that he is excited about our leadership and Professional Learning Community (PLC) growth.

Superintendent Dougherty said that he had just returned from Washington, DC, where he was a co-chair with the leaders in literacy and had the honor of introducing the keynote speaker. Two of our Sheridan staff spoke at the conference, one of which was asked to train principals in an urban city in the PLC concept.

Superintendent Dougherty also met with political appointees to discuss discretionary funding, and the White House Liaison for Native American Education. He shared the successes of Sheridan County School District #2 and is hoping that our success in education will have an impact on other schools around the country.

TRUSTEE ANN PERKINS MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 6:55 PM. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 6:55 p.m. to cover personnel, legal, and real estate matters.

TRUSTEE JIM PERKINS MADE A MOTION TO RETURN TO REGULAR SESSION AT 7:52 PM. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 7:52 p.m.

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

TRUSTEE ANN PERKINS MADE A MOTION TO APPROVE THE ADMINISTRATIVE SALARY/BENEFIT PACKAGE, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE NON-EXEMPT PROFESSIONAL EMPLOYEES SALARY/BENEFIT PACKAGE, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

XI. Adjournment:

TRUSTEE STEEL MADE A MOTION TO ADJOURN THE MEETING AT 7:53 P.M. TRUSTEE ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 7:53 pm.

Chairman

Clerk

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
June 17, 2013

PROFESSIONAL STAFF

Changes/Transfers:

William Gatley District	Student Information Systems (SIS) Coordinator to SIS Co-Coordinator (Internal) 1.0 FTE (261 days)	Effective 7/1/13
Kimberly Wells District	Technician-Student Information Systems (SIS) to SIS Co-Coordinator (External) 1.0 FTE (261 days)	Effective 7/1/13

CERTIFIED STAFF

Approvals:

Jacob Muth Woodland Park School	Teacher-5 th Grade 1.0 FTE	Effective 8/16/13
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Changes/Transfers:

Stephanie A. Venn Meadowlark School	Teacher-Music 0.67 FTE to 0.75 FTE	Effective 8/20/13
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CLASSIFIED STAFF

Approvals:

Debra Johnson Henry A. Coffeen School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 8/27/13
Amanda Lawson Sagebrush, Henry A. Coffeen, and Woodland Park Schools	After School Coordinator 8.0 hours/day (200 days)	Effective 7/1/13

Changes/Transfers:

Wade Stromer District	Technology-Network Technician to Technology-Network Specialist 8.0 hours/day	Effective 7/1/13
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Resignations:

Sharlyn Peterson Sheridan Junior High School	Paraprofessional-Special Education 1:2 7.0 hours/day	Effective 6/5/13
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Terminations/Deceased:

Gisela Terrell Story School	Technician-Orchestra 0.4 hours/day	Effective 6/8/13
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EXTRA DUTY 2012-2013

Approvals:

<u>Name</u>	<u>Position</u>
Janine Goodrich	Class Sponsor - Freshmen – SHS
Jeri Mathes	Reading Recovery Teacher Leader

Changes/Transfers:

<u>Name</u>	<u>Position</u>
Mick Wiest	Writing Coordination – District

Resignations (end of 2013):

<u>Name</u>	<u>Position</u>
Tracy Larsen	Volleyball – 9 th Grade A Coach – SHS
Alison Vold	Cheerleading/PEP Club Sponsor – SHS

EXTRA DUTY 2013-2014

Approvals:

<u>Name</u>	<u>Position</u>
Mary Barbula	Student Council Co-Chair – SJHS

Kathy Barker	CNA Coordinator (Clinical Time with Students) – SHS
Sandy Birkholz	Department Chair – Vocational – SJHS
Terry Burgess	Football – 8 th Grade B Coach – SJHS
Servio Carroll	Crisis Team Coordinator – District
Mike Clift	Department Chair – English – SHS
Timm Cooper	Basketball – Boys’ 8 th Grade A Coach – SJHS
Timm Cooper	Football – 8 th Grade A Coach – SJHS
Timm Cooper	National Junior Honor Society – SJHS
Steve Davies	Football – 7 th Grade B Coach – SJHS
Jenn Doolin	Track – 6 th -8 th Grade B Coach - SJHS
Levi Duca	Basketball – Boys’ Assistant Coach – SHS
Martha Eberhart	WELL Training – Elementary
Megan Edmunds	WELL Training – Elementary
Tyson Emborg	Department Chair – Social Studies – SHS
Pam Fish	Science Fair – SJHS
Jamie Fortman	Basketball – Girls’ 8 th Grade A Coach – SJHS
Jamie Fortman	Volleyball – Girls’ 8 th Grade B Coach – SJHS
Yvonne Gatley	WELL Training – Elementary
Kathy Good	Department Chair – Fine Arts/Foreign Language – SHS
Jerry Grandahl	Basketball – Boys’ 7 th Grade B Coach – SJHS
Jerry Grandahl	Football – Boys’ 7 th Grade B Coach – SJHS
Jerry Grandahl	Track – 6 th -8 th Grade B Coach – SJHS
Corey Hamrick	Department Chair – Physical Education/Health – SHS
Corey Hamrick	Wrestling – 6 th -8 th Grade A Coach – SJHS
Josh Hanson	Department Chair – English – SJHS
Josh Hanson	Knowledge Master Open – SJHS
Tara Hennig	Volleyball – 7 th Grade A Coach – SJHS
Kerry Hoffmann	Department Chair – Special Education – SHS
Devon Johnston	Science Coordinator – SJHS
Pete Karajanis	Science Fair – SJHS
Pete Karajanis	Track – 6 th -8 th Grade B Coach – SJHS
Toby Laird	Department Chair – Special Education – SJHS
Holly Legerski	Department Chair – Fine Arts – SJHS
LaDonna Leibrich	Mentor Elementary Library Paraprofessionals – Elementary
Becky Leno	Summer Counseling (9 days) – SHS
Andy Lowe	Department Chair – Science – SHS
Megan Magee	Student Council Co-Chair – SJHS
Cyrita Martini	Track – 6 th -8 th Grade B Coach – SJHS
Nancy McCoulough	Department Chair – Science – SJHS
Doug Moore	Basketball – Girls’ 7 th Grade B Coach – SJHS
Doug Moore	Music – Band – SJHS
Pam O’Connell	WELL Training – Elementary
Casey O’Connor	Wrestling – 6 th -8 th Grade – SJHS
Art Orr	Cross Country – 6 th -8 th Grade – SJHS
David Peterson	Basketball – Boys’ 7 th Grade A Coach – SJHS
David Peterson	Basketball – Girls’ 7 th Grade A Coach – SJHS

Paul Phillips	CPI Training – District
Lorna Poulson	Department Chair – Social Studies – SJHS
Kem Price	CPI Training – District
Kale Rager	Department Chair – PE/Wellness – SJHS
Susan Ralston	Volleyball – 7 th Grade B Coach – SJHS
Andrea Rice	Basketball – Girls' 8 th B Coach – SJHS
Heidi Richins	Department Chair – Vocational – SHS
Doug Sanders	Track – 6 th -8 th Grade B Coach – SJHS
Razmick Sarkissian	Music – Orchestra – SJHS
Tony Sawyer	Music – Vocal - SJHS
Jami Shatto	Summer Counseling (9 days) – SHS
Gale Smith	Department Chair – Math – SHS
Scott Stults	Football – 7 th Grade A Coach – SJHS
Michael Swan	Summer Counseling (9 days) – SHS
Michael Swan	Department Chair – Counseling – SHS
Robert Tippie	Science Fair – SJHS
Alyssa Watson	Volleyball – 8 th Grade A Coach – SJHS
Brenda White	Summer Counseling (9 days) – SHS
Susan Wilson	Department Chair – Math – SJHS
Julie Weitz	Spelling Bee - SJHS
Julie Weitz	Yearbook Advisor – SJHS
Dana Wyatt	KWN Sponsor

2013 SHERIDAN JUNIOR HIGH SCHOOL SUMMER SCHOOL STAFF – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Jennifer Craft	Language Arts

2013 Special Education Extended School Year (ESY) Staff – Resource Education Programs

Approvals:

<u>Name</u>	<u>Position</u>
Cody Dahlen	Paraprofessional – Sheridan Junior High School

DATE: July 10, 2013

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

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

Henry A. Coffeen Elementary School

Construction progress is moving along quickly. Preparation is being made for the south parking lot. The curb and gutters should begin over the next two weeks. The elevator walls and gym walls are being constructed. As soon as the gym walls are complete, the steel joists, columns, and beams will be arriving and will begin to be erected.

Sheridan High School Entrance

Progress is moving along nicely at the entrance to the high school. The front section of the existing administration area has been gutted and rough-in for mechanical, electrical, and technology is taking place. The schedule is tight on this section. If all materials arrive on time, we are looking to have this portion allowing occupants by August 19th. Some of the equipment that takes a long time to arrive includes doors/hardware and the mechanical devices (VAV boxes, HVAC unit, etc.). O'Dell Construction, Julie, and Dirlene are staying in constant contact in order to adapt (if needed) for a temporary status. So far, if the materials arrive in the second week of August, the contractors plan on working as much as possible to complete the construction.

The new addition has been excavated. Concrete footings and pads have been placed. Concrete walls are being formed and should be poured over the next couple weeks. Concrete slab, steel framing, steel joists, and metal framing will then follow. This portion of the construction should be able to house occupants by the end of October. Material lead-times are also critical in order to get this section completed. The contractors are making good progress to date.

The main entrance will be in a temporary status until the curtain wall (store front) arrives. It will allow free egress from the building after August 20th. Access may be limited to one set of doors for monitoring, until the new addition and curtain wall are complete. The new concrete -- from the front of the building to the curbing at the parking area -- will be complete by August 16th.

Story Elementary School

Progress for the Story construction is on-time. All mechanical, electrical, and technology rough-in is complete. The new roof is in place. Drywall will be hung this week. Drywall tape and texture will begin next week. Site work will proceed next week.

Grace Chapel expressed much gratitude and really appreciated the students and teachers using their facility.

Sheridan Junior High School Old Gym and Doors

Progress for the SJHS construction is progressing nicely. Tile work in all locker rooms and bathrooms are underway. The Lewis street façade has been removed and the new construction is progressing. Most of this project will be completed by the beginning of August.



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: July 2, 2013
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for second reading:

GCQEA	Early Retirement Incentive Plan
GCQEA-P	Early Retirement Incentive Plan Schedule of Benefits
JLIE	Student Automobile Use
JM	Student Awards and Scholarships

***Policies -
Second Reading***

EARLY RETIREMENT INCENTIVE PLAN

RATIONALE/PURPOSE

The intent and purpose of this plan is to allow qualified School District No. 2 employees an incentive and an opportunity for early retirement. It provides a reward to employees who have served the District for extended periods of time. It also affords the District the opportunity to replace employees who are advanced on the salary schedules, creating, in most cases, financial savings to the District.

Participation in this plan is entirely voluntary and is open to all employees who qualify under its terms. The selection from the applicants for participation in the plan will be made by the Board of Trustees in accordance with the provisions set forth below, within the sole discretion of the Board of Trustees, taking into account the needs and best interests of the District.

Participation in this plan is considered a privilege and not a right, and the Board of Trustees is entitled to permit or to limit participation and to change or delete all or any part of this plan in its sole discretion, in accordance with the needs and best interests of the District and in accordance with applicable state and federal laws.

The benefits provided by this plan are not limited to, and do not constitute a retirement system or a replacement of the Wyoming Retirement System. Under this plan the benefits provided are in consideration of the individual employee's waiver of continued employment with School District No. 2 and of the receipt of such wages, salaries, and benefits that the employee could expect from such continued employment.

REQUEST FOR EARLY RETIREMENT:

A qualified employee desiring to participate in this plan must submit his or her written request to the Superintendent upon forms available from the central administration office prior to March 1 of the ~~calendar~~-fiscal year (July 1-June 30) in which the employee desires to enter the ~~take~~-eEarly rRetirement Incentive Plan. If the application for the Early Retirement Incentive Plan is accepted by the Board the effective date of resignation will be at the end of the current school year for certified staff and the effective date of resignation will be at such date as determined by the Board for all nine-, ten-, eleven-, and twelve-month staff.

EARLY RETIREMENT INCENTIVE PLAN (contd.)

The Superintendent or his designated representative will transmit all requests to the Board, together with the superintendent's recommendations. The Board will act upon all requests not later than the Board's first regular meeting in April of each year. The Board will promptly notify applicants of its decision.

ELIGIBILITY FOR RETIREMENT:

For purposes of this plan a School District employee eligible to participate in this plan is defined to be:

1. CLASSIFIED EMPLOYEE: A person currently employed by the District under an annual work agreement, including but not limited to a paraprofessional, secretary, school nurse, custodian, bus driver, food service worker, bookkeeper, mechanic and maintenance worker, discipline assistant or non-certified supervisor.
2. PROFESSIONAL EMPLOYEE: A person currently employed by the District under an annual contract.
3. Substitute teachers and seasonal employees are not eligible for participation in the plan.

In order to qualify for participation in the plan, the employee, as defined, must meet all of the following guidelines:

1. CLASSIFIED EMPLOYEE: Must be employed by the District for a minimum of fifteen (15) years prior to the date of application for participation in the plan, and;
 - a. Have been employed by the District for the five (5) years immediately preceding the date of application for participation in the plan.
2. PROFESSIONAL EMPLOYEE: Must have completed a minimum of twenty (20) years of employment in education services prior to the date of application for participation in the plan. Employment elsewhere than with School District No. 2 must be verified by the employee at the time of application for participation in the plan.
 - a. Must have been employed by the District as a professional employee for at least ten (10) years, and;

EARLY RETIREMENT INCENTIVE PLAN (contd.)

- b. Must have been employed by the District in a professional position for the five (5) years immediately preceding the date of application for participation in the plan.

3. CLASSIFIED AND PROFESSIONAL EMPLOYEE:

- a. Board of Trustees-approved leaves of absence will not interrupt the accumulation of continuous employment credit.
- b. The employee must be at least fifty (50) years old as of December 31 in the calendar year of application.
- c. The employee must be currently employed under an annual contract or work agreement as of the date of application for participation in the plan.

GENERAL CONDITIONS, PROVISIONS, AND LIMITATIONS:

1. The submission of an application for participation in the plan signifies the employee's election to voluntarily terminate the employee's employment by the District if the application is approved.
2. The submission of an application for participation in the plan does not limit, restrict, or alter the right of the District, through its Board of Trustees and designated officials, to suspend, terminate, or dismiss an employee in the manner and for the reasons provided by law.
3. Nothing contained within this plan or implied by its term is intended to, nor does it, grant to any employee the expectation of permanent employment with the District, other than what employment rights any employee has, or may have, by virtue of contract or operation of law.
4. The Board of Trustees has the sole authority and discretion to approve or disapprove any early retirement request, and no rights accrue to any employee under this plan until such time as the Board approves that employee's application for participation in the plan.
5. Except as set forth below, the Board of Trustees is not

EARLY RETIREMENT INCENTIVE PLAN (contd.)

limited or restricted in the criteria it may use in approving applications for participation in the plan and will make selections for participation in accordance with its good faith assessment of the best interests and needs of the District. The Board, in making its selections, will consider, as part of the criteria, the following, in no particular order of preference:

- (a) Length of continuous service with the School District No. 2;
 - (b) Financial savings to the District;
 - (c) Current and expected future instructional, administrative, and support service's needs;
 - (d) Availability of potential replacements;
 - (e) Any other factors deemed relevant.
6. As an example, and not as a requirement or a restriction, the Board may approve up to two percent (2%) of the total number of all employees, excluding part-time, seasonal, and substitute employees, regardless of categories, for early retirement in any one year. The Board may approve less than the stated example in any or all categories in any year based upon the needs and best interests of the District, including financial considerations, personnel and teaching needs, and the ability of the District to fund the plan in any given year.
 7. The employee receiving benefits under this plan will be responsible for all taxes accruing from such benefits.
 8. The benefits under this plan will be calculated according to the Schedule of Benefits attached to the plan.
 9. In the event an otherwise qualified employee who applies for participation in the plan is not selected for participation that employee is not precluded from applying again in subsequent years.
 10. The Board may change the Schedule of Benefits (GCQEA-P) at any time it deems appropriate to the needs and best interests of the District. Any change in the Schedule of Benefits will be applied prospectively only and not

EARLY RETIREMENT INCENTIVE PLAN (contd.)

retroactively.

11. The participating employee must keep the School District's Business Office informed of the employee's address to which benefits are to be mailed.
12. The benefits received under this plan will not be considered wages or salary for purposes of the Wyoming Retirement System and will not result in additions to, or credit towards, the employee's interests in the Wyoming Retirement System.
13. For purposes of the Schedule of Benefits attached to this plan, only those years of service by an employee with the District will be used to calculate that employee's benefits under the plan.
14. An employee approved for participation in this plan may accept employment in any other vocation or with any other school district after retirement without jeopardizing that employee's right to continue to receive the full measure of that employee's benefits. Such an employee, if re-hired by the School District under an annual contract or work agreement, forfeits the right to continue to receive benefits under the plan and must, as a condition to re-employment with the School District, repay all early retirement benefits received prior to such re-employment. This paragraph is not applicable to retired employees re-hired in temporary, coaching, or substitute capacities.
15. An employee that is retiring at the end of the school year and is approved for participation in this plan will continue to receive their insurance benefits (life, health/dental, and vision) through the District until August 31st. September 1st the retiree would be eligible for COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage or conversion of other benefits as applicable.

PAYMENT OF BENEFITS:

Benefits will be paid in accordance with the schedule of benefits. In the event an employee receiving benefits under this plan dies, the District will continue to pay the benefits the employee would have received under this plan to the employee's designated beneficiary. If an employee's beneficiary predeceases the employee or if no beneficiary has been designated, payments

EARLY RETIREMENT INCENTIVE PLAN (contd.)

will be made to the employee's estate for distribution in the manner provided by law.

This policy will only be implemented if funding is available.

First Reading: 6/17/13

Second Reading: 11/5/12

EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS

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

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

PROFESSIONAL STAFF INCENTIVE FORMULA:

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

CLASSIFIED STAFF INCENTIVE FORMULA:

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

FTE = scheduled hours per day divided by eight

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

Applications for the Early Retirement Incentive Plan may be obtained from the Human Resources Office and must be submitted

EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS (contd.)

by the designated application deadline. Please refer any questions to the Human Resources Office.

EARLY RETIREMENT INCENTIVE PLAN APPLICATION

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

Name of Staff Member: _____

Current Position/School: _____

Years of Employment in Education (Professional Staff Only): _____

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

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

Please Note:

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

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

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

EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS (contd.)

Signature

Date

First Reading: ~~4/10/12~~ 6/17/13Second Reading: ~~5/14/12~~

STUDENT AUTOMOBILE USE

Parking on school property is a courtesy privilege extended to students and others by the Board. Students or other individuals driving cars, trucks or motorcycles motorized vehicles to school must park them in areas designated by the school administration. Vehicles are to be driven in a safe and prudent manner while on or immediately adjacent to the school grounds.

The district requires students and others to operate vehicles in a safe and seeks to demonstrate reasonable manner and safe intentions for students at all times. Students that desire to drive their vehicle off campus during the school day (such as during lunch) must have administrative approval. Students who wish that desire to drive their vehicle off campus to attend off campus high school credit classes must have administrative approval prior to driving from offleaving campus. The Board of Trustees recommends discourages the practice of students transporting themselves to off campus activities is the exception when the district provides transportation.

Any student in violation of appropriate communication and authorization this policy or student handbook rules will be subject to the discipline code for Sheridan High School the respective school and appropriate disciplinary action. Certain parking violations by students or other individuals are under the control of the school resource officer (SRO) and may result in a citation being issued.

First Reading: 6/17/13

Second Reading: 2/23/99

STUDENT AWARDS AND SCHOLARSHIPS REQUIRING TRAVEL

~~RECOGNITION FOR HONORS REQUIRING TRAVEL~~

~~The Board wishes to encourage and applaud any students whose outstanding achievement in academics, sports, or extra-curricular activities earns student recognition both in and beyond the school district.~~

~~Occasionally, a s~~Students may receive an honor or award which requires traveling outside of a budgeted expense--either to receive the award or participate in a special activity., ~~such as a conference, concert, or to serve as an officer or delegate to a state or national organization.~~ After receiving a written request, the principal or activities director may submit a recommendation to the superintendent. The superintendent may make recommendations to the Board concerning any student requests for assistance, taking into consideration the following:

1. Does the award or honor represent an unusual, significant, and worthwhile experience for the student and the school district?
2. Can the district help the student without detracting from the educational needs of other students?

~~As found desirable,~~On a case by case basis the Board ~~will~~may offer financial assistance ~~to~~for a student to participate in the requested activity. ~~award winner or office holder to enable him or her to attend the award ceremony or conference.~~ The superintendent shall make recommendations to the Board concerning any student requests for assistance, taking into consideration the following:

- ~~1. Does the award or honor represent an unusual, significant, and worthwhile experience for the student?~~
- ~~2. Can the district help the student without detracting from the educational needs of other students?~~

First Reading: 6/17/13

Second Reading: 8/26/97



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: July 8, 2013
TO: Board of Trustees
FROM: Dirlene Wheeler, Sheridan High School Principal
SUBJ: **Acceptance of Donation to Sheridan High School** (*Action*)

Mike's Dozer & Backhoe Service recently donated \$500 to FBLA to offset the cost from the national competition.

I will request that you take action to accept this generous donation to Sheridan High School.



Craig Dougherty, Superintendent

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

DATE: July 10, 2013

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Behavior Center Program/Approval of Volunteers of America (VOA)/**
Accountability Change in Education (ACE) Contract *(Information)*

Todd Richins from the Volunteers of America (VOA) will present information at the meeting to discuss the annual report for the Behavioral Center (BC) Program, also called Accountability Change in Education (ACE). This is an information item for the Board. We are not asking for action on the VOA Contract at this time, but will request action at the August 12th board meeting. This will allow the Board time to ask questions and vet additional achievement information regarding the program.



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

July 9, 2013

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

Dear Superintendent Dougherty,

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

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

The number of suspensions provided since the inception of the ACE™ Program reveal that ACE™ continues to be valued by SCSD#2.

ACE™ will be implementing some changes for the 2013-2014 school year in order to respond to changing needs of students. Changes will include: additional computers, changes in the time formula to 40% behavior, 50% academic focus and 10% exercise/community service, attend Boys Town training with SCSD #2 staff.

In 2012/2013, ACE™ supervised a total of 556 suspensions, 2 non-suspended students, for a total of 1046 days.

Elementary Schools	100
Junior High School	115 +2 non-suspended
High School	339
Total	556

Recidivism	Number of students at ACE™	Returning after initial suspension
Elementary Schools	62	21
Junior High School	57	37
High School	163	86

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 continues 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 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.

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. 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
Division Director



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: July 10, 2013

TO: Board of Trustees

FROM: Dirlene Wheeler, Sheridan High School Principal

SUBJ: **Sheridan High School Student Planning Office Report** *(Information)*

In your packet is information on the Student Planning Office provided by Ed Fessler. Mr. Fessler will be at the meeting to answer any questions you might have regarding this report.

Sheridan High School
Student Planning Office



July Report 2013

Contents:

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College Plans: Two-Year Colleges/Four-Year Colleges & Universities

Compiled and Submitted by Ed Fessler, July 2013
Sheridan County School District #2

Summary of Student Planning Office (SPO) Activities

Utilization

The services most in demand this year were: 1) assistance with college preparatory examinations; 2) information on financial aid and scholarship awards; 3) advice on postsecondary education and college planning; and 4) requests for assistance with applications for college admission and scholarships. The Student Planning Office also provided responses to students' requests for advice on academic planning and career preparation, strategies for locating appropriate colleges and universities, information and help on vocational training opportunities, consultation regarding military service, as well as access to academic summer programs.

Services

Throughout the year the Student Planning Office continued to provide Sheridan High School students an open, responsive, and proactive post secondary education planning service. Working with the SHS Career Center, it publicized and/or managed:

- college and university application and placement strategies;
- 304 separate scholarship and financial award offers;
- a financial aid evening program in conjunction with Jennifer Jones, Financial Aid Assistant Director at Sheridan College; and
- the 2013 Academic Honors Program.

The Student Planning Office also:

- wrote and distributed bi-monthly internet-based announcements of post secondary opportunities, scholarships, college examination dates, and other educational opportunities. The announcements were received by 384 individuals.
- provided, on request, individual college planning and financial aid advice to students, and their parents and guardians.
- delivered special classroom presentations to Career, Vocational, and Advanced Placement classes, and others.

- met with every freshman to facilitate awareness of the SPO.
- assisted SHS students with preparation of special applications for college admission & scholarships, and other educational opportunities.
- managed the Advanced Placement and Concurrent enrollment programs.
- provided assistance directly to SHS graduates and home-schooled students.
- continued as a member of the state level Hathaway Rules Committee.
- worked consistently to promote SHS student opportunities with college admissions and financial aid offices at Sheridan College, the University of Wyoming, and other state, regional and national colleges and universities.
- hosted college admissions officers and visiting representatives of student loan offices and local foundations.
- organized selection committees for scholarship and other educational opportunities.
- collected and submitted data for U.S. News and World Report and U.S. News "Best High Schools."
- helped students/parents resolve issues with the Free Application for Federal Student Aid (FAFSA).
- wrote numerous letters of recommendation.

Examinations

PSAT & SAT Exams

In October 2012, 152 SHS students took the PSAT examination (130 in 2011 and 176 in 2010). One hundred juniors (45 male 45% and 55 females 55%) and 52 sophomores took the PSAT; a 14% increase from 2011. Two juniors scored Selection Indices over 200, putting them in the range of candidacy for National Merit Semifinalist status (down one from 2011).

SHS students reported 16 SAT scores this school year. The Hathaway scholarship opportunities (Wyoming post secondary schools utilize the ACT), along with the Wyoming state mandate that all juniors take the ACT, are two plausible explanations regarding the small number of students taking the SAT exam. Cumulative results and averages on these exams will be available after the May 2013 scores are reported.

Advanced Placement Examinations

One hundred and sixty-two students took 227 Advanced Placement examinations in twelve subjects this year. Of the school's 277 AP course registrants this year (325 in 2012, 276 in 2011 and 251 in 2010), 227 led to examinations (79.4%). All students enrolled in U.S. History (35/35), U.S. Government (12/12), Chemistry (11/11), and French (2/2) took the exam; 93% (13/14) in Spanish, 89% (16/18) in Chemistry, 86% (12/14) in Statistics, 84% (87/104) in Psychology, 75% (6/8) in English Literature, 71% (12/17) in Biology, 58% (7/12) in Physics B, and 47% (24/30) in Environmental Science. Twenty-four students on free and reduced lunch had their exams paid for (32 in 2012 and 19 in 2011). It should be strongly recognized that the commitment of the Board to pay \$25 toward each examination has had a very positive impact on our numbers that are tested.

Encouragingly, the scores of the 158 students who took 262 AP exams in 2012 (up from 201 exams in 2011), reported last July, show that 105 (66.5%) of their scores qualified for college credit (down from 70.6% in 2011). Thirty-three percent of the scores indicated the students were "qualified" (score of 3) for college credit or advanced standing in their subjects; another 19% were "well qualified" (score of 4); and 11% earned recognition as "extremely well qualified" by scoring a 5 in the top range of examinees. The pass rate in 2012 for the entire state of Wyoming was 57.4%, and the global pass rate for the same period was 61.5%. (*see addition at the end of the report)

ACT Examinations

State law mandates that all juniors take either the ACT or the WorkKeys examination. Consequently, 200 SHS juniors took the ACT without accommodations, and four took it with accommodations, on the state-wide April date. Results indicated that this year's composite average for the class was 21.2, up from 20.6 in 2012. One hundred and eleven additional ACT exams were administered throughout the year at Sheridan College or other ACT test sites. Upon reviewing the ACT scores of seniors in the spring, the SPO office mailed home suggestions to retake the exam to fifty-seven students that were within striking distance of the criterion for the next level of Hathaway offerings.

Financial Aid Planning

This year, in addition to presenting the annual evening financial aid program in January, the Student Planning Office provided responses to individual inquiries from students and their parents on the availability of financial aid, and the procedures for obtaining it. The SPO provided application forms to students through open access files, direct references, and online resources.

Offers of Gift Aid

One hundred and thirty-eight graduates, 73% of the senior class, reported receiving 304 offers of "gift aid" scholarships and awards for their postsecondary education, in the total amount of \$4,148,463. This quantity of merit-based and need-based financial aid does not include work-study or loans. It should be noted that these numbers are *self-reported* figures.

Sheridan High School Class of 2013

Scholarships and awards reported by the members of the class.

<i>Category of Award</i>	<i>Number of Scholarships</i>	<i>Number of Students</i>	<i>Total \$</i>
<i>Hathaway</i>	<i>117</i>	<i>117</i>	<i>\$975,560</i>
<i>Local Awards</i>	<i>62</i>	<i>43</i>	<i>\$191,366</i>
<i>Sheridan College</i>	<i>35</i>	<i>30</i>	<i>\$142,541</i>
<i>University of Wyoming</i>	<i>35</i>	<i>25</i>	<i>\$652,102</i>
<i>Other Wyo CC's</i>	<i>04</i>	<i>05</i>	<i>\$10,100</i>
<i>Out of State Colleges</i>	<i>28</i>	<i>46</i>	<i>\$1,962,258</i>
<i>Other</i>	<i>23</i>	<i>25</i>	<i>\$214,536</i>

Total number of students receiving scholarship offers: 138

Total number of separate scholarship offers: 304

Total scholarship offers: \$4,148,463

Postsecondary Education Plans

Retention For First –Time SHS Freshman at U.W.

Term	# of Students	ACT		HSGPA Mean	UW 1st Sem GPA	Fall to Fall Retention	
		Mean	#			Cont	Left UW
Fall 2001	37	24.6	34	3.40	3.16	86.5%	13.5%
Fall 2002	33	22.6	32	3.33	2.87	84.8%	15.2%
Fall 2003	22	23.8	21	3.38	3.04	86.4%	13.6%
Fall 2004	34	25.4	34	3.55	3.09	85.3%	14.7%
Fall 2005	28	23.4	25	3.35	2.58	71.4%	28.6%
Fall 2006	30	24.2	30	3.47	2.95	76.7%	23.3%
Fall 2007	32	25.5	31	3.52	2.83	87.5%	12.5%
Fall 2008	29	25.8	29	3.52	2.92	75.9%	24.1%
Fall 2009	28	24.4	28	3.32	2.56	82.1%	17.9%
Fall 2010	22	25.6	22	3.66	3.08	77.3%	22.7%
Fall 2011	30	26.4	30	3.41	2.65	73.3%	26.7%
Fall 2012	16	25.3	15	3.38	2.46		

Class of 2013

On their check-out sheets, 189 of the ranked members of the SHS Class of 2013 indicated that: 149 (78.8%) plan to attend either a four year or two year college: 55 (29.1%) plan to enter four-year colleges or universities this year, 94 (49.7%) plan to attend Sheridan College or another two-year community college, one will attend a “gap” semester leadership training at the world renowned National Outdoor Leadership School , 18 (9.5%) plan to enter the workforce, 11 (5.8%) expect to enter the military, four (2.1%) will begin their LDS mission, one student plans to attend a technical/vocational training institute, and six (3.1%) are simply undecided as to their future plans. The SPO will ascertain the actual postsecondary destinations and educational paths of this year’s graduates when it conducts its annual matriculation survey in October of 2013.

Recent Graduates

We were successful in contacting 200 (100%) of the graduates from the class of 2012 for the annual October matriculation study. Upon May check out, 194 students provided post-secondary plans and 162 indicated that upon graduation they planned to attend college (83.5%). Twenty-one (10.8%) planned to enter the work force. Two students (1.3%) planned to enter the military. Of last year’s contacted graduates, 151 of the 200 total graduates (75.5%) actually enrolled in a college (up from 64% in 2011). Fifty-one

students (25.5%) attended a four-year college or university. One hundred (50%) attended a two-year institution. Twenty-three (11.5%) entered the workforce after their high school tenure. One student enrolled in the “gap” semester leadership training at NOLS. Two students entered the military, eleven simply responded “other” (LDS mission, Up with People, not working, etc.), and eight students offered no information. Five students were exempt (three SpEd and two foreign exchange students).

The following lists identify the academically accredited colleges and universities that this year's SHS graduates named as their destinations for postsecondary study. Number(s) following college or university names indicate schools where one or more members of the Class of 2013 intend to matriculate.

Class of 2013 College Plans

Two-Year Colleges (94)

Sheridan College - 80

Casper College – 5
Northern Wyoming, Gillette campus - 2
Laramie County Community College, Cheyenne – 1
Northwest Community College, Powell – 4
Western Wyoming Community College - 1
Miles City Community College, MT – 1

Vocational/Tech Schools

Universal Technical Inst –Phoenix - 1

Four-Year Colleges and Universities (55)

University of Wyoming – 26

Baylor University (TX) - 1
Black Hills State University (S.D.) - 3
Chadron State College, NE – 4
Colorado Christian University - 1
Colorado State University - 2
Dickinson State University (ND) -1
Harding University (S.C) – 1
Humboldt State University – (CA) - 1
Montana State, Bozeman - 3
Newman University (KA) – 1
Northwestern Oklahoma State University - 1
NOLS outdoor leadership w/ University of Utah credits – 1 *
South Dakota School of Mines and Technology – 3 *
Saint Louis University (MO) – 1
United States Naval Academy (MA) - 1
University of Arizona - 1
University of Central Florida – 1
University of Great Falls (MT) – 1
University of New Mexico – 1

*transferring to SDSM&T after NOLS “fall gap” semester

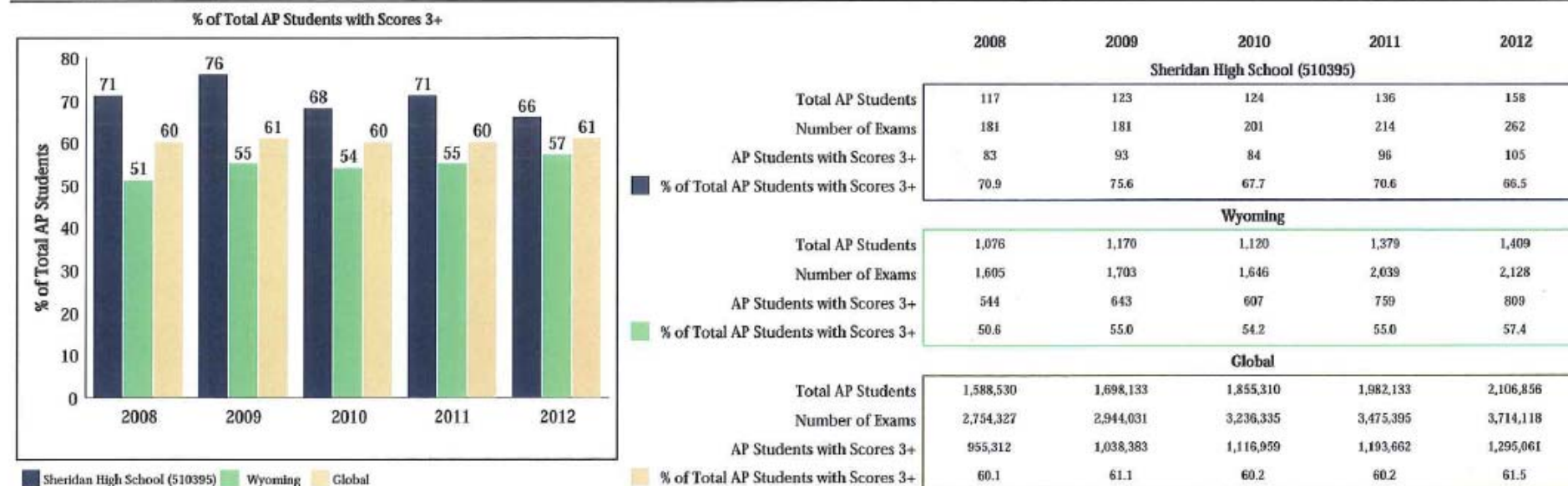
AP Five-Year School Score Summary (2012)

Print / Download Options

This report shows five years of data at the school, state and global levels. On the first page, a graph illustrates the year-over-year change in the percentage of AP students with scores of 3 or higher, next to a table that provides the overall total exams, total unique students and both the number and percentage of AP students with one or more scores of 3 or higher. On subsequent pages, the report provides subject-specific summary data by year: total exams, total exams by score and mean score.

✓ Data Updated Jul 17, 2012. Report Run Jun 18, 2013

Sheridan High School (510395)



"Success" on an AP Exam is defined as an exam score of 3 or higher, which represents the score point that research finds predictive of college success and college graduation. These findings have held consistent across the decades. One example of such a study comes from the National Center for Educational Accountability, which found that an AP Exam score, and a score of 3 or higher in particular, is a strong predictor of a student's ability to persist in college and earn a bachelor's degree.

The data in this report differs from other College Board reports, such as *The AP Report to the Nation*, which tracks exams taken by seniors throughout their high school career (cohort-based) and includes public school data only.



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Craig Dougherty, Superintendent

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P.O. Box 919
Sheridan, WY 82801
Phone: 307-674-7405
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DATE: July 8, 2013
TO: Board of Trustees
FROM: Tom Sachse, Assistant Superintendent
SUBJ: **Consolidated Grant Approval** *(Action)*

Our Consolidated Grant fund has been submitted for approval in advance of the July 1st due date. By meeting this deadline each year, we receive authority to expend federal funds from July 1st onward, even though the grant isn't officially approved until later in the year. In aggregate, we are applying for \$2,410,943 dollars and 17.28 positions. The basic grant programs and allocations are summarized below.

This year has a rather special challenge, as the federal agencies have reduced most allocations (one exception is the federal school lunch program) because Congress failed to act by January 2, 2013. We originally estimated a 9% cut, but the sequester rescission has been closer to 5%.

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

Consolidated Grant Program Description

Title I-A	Compensatory Education for Educationally Disadvantaged (\$1,037,881.00) <table> <tr> <td>District Set Aside 20% <u>\$212,322</u></td><td>Administrative Staff District-wide Initiatives Parent Involvement</td></tr> <tr> <td>Site Budgets 78% <u>\$806,784</u></td><td>Title (Remediation) Staffing Supplies and Materials Professional Development Capital Outlay Parent Involvement</td></tr> <tr> <td>Also 2% <u>\$18,775</u></td><td>Holy Name Homeless Ed</td></tr> </table>	District Set Aside 20% <u>\$212,322</u>	Administrative Staff District-wide Initiatives Parent Involvement	Site Budgets 78% <u>\$806,784</u>	Title (Remediation) Staffing Supplies and Materials Professional Development Capital Outlay Parent Involvement	Also 2% <u>\$18,775</u>	Holy Name Homeless Ed
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Also 2% <u>\$18,775</u>	Holy Name Homeless Ed						
Title I-C	Education of Migratory Children We do not anticipate receiving these funds next year.						
Title I-D	Neglected & Delinquent (\$32,046) <table> <tr> <td>100% <u>\$32,046</u></td><td>Credit Recovery @ SHS (Compass Learning)</td></tr> </table>	100% <u>\$32,046</u>	Credit Recovery @ SHS (Compass Learning)				
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Title II-A	Professional Development (\$393,782) <table> <tr> <td>100% <u>\$393,782</u></td><td>Professional Development: Professional Learning Communities/ Common Core State Standards/ Technology Integration</td></tr> </table>	100% <u>\$393,782</u>	Professional Development: Professional Learning Communities/ Common Core State Standards/ Technology Integration				
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Title VI-B	Individuals with Disabilities Education Act (\$857,164) <table> <tr> <td>100% <u>\$850,342</u></td><td>Extended Support Services Professional Services</td></tr> <tr> <td>Part B – 619 Child Find Services</td><td></td></tr> <tr> <td>100% <u>\$6,822</u></td><td>Child Find Activities CDC Screening Special Programs</td></tr> </table>	100% <u>\$850,342</u>	Extended Support Services Professional Services	Part B – 619 Child Find Services		100% <u>\$6,822</u>	Child Find Activities CDC Screening Special Programs
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Perkins IV	Career and Technical Education (\$90,070) <table> <tr> <td>100% <u>\$90,070</u></td><td>New Equipment New Technology Professional Development Reporting and Assessment</td></tr> </table>	100% <u>\$90,070</u>	New Equipment New Technology Professional Development Reporting and Assessment				
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DATE: July 9, 2013

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **Approval of Budget Amendments for the Fiscal Year 2012-2013** *(Action)*

At your board meeting, I will present the necessary budget amendments needed to close the 2012-13 fiscal year, and request that you take action to approve them.



Craig Dougherty, Superintendent

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Fax: 307-674-5041

DATE: July 9, 2013

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **Approval of Budget for the Fiscal Year 2013-2014** (*Action*)

At your board meeting, I will present to you the FY14 budget for all funds, along with the necessary mill levies, and ask that you take action to approve them.