

*Sheridan County School District #2*

# *Board Meeting*

*Date: July 18, 2012*

*Time: 6:00 p.m.*

*Place: Central Office*



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

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**Agenda**

- I. Call to Order**
  - A. Pledge of Allegiance
- II. Approval of Agenda**
- III. Recognition**
  - A. Summer Science GATE Program – Pat Brackley
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
  - A. Approval of Minutes – June 18, 2012
  - B. Approval of Bills for Payment
- VI. Old Business**
  - A. Capital Construction Update (*Information*) – Craig Dougherty
  - B. Approval of Policies (*Action*) – Cody Sinclair
  - C. Request to Awards Bids for Copy Paper for 2012-2013 – (*Action*) – Roxie Taft
  - D. Approval of Name Adjustment for Coffeen Elementary (*Action*) – Scott Stults
  - E. Summer School Update (*Information*) – Scott Stults
- VII. New Business**
  - A. Sheridan High School Planning Office Report (*Information*) – Ed Fessler
  - B. Request to Awards Bids for Sagebrush Elementary Playground Equipment (*Action*) – Julie Carroll
  - C. Approval of Consolidated Grant Application (*Action*) – Tom Sachse
  - D. Board of Trustees SEEDA Representative (*Action*) – Tom Sachse
- Recess for Public Hearing on Budget Transfers for 2011-2012 and Budget Report for Fiscal Year 2012-2013**
  - E. Approval of Budget Amendments for the Fiscal Year 2011-2012 (*Action*) – Roxie Taft
  - F. Approval of Budget for the Fiscal Year 2012-2013 (*Action*) – Roxie Taft
- VIII. Reports and Communications**
  - A. Board of Trustees
  - B. PTO/Parents/Students/Organizations
  - C. Site Administration and Staff
- IX. District Reports**
  - A. Superintendent
- X. Executive Session**
  - A. Personnel Matters
  - B. Legal Matters
- XI. Adjournment**

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

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

Scott Hininger, Chairman

**June 18, 2012**

Craig Dougherty, Superintendent

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### **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, June 18, 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  
Marva Craft  
Nancy 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:**

Ann Perkins, Clerk  
Richard Bridger

##### **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. National Merit Finalists – Jeff Mowry**

Jeff Mowry, Sheridan High School Assistant Principal, reported on Sheridan High School's national merit finalists for this year. Mr. Mowry explained that a student must score in the top 1% of Wyoming students on the PSAT to be eligible for this honor, and are then one of 1.5 million students nationally. Only 15,000 of these students are selected as finalists. Two Sheridan High School students, Emma Hall and Keely Olton, were finalists. Keely Olton was one of 8,000 students that received a financial award.

##### **B. Spring Sports Celebration – Don Julian**

Don Julian, Sheridan High School Athletic Director, distributed a list of the grade point averages for the fall, winter, and spring extracurricular activities. Mr. Julian reported that this year 100% of high school athletic teams performed at a 3.0 grade point average or

better. Mr. Julian also gave a synopsis of SHS team successes during the 2011-2012 school year.

**IV. Welcome--Audience Comments**

Dave Ferries, a board member of Forward Sheridan, applauded the District for the work they have done towards educational preparation for economic development. Mr. Ferries reported that two SHS graduates were hired directly by Vacutech, and four SHS graduates went to Sheridan College and were then hired by Vacutech. All six of these students took the CNC Machine Shop program at SHS. He said the District has a direct and vital role in preparing the economic work force of the future.

**V. Consent Agenda Items**

**A. Approval of Minutes for May 14, 2012**

**B. Approval of Bills for Payment**

General Fund	\$1,052,203.52
Federal Fund	\$69,406.18
Capital Fund	\$912,737.77
Major Maintenance Fund	\$00
<b>TOTAL:</b>	<b>\$2,034,347.47</b>

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

**VI. Old Business**

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

Craig Dougherty, Superintendent, reported that construction at Meadowlark Elementary is almost complete. The contractor will be turning over the new building to the District in July. Teachers' belongings will be moved to the new building in late July. The open house and ribbon cutting for the public will be planned for a date after school begins.

**B. Award Bid for Highland Park Maintenance Building (*Action*) – Julie**

Julie Carroll, Facilities Director reported on the bids that were received for construction of an outbuilding at Highland Park Elementary. Ms. Carroll recommended awarding the bid to the lowest bidder, O'Dell Construction.

**TRUSTEE HACKMAN MADE A MOTION TO AWARD THE BID FOR HIGHLAND PARK ELEMENTARY MAINTENANCE BUILDING TO O'DELL CONSTRUCTION, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**C. Approval of Policies (*Action*) – Terry Burgess**

Assistant Superintendent, Terry Burgess, stated that seven policies are up for first reading and eight for second reading.

Mr. Burgess reported the Policy DN-School Properties Disposition; DN-P – Asset Procedures; DN-E1 – Transfer or Disposal of School Property Form; and DN-E2 – Disposal Form for Books are being reviewed to improve consistency within the policy and procedures.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON FIRST READING POLICY DN –SCHOOL PROPERTIES DISPOSITION, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON FIRST READING POLICY DN-P –ASSET PROCEDURES, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON FIRST READING POLICY DN-E1 –TRANSFER OR DISPOSAL OF SCHOOL PROPERTY FORM; AND POLICY DN-E2 –DISPOSAL FORM FOR BOOKS, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Policy JEBA – Pupil Placement is being reviewed as part of the normal policy review process, and has only minor wording changes.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON FIRST READING POLICY JEBA – PUPIL PLACEMENT, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Policy JFABB – Admission of Foreign Exchange Students is also being reviewed as part of the normal policy review process; only minor wording changes have been made.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON FIRST READING POLICY JFABB – ADMISSION OF FOREIGN EXCHANGE STUDENTS, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Policy JICA – Student Dress was moved up in the policy review rotation because The Wright Place and Fort Mackenzie High School are implementing a dress code for the 2012-2013 school year. Wording changes were made to specify that dress code requirements are present in the student handbooks.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE ON FIRST READING POLICY JICA – STUDENT DRESS, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Mr. Burgess reported the Policy BEE and Policy BEE-E are up for second reading. They are being reviewed on Wyoming School Boards Association's recommendation, in order to meet a statutory requirement.

**TRUSTEE STEEL MADE A MOTION TO APPROVE AND ADOPT THE 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. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

The other policies recommended for second reading are:

- Policy EFB – Wellness Policy;
- Policy GCBF – Certified Sick Leave Balance;
- Policy GCBF-P – Certified Sick Leave Bank Committee Guidelines;
- Policy GCC/GDC – Staff Leaves and Absences;
- Policy GDBF – Classified Sick Leave Bank; and
- Policy GDBF-P – Classified Sick Leave Bank Committee Guidelines.

The only change made between the first and second reading of these policies was a minor wording change on Policy EFB.

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

- **POLICY EFB – WELLNESS POLICY;**
- **POLICY GCBF – CERTIFIED SICK LEAVE BALANCE;**
- **POLICY GCBF-P – CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES;**
- **POLICY GCC/GDC – STAFF LEAVES AND ABSENCES;**
- **POLICY GDBF – CLASSIFIED SICK LEAVE BANK; AND**
- **POLICY GDBF-P – CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES.**

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

**D. Approval of Elementary Handbooks (*Action*) – Scott Stults**

Scott Stults, Director of Elementary Education, reported that the handbooks were delivered to Board Members last week, to allow Trustees time to review them. Mr. Stults reported that only minor changes were made to this year's handbooks, and an index was added to make them more user-friendly. Discussion revolved around posting the handbooks on the website and making them searchable.

**TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE 2012-2013 ELEMENTARY HANDBOOKS, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**E. Approval of School Boundary Changes (*Action*) – Scott Stults**

Scott Stults, Director of Elementary Education, reviewed the school boundary changes that were presented at the May Board meeting. He reiterated that these changes are necessary due to enrollment capacity concerns at both Sagebrush Elementary and Highland Park Elementary. Mr. Stults reported that options have been provided for

parents to provide feedback; and meetings have been held with parents that will be impacted by the boundary changes.

**TRUSTEE O'DELL MADE A MOTION TO APPROVE SCHOOL BOUNDARY CHANGES, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**VII. New Business**

- A. Approval of Volunteers of America (VOA) Contract (*Action*) – Craig Dougherty**  
Superintendent Dougherty spoke briefly in regard to the ACE (Accountability Change and Education) Program administered by VOA. He reported that the District and VOA have been able to work together to run a unique program that protects education rights for all students and redirects students that need to be placed out of school.

Mr. Dougherty introduced Terry Wall and Todd Richins from VOA, who gave a short presentation about the ACE Program. Trustee Hackman asked Mr. Wall and Mr. Richins questions in regard to tracking student success for students that are served in the ACE Program. Mr. Wall said they track the recidivism rate, but they don't track the future success of students. Trustee Hackman stated that he has personnel issues in relation to VOA and would like to discuss the contract in executive session.

**TRUSTEE CRAFT MADE A MOTION TO TABLE THE VOLUNTEERS OF AMERICA (VOA) CONTRACT UNTIL EXECUTIVE SESSION. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

- B. Status of Sick Leave Bank (*Information*) – Terry Burgess**  
Terry Burgess, Assistant Superintendent, reported that as of the end of this fiscal year the status of the sick leave bank is 274.3 days. This total does not include days donated by certified staff that retired this year – those days will be added after the June payroll. Mr. Burgess stated that the sick leave balance is at an all-time high.
- C. Approval of Wyoming High School Activities Association Activity Enrollment and Catastrophic/Liability Insurance (*Action*) – Terry Burgess**  
Terry Burgess, Assistant Superintendent, presented information in regard to the Wyoming High School Activities Association Activity Enrollment and Catastrophic/Liability Insurance for the 2012-2013 school year. The District's cost is \$5,495 for insurance and \$4,040 for the enrollment fee.

**TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION ACTIVITY ENROLLMENT AND CATASTROPHIC/LIABILITY INSURANCE AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

- D. Request to Advertise to Bid Copy Paper for 2012-2013 (*Action*) – Roxie Taft**  
Roxie Taft, Business Manager, expects our copy paper order to exceed the \$25,000 bid threshold this year. Ms. Taft requested board action allowing the district to advertise for bids. Trustee Schatz asked if the District is trying to conserve paper. Business Manager Taft gave several examples of efforts to reduce paper use at the Central Office. Trustee

Hackman asked if the District has realized a reduction in paper use with the one-to-one laptop program at Fort Mackenzie High School. Ms. Taft reported that their paper consumption has reduced by about 50% since the inception of the program.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE THE REQUEST TO ADVERTISE TO BID COPY PAPER FOR THE 2012-2013 SCHOOL YEAR, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**E. Request to Advertise for Professional Services for Various Projects (*Action*) – Julie Carroll**

Julie Carroll, Facilities Director, reported that the Facilities Department would like to begin work on documents for various projects. Ms. Carroll said that some of the projects are related to services for the new Coffeen Elementary building, while others are for projects at Sheridan High School, The Early Building, and Story Elementary.

**TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE REQUEST TO ADVERTISE FOR PROFESSIONAL SERVICES FOR VARIOUS PROJECTS, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**F. Permission to Bid Technology Equipment for 2012-2013 (*Action*) – Coree Kelly**

Coree Kelly, Technology Director, requested that the Information Technology Department receive approval to bid technology equipment on an as-needed basis throughout the next fiscal year, as was done in the current fiscal year.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE THE REQUEST TO BID TECHNOLOGY EQUIPMENT FOR 2012-2013, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**G. Appointment to the Sheridan Recreation District Board (*Action*) – Craig Dougherty**

Craig Dougherty, Superintendent said that Don Julian's term as the District's representative on the Sheridan Recreation District Board will expire on July 1<sup>st</sup>. Superintendent Dougherty recommended nominating Don Julian for a new three-year term.

**TRUSTEE CRAFT MADE A MOTION TO APPOINT DON JULIAN TO THE SHERIDAN RECREATION DISTRICT BOARD, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**H. Acceptance of Donations (*Action*) – Terry Burgess**

Terry Burgess, Assistant Superintendent reported that Sheridan High School has recently received the following donations:

- \$1,500 from the Kirvin Family for the Summer Orchestra Program;
- \$1,000 from Bruce Burns to be used towards the purchase of team warm-ups for the girls soccer team;



- \$1,000 from Butch Jelis to help pay for the Destination Imagination Team to attend a global competition; and
- \$600 from the Scott Foundation to the Future Business Leaders of America (FBLA) Team to assist in the cost of attending a national competition.

Mr. Burgess asked the Board to accept these generous donations.

**TRUSTEE DRUMMOND MADE A MOTION TO APPROVE THE DONATIONS TO SHERIDAN HIGH SCHOOL, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

### **Reports and Communications**

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

Trustee Hackman attended graduation and enjoyed the valedictorian and salutatorian speeches, he said both young ladies are a credit to the school. Trustee Hackman also made the comment that the Destination Imagination Team did well at the national competition. Chairman Hininger said he was impressed with all of the students that spoke at graduation.

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

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

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

Nikki Trahan, Coffeen Elementary Principal proposed adjusting Coffeen Elementary's name to *Henry A. Coffeen Elementary* or *Henry Asa Coffeen Elementary*. She said she wants to be clear to student and families that their school is named after a great leader. She asked the Board to consider a name adjustment at the July 18<sup>th</sup> Board Meeting, and asked them to make the decision of whether to use Henry A. or Henry Asa in the name.

### **IX. District Reports**

#### **A. Superintendent**

Craig Dougherty, Superintendent, reported to the Board on the numerous trainings SCSD#2 staff are involved in over the summer. Mr. Dougherty thanked the staff for the time and effort they put into providing a first-class education for Sheridan #2 students.

**TRUSTEE O'DELL MADE A MOTION AT 7:24 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 7:30 p.m. to cover personnel, real estate and legal matters.

**TRUSTEE CRAFT MADE A MOTION TO RETURN TO REGULAR SESSION AT 9:13 PM, THE MOTION WAS SECONDED BY TRUSTEE O'DELL, AND IT CARRIED WITH A UNANIMOUS VOTE.**

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The meeting reconvened at 9:13 p.m.

**TRUSTEE STEEL MADE A MOTION TO APPROVE THE REVISED PERSONNEL ACTION REPORT, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE SCHATZ ABSTAINED FROM VOTING.**

**TRUSTEE O'DELL MADE A MOTION TO APPROVE THE ADMINISTRATIVE SALARY/BENEFIT PACKAGE, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE CRAFT ABSTAINED.**

**TRUSTEE O'DELL MADE A MOTION TO APPROVE THE NON-EXEMPT PROFESSIONAL EMPLOYEES SALARY/BENEFIT PACKAGE, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE CRAFT ABSTAINED.**

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

**TRUSTEE CRAFT MADE A MOTION TO APPROVE THE CONTRACT FOR PROFESSIONAL SERVICE AGREEMENT FOR MONITORING AND REENTRY PROGRAM (ACE) FOR 2012-2013 WITH VOLUNTEERS OF AMERICA (VOA). TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE STEEL ABSTAINED.**

**XI. Adjournment:**

**TRUSTEE O'DELL MADE A MOTION TO ADJOURN THE MEETING AT 9:16 PM. TRUSTEE STEEL SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

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Chairman

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Clerk

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

**PROFESSIONAL STAFF**

**Approvals:**

Doug Sanders Sheridan Junior High	Discipline Assistant 180 days	Effective 8/20/12
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**CERTIFIED STAFF**

**Approvals:**

Jacqueline B. Coulter Meadowlark School	Teacher-Special Education (R3) 1.0 FTE	Effective 8/17/12
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Michael Gonda Sheridan Junior High School	Teacher-Spanish 1.0 FTE	Effective 8/17/12
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Margaret Klebba Coffeen School	Teacher-Classic Kindergarten 1.0 FTE	Effective 8/17/12
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Lauren Lewandowski Sagebrush School	Teacher-Title I 0.5 FTE	Effective 8/17/12
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Megan Stransky Sagebrush School	Teacher-2 <sup>nd</sup> Grade 1.0 FTE	Effective 8/17/12
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Ethan Wood Coffeen School	Teacher-Kindergarten 1.0 FTE	Effective 8/17/12
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Joni Zowada Sagebrush School	Teacher-Classic Kindergarten 1.0 FTE	Effective 8/17/12
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**Resignations:**

Janissa Zahn Sheridan High School	Teacher-French 1.0 FTE	Effective 6/4/12
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## CLASSIFIED STAFF

### Approvals:

Jennifer Cole Highland Park School	Paraprofessional-Special Education 7.0 hours/day	Effective 8/27/12
Ruth Fiedor Highland Park School	Paraprofessional-ESL 7.0 hours/day	Effective 8/27/12
Kam Kekich District	Maintenance Mechanic-Repair Coordinator 8.0 hours/day	Effective 6/11/12
Bud Lee Woodland Park School	Head Custodian 8.0 hours/day	Effective 5/16/12
Heidi Schneider Sagebrush School	Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 8/27/12

### Changes/Transfers:

Patricia Crawford Sheridan Junior High School to Sheridan High School	Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 8/27/12
Sheila Harper Sheridan Junior High School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 6.5 hours/day	Effective 8/27/12
Melissa Huckeba Sagebrush School	Paraprofessional-Special Education 1:1 6.5 to 7.0 hours/day	Effective 8/27/12
Janet Lee Sagebrush School	Paraprofessional-Special Education 1:1 4.0 hours/day to 6.5 hours/day	Effective 8/27/12
Debra Malmberg Meadowlark School	School Nurse 5.0 hours/day to 7.0 hours/day	Effective 8/21/12
Cindy McFadden Highland Park School to Meadowlark School	Paraprofessional-Special Education 1:1 6.75 hours/day	Effective 8/27/12
Patricia McLean Woodland Park School to Sagebrush School	Paraprofessional-ESL 6.0 hours/day	Effective 8/27/12

Elizabeth Orum Sagebrush School	Paraprofessional-Special Education 1:1 7.0 hours/day to 6.5 hours/day	Effective 8/27/12
Judy Sathre Sagebrush School	Paraprofessional-Special Education 1:1 6.5 hours/day to 7.0 hours/day	Effective 8/27/12
K. Kristy Townsend Highland Park School	School Nurse 7.5 hours/day to 6.5 hours/day	Effective 8/21/12
Janice Twibell Sheridan Junior High School	Paraprofessional-Special Education 1:1 to Paraprofessional-Special Education 7.0 hours/day	Effective 8/27/12
Susan Yalowizer Sagebrush School	Paraprofessional-Special Education 1:1 6.5 hours/day to 7.0 hours/day	Effective 8/27/12

### **Resignations:**

Ashley Schreinert Sagebrush School	Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 6/1/12
Jesse Sewell Sheridan High School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 6/1/12
Shauna Trujillo Sheridan Junior High School	Paraprofessional-Special Education 7.0 hours/day	Effective 6/1/12
Amy Yenney Sheridan Junior High School	Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 6/1/12

### **Terminations:**

Daveya Green Fort Mackenzie High School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 6/1/12
Alicia Kerns Sagebrush School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 6/1/12
Kristopher Koetting Sheridan High School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 6/1/12

Barbara Osborne Highland Park School	Paraprofessional-Library 6.0 hours/day	Effective 6/1/12
Shelli Vits Transportation Department	Bus Driver-Rotator 2.0 hours/day to 4.0 hours/day	Effective 6/1/12
Alisha Winfrey Coffeen School	Paraprofessional-Special Education 1:1 7.0 hours/day	Effective 6/1/12

## EXTRA DUTY 2012-2013

### Approvals:

<u>Name</u>	<u>Position</u>
Jake Arnold	Wrestling – Assistant Coach – SHS
Mary Barbula	Student Council Co-Sponsor – SJHS
Art Baures	Cross Country – Head Coach – SHS
Art Baures	Track – Indoor Head Coach – SHS
Art Baures	Track – Outdoor Head Coach – SHS
Sandy Birkholz	Department Chair – Vocational – SJHS
Terry Burgess	Football – 8 <sup>th</sup> Grade B Coach – SJHS
Scott Cleland	Wrestling – Head Coach – SHS
Jami Clifford	Department Chair – Special Education – SJHS
Mike Clift	Ock Sponsor – SHS
Mike Clift	Department Chair – English – SHS
Timm Cooper	Basketball – Boys 8 <sup>th</sup> Grade B Coach – SJHS
Timm Cooper	Football – 8 <sup>th</sup> Grade B Coach – SJHS
Timm Cooper	National Junior Honor Society – SJHS
Ward Cotton	Student Council Sponsor – SHS
Ward Cotton	Vocational-Ag Sponsor
Shirley Coulter	FBLA Sponsor – SHS
Casey Cunningham	Wrestling – 6 <sup>th</sup> -8 <sup>th</sup> Grade B Coach – SJHS
D. J. Dearcorn	Football – Assistant Coach – SHS
Sharon Deutscher	FBLA Sponsor – SHS
Lee-Anne Dixon	Step Up to Writing Training
Jenn Doolin	Track – 6 <sup>th</sup> -8 <sup>th</sup> Grade B Coach – SJHS
Martha Eberhart	WELL Training
Mark Elliott	Basketball – Boys 9 <sup>th</sup> Grade A Coach – SHS
Tyson Emborg	Class Sponsor – Sophomore Class – SHS
Robert Faurot	Tennis – Head Coach – SHS
Pam Fish	Science Fair Assistant – SJHS
Jamie Fortman	Volleyball – 8 <sup>th</sup> Grade B Coach – SJHS
Jamie Fortman	Basketball – Girls 9 <sup>th</sup> Grade B Coach – SHS
Jim Friessen	Golf – Assistant Coach – SHS
Eric Frey	Volleyball – Assistant Coach – SHS
Eric Frey	Track – Indoor Assistant Coach – SHS

Eric Frey	Track – Outdoor Assistant Coach – SHS
Yvonne Gatley	WELL Training
Darin Gilbertson	Football – Assistant Coach – SHS
Kathy Good	Department Chair – Fine Arts/Foreign Language – SHS
Jerry Grandahl	Basketball – Boys 7 <sup>th</sup> Grade B Coach – SJHS
Jerry Grandahl	Football – 7 <sup>th</sup> Grade B Coach – SJHS
Jerry Grandahl	Track – 6 <sup>th</sup> -8 <sup>th</sup> Grade B Coach – SJHS
Corey Hamrick	Department Chair – PE/Health – SHS
Corey Hamrick	Wrestling – Assistant Coach – SHS
Corey Hamrick	Wrestling – 6 <sup>th</sup> -8 <sup>th</sup> Grade A Coach – SJHS
Bob Hanchett	Yearbook Sponsor – SHS
Bob Hanchett	Football – 9 <sup>th</sup> Grade A Coach – SHS
Josh Hanson	Knowledge Master – SJHS
Josh Hanson	Department Chair – English – SJHS
Peter Hawkins	National Honor Society Sponsor – SHS
Peter Hawkins	Soccer – Girls Assistant Coach – SHS
Tara Hennig	Volleyball – 7 <sup>th</sup> Grade A Coach – SJHS
Marla Hinrichs	Speech Coach – SHS
Kerry Hoffmann	Department Chair – Special Education – SHS
Larry Hurst	Football – 9 <sup>th</sup> Grade B Coach – SHS
Dee Dee Johnson	Musical – Music Director – SHS
Matt Johnson	Volleyball – 9 <sup>th</sup> Grade B Coach – SHS
Matt Johnson	Soccer – Boys Assistant Coach – SHS
Pete Karajanis	Science Fair Assistant – SJHS
Pete Karajanis	Track – 6 <sup>th</sup> -8 <sup>th</sup> Grade B Coach – SJHS
Firdose Khan	Weight Room – Summer – SHS
Diane Knutson	Music – Band Sponsor – SHS
Toby Laird	Tennis – Assistant Coach – SHS
Tracy Larsen	Volleyball – 9 <sup>th</sup> Grade A Coach – SHS
Ashley Lecholat	Music – Choir Sponsor – SHS
Holly Legerski	Department Chair – Fine Arts – SJHS
Brent Leibach	Football – 7 <sup>th</sup> Grade B Coach – SJHS
LaDonna Leibrich	Destination Imagination Sponsor – SHS
LaDonna Leibrich	Class Sponsor – Senior Class – SHS
LaDonna Leibrich	Knowledge Master – SHS
Larry Ligoeki	Basketball – Girls Assistant Coach – SHS
Andy Lowe	Department Chair – Science – SHS
Alyssa Lyman	Class Sponsor – Junior Class – SHS
Alyssa Lyman	Basketball – Girls 8 <sup>th</sup> Grade A Coach – SJHS
Larry Martoglio	Golf – Head Coach – SHS
Larry Martoglio	Basketball – 9 <sup>th</sup> Grade B Coach – SHS
Jeri Mathes	Reading Recovery Teacher Leader
Greg McClure	Cross Country – Assistant Coach – SHS
Greg McClure	Track – Indoor Assistant Coach – SHS
Nancy McCullough	Student Council Co-Sponsor – SJHS
Nancy McCullough	Department Chair – Science – SJHS
Marshall McEwen	Football – Assistant Coach – SHS
Doug Moore	Basketball – Girls 7 <sup>th</sup> Grade B Coach – SJHS

Doug Moore	Music – Band – SJHS
M. V. Morton	Student Council Sponsor – SHS
Jeffrey Mowry	Football – Assistant Coach – SHS
Pam O’Connell	WELL Training
Casey O’Connor	Wrestling – 6 <sup>th</sup> -8 <sup>th</sup> Grade B Coach – SJHS
Aaron Odom	Drama – SHS
Art Orr	Cross Country – 7 <sup>th</sup> -8 <sup>th</sup> Grade A Coach – SJHS
Art Orr	Track – 6 <sup>th</sup> -7 <sup>th</sup> Grade A Coach – SJHS
Art Orr	Science Fair Coordinator – SJHS
David Peterson	Basketball – Girls 7 <sup>th</sup> Grade A Coach – SJHS
David Peterson	Basketball – Boys 7 <sup>th</sup> Grade A Coach – SJHS
Jeff Poulsen	Basketball – Boys 8 <sup>th</sup> Grade A Coach – SJHS
Lorna Poulsen	Department Chair – Social Studies – SJHS
Kem Price	Track – Indoor Assistant Coach – SHS
Kem Price	Track – Outdoor Assistant Coach – SHS
Doug Raney	Department Chair – Social Studies – SHS
Kale Rager	Department Chair – PE/Wellness – SJHS
Kale Rager	Basketball – Girls 8 <sup>th</sup> Grade B Coach – SJHS
Susan Ralston	Volleyball – 7 <sup>th</sup> Grade B Coach – SJHS
Toni Reid	Track – Indoor Assistant Coach – SHS
Toni Reid	Track – Outdoor Assistant Coach – SHS
Heidi Richins	Department Chair – Vocational – SHS
Heidi Richins	Class Sponsor – Senior Class – SHS
Kevin Rizer	Football – Assistant Coach – SHS
Kevin Rizer	Soccer – Boys Head Coach – SHS
Wendi Ruby	Volleyball – Head Coach – SHS
Wendi Ruby	Basketball – Girls 9 <sup>th</sup> Grade A Coach – SHS
Razmick Sarkissian	Music – Orchestra Sponsor – SHS
Razmick Sarkissian	Music – Orchestra – SJHS
Razmick Sarkissian	Mentor Teacher
Tony Sawyer	Music – Choral – SJHS
Leon Schatz	Swimming/Diving – Girls Assistant Coach – SHS
Leon Schatz	Swimming/Diving – Boys Assistant Coach – SHS
Leon Schatz	Broadcast Journalism Club Sponsor – SHS
Tyson Shatto	Wrestling – Assistant Coach – SHS
Nick Siddle	Vocational-Ag Sponsor
Gale Smith	Basketball – Boys Head Coach – SHS
Gale Smith	Department Chair – Mathematics – SHS
Stephanie Stender	Volleyball – Assistant Coach – SHS
Stephanie Stender	Class Sponsor – Junior Class – SHS
Scott Stults	Football – 7 <sup>th</sup> Grade A Coach – SJHS
Mike Swan	Department Chair – Counseling – SHS
Robert Tippie	Science Fair Assistant – SJHS
Jory Turk	Swimming – Girls Assistant Coach – SHS
Alison Vold	Cheerleading Sponsor – SHS
Chris Wagner	Summer Weight Room/Strength Coach – SHS
Kyle Warnke	Basketball – Girls Assistant Coach – SHS
Ali Watson	Volleyball – 8 <sup>th</sup> Grade A Coach – SJHS



Julie Weitz	Spelling Bee – SJHS
Julie Weitz	Yearbook – SJHS
Sue Wilson	Department Chair – Math – SJHS
Ian Wrenn	Wrestling – Assistant Coach – SHS
Dana Wyatt	Kid Witness News – SJHS
Amy Willson	Step Up to Writing Training
Sean Yeager	Basketball – Girls Head Coach – SHS

## **2012 ELEMENTARY SUMMER SCHOOL STAFF – BRIDGES FUNDING**

### **Changes:**

<u><b>Name</b></u>	<u><b>Position</b></u>
Barb Burfisher to SJHS	5 <sup>th</sup> Grade – additional 5 <sup>th</sup> grade class not needed
Ethan Wood to Josie Thompson	Enrichments – Mountain Man to Fairy Tales

## **2012 SHERIDAN JUNIOR HIGH SCHOOL SUMMER SCHOOL STAFF – BRIDGES FUNDING**

### **Changes:**

<u><b>Name</b></u>	<u><b>Position</b></u>
Julie Weitz to Brenda Henderson	Librarian to Paraprofessional-Media Technology

## **2012 SHERIDAN HIGH SCHOOL SUMMER SCHOOL STAFF – BRIDGES FUNDING**

### **Approvals:**

<u><b>Name</b></u>	<u><b>Position</b></u>
Tim Daniels	Math College Entrance Compass/ACT Exam Prep
Alyssa Lyman	Math College Entrance Compass/ACT Exam Prep
Loy Harding	Paraprofessional-ESL

### **Changes:**

<u><b>Name</b></u>	<u><b>Position</b></u>
Elizabeth Swager to Lonna Forister	Math – Algebra I / I B

## **2012 ELEMENTARY ESY PROGRAM FOR BEHAVIOR FOCUS – BRIDGES FUNDING**

### **Approvals:**

<u><b>Name</b></u>	<u><b>Position</b></u>
Jane Buell	Paraprofessional-Special Education

## **2012 SHERIDAN JUNIOR HIGH SCHOOL ESY PROGRAM STAFF – BRIDGES FUNDING**

### **Approvals:**

<u><b>Name</b></u>	<u><b>Position</b></u>
Barb Burfisher	Teacher-Reading

## **2012 AUTISM ESY PROGRAM STAFF – VIB FUNDING**

### **Approvals:**

<u><b>Name</b></u>	<u><b>Position</b></u>
Judy Sathre	Paraprofessional-Special Education 1:1

## **2012 ESY SERVICES STAFF AT COMMUNITY CAMPS – VIB FUNDING**

### **Approvals:**

<u><b>Name</b></u>	<u><b>Position</b></u>
Cindy Woolston	Hearing Interpreter-Special Education

## **2012 SPECIAL EDUCATION SUMMER SCHOOL TRANSPORTATION STAFF**

### **Approvals:**

<u><b>Name</b></u>	<u><b>Position</b></u>
Carol Yates	Paraprofessional-Special Education Bus



Craig Dougherty, Superintendent

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DATE: June 11, 2012

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent  
Julie Carroll, Facilities Director

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

**Meadowlark Elementary School**

Construction at Meadowlark Elementary is complete. Furniture is arriving, and staff items are being moved to the new building. We will pick a date after school has started to conduct an open house and ribbon cutting for the public.



Craig Dougherty, Superintendent

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**DATE:** July 9, 2012  
**TO:** Board of Trustees  
**FROM:** Cody Sinclair, Human Resources Coordinator  
**SUBJ:** **Approval of Policies** (*Action*)

The following policies are being recommended for second reading:

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

# *Policies - Second 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: 6/18/12  
Second Reading:

## 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: 6/18/12

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.*



## DISPOSAL FORM FOR BOOKS

BUILDING \_\_\_\_\_

ROOM # \_\_\_\_\_

TITLE OF BOOK	NUMBER OF BOOKS	CONDITION	REASON FOR DISPOSAL

1. Complete information for all books for disposal. Please keep books packed together by Title.  
**PLEASE KEEP BOXES SMALL!**
2. Attach a copy of this form to the boxes containing the books listed above.
3. Please store books on site until disposition is decided.

\_\_\_\_\_  
Employee Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Administrator Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Asst. Supt. for Curriculum & Assessment\_\_\_\_\_  
Date

Disposition \_\_\_\_\_

\_\_\_\_\_  
Date

After form is completed submit to maintenance for final action.

**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: 6/18/12  
Second Reading:

**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: 6/18/12  
Second Reading:

## 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: 6/18/12  
Second Reading:





Craig Dougherty, Superintendent

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Fax: 307-674-5041

DATE: July 10, 2012

TO: Board of Trustees

FROM: Roxie Taft

SUBJ: **Request to Award Bid for Copy Paper for 2012-13 School Year** *(Action)*

The district received two bids for copy paper. Based on the tallied results, I would recommend the board award the bid to Contract Paper Group in the amount of \$44,541.66.

Vendor Name	White Paper 1,113 cases	Colored Paper 270 cases	Total Bid
Source Office	33,367.74	11,279.92	44,647.66
Contract Paper Group	33,245.31	11,296.35	44,541.66



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DATE: July 9, 2012

TO: Board of Trustees

FROM: Scott Stults

SUBJ: **Approval of Name Adjustment for Coffeen Elementary** (*Action*)

Last month Principal Nikki Trahan shared a recommendation to adjust the name of Coffeen Elementary School to *Henry A. Coffeen Elementary* or *Henry Asa Coffeen Elementary*. Judy Slack, the librarian of the Wyoming Room at the Fulmer Public Library, will provide a brief Power Point presentation on the life and times of Henry A. Coffeen.

It would be my intent that the Board take action on choosing the name adjustment for Coffeen Elementary.



Craig Dougherty, Superintendent

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DATE: July 9, 2012  
TO: Board of Trustees  
FROM: Scott Stults  
SUBJ: **Summer School Update – (Information)**

**Elementary –**

One hundred forty-five kindergarten through fifth grade students attended summer school June 6<sup>th</sup> through July 3<sup>rd</sup>. They received literacy (reading & writing) instruction from 8:00 – 10:30 AM and a focus on mathematics from 10:45 AM – 12:00 PM for twenty days. In addition, students could also attend enrichment opportunities one hour each day in Percussion, Fairy Tales, Reader's Theater, and Olympics based physical education (culminating in an Olympic competition).

Summer school teachers received seven hours of professional development from Ryan Schasteen in technology integration using web-based programs and iPad applications.

**Junior High –**

Fifty-one sixth through eighth grade students were provided intervention in math, language arts, and history June 6<sup>th</sup> – June 29<sup>th</sup>.

**High School –**

Forty one students attended classes June 6<sup>th</sup> through June 29<sup>th</sup> at Sheridan High School. They were enrolled in one or more of the following classes: ACT Preparation – English and Math, Pre-War Literature, Algebra 1/1B, Astrobiology, Heart Mountain Internment, Creative and Persuasive Writing, and Sheridan Past and Present.



Craig Dougherty, Superintendent

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**DATE:** July 9, 2012

**TO:** Board of Trustees

**FROM:** Dirlene Wheeler, Principal at Sheridan High School

**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**



# June Report 2012

Contents:

Summary of SPO Activities	
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Compiled and submitted by Ed Fessler, June 2012  
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;
- 358 separate scholarship and financial award offers;
- a financial aid evening program in conjunction with Carol Minick, Financial Aid Assistant Director at Sheridan College; and
- the 2012 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 444 individuals (up from 390 in '11), including 116 parents (up from 96 in '11 and 45 in '10), 238 students (209 in '11) and 90 staff;
- 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;
- represented Sheridan at the National Association for College Admission Counseling (NACAC) conference;
- 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;
- hosted (for the second year) former SHS grads: Tenille Castle (under grad Southern Oregon, J.D. U of Wyo) Ryan Maddox (PhD Stanford). Addressed out of state opportunities, admissions, testing strategies, etc;
- helped students/parents resolve issues with the Free Application for Federal Student Aid (FAFSA); and
- wrote numerous letters of recommendation.

### Examinations

#### PSAT & SAT Exams

In October 2011, 130 SHS students took the PSAT examination (176 in 2010 and 189 in 2009). Ninety-six juniors (45 male 46.8% and 51 females 53.1%) and 34 sophomores took the PSAT: a 26% decrease from 2010. Three juniors scored Selection Indices over 200, putting them in the range of candidacy for National Merit Semifinalist status (up from two in 2010).

SHS students reported 20 SAT scores this school year (17 Reasoning and 3 Subject exams). 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 2012 scores are reported.



## Advanced Placement Examinations

One hundred and sixty students (up from 136 in 2011) took 269 Advanced Placement examinations (214 in 2011) in thirteen subjects this year. Of the school's 325 AP course registrations this year (up from 276 in '11 and 251 in '10), 269 led to examinations (83%). All students enrolled in Chemistry (11/11) and in French (6/6 - SPO paid for all the French students) took the exam; 97% (32/33) in Biology, 95% (40/42) in U.S. Government, 93% (25/27) in Calculus, 91% (21/23) in Statistics, 88% (15/17) in Physics B and U.S. History (7/8), 81% (80/99) in Psychology, 80% (4/5) in Spanish Language, 75% (15/20) in English Literature, 38% (12/32) in Environmental Science, and one student opted to take the Computer Science examination. 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 136 students who took 201 AP exams in 2011, reported last July, show that 69% of their scores qualified for college credit (down from 73% in 2010). Twenty-six percent of the scores indicated the students were "qualified" (score of 3) for college credit or advanced standing in their subjects; another 29% were "well qualified" (score of 4); and 14% earned recognition as "extremely well qualified" by scoring a 5 in the top range of examinees.

## ACT Examinations

State law mandates that all juniors take either the ACT or the WorkKeys examination. Consequently, 186 SHS juniors took the ACT without accommodations, and four took it with accommodations, on the state-wide April date. Results for the class will come in after the SPO June report date. One hundred additional ACT exams were administered throughout the year at Sheridan College or other ACT test sites (the June exam numbers will not be known until mid summer). Upon reviewing the ACT scores of seniors in the spring, the SPO office mailed home suggestions to retake the exam to those students that were within striking distance of the criterion for the next level of Hathaway offerings. Total actual current data, including cumulative score averages, will be provided by ACT next fall.

## 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 forty-four graduates, 74.2% of the senior class, reported receiving 358 offers of "gift aid" scholarships and awards for their postsecondary education, in the total amount of \$4,543,391. 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 2012*

*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>	107*	104	\$908,000
<i>Local Awards</i>	82	43	\$124,830
<i>Sheridan College</i>	15	13	\$96,934
<i>University of Wyoming</i>	15	15	\$361,374
<i>Other Wyo. CC's</i>	05	05	\$17,144
<i>Out of State Colleges</i>	93	47	\$2,514,609
<i>Other</i>	32	24	\$520,500

*\* Includes additional need-based Hathaway monies*

*Total number of students receiving scholarship offers: 144*

*Total number of separate scholarship offers: 358*

*Total scholarship offers: \$4,543,391*



## Postsecondary Education Plans

### Retention For First-Time SHS Freshman at U.W.

Term	# of Students	ACT		HSGPA		UW 1st Sem GPA		Fall to Fall Retention	
		Mean	#	Mean	#	Mean	#	Cont	Left UW
Fall 2001	37	24.6	34	3.40	31	3.16	28	86.5%	13.5%
Fall 2002	33	22.6	32	3.33	28	2.87	25	84.8%	15.2%
Fall 2003	22	23.8	21	3.38	20	3.04	18	86.4%	13.6%
Fall 2004	34	25.4	34	3.55	34	3.09	30	85.3%	14.7%
Fall 2005	28	23.4	25	3.35	25	2.58	22	71.4%	28.6%
Fall 2006	30	24.2	30	3.47	30	2.95	26	76.7%	23.3%
Fall 2007	32	25.5	31	3.52	31	2.83	27	87.5%	12.5%
Fall 2008	29	25.8	29	3.52	29	2.92	25	75.9%	24.1%
Fall 2009	28	24.4	28	3.32	28	2.56	24	82.1%	17.9%
Fall 2010	22	25.6	22	3.66	22	3.08	20	77.3%	22.7%
Fall 2011	30	26.4	30	3.41	30	2.65	27		

### Class of 2012

On their check-out sheets, 194 of the ranked members of the SHS Class of 2012 indicated that 162 plan to attend either a four year or two year college (83.5%): 57 (29.3%) plan to enter four-year colleges or universities this year, 105 (54.1%) plan to attend Sheridan College or another two-year community college, 1 will attend a "gap" semester leadership training at the world renowned National Outdoor Leadership School (.5%), 21 (10.8%) plan to enter the workforce, 2 (1.3%) expect to enter the military, 2 students (1.3%) plan to attend a technical/vocational training institute, 2 (1.3%) have plans to join "Up With People," and 3 (1.5%) 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 2012.

### Recent Graduates

We were successful in contacting 239 (100%) of the graduates from the class of 2011 for the annual October matriculation study. Upon May check out 177 students (out of 235 graduates...4 additional senior students completed their requirements in summer school), indicated that upon graduation they planned to attend college (75.3%). Sixteen students (6.9%) planned to enter the work force. Six students (2%) planned to enter the military. Of last year's contacted graduates, 152 of the 239 total graduates (64%) actually enrolled in a college. Sixty students (25.1%) attended a four-year college or university. Ninety-two (38.5%) attended a two-year institution. Forty-two (17.5%)

entered the workforce after their high school tenure. One student enrolled in the "gap" semester leadership training at NOLS. Seven students (2.9%) entered the military, twenty (8.3%) simply responded "other," and eleven students offered no information.

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 2012 intend to matriculate.

### Class of 2012 College Plans

#### Two-Year Colleges (105)

Sheridan College - 86  
Casper College - 4  
Northern Wyoming, Gillette campus - 2  
Laramie County Community College, Cheyenne - 2  
Eastern Wyoming, Torrington - 1  
Northwest Community College, Powell - 4  
Miles City Community College, MT - 1  
Lamar Community College, CO - 2  
Lane Community College, OR - 2  
Spokane Falls Community College, WA - 1

#### Vocational/Tech Schools

Lincoln College of Technology, CO - 1  
New York Film Academy - 1

#### Four-Year Colleges and Universities (57)

##### University of Wyoming - 16

Art Institute of Colorado - 1  
Black Hills State University - 1  
Brown University, RI - 1  
Brigham Young University, UT - 1  
BYU, ID - 1  
Chadron State College, NE - 1  
Colorado School of Mines - 1  
Colorado, University of - 1  
Cornell University, NY - 1  
Dakota State University, SD - 1  
Dakota Wesleyan University, SD - 1  
Georgia Institute of Technology - 1  
Indiana University - 1  
Jamestown College, ND - 1  
Johnson and Wales, CO - 2  
Lee University, TN - 1  
Montana State, Billings - 2  
Montana State, Bozeman - 3  
Montana State, Northern (Havre) - 1  
Montana, University of - 2  
NOLS outdoor leadership w/ University of Utah credits - 1  
Rocky Mountain College, MT - 2  
South Dakota School of Mines - 6  
South Dakota, University of - 1  
Tartleton State University, TX - 1



**Four-Year Colleges and Universities continued**

Texas Tech - 1  
University of Mary, ND - 1  
University of Nebraska - 1  
University of Portland, OR - 1  
University of Washington - 1

**Notes/Questions**



Craig Dougherty, Superintendent

Administrative Offices  
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Phone: 307-674-7405  
Fax: 307-674-5041

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DATE: July 11, 2012

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Request to Award Bids for Sagebrush Elementary Playground Equipment** *(Action)*

Bids will be received on July 18<sup>th</sup> for playground equipment for Sagebrush Elementary. We will review the proposals and will have a recommendation at the board meeting.

Please contact me if you have any questions.



Craig Dougherty, Superintendent

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DATE: July 9, 2012  
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 1<sup>st</sup> due date. By meeting this deadline each year, we receive authority to expend federal funds from July 1<sup>st</sup> onward, even though the grant isn't officially approved until later in the year. In aggregate, we are applying for \$2,585,646 dollars and 22.66 positions. The basic grant programs and allocations are summarized below.

This year has a rather special challenge, as the federal agencies have been put on notice that unless the Congress acts by January 2, 2013, all federal expenditures will be reduced by about 9%. Roxie, Traci, and I have each made contingency plans if the 9% sequestration takes place. Oddly enough, several of our federal grants have risen over last year, in large measure because of demographic shifts of our community and state.

# Consolidated Grant

## Program Descriptions

Title I-A	<p><b>Compensatory Education for Educationally Disadvantaged (\$1,108,584)</b></p> <table> <tr> <td>District Set Aside <u>16%</u> <u>\$184,000</u></td><td>Administrative Staff District-wide Initiatives Parent Involvement</td></tr> <tr> <td>Site Budgets <u>82%</u> <u>\$906,230</u></td><td>Title (Remediation) Staffing Supplies and Materials Professional Development Capital Outlay Parent Involvement</td></tr> <tr> <td>Also <u>2%</u> <u>\$22,760</u></td><td>Holy Name Homeless Ed</td></tr> </table>	District Set Aside <u>16%</u> <u>\$184,000</u>	Administrative Staff District-wide Initiatives Parent Involvement	Site Budgets <u>82%</u> <u>\$906,230</u>	Title (Remediation) Staffing Supplies and Materials Professional Development Capital Outlay Parent Involvement	Also <u>2%</u> <u>\$22,760</u>	Holy Name Homeless Ed
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Also <u>2%</u> <u>\$22,760</u>	Holy Name Homeless Ed						
Title I-C	<p><b>Education of Migratory Children</b></p> <p>We do not anticipate receiving these funds next year.</p>						
Title I-D	<p><b>Neglected &amp; Delinquent (\$37,390)</b></p> <table> <tr> <td><u>100%</u> <u>\$37,390</u></td><td>Credit Recovery @ SHS (Compass Learning)</td></tr> </table>	<u>100%</u> <u>\$37,390</u>	Credit Recovery @ SHS (Compass Learning)				
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Title II-A	<p><b>Professional Development (\$421,472)</b></p> <table> <tr> <td><u>100%</u> <u>\$421,472</u></td><td>Professional Development: Professional Learning Communities/ Common Core State Standards/ Technology Integration</td></tr> </table>	<u>100%</u> <u>\$421,472</u>	Professional Development: Professional Learning Communities/ Common Core State Standards/ Technology Integration				
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Title VI-B	<p><b>Individuals with Disabilities Education Act (\$924,671)</b></p> <table> <tr> <td><u>100%</u> <u>\$918,093</u></td><td>Extended Support Services Professional Services</td></tr> <tr> <td><b>Part B – 619 Child Find Services</b> <u>100%</u> <u>\$6,578</u></td><td>Child Find Activities CDC Screening Special Programs</td></tr> </table>	<u>100%</u> <u>\$918,093</u>	Extended Support Services Professional Services	<b>Part B – 619 Child Find Services</b> <u>100%</u> <u>\$6,578</u>	Child Find Activities CDC Screening Special Programs		
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Perkins IV	<p><b>Career and Technical Education (\$93,529)</b></p> <table> <tr> <td><u>100%</u> <u>\$93,529</u></td><td>New Equipment New Technology Professional Development Reporting and Assessment</td></tr> </table>	<u>100%</u> <u>\$93,529</u>	New Equipment New Technology Professional Development Reporting and Assessment				
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Craig Dougherty, Superintendent

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DATE: July 9, 2012

TO: Board of Trustees

FROM: Tom Sachse, Assistant Superintendent

SUBJ: **Board of Trustees SEEDA Representative** (*Action*)

As you are aware, Molly Steel and I serve as the two district representatives to the Sheridan Economic and Educational Development Authority (SEEDA). I think we have accomplished a lot in the past two years and would recommend you take action to extend Molly's appointment as your representative for another three-year term.



Craig Dougherty, Superintendent

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---

DATE: July 9, 2012

TO: Board of Trustees

FROM: Roxie Taft

SUBJ: **Approval of Budget Amendments for the Fiscal Year 2011-12** (*Action*)

At your board meeting, I will present the necessary budget amendments needed to close the 2011-12 fiscal year.



Craig Dougherty, Superintendent

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DATE: July 9, 2012

TO: Board of Trustees

FROM: Roxie Taft

SUBJ: **Approval of Budget for the Fiscal Year 2012-13** (*Action*)

At your board meeting, I will present to you the FY13 budget for all funds, along with the necessary mill levies for your approval.