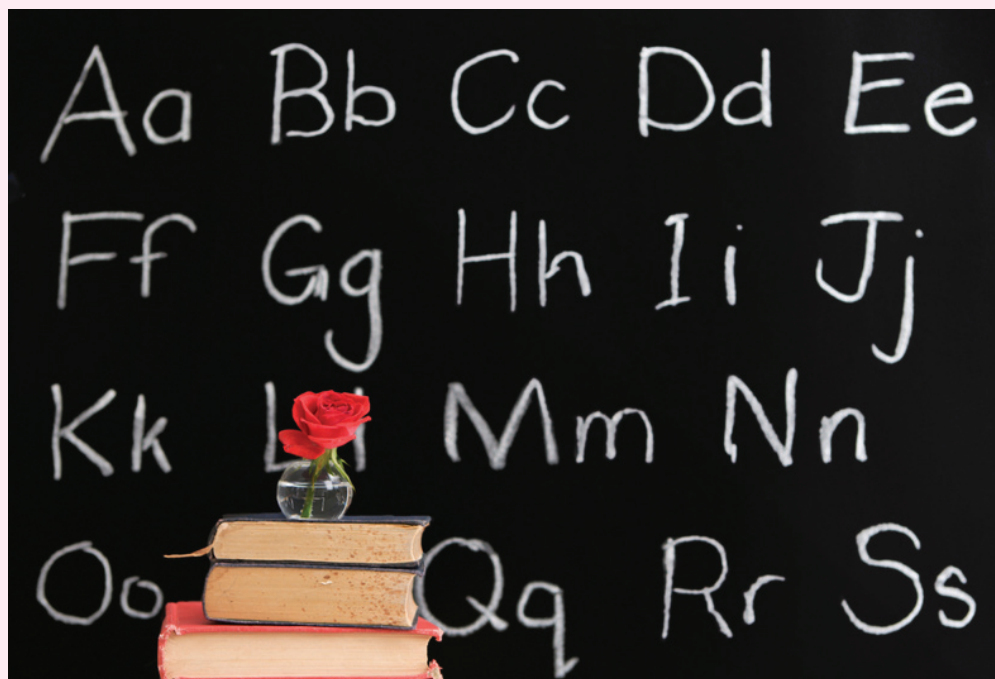


Sheridan County School District #2

Board Meeting



Date: September 8, 2014

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2

Board of Trustees Meeting

Central Office – Board Room

September 8, 2014

6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
- II. Recognition**
 - A. Lorna Poulsen, Certified Staff Member of the Year – Mitch Craft
 - B. Jackie Jackson, Classified Staff Member of the Year – Steve Schlicting
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
 - A. Approval of Minutes–June 16, 2014
 - B. Approval of Bills for Payment
 - C. Isolation Payments
 - 1. Savage Family
- VI. Old Business**
 - A. Capital Construction Update (*Information*) – Craig Dougherty
 - B. Graduation Committee Update (*Information*) – Mitch Craft
 - C. Approval of Policies (*Action*) – Cody Sinclair
- VII. New Business**
 - A. 3-D Printer Bid (*Information*) – Tom Sachse
 - B. Approval of Bus Surveillance Equipment and Installation Vendor/Purchase Authorization (*Action*) – Steve Schlicting
 - C. Acceptance of Donation from Sheridan Angels to District (*Action*) – Scott Stults
 - D. Review Beginning Enrollments (*Information*) – Terry Burgess and Scott Stults
 - E. Wellness Program Options for 2014-2015 (*Action*) – Cody Sinclair
- VIII. Reports and Communication**
 - A. Board of Trustees
 - B. PTO/Parents/Students/Organizations
 - C. Site Administration and Staff
- IX. District Reports**
 - A. Superintendent
- X. Executive Session**
 - A. Personnel Matters
 - B. Legal Matters
- XI. Adjournment**

Sheridan County School District No. 2

Board of Trustees

Regular Monthly and Budget Hearing Meeting

Richard Bridger, Chairman

August 11, 2014

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:00 p.m., Monday, August 11, 2014, in the Board Room at the Central Administration Office. The presiding officer was Richard Bridger, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

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

Administrators:

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

Absent:

Ann Perkins, Vice-Chairman

Absent:

Coree Kelly, Technology Director

II. Recognition

A. Sheridan Press - 20 Under 40 - Cody Sinclair and Tyson Emborg – Terry Burgess

Assistant Superintendent Terry Burgess said that the Sheridan Press had published an article about twenty people under the age of forty who are positively influential in the community. Two district employees were recognized: Cody Sinclair and Tyson Emborg.

Mr. Burgess said that former Sheridan College Basketball Coach Bruce Hoffman had contact with Human Resources Coordinator Cody Sinclair when he was in high school in Thermopolis. Mr. Sinclair was well known for his basketball abilities and Mr. Hoffman attempted to recruit Mr. Sinclair to play basketball at Sheridan College. Mr. Sinclair chose to attend the Naval Academy instead, but did move to Sheridan approximately seven years ago. He volunteers for Sheridan's Wellness Council, he is an active member of the Methodist Church, and he is a board member on the Wyoming Educator's Benefit Trust. He was nominated for this recognition by Jenny Heuck for his honesty and integrity, and he was chosen for his reputation of having a positive attitude and love of the community.

Mr. Burgess introduced Sheridan High School History Teacher Tyson Emborg, who was nominated by Ed Fessler for numerous hours spent volunteering in the community. Jeannie Hall also nominated Mr. Emborg for his contributions to advancing interest in, and knowledge of, the Sheridan community. Mr. Emborg was the sponsor to lead the We the People group to the state championship, and was once awarded the Aaras Inspirational Teacher Award.

Mr. Emborg said that it is an honor to be recognized by the community, but his success is a reflection of the opportunities he has been given. He thanked the board and administrators for his position with the school district.

Chairman Bridger congratulated Mr. Sinclair and Mr. Emborg and thanked them for their hard work.

III. Approval of Agenda

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

A. CHARIMAN BRIDGER ASKED FOR A FRIENDLY AMENDMENT TO THE AGENDA TO TABLE THE APPROVAL OF BUS SURVEILLANCE EQUIPMENT AND INSTALLATION VENDOR/PURCHASE AUTHORIZATION UNTIL THE SEPTEMBER BOARD MEETIG DUE TO BID COMPLEXITIES. TRUSTEE HACKMAN MADE THE MOTION. TRUSTEE JIM PERKINS SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

IV. Welcome--Audience Comments

There were no audience comments.

V. Consent Agenda Items

A. Approval of Minutes for July 16, 2014

B. Approval of Bills for Payment

General Clearing	1,742,924.22
Federal Fund	106,245.65
TOTAL:	\$1,849,169.87

C. Approval of Isolation Payments

1. Schreibeis Family

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

VI. Old Business

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

Superintendent Craig Dougherty reported that the upcoming ceremony of the Grand Lodge of the Free and Accepted Freemasons for Henry A. Coffeen Elementary School would take place on Saturday, August 9th at 3:00 pm. He said that Trustee Hininger, Social Studies Teacher Tyson Emborg, and Principal Nikki Trahan had participated to help bring the ceremony together. He added that the teachers were excited to enter the building.

Superintendent Dougherty said that the District will be hosting the Wyoming School Facilities Commission on August 20th and 21th, with a work session in morning and a tour of all the facilities in Sheridan. He thanked Facilities Director Julie Carroll for organizing the meeting.

Superintendent Dougherty said that the entrance of Sheridan High School was completed and that the counseling office had been completely remodeled.

Superintendent Dougherty said that the locker room renovation planning and funding have been discussed at board meetings since April.

Assistant Superintendent Terry Burgess said that the Capital Construction Committee began to discuss locker and training room improvements in March and the need for private donations in April. Mr. Burgess asked Mr. Emborg to speak about the progress of the committee.

Mr. Emborg said that there was a meeting on July 20th to introduce a website for fundraising, in which donors could purchase a locker nameplate for \$250. He said that 400 nameplates would need to be sold to meet the goal, and Mr. Julian secured a challenge grant from Homer and Mildred Scott to match the donations. Mr. Julian also secured \$800,000 toward the project from various sources, and a Booster Club pledge of \$100,000.

Trustee Jim Perkins asked about the new proposed path from Sheridan College to Woodland Park School. Assistant Superintendent Burgess responded that there have been discussions around Sheridan, but no plans have been created to the point that they are ready to be discussed. Mr. Emborg added that he has expressed interest in the path as a citizen of Sheridan, not as an employee of the school district.

Superintendent Dougherty said that Julie and TSP would present initial drawings of the training room project at the September board meeting.

Superintendent Dougherty said that he hopes for the Early Building roof project to be complete by the start of the school year. The Fort Mackenzie/Wright Place campus has been moved to the old Highland Park building on Avon Street, and we are fortunate that the state has allowed us to use the location, as we seek funds and work with the state for a new facility. Superintendent Dougherty said that he will be meeting with area superintendents for discussions regarding the alternative school programs with the purpose of collaboration for the betterment of students.

Sagebrush Elementary will continue to be evaluated for complete renovation or replacement.

Trustee Schatz and Trustee Steel commented how much they appreciated the tour by Principal Nikki Trahan of Henry A. Coffeen.

Chariman Bridger said that the District is working to improve the locker rooms, but will continue to work to advance the performing arts facilities as well.

VII. New Business

B. Approval of Milk Bid FY15 (*Action*) – Roxie Taft

Business Manager Roxie Taft had requested permission to bid milk products at the July 16th board meeting. Ms. Taft recommended that the bid be awarded to the low bidder, Food Services of America.

TRUSTEE JIM PERKINS MADE A MOTION TO APPROVE THE MILK BID FY15, AS PRESENTED. TRUSTEE HININGER SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

C. Approval of Routes and Non-Public Road Travel (*Action*) – Steve Schlicting

Transportation Director Steve Schlicting asked the Board to approve the routes and non-public travel as presented, as required by the Wyoming Department of Education.

TRUSTEE STEEL MADE A MOTION TO ACCEPT ROUTES AND NON-PUBLIC ROAD TRAVEL, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION

Trustee Schatz asked about transportation for students from Fort Mackenzie and the Wright Place. Mr. Schlicting said that the students would make a transfer at the high school.

THE MOTION PASSED WITH A UNANIMOUS VOTE.

D. 2015 – 2016 Bus Replacement Authorization (*Action*) – Steve Schlicting

Transportation Director Steve Schlicting said that three buses are projected for replacement next fiscal year.

TRUSTEE O'DELL MADE A MOTION TO APPROVE THE 2015-2016 BUS REPLACEMENT AUTHORIZATION, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

E. Professional Development Calendar (*Information*) – Terry Burgess and Scott Stults

Assistant Superintendent Terry Burgess reviewed the professional development opportunities for secondary teachers and special education teachers for the month of August. He added that the new teachers that had not worked for the district before would attend a new teacher induction on Friday, August 15th and Monday, August 18th.

Director of Elementary Education Scott Stults said that Mathematics Coordinator Sherry Thompson worked with grades K-2 and 3-5 during June and July. He outlined the different math training sessions and explained that Strength in Number has replaced Math Recovery, because it can be used for students beyond first grade. He reported on Boys' Town, Observation Survey, Balanced Literacy, and technology trainings.

F. Summer School Update (*Information*) – Terry Burgess and Scott Stults

Director of Elementary Education Scott Stults said that the elementary schools are using a newly revised program. The students work with teachers from their own building, in small groups. Instruction included mathematics and literacy from 8:00 am to 12:00 pm. Mr. Stults added that teachers reported students and parents had a very positive summer school experience and felt refreshed. Highland Park, Meadowlark, and Woodland Park were in their own buildings. Sagebrush taught their students in Highland Park and Henry A. Coffeen students were instructed in Meadowlark.

Trustee Hackman commended the staff on the changes. He said that positive student-teacher relationships have been shown to keep children in school.

Assistant Superintendent Terry Burgess discussed the changes in secondary summer school classes. Sheridan Junior High School referred to their program as "Running Start" to indicate students being ready for school. Sheridan High School provided three different summer school sessions to students.

Sheridan High School Principal Brent Leibach spoke about the importance of building connections with students to give them a successful experience.

G. Kindergarten Update (*Information*) – Scott Stults

Director of Elementary Education Scott Stults said that kindergarten student enrollment is at 341 students, and has been continuing to grow. Henry A. Coffeen Elementary has added another kindergarten section to accommodate the students, but is still near full capacity. He added that Sheridan is a wonderful place to raise and educate children.

VIII. Reports and Communications

A. Board of Trustees

Chairman Bridger said that the Board would be participating in the Wyoming School Board Association fall roundup, and they intend to introduce the Flare Gas Resolution approved by the Board at the January 13, 2014 school board meeting.

Trustee Steel said that the Troopers had received the Sportsmanship Award at the Gillette baseball tournament. Assistant Superintendent Terry Burgess congratulated Sheridan's players and coaches.

Trustee Hackman said that Dr. Yang would be presenting at Sheridan College on August 20th from 7:00 – 8:00 pm, regarding the neurobiology of self and social biology of emotion. He encouraged all interested parties to attend.

B. PTO/Parents/Students/Organizations

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

C. Site/Administration/Staff

Transportation Director Steve Schlichting invited all present to view the new propane bus that he has brought to the board meeting for viewing.

IX. District Administration Reports

A. Superintendent

Superintendent Craig Dougherty said that summer school programs are important to build relationships with students. He congratulated principals, teachers, and staff for the great work.

Superintendent Dougherty said that he was picked for an interview with the Legislative Service Office consultant in charge of recommending a Wyoming Department of Education governance model, because we are the top performing school district in the state.

Superintendent Dougherty said that he was invited to attend the Wyoming Leadership Summit, which provides leadership for superintendents, principals, and teachers because of the District's amazing results.

TRUSTEE CRAFT MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:10 PM TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES AND TO REVIEW MATTERS PERTAINING TO LITIGATION INVOLVING THE SCHOOL DISTRICT PURSUANT TO W.S. 16-4-405. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 7:10 p.m. to address personnel and legal matters.

TRUSTEE HACKMAN MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:16 PM. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:16 p.m.

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

XI. Adjournment:

TRUSTEE STEEL MADE A MOTION TO ADJOURN THE MEETING AT 8:18 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 8:18 pm.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
August 11, 2014**

CERTIFIED STAFF

Approvals:

Jeremiah Attebury Secondary Schools	Technology Integrator 1.0 FTE (187 days)	Effective 8/15/14
Julianne Craft Sheridan High School	Teacher-Science 1.0 FTE (187 days)	Effective 8/15/14
Kira Kulinsky Henry A. Coffeen School	Teacher-Kindergarten 1.0 FTE (187 days)	Effective 8/15/14
Tiffany Songer Sheridan High School	Teacher-Social Studies 1.0 FTE (187 days)	Effective 8/15/14

CLASSIFIED STAFF

Approvals:

Danielle Arrants Woodland Park School	Paraprofessional-ESL 6.5 hours/day (175 days)	Effective 8/25/14
Hesid Brandov-Ysrael Sheridan Junior High School	Paraprofessional-Special Education 1:2 7.0 hours/day (175 days)	Effective 8/25/14
Brenda Brastrup Henry A. Coffeen School	Paraprofessional-Office/Classroom 7.0 hours/day (175 days)	Effective 8/25/14
Stephany Carrillo Sheridan Junior High School	Paraprofessional-Special Education 1:2 7.0 hours/day (175 days)	Effective 8/25/14
Ashley Cleare Henry A. Coffeen School	Paraprofessional-Title I (6.0 hours/day - 175 days)/After School (2.0 hours/day – 175 days)	Effective 8/25/14
Carrie Cook Woodland Park School	Paraprofessional-Office 6.0 hours/day (175 days)	Effective 8/25/14

Christopher Debban Sheridan Junior High School	Paraprofessional-Special Education 6.75 hours/day (175 days)	Effective 8/25/14
Kristin Healy Sheridan Junior High School	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 8/25/14
Elizabeth Husske Sheridan Junior High School	Paraprofessional-Office 8.0 hours/day (175 days)	Effective 8/25/14
Sara Koehler Woodland Park School	Paraprofessional-Title I 8.0 hours/day (175 days)	Effective 8/25/14
Laurie Mackey Sagebrush School	Paraprofessional-Special Education 1:2 7.0 hours/day (175 days)	Effective 8/25/14
Samantha Nixon Henry A. Coffeen School	Paraprofessional-Special Education 1:3 7.0 hours/day (175 days)	Effective 8/25/14
Yvonne Osborne Henry A. Coffeen School	Paraprofessional-Title I (7.0 hours/day - 175 days)/After School (1.0 hours/day – 175 days)	Effective 8/25/14
Jason Peterson Sagebrush School	Custodian (6.0 hours/day – 261 days)/Cook's Helper (2.0 hours/day – 177 days)	Effective 8/7/14
Elizabeth Sherrill Henry A. Coffeen School	Custodian (5.0 hours/day – 261 days)/Cook's Helper (3.0 hours/day – 177 days)	Effective 8/18/14
Jessica Snider Sheridan Junior High School	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 8/11/14
Amber Stahl Woodland Park School	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 8/25/14
Jennifer Stewart Woodland Park School	Paraprofessional-Media/Technology 8.0 hours/day (185 days)	Effective 8/25/14

Changes/Transfers:

Jennifer Covolo Woodland Park School	Paraprofessional-Special Education 1:1 (7.0 hours/ day – 175 days) to Cook's Helper (2.0 hours/day - 177days)	Effective 8/25/14
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William Harrison Meadowlark and Henry A. Coffeen Schools to Meadowlark School	Custodian 8.0 hours/day (261 days)	Effective 8/18/14
Jenna Mavrakakis Sheridan High School	Paraprofessional-Student Planning Office (4.0 hours/day) to Paraprofessional-Student Planning Office (4.0 hours/day)/Paraprofessional-Lunch (1.0 hour/day) 175 days	Effective 8/25/14
Patricia Sherman Meadowlark School	Custodian (8.0 hours/day) to Custodian (5.0 hours/ day)/Cook's Helper (3.0 hours/day) 261 days	Effective 8/25/14
Bridgette White Sheridan High School to Fort Mackenzie and the Wright Place Schools	Cook's Helper (5.0 hours/day - 177 days) to Head Cook (3.5 hours/day - 177 days)/After School Snack Coordinator (3.5 hours/day – 177 days)	Effective 8/20/14

Resignations:

Edella Becker Transportation Department	Bus Driver- Rotator 2.0-4.0 hours/day (175 days)	Effective 8/6/14
Chandra Cody Sheridan High School	Paraprofessional-Special Education 5.0 hours/day (175 days)	Effective 7/31/14
Addie Conraads Sagebrush School	Paraprofessional-Special Education 1:2 7.0 hours/day (175 days)	Effective 7/25/14
Carol Gates Sagebrush School	Paraprofessional-Title I 7.0 hours/day (175 days)	Effective 8/4/14
Sheryll Hampton Woodland Park School	Paraprofessional-Media/Technology 8.0 hours/day (185 days)	Effective 7/22/14
Stephanie (Mills) Johnston Henry A. Coffeen School	Paraprofessional-Title I 6.0 hours/day (175 days)	Effective 7/31/14
Kayla Palmer Henry A. Coffeen School	Paraprofessional-Special Education 1:3 7.0 hours/day (175 days)	Effective 8/2/14

EXTRA DUTY 2014-2015

Approvals:

<u>Name</u>	<u>Position</u>
Martha Eberhart	Balanced Literacy
Megan Edmunds	Balanced Literacy
Yvonne Gatley	Balanced Literacy
Pam O'Connell	Balanced Literacy
Kristie Reimers	Balanced Literacy
Sherry Thompson	Mathematics Trainings
Nikki Trahan	Literacy Coordination
Mick Wiest	Summer Professional Learning Community Coordinator

Changes:

<u>Name</u>	<u>Position</u>
Stephanie Vela	Cheerleading Sponsor - SHS

WOODLAND PARK AFTER SCHOOL STAFFING 2014-2015

Approvals:

<u>Name</u>	<u>Position</u>
Danielle Arrants	Paraprofessional
Gina Carroll	Teacher
Carrie Cook	Paraprofessional
Sara Koehler	Paraprofessional
Donna Johannesmeyer	Teacher
Jennifer Jones	Teacher
Erika Jorgensen	Teacher
Jennifer McIntire	Teacher
Heather Miller	Teacher
Courtney Pushcar	Teacher
Jacob Muth	Teacher
Kristie Reimers	Teacher
Jessica Sparks	Teacher
Amber Stahl	Paraprofessional
Jennifer Stewart	Paraprofessional
Rob Winn	Teacher

DATE: September 2, 2014

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

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

Henry A. Coffeen Elementary School

The cornerstone ceremony and official open house of Henry A. Coffeen was a huge success. As in all new buildings, there are issues that must be worked through. The one apparent issue with this project is the excess water on the playground lawn. The District, contractors, and engineers are meeting to resolve the drainage issues.

Sheridan High School Projects and Future Planning

Phase II of the Sheridan High School renovation is basically complete, with just some minor items to be completed.

Athletics and performing arts committees looking at the locker room/sports training and the performing arts areas continue to meet with Activities Director Don Julian. These committees continue to seek private funds along with using the available District and state major maintenance funds. TSP will present a schematic design for the renovated locker training areas at the October board meeting.

Information about the locker room nameplate fundraiser for the remodel of the locker rooms has been posted on the district website to promote interest in the project.

Early Building Roof Project

The roof replacement project is complete. The Sheridan Junior High School staff have moved into the Early Building and are very pleased to have classroom space.

Fort Mackenzie/the Wright Place, Sagebrush, and the Behavior Center

Fort Mackenzie and the Wright Place and the Behavior Center have been moved to the old Highland Park Elementary School. Terry, Tom, and I met with area superintendents last

Thursday to discuss potential interest in alternative school collaboration. The District will work with the School Facility Commission to secure funding for the construction of a new facility for Fort Mackenzie and the Wright Place and the complete renovation of Sagebrush Elementary 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: September 2, 2014

TO: Board of Trustees

FROM: Mitch Craft, Sheridan Junior High School Principal

SUBJ: **Graduation Committee Update** *(Information)*

Updates regarding progress of the graduation committee, comprised of community members and District staff, will be shared with you at the board meeting on Monday.

Dropout Profile Data

Graduation Counts Sheridan is in the early stages of data analysis. As explained at past Board meetings, the goal of our analysis is to gain insight into potential trends that can reveal who is dropping out and why. To begin, we are combing through data related to students who dropped out over the last four school years. The goal is to see trends in the data that will provide direction to the Graduation Counts committees, as well as to the administration and counseling staff at Sheridan High School and Fort Mackenzie High School. At the September Board of Trustees meeting, we present a different look at drop out data. Our next step is to listen to feedback from the Graduation Counts Committee and district administration to focus our direction for further analysis.

This data table profiles all district students who dropped out during the four school years indicated. This is cross-sectional data meaning these are all the students that dropped out in a single year. This is not the usual cohort analysis we provide annually.

	2009-10	2010-11	2011-12	2012-13
Total Dropouts	53	47	39	41
Grade Level				
9th grade dropouts	12	4	2	5
10th grade dropouts	15	12	5	15
11th grade dropouts	16	13	19	11
12th grade dropouts	10	18	13	10
Exit Code				
Drop out/No GED	44	42	38	30
Pursuing GED	9	5	1	11
Gender				
Female	27	19	12	15
Male	26	28	27	26
Female pursuing GED	6	0	1	3
Male pursuing GED	3	5	0	8
Race				
White	48	46	39	40
Non-white	5	1	0	1
Special Programs				
GATE	0 (of 66)	0 (of 55)	0 (of 60)	0 (of 79)
General Education	42 (of 930)	38 (of 935)	37 (of 958)	38 (of 917)
Section 504	1 (of 10)	0 (of 5)	0 (of 10)	0 (of 13)
Special Education	10 (of 121)	9 (of 101)	2 (of 74)	3 (of 94)
Socio-Economic Status				
Full price lunch	21 (of 799)	25 (of 790)	19 (of 748)	21 (of 768)
Reduced price lunch	4 (of 131)	2 (of 97)	3 (of 101)	3 (of 88)
Free lunch	28 (of 197)	20 (of 209)	17 (of 253)	17 (of 247)



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: September 2, 2014

TO: Board of Trustees

FROM: Cody Sinclair, Human Resources Coordinator

SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

GCC-GDC Staff Leaves and Absences

***Policies -
First Reading***

STAFF LEAVES AND ABSENCES

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

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

SICK LEAVE - ~~Professional-Certified/professional~~ staff on 185-190 day contracts and on a nine-month contract and secretaries, technicians, nurses, head cooks, and second cooks on a nine-month work agreement will accumulate sick leave at the rate of 10 days per year accumulative to 60 days. Elementary principals, assistant principals, and secretaries ~~These~~ on ~~ten~~195-210 day—month contracts or work agreements will accumulate 11 days of sick leave per year accumulative to 66 days. Staff members on ~~eleven~~195-210 day—and twelve and 260-261 day (twelve-month)—month contracts or work agreements will accumulate 12 days of sick leave per year accumulative to 72 days. Bus drivers, part-time custodians, paraprofessionals, and cook's helpers who have been employed with the district for fewer than six years and are on nine-month work agreements will accrue sick leave at the rate of three (3) days per year accumulative to 18 days. Bus drivers, part-time custodians, paraprofessionals, and cook's helpers who are starting their sixth year of continuous employment ~~have been employed~~ with the district ~~for five or more consecutive years~~ (an employee must work at least one full semester to be counted as a year) and are on nine-month work agreements will accrue sick leave at the rate of ten (10) days per year accumulative to 60 days. When the years of employment are not consecutive, the superintendent has discretion, with respect to the applicability of this policy. Employees that have accrued sick leave days beyond the maximum carryover stipulated above will be given one additional paid personal leave day for the following fiscal year. A day is defined as the number of hours scheduled to work daily. The normal work day may be less than eight (8) hours per day depending upon the normal work schedule of the employee. Accumulation of sick leave will be pro-rated for staff members working less than eight (8) hours per day and will also be pro-rated by school quarter if the date of employment falls on or

STAFF LEAVES AND ABSENCES (contd.)

after the start of a school quarter (three-quarters if after the end of the first quarter, one-half if after the end of the second quarter, and one-fourth if after the end of the third quarter).

Sick leave is to be used for the illness of a staff member or members of his or her immediate family. Immediate family members will be defined as children, spouse, parents, siblings, stepparents, stepchildren, or stepsiblings. Under certain circumstances sick leave may also be used for the care of grandparents and/or grandchildren upon approval of the superintendent. Upon termination of employment accrued sick leave will be paid out at the current substitute rate to employees with ten (10) or more consecutive years of employment with Sheridan County School District #2.

Certification - The District may require that a request for leave to care for a relative with a serious health condition or because of the employee's own serious health condition be supported by a certification (letter/document) issued by the health care provider of the eligible employee or of the immediate family member(s) of the employee as appropriate. The employee shall provide in a timely manner a copy of such certification to the employer.

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

STAFF LEAVES AND ABSENCES (contd.)

- f. In the case of certification for intermittent leave or leave on a reduced leave schedule or for planned medical treatment, the dates on which such treatment is expected to be given, the duration of such treatment, and a statement of the medical necessity for the intermittent leave or leave on a reduced leave schedule.

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

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

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

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

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

STAFF LEAVES AND ABSENCES (contd.)

employee.

EXTENDED SICK LEAVE – Extended sick leave is only available when an employee has used all accrued leave. Extended sick leave is to be used for the illness of a staff member or member of his or her immediate family. For the purposes of this policy eligible employees include professional-certified/professional staff on a nine/ten-month185-190 day contract; secretaries, technicians, nurses, head cooks, and second cooks on a nine/ten-month work agreement; classified staff on twelve-month work agreements; and staff members on eleven195-210 day- and twelve260-261 day (twelve-month)-month contracts and work agreements. Eligible classified and administrative staff may request extended sick leave days from the school board. Employees that have access to the Certified or Classified Sick Leave Banks may apply for extended sick leave only for an immediate family member, as they have access to a sick leave bank for their own illness.

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

1. Extended sick leave is intended for people with an illness that can be treated and will allow a person to return to work after a reasonable period of recuperation.
2. A staff member must submit a letter requesting extended sick leave to the Board along with a supporting letter from a licensed physician who examined the employee or their immediate family member. The physician's letter must explain why leave is medically necessary and the expected amount of time that will be required for recovery before the employee can return to work.
3. If the extended sick leave request is for more than twenty working days, regular status reports will be required from the physician explaining the progress being made toward returning to work.
4. Employees eligible for the district's long-term disability program may be asked to complete the necessary long-term disability application materials. Once long-term disability is approved for an employee, the position will be opened and employment and benefits will end at the end of the month in which the long-term disability is approved. Should the employee be able to return to work after long-

STAFF LEAVES AND ABSENCES (contd.)

term disability, they must apply for open positions.

5. Employees granted extended sick leave will receive their regular salary less the cost of the person's substitute for the period of time extended leave is granted.
6. An employee must have been employed continuously for six (6) months to become eligible for extended sick leave.
7. Terminal illness of either the employee or an immediate family member is a condition under which extended sick leave may be granted.

CERTIFIED/CLASSIFIED SICK LEAVE BANK - (See Policy GCBF/GDBF)

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

PERSONAL LEAVE - Four days of non-accrued personal leave are granted to professional—certified/professional staff on a nine/ten-month185-190 day contract; secretaries, technicians, nurses, head cooks, and second cooks on a nine/ten-month work agreement; and classified—staff on eleven195-210 day- and twelve260-261 day (twelve-month)-month contracts and work agreements; and professional staff on eleven—and twelve-month contracts. Personal leave will be pro-rated for staff members by school quarter if the date of employment falls on or after the start of a school quarter (three days if after the end of the first quarter, two days if after the end of the second quarter, and one day if after the end of the third quarter). —Certified staff may not take personal leave days immediately before or after any school holiday, during the first two weeks (first ten school days) of the school year, or during the last two weeks (last ten school days) of the school year. Exceptions may be granted by the superintendent. For certified, administrative, and exempt staff the substitute teacher rate of pay will be deducted from the employee's salary for three of these days.

STAFF LEAVES AND ABSENCES (contd.)

For those classified staff listed above, one-half of step 1 of the hourly rate of pay on the appropriate salary schedule will be deducted for three of these days. One day will be provided at no loss in salary to the employee. If the paid personal leave day is not taken, it will be paid to the eligible employee at the end of the fiscal year. The rate of pay for this day will be at the above dock rate. An employee must work at least two semesters (for nine-ten month staff) or six months (for twelve month staff in order to be eligible for payback of personal leave. Except where otherwise provided herein, personal leave days will not be carried over to the next year.

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

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

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

Professional staff may apply for professional leave to complete an internship within the district. Internship programs are approved on a case by case basis. A substitute's pay will be deducted for days that the staff member is participating in the approved internship. Completion of an internship within the school district does not guarantee future employment in the area of the internship.

Professional leave may also be granted to allow participation in

STAFF LEAVES AND ABSENCES (contd.)

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

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

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

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

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

CERTIFIED STAFF LEAVE OF ABSENCE - The Board of Trustees, on recommendation of the superintendent, may grant an unpaid leave of absence to a certified staff member for one semester, one school year or two school years for the purpose of professional study, approved travel, recuperation, child rearing, caregiving for an immediate family member, exchange teaching, or teaching in a foreign country. A certified staff member on leave for professional study, approved travel, teaching in a foreign country, or exchange teaching shall be given service credit for the year and so rated on the salary schedule. If the leave is for recuperation, child rearing, or caregiving for an immediate family member, the certified staff member shall be returned to the schedule without service credit and so rated on the salary schedule. Certified staff members on a leave of absence will be removed from the district's insurance plan(s) at the end of the

STAFF LEAVES AND ABSENCES (contd.)

last day of the month in which the employee last worked unless the staff member works through the end of the school year at which time the insurance benefits continue with the district until August 31st. Certified staff members approved for a leave of absence should speak to the Human Resources Coordinator about COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage.

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

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

CLASSIFIED STAFF LEAVE OF ABSENCE - Classified staff members who are currently enrolled in a university program resulting in a teaching degree may apply to the Board through the superintendent for an unpaid leave of absence from their position in order to fulfill student teaching responsibilities. At the end of the student teaching experience, they will return to their same position at the same pay and experience levels as prior to student teaching. Classified staff members on a leave of absence will be removed from the district's insurance plan at the end of the last day of the month in which the employee last worked unless the staff member works through the end of the school year at which time the insurance benefits continue with the district until August 31st. Classified staff members approved for a leave of absence should speak to the Human Resources Coordinator about COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage.

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

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

MATERNITY/PATERNITY LEAVE - (see Policy GCCA-GDCA) [Employees may apply to use accrued sick leave during the 45 consecutive days](#)

STAFF LEAVES AND ABSENCES (contd.)

immediately following the birth or adoption of a child. For purposes of this policy, "child" refers to a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. Legal parents of natural birth or adopted children may apply to use accrued sick leave during the 45 consecutive days immediately following the birth or adoption. In the event both parents are employed by the district, then only 5 days may be used in combination.

REQUEST FOR LEAVE NEAR THE CONCLUSION OF THE SEMESTER:

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

OFFICIATING LEAVE - Any employee invited to officiate a WHSAA

STAFF LEAVES AND ABSENCES (contd.)

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

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

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

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

VACATION LEAVE - Classified ~~twelve~~260-261 day (Twelve-Month) Employees

Employees with less than five years of experience on a ~~twelve~~260-261 day (twelve-month) basis will be granted 12 days (accrued at the rate of 1 day/month) of vacation annually with full pay. Employees with more than five years of experience, but less than ten years of experience on a ~~twelve~~260-261 day (twelve-month) basis will be granted 15 days (accrued at the rate of 1½ days/month) of vacation annually with full pay. Employees with more than ten years of experience on a ~~twelve~~260-261 day (twelve-month) basis will be granted 18 days (accrued at the rate of 1½ days/month) of vacation annually with full pay. Classified ~~twelve~~260-261 day (twelve-month) employees may accumulate up to 42 days of vacation. Any days beyond the maximum allowed to be carried over at the end of the fiscal year (June 30th) will be paid out in December of the following fiscal year. Those staff with more than 42 accumulative days at the end of fiscal year 2010 will be grandfathered and will be

STAFF LEAVES AND ABSENCES (contd.)

allowed to carryover no more than the total number of days they have accrued as of June 30, 2010. Vacation days will be paid out at the previous fiscal year's rate of pay.

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

VACATION LEAVE - Professional ~~Twelve~~260-261 day (Twelve-Month) Employees

Professional ~~twelve~~260-261 day (twelve-month) staff will be granted 21 days (accrued at the rate of 1 $\frac{3}{4}$ days/month) of vacation annually with full pay accumulative up to 42 days. Any days beyond the maximum allowed to be carried over at the end of the fiscal year (June 30th) will be paid out in December of the following fiscal year. Those staff with more than 42 accumulative days at the end of fiscal year 2010 will be grandfathered and will be allowed to carryover no more than the total number of days they have accrued as of June 30, 2010. Vacation days will be paid out at the previous fiscal year's rate of pay.

Vacations are to be arranged through the superintendent. Applications by ~~twelve~~260-261 day (twelve-month) professionals for vacation leave shall be made at least ten working days before the time leave is requested (except in the case of emergencies).

First Reading: ~~9/10/12~~

Second Reading: ~~10/8/12~~



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: August 29, 2014

TO: Board of Trustees

FROM: Tom Sachse, Assistant Superintendent for Curriculum and Assessment

SUBJ: **3-D Printer Bid** *(Information)*

We received no formal bids from our Board-approved purchase of a 3-D printer. So we contacted the consultants who designed our Da Vinci Lab and they put us in contact with their consultants to purchase and provide technical support for industry quality 3-D printers, laser engravers, etc. In fact, High Country Technology Consultants is the group from whom we bought the Fort Mackenzie laser engraver. In discussions with them, we identified a 3-D printer that is industry quality, but accessible to students' uses. Even better, this device is available for a price that is less than the bid requirement of \$25,000. We will purchase the Stratasys uPrint SE for approximately \$22,500 including shipping, installation, and training.

DATE: September 8, 2014

TO: Board of Trustees

FROM: Steven Schlicting, Transportation Director

SUBJ: **Bus Video Surveillance Equipment and Installation Vendor/Purchase Authorization** *(Action)*

At the July 16th Board meeting, I requested action to proceed with releasing the bid to purchase Bus Video Surveillance Equipment, including exterior cameras, from a suitable vendor. The Board authorized the request to bid, suitable vendors were notified, and the call for bids was advertised locally in the Sheridan Press. Four bids were received and opened on Thursday, August 7, 2014 at 4:00 PM. After reviewing the bids, a preferred vendor has been identified. I will request that you take action to approve the recommended bid from 247 Security.

Preferred Vendor Recommendation

Vendor: 247 Security, Alpharetta, GA

System Type: 8 CH DVR w/5 cameras and 500 GB hard drive

Quantity: Thirty-six units

Options include: GPS antenna/receiver, WiFi capable, and on-site installation.

Total price: \$52,745

Vendor Choice Explanation

247 Security was chosen as the preferred video surveillance camera system vendor. This decision is based on the following criteria:

- ✓ Reputation of excellent after sale support
- ✓ Lowest bid submitted
- ✓ Very high quality picture and resolution
- ✓ Viewing software is intuitive and quite similar to what we currently use

Vendor Bid Comparison Chart

DVR 8 channel; 5+ cameras; 500 GB HD – Bus Video Surveillance Equipment
Average vendor price including GPS, WiFi and installation = \$112,938.11

Vendor	Cam System Brand	Model	Base price	Install	Price including Options
Elder Equipment (Casper)	REI	HD800W	\$121,500.00*	\$14,940.00	\$136,440.00
247 Security (Alpharetta, GA)	247 Security	ZeusW	\$52,745.00***	**	\$52,745.00
Harlows (Rolette, ND)	REI	HD800W	\$131,966.28***	\$16,200.00	\$148,166.28*
Angeltrax (Newton, AL)	Angeltrax	Hybrid Quest 8CH	\$86,400.72***	\$23,040.00	\$109,440.72
	Angeltrax	Hybrid Quest 8CH	\$94,858.56	\$23,040.00	\$117,898.56

Note: Yellow highlighted entries show District 2 Transportation Department preferred vendor choice.

* Quote includes Trade-in discount for old cameras removed at installation of new cameras

** Included in Base price

*** Base price includes use of exiting (3) REI cameras currently installed in our buses.



Craig Dougherty, Superintendent

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DATE: September 1, 2014

TO: Board of Trustees

FROM: Scott Stults, Director of Elementary Education

SUBJ: **Acceptance of Donation from Sheridan Angels to District** *(Action)*

The Sheridan Angels group recently donated numerous backpacks filled with school supplies to District schools. They donated approximately 100 backpacks to the elementary schools and 40 backpacks to the junior high school. Supplies were also donated to Sheridan High School. The Sheridan Angels has been very generous in their efforts to ease the financial burden on families, and their work is greatly appreciated.

I will request that you take action to accept this generous donation to the District.



Craig Dougherty, Superintendent

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DATE: September 1, 2014

TO: Board of Trustees

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

SUBJ: **Review Beginning Enrollments** *(Information)*

The district's beginning enrollments for the 2014-2015 school year are attached. The information will be briefly reviewed with you at the board meeting on Monday.

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
Beginning Enrollments for 2014-15
September 4, 2014 at 7:30am (8th day of School)

SCHOOL	Kdg	1st Gr	2nd Gr	3rd Gr	4th Gr	5th Gr	6th Gr	7th Gr	8th Gr	9th Gr	10th Gr	11th Gr	12th Gr	8th Day Total'14	8th day Total'13	Change
SHS										272	248	231	237	988	946	42
SJHS							256	198	240					694	697	-3
HENRY A COFFEEN	84	58	58	44	58	41								343	300	43
HIGHLAND PK	67	57	64	63	59	63								373	372	1
MEADOWLARK	57	51	59	58	57	53								335	339	-4
SAGEBRUSH	66	48	52	57	55	50								328	361	-33
WOODLAND PARK	66	54	49	45	37	35								286	256	30
STORY	4	5	9	3	4	1								26	18	8
FT. MACKENZIE										7	13	11	9	40	33	7
THE WRIGHT PLACE							6	6	9					21	10	11
TOTAL '14	344	273	291	270	270	243	262	204	249	279	261	242	246	3434	3332	102



Excellence and Accountability

Craig Dougherty, Superintendent

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DATE: September 2, 2014

TO: Board of Trustees

FROM: Cody Sinclair, Human Resources Coordinator

SUBJ: **Wellness Program Options for 2014-2015** (*Action*)

We are continuing to pursue ways to improve the District's Wellness Program. Last year, we added a Health Risk Assessment to help determine the highest health risks and wellness needs for our employees. We are using that data and partnering with the Wellness Council of Sheridan County to provide wellness challenges in the high needs areas such as financial wellness, stress management, healthy eating, increasing activity, and weight management. We are also looking at providing a Workforce Wellness Screening (biometric testing and health risk assessment) for our employees. This screening would be on-site to allow staff to complete the screening prior to or just after the work day. Staff would receive comprehensive information on their health both at the time of the screening and when the results of their blood work are returned. Additionally, the District will receive the aggregate data on the biometric screening and health risk assessment to help us identify the highest needs for wellness training and support.

We are looking at three different providers for this Workforce Wellness Screening – Sheridan Memorial Hospital, Campbell County Memorial Hospital, and Western Health Screening. Each of these vendors would provide a Wellness Blood Screening and Health Risk Assessment. The Sheridan Memorial Hospital screening also includes a Physical Health Assessment. The following are the cost per employee for the Workforce Wellness Screening:

Sheridan Memorial Hospital = \$75 per person
Campbell County Memorial Hospital = \$75 per person
Western Health Screening = \$105 per person (\$90 per person if fewer than 9 sites)

Employees on our health insurance receive an additional \$50 annually to cover wellness screenings in addition to the wellness screening benefits, so I anticipate that this will cost the District no more than \$25 per person if this is offered to employees on the District's insurance plan. I will be meeting with the District's Wellness Committee on Thursday, September 4th and will provide you with the committee's feedback. I will request that you take action to approve the recommendation for the selection of one the three providers presented at the board meeting on Monday, September 8th.

Workplace Wellness Screening

Onsite Workplace Wellness Screening: \$75.00 per member

Blood Screening

-  Wellness panel (includes (TSH, Direct LDL Cholesterol & C-reactive protein)
 -  CBC (Complete Blood Count)
- Lab results are mailed.

Physical Health Assessment

-  Blood Pressure
-  Body Fat
-  Flexibility
-  Height Weight
-  Pulse Oximetry
-  Step Test
-  Waist/Hip Measurement
-  Individual Health Risk Assessment Questionnaire w/a customized personal report upon completion.

Aggregate Report by Employer

Member access to online health education & tools

The wellness panel, consisting of 26 measured (instrument resulted) and 6 calculated tests, screens for:

-  Cardiac (heart) risk
-  Gout
-  Inflammation
-  Iron
-  Kidney function
-  Liver function
-  Pancreatic function
-  Thyroid function

An elevated iron test result (>170) automatically receives a ferritin level test @ no additional cost.

The CBC screens for:

-  Anemia
-  Infection

❖ The services below are priced on per member basis.

The following blood screenings are also strongly recommended:

-  Hemoglobin A1c (diabetic patients only) - \$35
-  Occult Blood/Colorectal Screening (members 50 years & older) - \$5
-  PSA (men 40 years & older) - \$25
-  Vitamin D (all members) - \$45

❖ Additional blood screening is available as individually and medically indicated.

Medical Consultant Services: \$115

Medical consultation services consist of a medical provider meeting individually with each member to review and discuss personal health screening information to outline the options for improving overall health and wellness.

Health Coach Services: \$115

A health coach will give your employees the motivation and the tools that they need to achieve their physical and emotional health goals. They provide individuals with the incentives that are needed to improve their careers and their way of life by helping them identify the obstacles that make it difficult to attain a healthier lifestyle. They will partner with them to refocus and assist in making significant lifestyle changes.

Other services and screenings for consideration:

-  Annual Flu Vaccination - (market pricing)
-  Immunizations
-  Mammogram - \$140
-  Bone Density Scan - \$80
-  Baseline Electrocardiogram (EKG) w/interpretation- \$180

Basic Screenings

Wellness Profile.....\$25

A total of 23 tests that measure cholesterol, glucose, thyroid, iron, triglycerides, and liver and kidney function.

CBC (complete blood count).....\$10

Different types of blood cells are counted and examined to present a general picture of overall health and the person’s ability to fight infection and disease.

PSA (prostate specific antigen)....\$25

Measures a protein produced by the male prostate gland and recommended by the American Cancer Society for men over age 50, or those with a family history of prostate cancer.

hsCRP\$35

In conjunction with cholesterol levels, hsCRP is a strong predictor of peripheral artery disease. Highly sensitive CRP may also help identify patients at risk of a first heart attack even with low to moderate lipid levels.

Hemoglobin A1C.....\$35

Also called Glycohemoglobin. Reflects average blood sugar levels over a 2-3 month period.

Vitamin D.....\$45

A fat soluble vitamin that helps control calcium and phosphate levels in the body, critical for growth of bones and teeth.

Please note - the screenings on this page (listed in white) are the only screenings available at the CCMH Lab on Tuesday or Thursday from 7-11 a.m. or the Wright Walk-in Clinic from 8-10:30 a.m.

A La Carte Menu

Vitamin B12 & Folate.....\$40

Indicates possible deficiencies, anemias, and malnutrition or malabsorption.

HIV.....\$30

Indicates presence of HIV infection. CCMH is obligated by law to report positive results to the State of Wyoming Health Department.

iFOBT (Fecal Occult Blood Test).....\$20

A sample of stool tested for hidden blood indicating colon disorders, including colon cancer. A return envelope is provided to mail to the CCMH Laboratory at the Hospital.

Blood Typing.....\$25

Determine your blood type: O+, O-, A+, A-, B+, B-, AB+, AB-.

Estradiol.....\$40

Estradiol levels are used in evaluating ovarian function.

FSH (Follicle Stimulating Hormone).\$40

Often used in conjunction with other tests in the work-up of infertility or when a woman’s menstrual cycle has stopped or becomes irregular.

Progesterone.....\$40

Helps track ovulation, used in conjunction with other tests in the work-up of infertility and supports gestation.

Testosterone.....\$40

In conjunction with other tests, testosterone is often used in the work-up of a variety of conditions in men, women, boys and girls.

Packages

Thyroid Function Panel.....\$45

Thyroid stimulating hormone (TSH), Free T4 and Free T3 levels, indicating possible hyper or hypothyroidism.

Diabetes Management Panel.....\$45

Fasting Glucose and Hemoglobin A1C.

Men’s Health Panel.....\$65

Includes Wellness Profile, CBC, hsCRP and PSA. Recommended for men under 60 years old. *Savings of \$30 vs. individual tests.*

Women’s Health Panel\$65

Includes Wellness Profile, CBC, hsCRP and Free T4 for thyroid hormones and metabolism. Recommended for women under 60 years old. *Savings of \$50 vs. individual tests.*

Senior Men’s Panel (age 60+).....\$85

Includes Wellness Profile, CBC, hsCRP, PSA, and take home iFOBT (fecal occult blood test).

Senior Women’s Panel (age 60+).\$85

Includes Wellness Profile, CBC, hsCRP, Free T4 for thyroid hormones and metabolism and take home iFOBT (fecal occult blood test).

Wellness Package 1.....\$75

Includes Wellness Profile, CBC, Biometrics, Health Risk Assessment and an easy to understand detailed results report. See next column for additional explanation.

Definitions

Biometric screenings are evaluations that look at your past, current and potential future health conditions. Included in this are blood pressure, pulse ox (oxygen saturation levels), height, weight, and body composition. The participant will have a clearer understanding of how their individual results compare to national statistics.

Health Risk Assessments (HRA) are an electronic health and habits questionnaire taken by the participant to help assess health risk.

Corporate/Workplace healthCHECK+

Corporate Wellness offers screenings to area businesses. This service works with individual companies to improve the health of their employees and spouses. In addition to the healthCHECK+ screenings, each company can select from additional screenings such as pulmonary function to evaluate lung capacity and audiograms to evaluate participants’ hearing.

Companies can designate a certain timeframe in which employees would use the online scheduling system to schedule an appointment to conduct their screenings. The employee will receive their results in an easy-to-understand format and the company will receive a comprehensive report that identifies the company employees’ overall health without individual identification.

Contact CCMH Wellness at 307.688.8051 for more information regarding the Corporate healthCHECK+ options.

All Screenings Offered at the Wellness Office, Energy Building, 1901 Energy Court



SCREENING DESCRIPTION/PRICING LIST

TwoMedicine - Sheridan County School District #2-2014-15

Calendar Year

All Inclusive Pricing to include all screenings and services

**Screenings to be performed in 2014 based on: 4 site locations in one week Tues- Fri with
1 location per day, 5 – 8 sites, and 9 – 12 locations**

**A minimum of 4+ blood screenings to be offered at each location, unless prior
arrangements have been made and agreed upon with WHS.**

Test #	Test Name and Description	\$ Pricing Up to 4 site locations	\$ Pricing 5-8 site locations	\$ Pricing 9- 12 site locations
26151-4	HealthScreen: 32 metabolic functions. Lipid Panel with Direct LDL, TSH, Liver, Kidney, Muscle, Bone, Uric Acid, Iron Panel with Ferritin. Company voucher can be applied for credit	\$75.00	\$90.00	\$105.00
	Additional Blood Screening Tests Offered			
500-5	CBC – Complete Blood Count Screening presents a general picture of overall blood health and checks for infection, anemia and early signs of leukemia	\$15.00	\$15.00	\$15.00
3481-5	PSA – Prostate Specific Antigen Recommended yearly for men fifty and older. Baseline recommended for men forty + or earlier with family history of Prostate Cancer or prostate issues	\$25.00	\$25.00	\$25.00
16006-1	Hemoglobin A1c Provides an average blood glucose level over the past 4 months and is non-fasting screening. Recommended for anyone with a family history of diabetes	\$25.00	\$25.00	\$25.00
24391-4	Vitamin D Screening (D2, D3, and Total) Concise measurement of D2 level for vitamin and nutritional absorption, D3 for conversion of sunshine absorption, and total amount of D to define, sufficient, insufficient, or deficient level	\$35.00	\$35.00	\$35.00
19192-8	Cardio CRP (C-Reactive Protein) Elevated levels of C-reactive protein can indicate vascular inflammation. Inflammation may cause cholesterol deposits to break off and clog an artery	\$30.00	\$30.00	\$30.00
19263-2	Celiac/Sprue Test (Ttg AB IGM) A simple screening test for gluten sensitivity that measures antibodies to an enzyme (tissue transglutaminase) which is a normal enzyme found in the digestive system.	\$40.00	\$40.00	\$40.00
3050-3	Vitamin B-12 and Folate Essential for production of red blood cells, the function of nerve cells, and is required for DNA replication. Lack of these can cause anemia, fatigue, depression, and poor memory.	\$35.00	\$35.00	\$35.00
444-4	Testosterone, Total Male A hormone produced in males that regulates the retention of protein in the body and supports muscle mass, bone strength, and sexual characteristics. Low T can cause hair loss, weight gain and decreased libido.	\$40.00	\$40.00	\$40.00
23989-9	Testosterone, Total Female	\$40.00	\$40.00	\$40.00

	A hormone produced in females (as well as males) that contributes to lean muscle mass, bone density and maintaining libido. Low T can cause brittle hair, decreased bone and muscle strength and diminished libido.			
24281E	Homocysteine Amino acid produced by the body. High levels are correlated with increased risk of heart disease. Recommended for those with family history of heart or stroke	\$45.00	\$45.00	\$45.00
27700-1	InSure Fit Colon Screening Specific to the hemoglobin and does not react with non-human hemoglobin, vitamins, drugs, or peroxidase from food sources. No special diet required and brush stool for easy sampling.	\$25.00	\$25.00	\$25.00
	Additional Charges and Items:			
	Standard Biometric Screenings Include: Blood Pressure/Height/Weight/BMI/Body Composition (Body Fat)/Visceral Fat/Skeletal Muscle/Waist Measurement. Avg 6-8min/per person			
*BIO Screener	Biometric Screening Personnel: This is the hourly rate for contracted personnel or WHS representative who performs the above Standard Biometric Screenings at on-site locations. Screener can process appx 10 partc/hr.	No Charge	No Charge	No Charge
*TRAV	Travel Expense: WHS Representative, Biometric or Phlebotomy personnel for mileage, lodging, and meal per diem.	No Charge	No Charge	No Charge
*PHLEB	Phlebotomy Charge: This is the hourly rate of each phlebotomist at each site location.	No Charge	No Charge	No Charge
*Mail	Mailing Charge: Preparation of results to include test explanation, enveloping, and postage. This can also be added into the HealthScreen cost if requested.	2.00	2.00	2.00
*Stats	Aggregate Statistics: Blood screening aggregate statistics package provided by Quest Diagnostics. Biometric screening aggregate statistics provided by WHS.	No Charge	No Charge	No Charge
TwoMedicine Administrative Services	TwoMedicine Health Admin Services: Billed as a flat fee based on administrative services rendered. Screening quote and delivery to SCSD #2 Screening scheduling, planning and administration Onsite attendance to ensure efficient operation Screening Claims processed with TPA Screening performance review including resolution of any issues – Reports, charges, performance, etc.	700	850	1050

This TM/WHS pricing proposal is effective through April 30, 2014 for Fall Event Planning. Thank you for the opportunity to be considered for this quote.

Cody Sinclair HR SPSP #2

Date

Earl Hanson Owner TwoMedicine Health and Financial Fitness

Date

***Draft
Personnel
Action
Report***

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
September 8, 2014

CLASSIFIED STAFF

Approvals:

Mamie Arzy Sheridan High School	Cook's Helper-Ala Carte 2.0 hours/day (177 days)	Effective 8/25/14
Kathi Barham Transportation Department	Bus Driver-Rotator 2.0-4.0 hours/day (175 days)	Effective 8/25/14
Sheryl Barker Sagebrush School	Paraprofessional-Special Education 1:2 7.0 hours/day (175 days)	Effective 8/25/14
Antonia Becker Sagebrush School	Paraprofessional-Title I 6.0 hours/day (175 days)	Effective 8/25/14
Megan Carfino Highland Park School	Cook's Helper 3.0 hours/day (177 days)	Effective 8/25/14
Sara Fluer Highland Park School	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 8/22/14
Ciro Paolo Formisano Sheridan High School	Cook's Helper 5.0 hours/day (177 days)	Effective 8/25/14
Marvin Kehrwald Highland Park School	Paraprofessional-ESL 6.5 hours/day (175 days)	Effective 8/25/14
Carla Kurtz Sheridan Junior High School	Cook's Helper 4.0 hours/day (177 days)	Effective 8/25/14
Laurie Lee Facilities Department	Secretary-Building and Grounds 4.0 hours/day (261 days)	Effective 8/18/14
Susan McGuire Sagebrush School	Paraprofessional-Title I (5.0 hours/day)/After School Coordinator (3.0 hours/day) (175 days)	Effective 8/25/14
Thomas Musselman Transportation Department	Bus Driver-Rotator 2.0-4.0 hours/day (175 days)	Effective 8/25/14
Jamie Ostermyer Sheridan High School	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 8/25/14

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
September 8, 2014

Brooke Shippy Sagebrush School	Cook's Helper-(1.5 Lunch and 1.0 FFV) 2.5 hours/day (177 days)	Effective 8/25/14
Terra Thomas Sheridan High School	School Nurse 4.0 hours/day (180 days)	Effective 8/25/14
Valerie K. Wells Transportation Department	Bus Driver-Rotator 2.0-4.0 hours/day (175 days)	Effective 8/25/14
Linette White Sheridan High School	Paraprofessional-Special Education 1:1 7.0 hours/day (175 days)	Effective 8/25/14

Changes/Transfers:

Danielle Arrants Woodland Park School	Paraprofessional-ESL 6.5 hours/day to 5.0 hours/day (175 days)	Effective 9/2/14
Alice Baker Woodland Park School	Head Cook/Fresh Fruits and Vegetables 7.8 hours/day to 7.5 hours/day (177 days)	Effective 9/2/14
Patricia Conrad Sagebrush School	Paraprofessional-Office (6.5 hours/day) to Paraprofessional-Title I (7.0 hours/day – 175 days)	Effective 8/25/14
Carrie Cook Woodland Park School	Paraprofessional-Office (6.0 hours/day) to Paraprofessional-Office (6.0 hours/day – 175 days) Cook's Helper (1.0 hour/day - 177 days)	Effective 9/2/14
Cristina Crabb Woodland Park School	Second Cook 7.3 hours/day to 7.0 hours/day (177 days)	Effective 9/2/14
Nita Daniels Sheridan Junior High School	Paraprofessional-Special Education 1:2 6.5 hours/day to 6.75 hours/day (175 days)	Effective 8/25/14
Janet Evans Highland Park School	Paraprofessional-Special Education to Paraprofessional-Special Education 1:2 7.0 hours/day (175 days)	Effective 8/25/14
Robert Hirsche Facilities Department to Highland Park School	Maintenance Helper/Replacement Custodian (8.0 hours/day - 261 days) to Custodian (5.0 hours/day - 261 days)/Cook's Helper (2.0 hours/ day - 177 days)	Effective 8/20/14

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
September 8, 2014

Janet Kitzrow Sagebrush School	Paraprofessional-Title I (6.0 hours/day) to Paraprofessional-Office (6.5 hours/day - 175 days)	Effective 8/25/14
Devon Noecker Sheridan Junior High School	Paraprofessional-Special Education 7.0 hours/day to 7.5 hours/day (175 days)	Effective 8/25/14
Elizabeth Orum Sagebrush School	Paraprofessional-Special Education 1:1 (6.5 hours/day - 175 days)/Cook's Helper (0.5 hours/ day - 177 days) to Paraprofessional-Special Education 1:2 (6.5 hours/day - 175 days)	Effective 8/25/14
Yvonne Osborne Henry A. Coffeen School	Paraprofessional-Title I (7.0 hours/day - 175 days)/After School (1.0 hours/day - 175 days) to Paraprofessional-Title I (7.0 hours/day - 175 days)	Effective 8/25/14
Cindy Sterns Henry A. Coffeen School to Woodland Park School	Paraprofessional-Special Education to Paraprofessional-Special Education 1:1 (7.0 hours/day) 175 days	Effective 8/25/14

Resignations:

Debra Connell Transportation Department	Bus Driver/Bus Washer 8.0 hours/day (175 days)	Effective 9/26/14
Jennifer Covolo Woodland Park School	Cook's Helper 2.0 hours/day (177 days)	Effective 8/29/14
Eileen Hurley Transportation Department	Bus Driver-Rotator 2.0-4.0 hours/day (175 days)	Effective 8/20/14
Thomas Musselman Transportation Department	Bus Driver-Rotator 2.0-4.0 hours/day (175 days)	Effective 8/29/14
Mary Nivens Highland Park School	Cook's Helper 3.0 hours/day (177 days)	Effective 9/2/14
Samantha Nixon Henry A. Coffeen School	Paraprofessional-Special Education 1:3 7.0 hours/day (175 days)	Effective 8/20/14

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
September 8, 2014

EXTRA DUTY 2014-2015

Approvals:

<u>Name</u>	<u>Position</u>
Rebecca Adsit	Mentor Teacher
Mary Barbula	Co-Staff Mentor
Katie Barker	Volleyball - 7th-8th Grade C Coach - SJHS
Lara Basye	Mentor Teacher
Anne Baures	Mentor Teacher
Art Baures	Co-Mentor Teacher
Jami Clifford	Mentor Teacher
Judy Dougherty	Reading Recovery Teacher Leader
Raili Emery	Co-Staff Mentor
Eric Frey	Track - Outdoor Assistant Coach - SHS
Eric Frey	Track - Indoor Assistant Coach - SHS
Ryan Fuhrman	Mentor Teacher
Andy Lowe	Mentor Teacher
Katie Medill	Mentor Teacher
Teann Mefford	Mentor Teacher
Santiago Michelena	Golf - Assistant Coach - SHS
Dan Miller	Mentor Teacher
Megan Mohr	Mentor Teacher
Jessica Morgan	Mentor Teacher
Abby Mowry	Volleyball - 7th-8th Grade C Coach - SJHS
Pam O'Connell	Step-Up Training
Erin Osborne	Mentor Teacher
Janet Peyrot	Mentor Teacher
Kristie Reimers	Mentor Teacher
Heidi Richins	Mentor Teacher
Kevin Rizer	Co-Mentor Teacher
Mandy Roseberry	Mentor Teacher
Angela Romanjenko	Mentor Teacher
Sarah Stadick	Mentor Teacher
L. Jeanine Sweckard	Mentor Teacher
Ellen Treidi	Mentor Teacher
Jory Turk	Swimming - Boys Assistant Coach - SHS
Jory Turk	Swimming - Girls Assistant Coach - SHS
Rhonda Weber	Cheerleading - Assistant Sponsor - SHS
Annie Wollenzien	Mentor Teacher