

Sheridan County School District #2

Board Meeting



Date: September 9, 2013

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2
Board of Trustees Meeting
Central Office – Board Room
September 9, 2013
6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
- II. Recognition**
 - A. Mick Wiest, District Certified Staff Member of the Year – Terry Burgess
 - B. Linda Bilyeu, District Classified Staff Member of the Year – Brent Leibach
 - C. Advanced Placement Teachers and Students – Ed Fessler
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
 - A. Approval of Minutes – August 12, 2013
 - B. Approval of Minutes – August 19, 2013
 - C. Approval of Bills for Payment
 - D. Approval of Isolation Payments
 - 1. Nations Family
 - 2. Schreibeis Family
- VI. Old Business**
 - A. Capital Construction Update (*Information*) – Craig Dougherty
- VII. New Business**
 - A. Approval of Policies (*Action*) – Cody Sinclair
 - B. Staff Wellness Program Fall/Winter Activity Schedule (*Information*) – Cody Sinclair
 - C. Nominations for New Sick Leave Bank Committee Members (*Action*) – Terry Burgess
- 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
 - C. Real Estate Matters
- XI. Adjournment**

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting

Scott Hininger, Chairman

August 12, 2013

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:00 p.m., Monday, August 12, 2013, in the Board Room at the Central Administration Office. The presiding officer was Scott Hininger, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Scott Hininger, Chairman
Wayne Schatz, Treasurer
Hollis Hackman
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
Coree Kelly, Technology Director

Absent:

Ann Perkins, Vice-Chairman
Marva Craft, Clerk
Richard Bridger

Absent:

II. Recognition

A. Wyoming School Psychology Association 2013 Award - Servio Carroll – Dirlene Wheeler

Sheridan High School Principal Dirlene Wheeler reported that Servio Carroll had recently received a literary award from the Wyoming School Psychology Association for numerous publications that he authored and co-authored. She said that his great literary achievement came from co-writing seven books and writing over 85 professional articles. Principal Wheeler said that Mr. Carroll has great common sense in what is best for students.

III. Approval of Agenda

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

IV. Welcome--Audience Comments

There were no audience comments.

V. Consent Agenda Items

A. Approval of Minutes for July 15, 2013

B. Approval of Bills for Payment

General Fund	1,835,613.99
Federal Fund	153,985.17
TOTAL:	\$1,989,599.16

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

VI. Old Business

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

District Superintendent Craig Dougherty said that progress in the construction of Henry A. Coffeen Elementary School is changing daily and progressing on schedule. He said that Delta Construction and Facilities Director Julie Carroll are doing a wonderful job with the new site for Henry A. Coffeen Elementary School.

Superintendent Dougherty said that the new addition to the Sheridan High School Entrance should be completed in October, and added that this is a two year project. The exit of the high school parking lot is functioning as the entrance and the exit. Student registration will take place on Wednesday and Thursday. The students will park in the main entrance parking lot and enter for registration through the athletic areas.

Superintendent Dougherty said that Story Elementary School construction progress is on time. Site work will proceed until the start of school. Superintendent Dougherty will work with Ms. Carroll, Scott Stults, and Story Elementary School Principal Nikki Trahan to develop a time for the trustees and community to attend an open house.

Superintendent Dougherty said that Sheridan Junior High School locker rooms will be complete this week, and all hand-rails have been installed and are being prepared for painting.

B. Approval of Volunteers of America (VOA) Contract for 2013 – 2014 School Year (*Action*) – Craig Dougherty

District Superintendent Craig Dougherty said that Todd Richins from the Volunteers of America (VOA) presented information at the July 15, 2013 board meeting to discuss the annual report for the Behavioral Center (BC) Program, also called Accountability Change

and Education (ACE). Superintendent Dougherty said that the Behavior Center program has heightened communication with the school district in response to feedback, and the staff will attend the upcoming District Boys Town training. The students sent to the Behavior Center are reviewed regularly and are being taught to take ownership in their decisions.

TRUSTEE JIM PERKINS MADE A MOTION TO APPROVE THE VOLUNTEERS OF AMERICA (VOA) CONTRACT FOR THE 2013-2014 SCHOOL YEAR, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.

During discussion, Trustee Hackman expressed concern that the students who are sent to the Behavior Center program are not supervised by school district employees. He said that the students may do better if they have a school connection and the opposite is encouraged by sending them to an outside organization.

Superintendent Dougherty thanked Trustee Hackman for the input. He explained that the Behavior Center was created in response to students being left unattended in school hallways after being removed from a classroom or at home alone during out-of-school suspensions. Improvements are continually being made to enhance the program, which works as a form of discipline. Trustee Hackman responded that he is not in favor of students being left unsupervised, but considers the discipline of students to be a District staff issue.

Trustee Steel said that the use of the Behavior Center is a good solution to students who disrupt the learning of others in the classroom. It gives them a chance to take ownership for their decisions while keeping all students safe. She said that teachers are intended to be the educators foremost, disciplinarians second.

Trustee Schatz said that as a former educator, he feels that the program is successful. He enjoys the district-wide consistency and success of the program.

Trustee Jim Perkins asked about recidivism. Trustee Steel explained that in this case, as in many others, children don't always realize how to avoid mistakes after the first reminders.

THE MOTION TO APPROVE THE VOLUNTEERS OF AMERICA (VOA) CONTRACT FOR THE 2013-2014 SCHOOL YEAR PASSED WITH A FIVE TO ONE MAJORITY VOTE. TRUSTEE HACKMAN VOTED NO.

C. Elementary Fresh Fruits and Vegetables (FFV) Snack program (*Information*) – Roxie Taft

Business Manager Roxie Taft reported that during the July 15, 2013 budget hearing, trustees had expressed concern that Henry A. Coffeen was the only elementary school awarded the FFV grant program for FY14. After a review, it was decided that all of the elementary schools will be offering a FFV snack during the school year. The program will begin on Sept 9, 2013 and end on May 2, 2014. The snack will be served three days per week. However, during PAWS testing, the snack will be offered five days per week. The anticipated maximum cost of these offerings will be \$60,000, which includes the cost of the

labor, food, and supplies. She added that if a budget transfer or budget increase is needed, that information will be presented to the Board in July 2014.

Trustee Schatz asked why the snacks would end in early May. Ms. Taft responded that more distractions and field trips occur in May. The program has ended on the first Friday in May in previous years.

Trustee Steel thanked Ms. Taft for working to make the Fresh Fruit and Vegetable program available at all the elementary buildings.

D. Approval of donation of Buses to the Sheridan Recreation District (Action) – Steve Schlicting

Transportation Director Steve Schlicting said that three buses up for replacement could be utilized by the Sheridan Recreation District. State statute allows the donation of public assets to other governmental entities, so donating them to Sheridan Recreation District will fit that model.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE DONATION OF BUSES TO THE SHERIDAN RECREATION DISTRICT, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

VII. New Business

A. 2014 – 2015 Bus Replacement Authorization (Action) – Steve Schlicting

Transportation Director Steve Schlicting said that 10% of the fleet is eligible for replacement, which would include four vehicles. He asked for permission to proceed with the replacement.

TRUSTEE O'DELL MADE A MOTION TO APPROVE THE 2014 – 2015 BUS REPLACEMENT, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.

Trustee Hackman asked if the transportation department would be able to soon consider a “green fuel” bus. Mr. Schlicting said that some options have been discussed, but there are not yet sufficient filling stations to consider another fuel choice.

THE MOTION TO APPROVE THE 2014-2015 BUS REPLACEMENT PASSED WITH A UNANIMOUS VOTE.

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

Transportation Director Steve Schlicting said that the Wyoming Department of Education (WDE) requires that all routes be approved by local school boards on a yearly basis, and asked that the Board approve the routes he was presenting.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE ROUTES AND NON-PUBLIC ROADS TRAVEL, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION.

Trustee Hackman asked if the routes can be changed as the result of parent input. Mr. Schlicting said that the routes are the current “best plan.” Route changes are likely to occur in the first few weeks of school and as the school year progresses.

THE MOTION TO APPROVE THE ROUTES AND NON-PUBLIC ROADS TRAVEL PASSED WITH A UNANIMOUS VOTE.

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

Director of Elementary Education Scott Stults said that 310 students have registered for kindergarten, and another sixteen are expected to enroll through late registrations. Parents have been informed through the district web site, Sheridan Press, and Sheridan Media that if their child did not attend the April screening, they need to call the Administrative Office to set up a screening for their child.

D. Summer School Update (*Information*) – Scott Stults

Director of Elementary Education Scott Stults said that 157 kindergarten through fourth grade students attended elementary summer school June 5th through July 2nd. The kindergarten through fourth grade students received literacy reading, writing, and mathematics instruction. In addition, students at elementary summer school could attend enrichment opportunities one hour each day. Twelve fifth grade students attended Sheridan Junior High School summer school and received instruction in reading, writing, and mathematics. Sixty-four sixth through eighth grade students were provided with intervention in math, language arts, and history June 5th through June 25th. Forty-five high school students attended summer school. No high school students were granted diplomas as the result of summer school attendance.

E. Summary of Board/PTO NCA Focus Group (*Information*) – Terry Burgess and Scott Stults

Director of Elementary Education Scott Stults and Assistant Superintendent Terry Burgess gave a summary of the points discussed at the elementary Board/PTO NCA Focus Groups. Some discussion points were lunch menus, excellent staff, positive building culture, school activities, and after-school programs.

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

Assistant Superintendent Terry Burgess said that Fort Mackenzie and the Wright Place had a week-long training for the new Da Vinci lab. Other trainings include Strength in Number and Boys Town trainings. He said that the teachers are excited to get the 2013 – 2014 school year started.

Director of Elementary Education Scott Stults said that available trainings are Crisis Prevention Intervention (CPI), Exemplars Math, Engineering is Elementary, Lego WeDo,

Lego Mindstorms, Reading Recovery, and Boys Town. He added that the teachers will return to school on August 20th.

- G. Acceptance of Donation from Sheridan Angels to District (Action) – Craig Dougherty**
District Superintendent Craig Dougherty said that the District has great community support. He said that the Sheridan Angels, comprised of community members, has donated 220 backpacks filled with school supplies to the elementary schools, 60 backpacks to Sheridan Junior High School, and various supplies to Sheridan High School. He added that this donation helps families avoid the stress associated with trying to afford school supplies.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE ACCEPTANCE OF DONATION FROM SHERIDAN ANGELS TO THE DISTRICT, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION.

Trustee Schatz asked about distribution of the backpacks. Superintendent Dougherty responded that the principals and counselors decide which students have the greatest need, and they distribute the backpacks discreetly.

THE MOTION TO APPROVE THE ACCEPTANCE OF DONATION FROM SHERIDAN ANGELS TO THE DISTRICT PASSED WITH A UNANIMOUS VOTE.

- H. Acceptance of Donation from Cornerstone Community Church to District (Action) – Craig Dougherty**
District Superintendent Craig Dougherty said that the Cornerstone Community Church has recently donated \$3,000 to the District to help children in need. He said that the schools will follow the usual protocol to be sure that the neediest students receive the assistance from this donation.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE ACCEPTANCE OF DONATION FROM CORNERSTONE COMMUNITY CHURCH TO THE DISTRICT, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

VIII. Reports and Communications

- A. Board of Trustees**
There were no Board of Trustees reports.
- B. PTO/Parents/Students/Organizations**
There were no PTO/Parents/Students/Organizations reports.
- C. Site/Administration/Staff**
There were no Site/Administration/Staff reports.

IX. District Administration Reports

A. Superintendent

District Superintendent Craig Dougherty introduced Assistant Superintendent Tom Sachse to share the 2012-2013 PAWS data.

Dr. Sachse said that some of the 2013 results were not yet available, but the reading and math information was available for presentation. The Common Core State Standards are being phased into the PAWS test, making the test more difficult, and making the comparison less reliable. Dr. Sachse pointed out that “if you want to measure change, don’t change the measure.”

In third through eighth grade, the District outperformed the state average in both reading and math scores. The District scores were between eight and twenty percent higher than the state average. The testing results were approximately three percent lower than last year’s for both the district and for the state.

Superintendent Dougherty said that the District is the only district that showed consistency with having the highest scores in the state of Wyoming. He attributed the success to the incredible staff and Board. He said that the District has intensive staff development, critical evaluation, and attention to detail.

Superintendent Dougherty also said that he will be attending Governor Mead’s Panel on Education later in the week. He said that he is looking forward to sharing the exceptional standards and success of the District.

TRUSTEE HACKMAN MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:25 PM. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 7:25 p.m. to address personnel and legal matters.

TRUSTEE STEEL MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:30 PM. TRUSTEE O’DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:30 p.m.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE REVISED PERSONNEL ACTION REPORT, AS PRESENTED. TRUSTEE O’DELL SECONDED

THE MOTION, AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE SCHATZ ABSTAINED FROM THE VOTE.

TRUSTEE JIM PERKINS MADE A MOTION THAT THE BOARD APPROVE THE CLAIM SUBMITTED BY EXCEL CONSTRUCTION, INC. DATED JULY 19, 2013 IN PART AND THAT THE BOARD AUTHORIZE A RELEASE OF THE SUM OF \$34,334.79 FROM THE RETAINAGE ACCOUNT AND THAT THE BOARD REJECT THE CLAIM IN PART AND CONTINUE TO PURSUE COLLECTION OF THE SUM OF \$51,898.78 AS ALLOWED BY THE ENGINEER ON THIS PROJECT. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

XI. Adjournment:

TRUSTEE HACKMAN MADE A MOTION TO ADJOURN THE MEETING AT 8:31 P.M. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 8:31 pm.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
August 12, 2013**

CERTIFIED STAFF

Approvals:

Christine Spielman Meadowlark School	Teacher-3 rd Grade 1.0 FTE (187 days)	Effective 8/16/13
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Resignations:

Jason Hillman Meadowlark School	Principal 1.0 FTE (5 days)	Effective 8/12/13
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CLASSIFIED STAFF

Approvals:

Frank Boyko Meadowlark School	Head Cook 6.5 hours/day (177 days)	Effective 8/21/13
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Jennifer D. Covolo Woodland Park School	Paraprofessional-Special Education 1:1 7.0 hours/day (175 days)	Effective 8/27/13
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Cody Dahlen Sheridan Junior High School	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 8/27/13
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Kasey Garnhart Henry A. Coffeen School	Paraprofessional-Special Education 1:1 7.0 hours/day (175 days)	Effective 8/27/13
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Edwin Gilbert Maintenance Department	Carpenter 8.0 hours/day (261 days)	Effective 8/5/13
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Sheryll Hampton Woodland Park School	Paraprofessional-Media/Technology 8.0 hours/day (185 days)	Effective 8/20/13
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Shannon Haraden Henry A. Coffeen and Story Schools	School Nurse 6.25 hours/day (180 days)	Effective 8/23/13
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Jennifer Iden Henry A. Coffeen School	Paraprofessional-Special Education 1:1 7.0 hours/day (175 days)	Effective 8/27/13
Michael Porter Facilities Department	Operations Facilitator 8.0 hours/day (261 days)	Effective 8/5/13
Crystal Taylor Sheridan Junior High School	Paraprofessional-Special Education 1:1 7.0 hours/day (175 days)	Effective 8/27/13

Changes/Transfers:

Karen Culhane Sheridan High School	Paraprofessional-Special Education to Paraprofessional-Special Education 1:1 6.0 hours/day to 7.0 hours/day (175 days)	Effective 8/27/13
Gary Bennage Sheridan Junior High School to Sheridan Junior High School and THORE	Custodian 7.0 hours/day (261 days)	Effective 6/10/13
Carrie Rotellini Sagebrush School	Paraprofessional 6.5 hours/day (178 days to 175 days)	Effective 8/1/13
Cynthia Sheldon Sagebrush School	Secretary 8.0 hours/day (197 days to 195 days)	Effective 8/1/13

Resignations:

Charles Adsit Woodland Park School	Custodian 8.0 hours/day (261 days)	Effective 7/26/13
Alexis Brown Woodland Park School	School Nurse 6.25 hours/day (180 days)	Effective 8/1/13
Emma Rice Henry A. Coffeen School	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 7/22/13
Candice Wooten Sheridan Junior High School	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 7/25/13

Termination (Due to Change of Position):

Mamie Arzy	Cook's Heler	Effective
Sheridan High School	2.0 hours/day (175 days)	5/31/13

Early Retirement Incentive Plan:

Frank Shaffer	Custodian	Effective
Sheridan High School	8.0 hours/day (261 days)	1/31/14

EXTRA DUTY 2013-2014

Approvals:

<u>Name</u>	<u>Position</u>
Mandy Adami	Teacher Mentor
Amy Andrews	Teacher Mentor
Anna Bradshaw	Tennis – Assistant Coach – SHS
Jami Clifford	Teacher Mentor (3 Mentees)
Levi Duca	Weight Room – Summer – SHS
Megan Edmunds	Teacher Mentor
Jamie Fortman	Co-Teacher Mentor
Maureen Frauenholtz	Track – Outdoor Assistant Coach – SHS
Aaron Gray	Football – 9 th Grade B Coach – SHS
Bailey Gregorich	Teacher Mentor
Helen Grutkowski	Teacher Mentor
Kerry Hoffmann	Teacher Mentor
Brenda Jairell	Teacher Mentor
Jennifer Jones	Teacher Mentor
Jeri Mathes	Teacher Mentor
Dan Miller	Teacher Mentor
Megan Mohr	Teacher Mentor
Keri Mulholland	Teacher Mentor
Laurie Paronto	Teacher Mentor
Lorna Poulsen	Teacher Mentor
Melissa Rasmussen	Teacher Mentor
Andie Rice	Teacher Mentor
Heidi Richins	Class Sponsor – Sophomore – SHS
Amy Rojo	Teacher Mentor
Leon Schatz	Swimming – Girls Assistant Coach – SHS
Addrienne Sims	Co-Teacher Mentor
Sarah Stevens	Teacher Mentor
Stephanie Vela	Cheerleading – Head Coach – SHS
Allison Voigt	Teacher Mentor

Deb Williams
Sue Wilson

Teacher Mentor
Teacher Mentor

Changes/Transfers:

Name

Jeff Martini

Position

Football – 9th Grade to Varsity Assist Coach – SHS

Sheridan County School District No. 2

Board of Trustees Special Board Meeting

August 19, 2013

Scott Hininger, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The special meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 8:00 a.m., Monday, August 19, 2013, in the Board Room at the Central Administration Office. The presiding officer was Wayne Schatz, Treasurer. A quorum was determined to be present with the following attendees:

Trustees:

Ann Perkins, Vice-Chairman

(Arrived at 8:02)

Wayne Schatz, Treasurer

Marva Craft, Clerk

Richard Bridger

(Arrived at 8:30)

Hollis Hackman

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

Absent:

Scott Hininger, Chairman

II. New Business

A. Wyoming School Boards Association (WSBA) Resolutions Addressing Graduation Rate (*Action*)

Board of Trustees Treasurer Wayne Schatz introduced District Superintendent Craig Dougherty to discuss the Wyoming School Boards Association resolutions addressing graduation rate.

Superintendent Dougherty explained that he had just returned from a meeting with Governor Mead and education professionals from throughout Wyoming. While in the meeting, graduation rate was discussed. Superintendent Dougherty said that students need to understand the repercussions of dropping out of school and the proposed resolutions will address the issue. The first resolution would change the mandatory attendance age to eighteen and the second resolution would suspend driving privileges for drop-outs, until they reach the age of eighteen.

TRUSTEE CRAFT MADE A MOTION TO APPROVE THE WYOMING SCHOOL BOARDS ASSOCIATION RESOLUTIONS ADDRESSING GRADUATION RATE, AS PRESENTED. TRUSTEE ANN PERKINS SECONDED THE MOTION.

During discussion, Trustee Schatz asked if research could be conducted to discover which states have a similar driving privilege law. Superintendent Dougherty explained that the WSBA would conduct the research, though he does believe that as many as thirty other states have such a law enacted. Trustee Hackman said that he supports the graduation resolutions, though he thinks considerations or exemptions should be made for certain circumstances. After discussion, all trustees agreed that two exceptions would be recommended with the resolution: students with a hardship permit would be excluded, and homeschooled students would be excluded.

THE MOTION TO APPROVE THE WYOMING SCHOOL BOARDS ASSOCIATION RESOLUTIONS ADDRESSING GRADUATION RATE PASSED WITH A UNANIMOUS VOTE.

TRUSTEE O'DELL MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 8:19 AM TO ADDRESS PERSONNEL MATTERS. TRUSTEE STEEL SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

III. Executive Session:

The Board went into Executive Session at 8:19 a.m. to address personnel matters.

TRUSTEE O'DELL MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:39 AM. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:39 a.m.

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

IV. Adjournment:

TRUSTEE ANN PERKINS MADE A MOTION TO ADJOURN THE MEETING AT 8:40 A.M. TRUSTEE O'DELL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 8:40 a.m.

Chairman

Clerk

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
August 19, 2013

ADMINISTRATIVE STAFF

Approvals:

Casey O'Connor	Principal	Effective
Meadowlark School	1.0 FTE (195 days)	8/19/13

CLASSIFIED STAFF

Approvals:

Patricia Lingenfelter	Bus Driver-Rotator	Effective
Transportation Department	2.0 to 4.0 hours/day	8/27/13

Changes/Transfers:

Cody Dahlen	Paraprofessional-Special Education to	Effective
Sheridan Junior High School	Paraprofessional-Special Education 1:2	8/27/13
	7.0 hours/day (175 days)	

Kasey Garnhart	Paraprofessional-Special Education 1:1 to	Effective
Henry A. Coffeen School	7.0 hours/day (175 days)	8/27/13

Jennifer Iden	Paraprofessional-Special Education 1:1 to	Effective
Henry A. Coffeen School	Paraprofessional-Special Education	8/27/13
	7.0 hours/day (175 days)	

Devon Noecker	Paraprofessional-Special Education 1:2 to	Effective
Sheridan Junior High School	Paraprofessional-Special Education	8/27/13
	7.0 hours/day (175 days)	

Svetlana Tikhomirova	Paraprofessional-Special Education 1:2 to	Effective
Sheridan Junior High School	Paraprofessional-Special Education 1:1	8/27/13
	7.0 hours/day (175 days)	

Resignations:

Andrew Tkach	Paraprofessional-Special Education	Effective
Henry A. Coffeen School	7.0 hours/day (175 days)	8/2/13

DATE: August 29, 2013
TO: Board of Trustees
FROM: Craig Dougherty, Superintendent
SUBJ: **Capital Construction Update** (*Information*)

Henry A. Coffeen Elementary School

The south parking lot is nearly complete. First floor concrete slabs will be placed over the next several weeks, and structural steel for the building is on site. Most underground plumbing, mechanical, and electrical rough-in systems are in place. Site work grading continues for the bus loop, playgrounds, and other areas.

Sheridan High School Entrance

The renovation of the existing administration area is mostly complete, and the area is being utilized.

The new addition steel is erected and concrete deck slabs are in place. Mechanical, plumbing, and electrical rough-in systems will continue as metal stud framing walls are placed. We are able to use the SHS main entrance, and as building materials arrive, this area will continue toward completion by the end of October.

Story Elementary School

Story School is complete, except for a few minor items. Site work will proceed with the hopes of laying sod in the next couple of weeks. We will notify you when we have a date for the open house.

Sheridan Junior High School Old Gym and Doors

The construction at the junior high school is nearly complete. Some minor items will continue to be completed over the next several weeks.

DATE: August 27, 2013
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

GCBA	Professional Staff Salary Schedule
JICD	Conduct on School Buses (New)
JOA	School Contacts with Noncustodial Parents

***Policies -
First Reading***

PROFESSIONAL STAFF SALARY SCHEDULE

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

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

PLACEMENT

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

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

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

PROFESSIONAL STAFF SALARY SCHEDULE (contd.)

CERTIFICATION

Wyoming Statute stipulates~~Statute stipulates~~law provides that no persons shall teach or supervise in a public school in this state and receive compensation therefore out of any public fund who at the time of rendering such services is not a holder of or a candidate and qualified for a certificate issued, or to be issued, under the laws of this state and the rules and regulations of the State Board of Education. Therefore, it is the responsibility of each teacher and certified employee to maintain appropriate certification to fulfill their assigned responsibilities in the State of Wyoming. Re-certification should be applied for through the Professional Teaching Standards Board sufficiently in advance of the expiration date of the current certificate to allow re-certification to be completed prior to the expiration of the current certificate. Securing and maintaining appropriate Wyoming certification is the responsibility of the individual teacher or certified employee, not the responsibility of the District.

ADDITIONAL CREDIT (HORIZONTAL ADVANCEMENT)

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

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

To advance to salary schedule levels E (MA+15), F (MA+30), and G (PHD/MA+45); the credit hours earned must bear a definite relationship to the current teaching assignment held, which determination shall be made by the Ssuperintendent and/or Aassistant Ssuperintendent of Iinstruction / Hhuman Rresources. The credit hours earned must be graduate level courses.

Unless otherwise authorized by the superintendent or his or her

PROFESSIONAL STAFF SALARY SCHEDULE (contd.)

designee, only those credit hours which are pre-approved by the Superintendent or the Assistant Superintendent of Instruction/Human Resources prior to enrolling in class shall apply toward horizontal advancement on the teacher salary schedule. On the date a lane change is approved and granted on the salary schedule, a retraction on salary placement at a later date cannot occur. Credits toward the next lane change must be sequential.

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

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

SERVICE INCREMENTS

Service increments, as set out in the salary schedule, shall become effective on September 1 or at the beginning of the new contract school year, whichever is earlier. Service or experience increments will be allotted only if an employee has worked more than one semester the previous year.

EXTRA PAY FOR EXTRA DUTY

Annual salaries shall always be interpreted to include compensation for other school-related duties not connected with the regular classroom assignments which may be made. Compensable~~Certain~~ extra duty time~~ies~~ involve~~—include~~such additional time for preparation and supervision expended by the teacher that is considered by the Superintendent to be in

PROFESSIONAL STAFF SALARY SCHEDULE (contd.)

~~addition to as to make it inequitable to be considered within a the regular assignment under the salary schedule of the teacher.~~
 The Board of Trustees, upon the recommendation of the Superintendent, will determine which desired school activities' sponsors shall receive extra pay. Extra-duty assignments shall be compensated at the rate established by the Board of Trustees. No employee shall acquire continuing contract status in any extra-duty assignment.

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

SUBSTITUTE PAY

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

ADMINISTRATORS' SALARIES

It is the intent of the school district to establish a salary

PROFESSIONAL STAFF SALARY SCHEDULE (contd.)

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

PROFESSIONAL STAFF LEAVES AND BENEFITS

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

[W.S. 21-7-104](#)

[W.S. 21-7-303](#)

First Reading: [10/11/10](#)

Second Reading: [11/8/10](#)

CONDUCT ON SCHOOL BUSES

Students receiving transportation on a school bus are required to demonstrate good behavior at all times and must adhere to all school district policies and procedures. The School District has implemented rules and guidelines with regard to transportation on school buses. Parents and students must agree to comply with all policies, rules, and guidelines before a student will be allowed to ride on a school bus.

School District buses may be equipped with video and/or audio recording devices to record the conduct and verbal communications of students riding on school buses. ~~Parents and students must consent to the recording of the~~ A student's conduct and verbal communications may be recorded while on ~~the a school district bus or at a bus stop. and As a condition to being allowed to ride on a school bus,~~ parents and students agree that ~~thea~~ student does not have an expectation of privacy with respect to conduct and verbal communications on the bus ~~before the student will be permitted to ride on the bus.~~ School District personnel may view the video and audio recordings of students riding on school buses at any time for any reason. Students may be disciplined for misconduct that is shown on the video and/or audio recordings. Video and audio recordings may be shared with parents in situations relating to student discipline if determined appropriate by the superintendent or his/her designee. Video and audio recordings may be shared with law enforcement and/or other governmental agencies as deemed appropriate by the superintendent or his/her designee.

See also

JICC - Authority for Student Conduct on School Buses

First Reading:

Second Reading:

SCHOOL CONTACTS WITH NONCUSTODIAL PARENTS

DEFINITIONS

Noncustodial parent - refers to the parent who does not have custody of the child, but does have the right to information about the child's education.

~~The Board believes it is appropriate to afford noncustodial parents* the opportunity to be informed and to participate in the education of their children on the same basis as any parent. Access to the records shall be in accordance with policy JRA-R.~~

~~Upon request, n~~Noncustodial parents are ~~shall be~~ entitled to exercise all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order. ~~Action shall be taken to inform noncustodial parents of their right and to assist them in the exercise of these rights.~~

Access to studentthe records shall be in accordance with policy JRA-P.

PROCEDURES

~~1. A reasonable attempt will be made to publicize make this policy readily available so that all affected parents will know of its existence and its provisions.~~

12. The student's school record will have a section for listing the name, address, and telephone number of the noncustodial parent.

~~3. Parents may initiate a written request to the building principal for the standard information listed below:~~

_____	ELEMENTARY/MIDDLE SCHOOL SECONDARY (JUNIOR AND HIGH SCHOOL)
_____	A school calendar
_____	A school calendar
_____	Grade reports
_____	Grade reports
_____	Conference dates and
_____	Progress reports
_____	Times
_____	Progress reports

~~Other information may be provided when deemed appropriate by the superintendent or his/her designee.~~

~~4. During September of each school year an information letter about the policy will be sent to each noncustodial parent listed on the student's school record if the address is known or can be found by reasonable inquiry.~~

~~5. At the elementary level, a mutually agreeable conference~~

~~arrangement will be made.~~

26. All designated staff will be oriented as to the rights of noncustodial parents and to these procedures.

~~*A noncustodial parent refers to the parent who does not have custody of the child, but does have the right to information about the child's education.~~

First Reading: 2/11/97

Second Reading: 8/26/97

DATE: September 3, 2013

TO: Board of Trustees

FROM: Cody Sinclair, Human Resources Coordinator

SUBJ: **Staff Wellness Program Fall/Winter Activity Schedule** *(Information)*

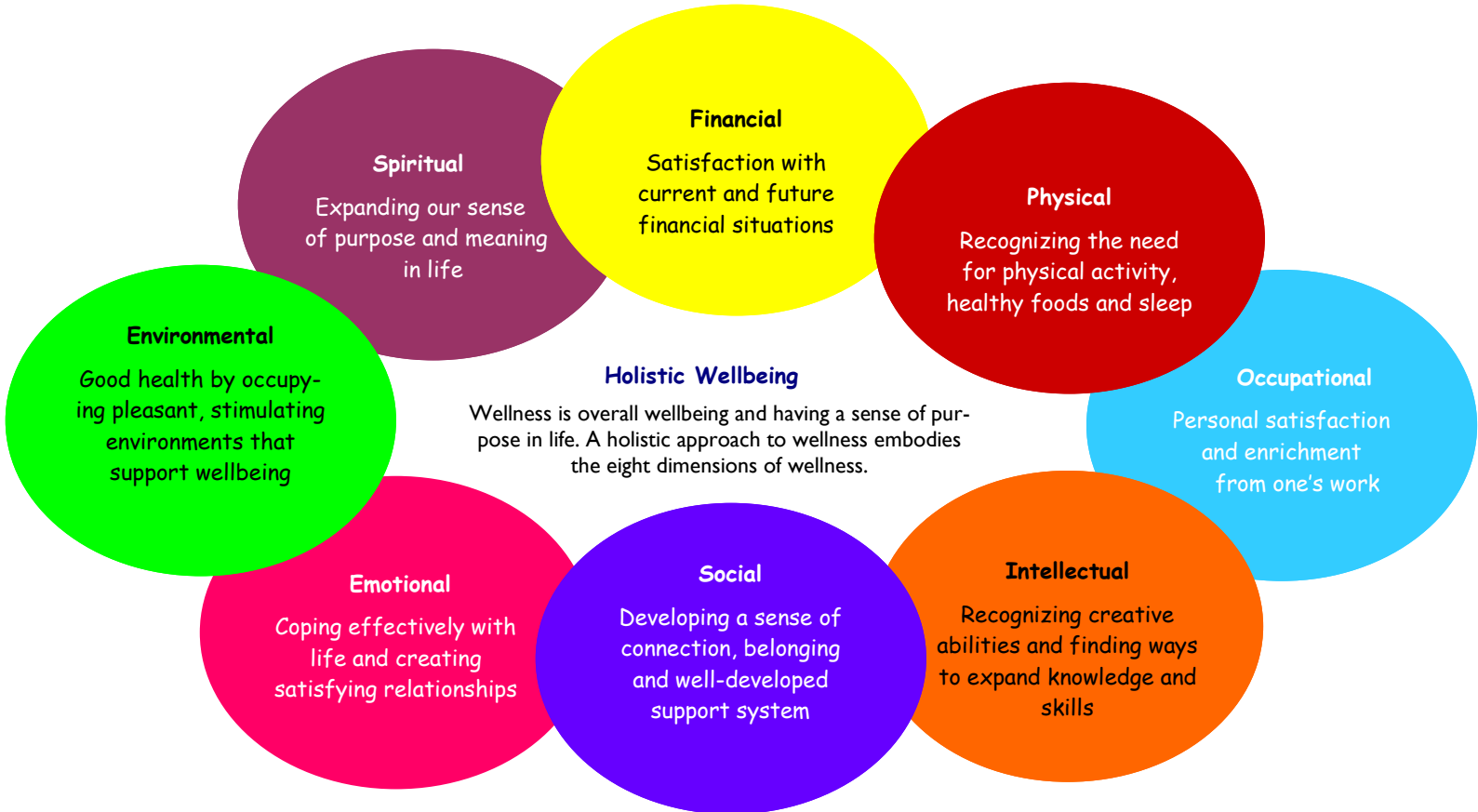
The District's Wellness Program continues to grow and improve each year. This year, we have expanded the number of classes/activities that are offered to staff. Every week on Tuesday at 4:15 p.m. there will be a wellness topic/event/activity located at different locations throughout the District. The classes/activities are designed to stimulate activity and expose staff to a variety of wellness opportunities. The attached "*Get Well. Be Well. Stay Well. 2013 Fall and Winter Schedule*" was designed to include events that incorporate more than one dimension of wellness. We invite you to attend any or all of the events listed on the attached schedule. I will talk briefly about the schedule and changes to the wellness program at the September 9th Board Meeting.

Get Well • Be Well• Stay Well

2013 Fall and Winter Schedule

Learn and grow with wellness education and activities.
Each presentation or activity encompasses more than one dimension of wellness.
The colors inserted into the schedule represent a holistic summary of the topic.
All activities and presentations contribute to the enhancement of occupational wellness and overall wellbeing.

Eight Dimensions of Wellness



Start time is 4:15 PM in the designated location unless otherwise indicated on the schedule.

Date	School	Wellness Dimension	Presenter	Description
Sept 10	Sagebrush	● ● ● ●	Cody Sinclair-SCSD#2	Walk/Bike/Run on Pathways
Sept 17	Henry A. Coffeen	● ● ● ●	Kentz Willis-UW Extension	Mindless Eating
Sept 24	SJHS	● ● ● ●	Arik Jacobson-Eliason Financial Assoc.	Debt Management
Sept 26	Story	● ● ● ● ●	Michele Fritz-Kula Space	Yoga
Oct 1	Meadowlark	● ● ● ●	Georgia Boley-Tailored Nutrition	Nutrition Labels and Meal Comparison
Oct 8	Highland Park	● ● ● ●	Tarra Donahue-YMCA	Group Exercise Class
Oct 15	Ft. Mac/Wright Place	● ● ● ●	Dawn Sopron-Clay Pot Counseling	Relaxation Techniques
Oct 22	SHS	● ● ● ●	Evelyn Ferrante-Kula Space	Pilates
Oct 29	Woodland Park	● ● ● ●	Arik Jacobson-Eliason Financial Assoc.	Life Happens
Nov 5	Sagebrush	● ●	Gary Sellenrick-SMH	Know Your Numbers
Nov 12	Henry A. Coffeen	● ● ● ●	Georgia Boley-Tailored Nutrition	Balance Meal Planning
Nov 19	SJHS	● ●	Alyssa Wright-SMH	Diabetes Education
Nov 26	Meadowlark	● ● ● ●	Arik Jacobson-Eliason Financial Assoc.	Managing Your Money
Dec 3	Highland Park	● ● ● ●	Kentz Willis-UW Extension	Mindless Eating
Dec 10	Ft. Mac/Wright Place	● ● ● ●	Tarra Donahue-YMCA	Group Exercise Class
Dec 17	SHS	● ● ●	Michele Fritz- Wellness Council	Game Day-Taste Testing Healthy Snacks
TBA 9:00am	Transportation Depart.	● ● ● ●	Sheridan College Health and Wellness Depart.	Wellness Presentation
Oct 8 th 9:00am	Transportation Depart.	● ● ● ●	Kentz Willis-UW Extension	Mindless Eating



Brought to you by



DATE: September 3, 2013

TO: Board of Trustees

FROM: Terry Burgess, Assistant Superintendent for Instruction and Human Resources

SUBJ: **Nominations for New Sick Leave Bank Committee Members (Action)**

At the board meeting on September 9th we will be asking the Board to approve two new Sick Leave Bank Committee members. We have solicited nominations from building principals that do not have representation on the Sick Leave Bank Committee. Here are the current Sick Leave Bank Committee members:

Hollis Hackman (Board Member)

Terry Burgess (Administration – Assistant Superintendent)

Mary Beth Gifford (Sagebrush – SpEd/Resource Teacher)

Julie Weitz (SJHS – Librarian)

Linda Trimmer (SHS – Secretary – Classified Staff Representative)

OPENING – previously filled by **Mary Beth Evers** (Highland Park – Kindergarten Teacher)

OPENING – previously filled by **Barb Burfisher** (SJHS – Title I Teacher)

At Monday's board meeting, I will present the nominations and request that you take action to approve the recommended Sick Leave Bank Committee replacements.