

Sheridan County School District #2

Board Meeting



Date: September 14, 2015

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2

Board of Trustees Meeting

Central Office – Board Room

September 14, 2015

6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
- II. Recognition**
 - A. Sports Medicine and Locker Facility Donation List - Terry Burgess
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
 - A. Approval of Board Meeting Minutes - August 10, 2015
 - B. Approval of Board Luncheon Minutes - August 17, 2015
 - C. Approval of Bills for Payment
 - D. Isolation Payments
 - 1. Martin Family
 - 2. Schreibeis Family
- VI. Old Business**
 - A. Capital Construction Update (Action) - Craig Dougherty
 - B. Next Level Update (Action) - Mitch Craft
 - C. Approval of Policies (Action) - Terry Burgess
- VII. New Business**
 - A. Review Beginning Enrollments (Information) - Terry Burgess & Scott Stults
 - B. Nomination for Sick Leave Bank Committee (Action) - Terry Burgess
 - C. 21 CCLC Evaluation Report (Information) - Tom Sachse
- VIII. Reports and Communication**
 - A. Board of Trustees
 - 1. Board Reports
 - A. Wyoming School Boards Association (WSBA) Call for Resolutions (Information) - Molly Steel
 - B. WSBA Board of Directors Opening (Action) - Molly Steel
 - C. Board Luncheon Work Session Revised Schedule (Action) - Molly Steel
 - 2. Committee Reports
 - 3. Other
 - B. PTO/Parents/Students/Organizations
 - C. Site Administration and Staff
- IX. District Reports**
 - A. Superintendent

X. Executive Session

A. Personnel Matters

XI. Adjournment

All agenda items address board goals. The goals are as follows:

Student Learning

Communicating High Expectations

Research-Based, Best Practices

Excellent Staff and Resources

Governance & Leadership

CONTACT	DONOR NAME (if different)
Aksamit, Ann	
Alaska Coastal Resources LLC (Charlie Powers)	
Alden, Bruce	
Alden, David & Toni	
Alden, Larry R	
Anonymous	
Araas, Fred J. III	
Baker, Susan	***Will supply (in names of her chi
Barker, JoAnn & Family	
Beardsley, Sue	
Bede, Jim	
Big Horn Agriculture Service	Phil and Shalisha Hastings
Bilyeu, Chris & Brandi	
Blackwell, Craig & Raelynn	
Blaney, Agnes	
Bocek, Wayne	
Boint, Mike & Shannon	Mike, Shannon, Andrew & Jacob
Bolton, Brian & Aimee	Brennan Bolton
Bolton, Brian & Aimee	Addy Bolton
Bomar, Randy & Steph	The Bomar Family
Brastrup, Scott & Brenda	
Brennan, Michael, Melinda & Lachlan	
Brewster, Joanne	
Brewster, John	
Bridger, Richard & Pam	Rich Bridger Family
Buffington, Robert A.	
Burgess, Bev	
Burgess, Terry	
Campbell, William & Kelli	
Carrel, Charlie	Isaac Carrel
Carroll, Julie & Ostler, Kirwin	
Chalfant, Fred & Laurie	
Chappell, Pat & Snider, Myra	
Chase, John	
Christensen, Susan	
Clark, Rick	
Cleland, Scott & Family	
Cloud Peak	Cloud Peak Energy-Spring Creek
Cloud Peak Energy Resources	Cloud Peak Energy-Spring Creek
Coach Shatto and Family	
Coon, Cody	Coon Family

Coon, Janelle	
Coulter, Mike & Shirley	
CPO Wyoming,LLC	
Crow, Chris & Megan	
Crowley Fleck PLLP	
Custis, Kevin	
Dahlin, Jeff	Jeff, Cody, and Graceann Dahlen
Dahmke, Gary	Gary Dahmke
Darnell, Roxanne	
Dearcorn, DJ	
Deer Run Graphics	Stan Woinoski
Deines, Nathan	Deines Chiropractic
Destefano, Jennifer L.	
Dewald, Dustin & Susan and Family	
Dickinson, Richard (Dick)	
Dixie See Trust	
Dougherty, Craig & Judy	
Duca Family	
ECS Engineers	
Edeen, David	
Eden, Jess	
Elliott, Mark & Mistee	
Emborg, Tyson	
Emme, Doug & Mary	
Erickson, Noah & Family	
Erusha, Mike & Julie	Erusha Family
Eye Care of the Bighorns	
Eye Clinic of North Wyoming	
Fenn, Armell & John	Tank Fenn
First Church of the Nazarene	
First Federal Savings Bank	
Fletcher Construction Co	
Flood Marketing	
Gale, Nadine	
Gardner, LouAnn	
Geary, Patrick	
Geary, Tim & Rita	
Gilbertson, Darin	
Gill, Lawrence	
Goodwin, Tom & Connie	
Grace, Dutch & Marilyn	
Grandahl, Jerry & Carol	

Gray, Aaron	
Gray, Cynthia Chace	
Hackman, Hollis & Jeanne	
Hall, Derek	
Hall, Dick & Claudia	
Hamann, Scott	
Hamrick, Stacy	
Healy, Ryan	Healy Law Firm, LLC
Henry A. Coffeen PTO	
Highland Park Elementary PTO	
Hininger, Scott	
Holton, Jennie	
Homer & Mildred Scott Foundation	Sandy Suzor Match
Hoopes, Kendal & Lenore	
Horvath, Louis	
Hunter, Ian & Crissy	
Hunter, Teresa	
Hurst, Sara	
Hurst, Thomas Kooi	
Hutton, Craig	Hutton Family
Ingalls, Melissa	
Jennings, Jane	Jane, Kelsey & Beau Chamberlai
Johnson, Arlie	
Johnson, Jill & Blane	
Johnson, Matthew and Brooke	The Johnson Family: Matt, Brook
Johnson, Michele	
Jolie, Fay	
Jorgenson, Levi & Hollie	
Jorgenson, Nate & Krista	
Jorgenson, Vicki & Charlie	
Jost, Corey & Vicki	
Joy, Gary	
Julian Land & Livestock	
Julian, Don	
Julian, Don and Jeannie	Jeannie Julian
Kadrmass, Kari	
Kadrmass, Michael	
Kadrmass, Wayne & Shirley	
Kane Funeral Services	Kevin & Carla Sessions
Kane Funeral Services	The Sessions Family
Kane, David & Terri	
Kelly, Coree & Family	The Kelly Family

Kilpatrick Creations	
Kilpatrick, Richard & Ann	
Kinnison, Shelley	
Kinnison, Tom	
Kinskey, David	
Kjerstad, Bruce	
Kopsa, Gary	
Laidlaw, Kitt	
Lamb, Scott	
Lecholat, Peter & Donna	
Leibach, Brent	
Leibrich, Bob & Ladonna	
Leno, Darrel & Kathy	
Lenz Family	
Ligocki, Katie	
Ligocki, Richard	
Mangus, Barry	Mangus Family
Manseau, Mark	
Martini, Cyrita	Martini Family
Martoglio, Larry	
Mavrakis, Jenna & Paul	
McBride, Bob & Mary	
McCuistion, Rich & Darlene	
McEwen, Marshall & Maureen	
McGlothlin, Everett	
Mediate, Frank A & Ruby	Charlie Ruff
Meehan, Dr Patrick M & Maurita R	
Memorial Hospital	Wyo Rehab
Meyer, Chris	
Morgen, Brian	
Morris, Julie	Class of 1997
Moseley, Jodi	
Moser, Gretchen	
Mowry, Jeff & Melissa	
MPMS (Matt Perkins Memorial Scholarship)	
Murphy, Mark & Tempe	
Neighbors, Tom & Lynette	
Neuman, Rob	
Nickel, Mike	
Nickel, Mike	Candice Fyffe
Nickel, Mike	Amber Nickel
Nickel, Mike	Emily Nickel

Nordenstam, Erik	Class of '92
Nordenstam, Tom	
Novotny, Marilyn	HUB International - Sheridan Offi
Oatts, Ryan	
Oden, Thomas	Tom and Rebecca Oden
Parker, Shane	Fat Boy Posse
Patrick, Jim	
Pattton, John & Jin	John & Jin Patton Family
Pelissier, Jack E	
Perkins, Ann	
Pettit, Bill & Marilyn	
Pickett, Cory & Jessica	
Pine, John	
Piney Island Trucking	Rob & CB Goss Family
Plett, Phil and Sharon	
Powder River Heating & Air Conditioning Inc.	
Prime Rate Motors	Ken Balkenbush
Purcella, Harvey & Margie	
Rabon, Amy and Steve	
Racette, Tom & Ginny	
Rafferty, Jeff & Melissa	
Richard Bodine Trust	Charlene Bodine
Richins, Heidi	
Robbins Dermatology	
Robison, Wendall	
Roe, Jeff	ROETECH, INC.
Roe, Lori	Jeff & Lori Roe
Roma, Monte & Patty	
Rotellini, Andelmo "Sam" & Clarice	
Rotellini, Ernie	
Rotellini, Frank	
Ruiz, Luis Montero	
Sachse, Dr. Thomas P.	
Sackett, Judith	Graduating Class of 1960
Sampson, Cary	
Sampson, Kyle & Dianna (Bennett)	
Sare, Bernie & Barb	
Saunders, Walter & Myrna	
Saxton, Mike & Bex	
Schatz-Benson, Suzie	
Schatz, Wayne	
Scott, Homer Jr	

SCSD#2	SHS Spring Musical
SCSD#2 Board of Education	
SDSD#2 Bus Drivers	SCSD#2 Bus Drivers
Shassetz, Jenifer	
Shassetz, Jim	
Shatto, Tanner & Lindsey	
Shaw, Dustin	
Sheridan Basketball Officials	
Sheridan County Soccer Association	
Sheridan County Title	
Sheridan Firefighters Local 276	
Sheridan Football Officials	
Sheridan Recreation District	
Sheridan Rotary Foundation	
Sheridan Volleyball Club	
Sheridan Wyo Rodeo	
Sheridan Wyo Rodeo Gold Buckle Club	
SHS Class of 1959	
SHS Class of 1962: Judy Taylor representative	
SHS Class of 1973	
SHS Class of 1974	JoAnn Barker
Silla, Nancy	
Simon, Chuck	
Smart, Kelly	
Smith, Gale	Coach Smith & Family
Smith, Sara C Dr	
Spiegelberg, Anthony	
SSR Construction Inc	
Standish, John & Pam	
Steel, Amy	
Steel, Heath	
Stewart, Carol	
Strandholm, John & Lori	
Stults, Scott	
Suzor, Sandy	Sarah Suzor
Suzor, Sandy	Sam Suzor
Suzor, Sandy	Coach Bill Ryan
Taft, Roxie	
Taylor, Jeremy	
Teini, Marlene	
The Brooks Family	
The Scott Foundation	

The Sherwood Group DBA Sheridan Physical Therap	Sheridan Physical Therapy
The Winkelmann Family	
Thoney, Gina	
Tomlinson, Jeff & Mary Kay	
Top Office Products	
Total Comfort	
TSP Inc.	
Tyan, Thomas	
Vanderhoef, R. D.	
Walgreen's	
Walsh, Ray & Laurie	
Walters, Chuck	
Wayne Schatz Family	
Wells, Jeff & Carter	
Will, Dixie & Steve	
William, Craft	The Craft Family
Woodward, Gene	
Wright, Richard	
Wyoming Horse Racing, LLC	Sheridan Horse Palace
Yada, Alyssa & Cole	
Young Guns Wrestling Club	
Zowada, Ed	
Zowada, Merlin	

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting August 10, 2015

Molly Steel, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:00 p.m., Monday, August 10, 2015, in the Board Room at the Central Administration Office. The presiding officer was Molly Steel, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Molly Steel, Chairman
Ann Perkins, Vice-Chairman
Wayne Schatz, Treasurer
Marva Craft, Clerk
Craig Achord
Richard Bridger
Hollis Hackman
Tony Wendtland
Sue Wilson

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:

Absent:

Coree Kelly, Technology Director

A. Pledge of Allegiance

II. Recognition

A. Wellness Report - Cody Sinclair

Human Resources Coordinator Cody Sinclair thanked the Board for allowing him to recognize the staff participating in the wellness program. He reported that the wellness program has grown from 31% participation to over 50% of staff participating. Mr. Sinclair continued by complimenting teachers that take care of themselves and are good examples for their students. Mr. Sinclair explained that two to three people from each building, including the PE/Health teacher, make up the Wellness Committee. They bring

great ideas to the wellness program. He stated that this fall, flu shots at each building will be added to the wellness program.

Trustee Sue Wilson expressed concern that 37% of staff reported feeling stress at work. She thought it seemed high and asked what questions were asked.

Mr. Sinclair responded that the survey questions changed from last year. Sheridan Memorial Hospital was the organization that did the survey this year. He reported that stress was the highest reported factor and it is something we want to look at and work on. He expressed that the high stress may be a result from the high performing district we work in. He reassured Trustee Wilson that the committee is looking at ways to alleviate stress.

B. Abby Mowry - STEM Teacher of the Year - Scott Stults

Director of Elementary Education Scott Stults introduced STEM Teacher of the Year, Abby Mowry, who is a teacher at Sagebrush Elementary. He recognized her for establishing the STEM after-school program and building a large interest of intermediate students at Sagebrush. He said that she has been training other teachers for four years and she will be providing a Teaching with Technology class for interested teachers on August 17-20. Mr. Stults said that Abby was nominated for the STEM Teacher of the Year by Dr. Sachse.

Sagebrush 5th Grade Teacher Abby Mowry thanked the Board of Trustees and administrators for supporting STEM and for initially inviting her to the program. She said that when she student taught, she learned what an amazing impact the Smartboard could have in the classroom and that is what sparked her interest in technology. Ms. Mowry thanked Dr. Sachse, Principal Brett Dahl, and all of her colleagues at Sagebrush and the District. She said she is truly honored to work for such an elite district.

Board Chairman Steel said that she is impressed by and excited for Ms. Mowry.

C. Institute Recognitions - Craig Dougherty

Superintendent Craig Dougherty reported that the summer institute was held on July 22-24. He said that Sheridan College and Paul Young were amazing hosts. He explained that the institute was an opportunity for Sheridan County School District #2 to showcase their teaching methods and highlight how collaboration between colleagues creates an atmosphere of professional development. Superintendent Dougherty shared Star Valley's comments: "It seems like you have been doing this for years." He said that everyone came professionally dressed, paraprofessionals and secretaries worked hard from beginning to end, and the teachers incorporated technology into their presentations. He said that students helped too. Superintendent Dougherty acknowledged Jill Langer, Tom Sachse, Scott Stults, and Nikki Trahan for their countless hours of hard work and dedication. He said that most everyone involved had sleepless nights, worrying if anyone would come. Superintendent Dougherty expressed that the district would like to organize another event next year.

Superintendent Dougherty commented that the event was great for the district and the community and he appreciated all the hard work of everyone involved.

Trustee Sue Wilson said that several of the Board of Trustees were able to attend and she thought that the district had hosted this event fifty times. She complimented everyone on their good work.

Trustee Tony Wendtland congratulated the district for the successful event and said he was glad it went well.

Vice-Chairman Ann Perkins commented on the wonderful entertainment.

Superintendent Dougherty reported that the Craft Brothers provided the entertainment and Sheridan College hosted the social. The college said that they have never had so many people present at an event. Superintendent Dougherty said that he heard many compliments such as: "This is something we all should be doing in the state." He thanked the Board of Trustees for attending.

D. WSBA Recognition - Molly Steel

Chairman Molly Steel presented Vice-Chairman Ann Perkins with a WSBA Certified Board Member certificate.

III. Approval of Agenda

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

IV. Welcome--Audience Comments

V. Consent Agenda Items

A. Approval of Board Meeting Minutes - July 15, 2015

B. Approval of Bills for Payment

General Clearing	\$1,795,183.28
Federal Fund	\$154,898.16
TOTAL:	\$1,950,081.44

VICE-CHAIRMAN ANN PERKINS MADE A MOTION TO APPROVE THE CONSENT AGENDA ITEMS, AS PRESENTED. TRUSTEE SUE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VI. Old Business

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

Superintendent Craig Dougherty said that work at the high school is progressing nicely. He reported that you can see parameters of where the sidewalk is going to be. Superintendent Dougherty applauded Athletic Director Don Julian for raising the money for this project. He said that Mr. Julian has reached his goal of selling 400 locker dedications. Mr. Dougherty assured the Board that he will be providing a list of people who have donated.

Superintendent Dougherty reported that the city has decided to move forward on the second exit out of the high school parking lot. He said that he and Facilities Director Julie Carroll contacted district attorney, Kendal Hoopes, to start drawing up agreements and once the documents are made he will share them with the Board. The agreements will allow the city to work on district property. Superintendent Dougherty informed the Board that First Federal Savings Bank is donating property to the second exit project and we will have a special recognition to them. He said that this action is sooner than we thought, but it is great that the city is moving on this right away. Superintendent Dougherty, from Kendal Hoopes's recommendation, requested permission to work on the agreements with the city so we can move forward with the second exit project.

TRUSTEE HOLLIS HACKMAN MADE A MOTION TO APPROVE THE RECOMMENDED PROFESSIONAL SERVICE, AS PRESENTED. VICE-CHAIRMAN ANN PERKINS SECONDED THE MOTION.

Trustee Craig Achord commented that September is a busy time of year and he expressed concern of rushing to complete this project now.

Superintendent Dougherty responded that the district feels like it will not be a major distraction or nuisance. He said that the construction location will not interfere with parking. Superintendent Dougherty reported that through the communication with the attorneys and the city, the funds are available now and they want to move forward.

Trustee Wayne Schatz asked Superintendent Dougherty if the construction on 5th Street to Mydland Avenue will interfere with the construction of the second exit.

Superintendent Dougherty replied that the timeline of construction on Mydland and Long Avenues will not interfere with the second exit construction.

Chairman Molly Steel commented that she is excited the construction is starting sooner than we had thought possible.

THE MOTION CARRIED WITH A UNANIMOUS VOTE.

Superintendent Dougherty reported on the collaborative high school and said they are pleased with the Schools Facilities Department included design and construction cost for the new Fort Mackenzie and Wright Place building. He noted that this is in their preliminary budget and has not been voted on yet. He expressed his feeling that the process has been positive so far. He said that the collaboration with the college and alternative school is great for the district, county, college, and students. Superintendent Dougherty said that the University of Wyoming Board Trustee Michelle Sullivan and Wyoming State Board Trustee Sue Belish have been involved and that everyone continues to collaborate.

Superintendent Dougherty reported that the Sheridan Junior High School hill “is not much of a hill” anymore. Peterson Contractors/Ground Improvement Engineers have completed all of the piers. He acknowledged and thanked the state for providing the funds to help the district complete this project.

B. Next Level Update (*Information*) – Mitch Craft

Sheridan Junior High School Principal Mitch Craft commented that it is great to be here to talk about Next Level. He reported that Graduation Coach Curt Mayer, Principal Brent Leibach, and he met with State Superintendent Jillian Balow to discuss Next Level and the work they have been doing. He said that Ms. Balow wondered how it can be done elsewhere.

Principal Craft reported that the attendance committee is making progress with the parent liaison program. He said that the application process is almost complete. He explained the interview process: first there is a phone interview, then a face-to-face interview with a small group of people, and then the final face-to-face interview with the elementary principals, who will decide who is hired. Principal Craft continued that once a candidate is chosen, they will be sent to Bozeman for a week of training on September 14.

Principal Craft then talked about the contract with Flood Marketing. He reported that Flood Marketing is continuing to make a website, videos, and create social media accounts including Facebook, Instagram, and Snap Chat.

Principal Craft referred to a handout he had available at the meeting. He reported on the Next Level meeting that was held on August 5th at Central Office. He said thirty-six people gathered to plan for the 2016-2017 academic year. Principal Craft commented that they will be working with entities in the community for funding and logistics of Next Level, and more conversations regarding this will take place in September. He mentioned a survey that was given to students in May and that a group will get together to analyze the data and

then it will be presented to the Board in October. Principal Craft discussed the community engagement committee and their main goal of spreading the knowledge and purpose of Next Level to the community. He said they will be working with local media and will try to host a community lunch event. Principal Craft mentioned collaborating between the High School and Fort Mackenzie to assure all students become more successful.

Principal Craft then addressed the issue of Board participation at the Next Level meetings. He explained that when more than four Board members want to attend, we need to address regulations with the Wyoming Open Meeting Act. He said that no more than four can attend, unless we have an official meeting called to order. He asked the Board if they would like to make the Next Level meetings official Board work sessions.

Chairman Molly Steel first expressed her gratitude to Next Level and congratulated them on the outstanding work they have done. She then requested to have three Next Level meetings labeled as open, Board work session meetings.

TRUSTEE TONY WENDTLAND MADE A MOTION TO APPROVE QUARTERLY BOARD WORK MEETINGS AT THE NEXT LEVEL MEETINGS. TRUSTEE MARVA CRAFT SECONDED THE MOTION.

Trustee Hollis Hackman said that he thinks that having at least three work meetings is a great idea. He said sending an announcement is more work, but it is worth it.

Vice-Chairman Ann Perkins added that the Board of Trustees have many different roles throughout the community and being able to attend some the Next Level Meetings will be appreciated.

Principal Craft asked if the motion could be clarified.

Trustee Tony Wendtland requested that a beginning, middle, and end of-the-year meeting at least to start. He said that if we bumped it up to five later, that would be great.

Chairman Molly Steel said that it was her understanding that the meeting on August 5 was a beginning-of-the-year meeting.

Principal Craft explained that the executive committee meets quarterly and there are a handful of sub-committees that meet more frequently. He asked if the Board is wanting to attend the quarterly meetings or the sub-committee meetings.

Chairman Molly Steel replied that the Board would like to be there to observe and learn at the larger, quarterly meetings.

Principal Craft said that the advertising will also draw more community members in, which is good.

Trustee Sue Wilson commented that it is nice to have updates from the sub-committees.

MOTION CARRIED WITH A UNANIMOUS VOTE.

Principal Craft thanked the Board for their interest and compassion.

VII. New Business

A. Preliminary Assessment Results (*Information*) - Tom Sachse

Assistant Superintendent Tom Sachse told the Board and audience that the PAWs results presented were district level results and in October the Board would hear from each of the elementary schools. These results are for all students, not just those used in accountability determinations. Dr. Sachse reported that the reading test was changed again and explained that this is like moving the tee back further and not changing par on the golf course. He continued to report that in the state, the third and fourth grade reading levels have decreased and fifth grade has increased. He said that the math test is stable. Dr. Sachse reported that our third grade reading score is up fifteen points over the state and our fourth grade reading and math scores are up sixteen and twenty-eight points over the state. Our overall junior high scores for reading and math are also between sixteen to twenty-two points above the state. Dr. Sachse said that we are first in the state again in ordinal and we are the lowest in the state, which means we are the top performing district in the state. He thanked and acknowledged our teachers for doing such an excellent job.

Trustee Craig Achord asked Dr. Sachse if all schools made AYP.

Dr. Sachse responded that it is unlikely that any of our schools did. If schools do not meet AYP, they will be in school improvement (and offer choice). He said that he has looked at different test results and has compared them to Safe Harbor criteria. He gave an example that in January 2014, five schools missed No Child Left Behind targets, but were exceeding expectations in the Wyoming accountability system. He informed the Board that we will again see exceeding on the Wyoming accountability system, but, most likely, none of our schools will make federal AYP targets, nor will most schools in the state.

Trustee Tony Wendtland asked if the tests are going to change again this year. He said it is frustrating hearing that you all have to adapt to this changing every year.

Dr. Sachse replied that changing the state test is most challenging for our teachers. He said that next spring, there will be changes at the secondary level that may impact district and individual scores. Dr. Sachse gave the following example: "We have seen two students get a

22 on the ACT and, in the WDE student-level data, one was proficient and the other wasn't." He said that there is no way to make sense of that.

Trustee Tony Wendtland said that there should be a three year test period with the same test to truly be able to compare results.

Dr. Sachse responded that we have been talking with our legislators about getting support for the Smarter Balanced testing system.

Trustee Tony Wendtland said that we want to compare ourselves to Bozeman. He said they are a good model for us and we can't see much with these tests.

Dr. Sachse talked about Missoula, Helena, and Bozeman's stable testing. He said that statewide, Wyoming needs a stable, common metric to be able to compare results.

Trustee Hollis Hackman asked about the Wright Place scores. He expressed his feelings that they aren't where we want them to be.

Dr. Sachse responded that there are not any other junior high alternative schools in the state for comparison purposes.

Assistant Superintendent Terry Burgess added that soon the ACT results will be presented and we will compare our scores to the fourteen alternative high schools.

Trustee Wayne Schatz thanked Dr. Sachse for all the work he did with the test results data. He said it gives the Board a good picture of our district and allows them to have intelligent conversations about testing and where our district stands.

B. Report on Statewide ADM Audit (*Information*) - Roxie Taft

Business Manager Roxie Taft informed the Board that the Wyoming Department of Audit recently completed the state ADM audit for the 2011-2012 school year. Mrs. Taft explained that 99.7% of all information reported to the state was accurate. She said that this is applaudable and it shows the districts hard work to ensure the data is accurate.

Chairman Molly Steel asked if we are going to have to send money back to the state.

Mrs. Taft responded that we will actually be receiving a check for \$2,144.00. She explained that the District is proud of the data we sent in. She said there is no action necessary, this is for the Board's information only.

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

Transportation Director Steve Schlicting informed the Board that each year the Wyoming Department of Education requires that all districts across the state work with their Boards to approve routes and non-public road travel. He said that twenty routes are published in the Sheridan Press. He explained that because of the large document, we don't produce paper copies. Mr. Schlicting reported that the routes did not change significantly this year, but we did adjust a couple of routes to accommodate the overcrowding of buses.

TRUSTEE SUE WILSON MADE A MOTION TO APPROVE THE ROUTES AND NON-PUBLIC ROAD TRAVEL, AS PRESENTED. TRUSTEE WAYNE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

D. 2016-2017 Bus Replacement Authorization (*Action*) -Steve

Transportation Director Steve Schlicting reported that the following buses have been identified for replacement for the 2016-2017 school year:

<u>Identification of Bus to Replace</u>				<i>Total miles (as of August 2015)</i>
<u>Bus</u>	<u>Year Model</u>	<u>Manufacturer</u>	<u>Vehicle VIN</u>	
8	2004	Blue Bird - IC	1HVBBAAN94H606384	147,875
12	2004	Blue Bird – IC	1HVBBAAN34H606381	137,385
32	2006	International	4DRBWAAR36A220337	191,202
51	2004	Blue Bird – IC	1HVBBAAN74H606383	143,284

TRUSTEE MARVA CRAFT MADE A MOTION TO APPROVE THE 2016-2017 BUS REPLACEMENT AUTHORIZATION, AS PRESENTED. VICE-CHAIRMAN ANN PERKINS SECONDED THE MOTION.

Trustee Wayne Schatz asked if the buses are replaced with the same seating capacity or if that changes.

Mr. Schlicting responded that sometimes the bus replacement will change in seating capacity. He explained that if that happens, a letter is written to authorize the upgrade, or downgrade, in seating. He mentioned the state will only approve the replacement if it is properly documented.

THE MOTION CARRIED WITH A UNANIMOUS VOTE.

E. Professional Development Calendar (*Information*) - Terry Burgess & Scott Stults

Director of Elementary Education Scott Stults said that the professional development calendar link has been provided to the Board. He said that the professional development calendar has also been posted on the staff intranet. Mr. Stults informed Trustees that new teachers start on Friday, August 21, and all teachers start on Tuesday, August 25. He reminded everyone that the Back-to-School Picnic is on Tuesday, August 25, and encouraged all parties to attend.

F. Summer School Update (*Information*) - Terry Burgess & Scott Stults

Director of Elementary Education Scott Stults reported that this is the second year this version of summer school was held. He said that in past years, summer school was held at one site with a variety of teachers. For the past two years, summer school has been held at each school. Mr. Stults said he had asked the principals what they thought of this new system, and they thought it made for an easier transition for students, teachers, and parents to be able to work in the atmosphere of where the student will be attending school. He also noted that the summer school session was moved forward from June to end of July and August.

Assistant Superintendent Terry Burgess talked about the Running Start Program taking place at Sheridan Junior High School. He reported that seventy-three sixth through eighth grade students are attending this program. He informed the Board that the teacher teams included language arts, math, science, social studies, and physical education specialists. Mr. Burgess said that students will engage in seventy-five contact hours.

Mr. Burgess reported that Sheridan High School provided regular summer school in June. He said that sixty-eight attended and enrolled in the following classes: Biodiversity/Robotics, Writing Revolution, Adventures in History, Algebra 1/1B, and Compass Learning. Mr. Burgess said that for a second year, the high school is also providing a Step Ahead program for incoming Freshman and it runs for two weeks, starting today, August 10. He said they will study and focus on Social Studies, Math, Science, and English, with a physical education period included.

Trustee Wayne Schatz asked Mr. Stults if there is a way to evaluate the date change in the summer school program. He asked if there has been discussion with staff and students to see how effective this has been.

Mr. Stults responded that the teacher feedback he has received is that students are more motivated and focused for the new school year. He said that the state also looks at this information and we will continue to analyze the data next year.

Trustee Wayne Schatz asked Mr. Stults if there is any parent feedback about the change. Mr. Stults responded that there are summer parent-teacher conferences being held this week. He said that it will be good to hear the parents' insight.

Mr. Burgess noted that the summer school students' scores will be monitored from the prior spring semester and the fall semester coming up. He said there is not a lot of data yet.

VIII. Reports and Communications

A. Board of Trustees

1. Board Reports

Trustee Marva Craft mentioned that through our partnership with Sheridan College, there are new, dual enrollment opportunities. She said the college is in the process of adding a School of Dance and they are offering our students the opportunity to take classes. She noted that she had just learned about this, but is hoping the district can take advantage of these enrollment opportunities and even offer credit for taking the class. Trustee Craft also said that a performance arts committee has been formed.

Trustee Marva Craft expressed concern with the sound system at the high school auditorium. She said that it has been sporadic in the past seven years, randomly malfunctioning or shutting off in the middle of performances. She asked if the district is in the process of getting the system updated.

Facilities Director Julie Carroll responded that earlier this year, Pam Thompson, Chris Mutter, and Jerry Wendt evaluated the system and it has been running correctly since. She said that it was inspected and verified to be in working condition a month ago. She suggested that it should be inspected again before school starts.

Superintendent Dougherty added that the electrician was not notified and whoever troubleshooted it was not fixing the system correctly. He said that he has asked Pam Thompson to meet with Ms. Carroll and him to make sure that it is truly fixed. He assured the Board that if it is not working properly, it will be replaced, but first the electrician will attend the meeting and verify if it is or is not working. Superintendent Dougherty explained that in the future, Chris Mutter needs to be notified immediately and we will notify the fine arts department to contact him about future problems.

Chairman Molly Steel expressed her concern about the cross walks at the schools. She said she understands that the city handles the cross walks, but

thought we should put in a request to the city. She mentioned concerns about students crossing South Sheridan Avenue and thinks that a cross walk needs to be in place between Avoca Avenue and Sheridan Avenue.

Henry A. Coffeen Elementary Principal Nikki Trahan said that she has called and asked Lane Thompson about a cross walk between Avoca Avenue and Sheridan Avenue. She said she expects to hear from him this week.

Vice-Chairman Ann Perkins said that she thinks we need to apply pressure about this issue. She said that she had received phone calls and would like this addressed before something happens.

Superintendent Dougherty reported that maintenance crews from the city are currently out painting the cross walks and they have to also follow a protocol in this process. The cross walks should be completed by the time schools starts.

Chairman Molly Steel requested that we follow up on this issue.

Vice-Chairman Ann Perkins commented that she had the privilege of attending the football parent meeting last week. She reported that the team leaders went to Little Goose Campground for their retreat, and this season they are focusing on leadership and being relentless in everything they do, including both their academics and football.

Chairman Molly Steel asked about the football games that used to be shown on TV. She requested to have the games videoed or shown on TV again.

Assistant Superintendent Terry Burgess said that it was something Athletic Director Don Julian had scheduled with ACT. He said that he would check with Mr. Julian on why the TV programming was dropped.

Trustee Richard Bridger explained that the programming of the football games stopped because it was discouraging actual attendance at the game and the players deserve an audience.

Trustee Marva Craft asked Sheridan Junior High School Principal Mitch Craft to explain Snapchat to Trustee Hollis Hackman. Mr. Craft responded that Snapchat is a form of social media where you take a photograph, edit it in any way you choose, and when you send it, you select a time limit and the receiver can only see the picture for one to ten seconds and then it disappears.

Trustee Hollis Hackman thanked Mr. Craft for the description. He said he wanted to thank First Interstate Bank for letting their employees use paid time to

be apart of the mentor-ship program Big Brothers Big Sisters. He explained that Mark Kinner and Dick Hammer were co-chairs of the mentoring committee that he was involved in. He shared one of their big questions: “What can we to increase the graduation rate?” Trustee Hackman said that their belief was that mentoring was a large part of that. He shared their efforts of traveling to Bozeman to research and create a mentor program in Sheridan. Trustee Hackman said he appreciates the community involvement and the Recreation District.

2. Committee Reports

Vice-Chairman Ann Perkins reported that there are two positions open with the Recreation District. She said interviews took place last week and one this week with the hope of having the positions filled before September 1st.

3. Other

There were no other board 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

Superintendent Craig Dougherty reported that the district has been preparing all summer by reviewing where we stand as a district and making notes of our weaknesses. He reported that there is a review with the principals tomorrow. Superintendent Dougherty referred to a document he handed out to the Board of Trustees listing the University of Wyoming sub-committees he is on.

Chariman Molly Steel congratulated Superintendent Dougherty on his work.

CHAIRMAN MOLLY STEEL MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:40 PM TO TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES, PURSUANT TO W.S. 16-4-405. VICE-CHAIRMAN ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 7:40 p.m. to address personnel matters.

TRUSTEE HOLLIS HACKMAN MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:22 PM. TRUSTEE SUE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:22 p.m.

VICE-CHAIRMAN ANN PERKINS MADE A MOTION TO APPROVE THE REVISED PERSONNEL ACTION REPORT, AS PRESENTED. TRUSTEE WAYNE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

XI. Adjournment:

TRUSTEE CRAIG ACHORD MADE A MOTION TO ADJOURN THE MEETING AT 8:22 P.M. VICE-CHAIRMAN ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 8:22 pm.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
August 10, 2015**

CERTIFIED STAFF

Approvals:

Raymond Swanson Sheridan High School	Teacher-French 1.0 FTE (187 days)	Effective 8/21/15
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Resignations:

Sally Stults Fort Mackenzie and the Wright Place Schools	Guidance Counselor 0.5 FTE (187 days)	Effective 7/29/15
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Kristi Von Krosigk Henry A. Coffeen School	Literacy CCSS Technology Integrator 0.5 FTE (185 days)	Effective 7/24/15
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CLASSIFIED STAFF

Approvals:

Alex Bradfield Sheridan High School	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 9/1/15
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Dixie Green Woodland Park School	Paraprofessional-General (4.5 hours/day)/ After School Site Coordinator (3.5 hours/day) 175 days	Effective 9/1/15
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Carrie Leonard Highland Park School	Paraprofessional-Special Education 1:2 7.0 hours/day (175 days)	Effective 9/1/15
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Ronald Maixner Transportation Department	Bus Driver 2.0 to 4.0 hours/day (175 days)	Effective 9/1/15
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John Martinez Sheridan High School	Paraprofessional-ESL 6.0 hours/day (175 days)	Effective 9/1/15
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Anne Marie McClintock Fort Mackenzie High and the Wright Place Junior High Schools	Discovery Program Coordinator 8.0 hours/day (180 days)	Effective 8/25/15
Tracy Myers Highland Park School	Paraprofessional-General 6.5 hours/day (175 days)	Effective 9/1/15
Mark Reeves Transportation Department	Bus Driver 2.0 to 4.0 hours/day (175 days)	Effective 9/1/15
Darcy Ronne Woodland Park School	Paraprofessional-Special Education 1:1 7.0 hours/day (175 days)	Effective 9/1/15
Stephanie Smith Sheridan High School	Paraprofessional-Special Education 1:2 7.0 hours/day (175 days)	Effective 9/1/15
Jenifer Zeilstra Woodland Park	Paraprofessional-ESL 6.0 hours/day (175 days)	Effective 9/1/15

Changes/Transfers:

Danielle Arrants Woodland Park School	Paraprofessional-ESL 5.0 hours/day to 6.0 hours/day (175 days)	Effective 9/1/15
Brenda Brastrup Henry A. Coffeen School	Paraprofessional-General (7.0 hours/day) to Paraprofessional-Title I (6.0 hours/day)/ General (1.0 hour/day) 175 days	Effective 9/1/15
Carrie Cook Woodland Park School	Paraprofessional-General (6.0 hours/day)/ESL (1.0 hour/day) to Paraprofessional (6.0 hours/ day) (175 days)	Effective 9/1/15
Shannon Farstveit Sheridan Junior High School	Paraprofessional-Special Education 1:1 (4.88 hours/day to 5.0 hours/day)/ESL (1.62 hour/day 2.0 hours/day) 175 days	Effective 9/1/15
Susan McGuire Sagebrush School	Paraprofessional-Title I (5.0 hours/day)/ESL (3.0 hours/day) to Paraprofessional-Title I (4.5 hours/ day)/After School Site Coordinator (3.5 hours/day) 175 days	Effective 9/1/15

Bridgette White Fort Mackenzie and the Wright Place Schools	Cook-Head (3.5 hours/day)/After School Snack Coordinator (3.5 hours/day) to Cook-Head (4.5 hours/day) 177 days	Effective 8/28/15
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Resignations:

Devon Noecker Sheridan Junior High School	Paraprofessional-Special Education 7.5 hours/day (175 days)	Effective 8/6/15
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Tanya Sturza Woodland Park School	Paraprofessional-Special Education 1:1 7.0 hours/day (175 days)	Effective 8/1/15
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EXTRA DUTY 2015-2016

Changes:

<u>Name</u>	<u>Position</u>
Bradley Gregorich to Scott Stults	Football - 8th Grade B Coach - SJHS

ACADEMIC EXTRA DUTY 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Judith Dougherty	Reading Recovery Teacher Leader - District
Pamela O'Connell	Improving Student Reading - SJHS Special Education
Kristi VonKrosigk	Balanced Literacy Institute - District

HENRY A. COFFEEN SUMMER SCHOOL STAFFING - 2015

Approvals:

<u>Name</u>	<u>Position</u>
Brenda Brastrup	Paraprofessional
Judith Willis	Paraprofessional

HIGHLAND PARK SUMMER SCHOOL STAFFING - 2015

Approvals:

<u>Name</u>	<u>Position</u>
Kellie Boedecker	Teacher (14 days)

SAGEBRUSH SUMMER SCHOOL STAFFING - 2015

Approvals:

<u>Name</u>	<u>Position</u>
Antonia Becker	Substitute Paraprofessional
Kasey Hansen	Substitute Paraprofessional

WOODLAND PARK SUMMER SCHOOL STAFFING - 2015

Approvals:

<u>Name</u>	<u>Position</u>
Emily Willie	Substitute Paraprofessional

WOODLAND PARK AFTER SCHOOL PROGRAM STAFFING - 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Kevin Charlson	Teacher
Jennifer Jones	Teacher
Erika Jorgensen	Teacher
Sara Koehler	Teacher
Jacob Muth	Teacher
Courtney Pushcar	Teacher
Sara Stevens	Teacher

SHERIDAN JUNIOR HIGH SUMMER SCHOOL STAFFING - 2015

Approvals:

<u>Name</u>	<u>Position</u>
Hesid Brandov-Ysrael	Substitute Paraprofessional
Betsy Mack	Substitute Teacher

Sheridan County School District No. 2

Board of Trustees

Board Luncheon Work Session

August 17, 2015

Molly Steel, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The Luncheon Work Session of the Board of Trustees of Sheridan County School District #2 was called to order at 12:01 p.m., Monday, August 17, 2015, in the Second Floor Conference Room at the Central Administration Office. The presiding officer was Molly Steel, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Molly Steel, Chairman
Ann Perkins, Vice Chairman
Wayne Schatz, Treasurer
Marva Craft, Clerk
Craig Achord
Hollis Hackman
Tony Wendtland

Administrators:

Scott Stults, Director of Elementary Education

II. New Business

A. Literacy Coordinator/Balanced Literacy (*Information*) - Scott Stults & Nikki Trahan

Director of Elementary Education Scott Stults and Henry A. Coffeen Principal Nikki Trahan discussed Balanced Literacy practice in the schools. Megan Edmunds, Literacy Coordinator at Coffeen Elementary, also joined the discussion.

III. Adjournment

CHAIRMAN STEEL MADE A MOTION TO ADJOURN THE MEETING AT 12:53 P.M. VICE-CHAIRMAN ANN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 12:53 p.m.

Chairman

Clerk

Pupil Transportation
Wyoming Department of Education
Hathaway Building, 2nd Floor
Cheyenne, Wyoming 82002-0050
Telephone: (307) 777-6265

WDE-108
Effective Date: September 1, 2003
Due Date: As Necessary

OK per revision to
miles and attachment.
R. S. S. 8/11/15

Application for Reimbursement for Private Transportation or Maintenance of Isolated Pupils

General Instructions: In no case can the amount claimed exceed the actual costs incurred by the pupil or his/her parent or legal guardian. Do not include any costs for which reimbursement has been or will be claimed under the special education provisions of the School Foundation Program.

Michelle D. Martin

Name of Applicant (Parent or Guardian)

644 DUTCH CREEK RD,
PO Box 7 Wynona, WY 82845

Family Address (Street, RR, or Road, City, State, ZIP)

Reimbursement is requested for the following pupil(s) :

Name of Pupil	Age	Grade	Name of School That Pupil Will Attend
Ashton E. Wagenor	11	6	Sheridan Junior High
Haylee D. Wagenor	6	1	Coffeen Elem.

Type of Reimbursement Requested

(Please Fill In One of the Following Tables)

Monthly Maintenance for Isolated Pupil(s):

Name of Pupil	Amount Requested
Ashton Wagenor	
Haylee Wagenor	

Mileage Reimbursement for Use of Personal Vehicle:

Note: No person is eligible as an isolated pupil under this section unless the pupil's parents or legal guardians demonstrate to the local school board that the family's residing in the isolated location is necessary for the family's financial well being. Reimbursement under this section must be based on actual miles traveled by one vehicle in one school day, regardless of the number of students transported. W.S. 21-4-401 (d) further requires that "... the total miles claimed shall be computed excluding the first two (2) miles traveled each way. " Since there are usually two trips to the bus stop or school each day (one in the morning and one in the afternoon), please exclude a total of four (4) miles a day.

(For Board of Trustee Use Only)

Comments:

Authorized Board Signature

Date

Daily Miles Claimed	Number of Days	Total Amount
47.4	175	

24.8 (SEE ATTACHED)

I certify that the above claims are true and correct to the best of my knowledge and belief.

Michelle Martin

Signature of Parent or Legal Guardian

8/16/15

Date

Calculations associated with the APPLICATION FOR ISOLATION

submitted for 644 Dutch Creek Rd to the nearest bus stop by Michelle Marten

For 1st and 5th grade student in AM and for 5th grader in PM:

644 Dutch to "Y" at Wyarno (closest stop on Route 20): 7.2 miles one way

So, 2 round trips from 644 Dutch to the "Y" = 28.8 miles per day

TOTAL = 28.8 – 4 (WS 21-4-401 excludes 2 miles each trip) = **24.8 miles per day**

Please note: when Haylee was a kindergarten student, an extra round trip was made to meet the bus at 490 Wildcat Rd. Now that both Ashton and Haylee ride at the same time morning and afternoon, only two round trips are required to the Wyarno "Y".

Fax 674-5041

Pupil Transportation
Wyoming Department of Education
Hathaway Building, 2nd Floor
Cheyenne, Wyoming 82002-0050
Telephone: (307) 777-6265

WDE-108

Effective Date: September 1, 2003

Due Date: As Necessary

OK
R. Schreiber
9/1/15

Application for Reimbursement for Private Transportation or Maintenance of Isolated Pupils

General Instructions: In no case can the amount claimed exceed the actual costs incurred by the pupil or his/her parent or legal guardian. Do not include any costs for which reimbursement has been or will be claimed under the special education provisions of the School Foundation Program.

Kara Schreiber
Name of Applicant (Parent or Guardian)

789 Dutch Creek Road, Wynona WY 82845
Family Address (Street, RR, or Road, City, State, ZIP)

Reimbursement is requested for the following pupil(s):

School year Sept 2015- May 2016

Name of Pupil	Age	Grade	Name of School That Pupil Will Attend
<u>Katie Schreiber</u>	<u>7</u>	<u>2nd</u>	<u>Henry A. Coffeen Elementary</u>

Type of Reimbursement Requested (Please Fill In One of the Following Tables)

Monthly Maintenance for Isolated Pupil(s)

Name of Pupil	Amount Requested

Mileage Reimbursement for Use of Personal Vehicle:

Note: No person is eligible as an isolated pupil under this section unless the pupil's parents or legal guardians demonstrate to the local school board that the family's residing in the isolated location is necessary for the family's financial well being. Reimbursement under this section must be based on actual miles traveled by one vehicle in one school day, regardless of the number of students transported. W.S. 21-4-401 (d) further requires that "... the total miles claimed shall be computed excluding the first two (2) miles traveled each way. " Since there are usually two trips to the bus stop or school each day (one in the morning and one in the afternoon), please exclude a total of four (4) miles a day.

Daily Miles Claimed	Number of Days	Total Amount
<u>13.78</u>	<u>175</u>	

I certify that the above claims are true and correct to the best of my knowledge and belief.

Kara Schreiber

8/28/2015

Signature of Parent or Legal Guardian

Date

WORK- 675-2049

(For Board of Trustee Use Only)

Comments:

Authorized Board Signature _____ Date _____



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

Craig Dougherty, Superintendent

DATE: September 4, 2015

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

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

Sheridan High School Projects and Future Planning

Construction on the Sheridan High School locker room and training room is progressing nicely. Mechanical, electrical and plumbing rough-ins are in progress. Structural steel is being erected, metal decking is being installed, and concrete is beginning to be poured on the decking. Concrete for the mezzanine area in front of the science classrooms was poured last week. Final grading is occurring. Landscaping will be constructed by the district grounds coordinator and will begin in the next several weeks. The new addition and building tie-in will continue through March of 2016. The renovation of the old locker rooms will be completed by September 2016.

The construction of the second exit has begun and we are still looking at a completion date this fall. The city has been working with the SHS administrative staff and Julie to verify construction documents. The project is being funded by the city with generosity from First Federal in donating a section of property to help construct this egress. I would recommend that we ratify the contracts with the City and First Federal.

Sheridan Junior High School Hill Stabilization

We are working with the city on the final design criteria around the creek and are continuing to re-establish grading. The goal is to plant vegetation either this fall or spring.

Collaborative High School

We continue to meet monthly regarding the proposed collaborative high school. The timeline that we envision is to receive design money in April 2016, bids for construction in January 2017, capital construction money in April 2017, and completion by August 2018. Currently, SCSD#2 is recommended to receive design and construction funds in this biennium by the Wyoming School Facilities Department. However, at the Select Committee our project was placed on a list for review and “re-study.”

Cross Walks

The status of school crosswalks was reviewed by the Board’s Cap Con Committee. We will report the results of that discussion at your Board meeting.

Memorandum of Agreement

(Second Access Road – SHS)

This Memorandum of Agreement ("Agreement") is entered into by and between **Sheridan County School District Number 2**, whose address is 201 North Connor Street, Sheridan, WY 82801 (referred to herein as "School District"), and **City of Sheridan, Wyoming** whose address is 55 Grinnell Plaza, Sheridan, WY 82801 (referred to herein as "City of Sheridan").

Recitals

A. The School District and the City of Sheridan desire to have a second access road providing access from Mydland Road to the parking lot at Sheridan High School in order to better facilitate traffic in and out of the School District's property on to streets in the City of Sheridan during peak traffic time periods at Sheridan High School. This solution also addresses a need for secondary access for a school parking lot that is often common safety practice.

B. The School District has agreed to utilize certain lands owned by the School District and is in the process of acquiring additional lands on which a second access road may be constructed.

C. The City of Sheridan has agreed to construct the new access road at its expense.

Now, therefore, the School District and City of Sheridan, in consideration of the mutual covenants herein set forth, agree as follows:

1. The City of Sheridan intends to construct an access road providing a second access to the parking lot at Sheridan High School (referred to herein as the "Project"), and if the bid(s) obtained in the public bidding process is approved by the City of Sheridan and if the scheduling of the Project is approved by the City of Sheridan, it will construct the Project in accordance with the plans and specifications attached hereto as **Exhibit A**. If either the budget, the scheduling or the public benefit of the Project is deemed not commensurate with the costs thereof, the City may terminate this Agreement at its discretion; provided that such termination may only occur prior to the commencement of construction activities. The City of Sheridan shall engage such engineers, contractors, surveyors, and other professionals as may be necessary to complete the Project in accordance with the above-referenced plans and specifications.

2. All construction costs, engineering costs, and any other costs associated with the Project, as set forth in Exhibit A, shall be borne by the City of Sheridan.

a. The City of Sheridan may begin work on the Project at such time as is mutually agreeable to School District and City of Sheridan.

b. The City of Sheridan shall coordinate with the School District to ensure that construction activities proceed at such times and in such a manner so as to not disturb SHS classes and activities.

c. The City of Sheridan shall not allow its contractors and employees to disturb any lands that are not within the right of way for the new road as described on Exhibit A. The City of Sheridan shall not allow its contractors and employees to store equipment or materials, or traverse on other lands owned by the School District unless otherwise agreed by the School District in writing.

3. The School District shall provide the City of Sheridan with a general access and utility easement underlying the new access road described in Exhibit A on the form attached as Exhibit B.

4. City of Sheridan shall at all times comply with all applicable federal and state statutes, rules and regulations including, but not limited to, state statutes pertaining to public works and improvements to school district property.

5. City of Sheridan shall indemnify and hold harmless the School District and the trustees, officers, directors, partners, employees, agents, and other consultants of the School District from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the City of Sheridan's performance of the services described in this agreement.

6. School District shall indemnify and hold harmless the City of Sheridan and its councilmen, employees, agents, and other consultants of the City of Sheridan from and against all claims, costs, losses, and damages arising out of or relating to the City of Sheridan's performance of the services described in this agreement.

7. Neither the City of Sheridan or the School District waive governmental immunity by entering into this Agreement, and both parties specifically retains all immunities and defenses available to it as a governmental entity pursuant to Wyo. Stat. §1-39-101, et seq., and all other applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of governmental immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

8. City of Sheridan shall assume sole responsibility for any debts or liabilities that may be incurred by City of Sheridan in fulfilling the terms of this Agreement and shall be solely responsible for the payment of all federal, state, and local taxes which accrues because of this Agreement. Nothing in this Contract shall be interpreted as authorizing City of Sheridan or its agents and/or employees to act as an agent or representative of or on behalf of the State of Wyoming or School District, or to incur any obligation of any kind on behalf of the State of Wyoming or School District. City of Sheridan agrees that no health/hospitalization benefits,

workers' compensation, and/or similar benefits available to the School District employees will extend to the benefit of City of Sheridan or City of Sheridan's agents and/or employees as a result of this Contract.

9. City of Sheridan represents that its contractors and employees have the ability to perform the agreed upon services; it shall provide suitable resources to perform work in accordance with this agreement; it will provide the agreed upon services on a timely basis; it shall perform services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently providing construction services under similar circumstances; and it is responsible for the construction of the services described in this agreement in accordance with all designs, drawings, specifications, and other services furnished by School District.

10. This Agreement, in its entirety, shall be binding upon all the parties hereto, their respective successors, heirs, executors, administrators or assigns.

11. City of Sheridan may not assign this contract or delegate City of Sheridan's duties under this contract to a third party without the prior written consent of School District.

12. This contract represents the entire agreement of the parties. There are no prior or contemporaneous promises or representations made by the parties which are not incorporated in this agreement.

13. This agreement shall not be modified or amended except by a document in writing signed by both parties.


IN WITNESS WHEREOF, School District and City of Sheridan have affixed their signatures effective on the date first written above.

Dated effective this 19 day of Aug., 2015.

Sheridan County School District

City of Sheridan, Wyoming

Number 2



Superintendent
Title



Public Works Director
Title

**Memorandum of Agreement
(Second Access Road - SHS)**

This Memorandum of Agreement ("Agreement") is entered into by and between **First Federal Savings Bank** (referred to herein as "First Federal"), whose address is P.O. Box 6007, Sheridan, WY 82801 and **Sheridan County School District No. 2, State of Wyoming**, whose address is P.O. Box 919, Sheridan, WY 82801 (referred to herein as "School District").

Recitals

A. First Federal owns approximately 2.8 acres situated at 2033 W. 5th St., Sheridan, Wyoming (referred to herein as the "Lands").

B. First Federal and School District have entered into a Parking Agreement dated August 15, 2013 under which School District has utilized the Lands, at such locations as are approved by First Federal, for parking space for visitors and participants at activities and athletic events held on School District property (referred to herein as the "Parking Agreement").

C. School District desires to create a second access road in the Sheridan High School parking lot, which access road will traverse lands subject to the Parking Agreement. The construction of the second access road will result in the termination of the Parking Agreement.

D. First Federal desires to convey a parcel of land consisting of approximately .27 acres to School District to be used in connection with the second access road.

Now, therefore, in consideration of the mutual covenants and promises set forth herein and for good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. Unless otherwise mutually agreed by the parties, within thirty (30) days of the date of this agreement, First Federal shall execute a quitclaim deed, in the form attached as Exhibit A, to convey those lands described on Exhibit A-1 to the School District.

2. Upon commencement of construction of the second access on the lands described as Exhibit A-1, the Parking Agreement shall terminate.

3. School District shall construct a fence on the common boundary of the lands described on Exhibit A-1. The size and location of the fence shall be mutually agreed upon by the parties. The fence shall be constructed at such time as is reasonably requested by First Federal. The parties anticipate that this fence shall not be needed for approximately one year as First Federal would like to wait until it completes planned construction on its property prior to having the new fence constructed.

4. The School District agrees to either name the new access road after First Federal or to place a sign or memorial recognizing that First Federal conveyed the land necessary for the

new access road.

5. Indemnification / Hold Harmless. School District shall indemnify, defend and hold First Federal, its employees, agents, representatives, officers, shareholders and directors, harmless from any and all claims arising from or relating in any way to School District's use of or the right to use the Lands.

6. This agreement represents the entire agreement between the parties and there are no other agreements or representations respecting the above-described lands or the duties of the parties in relation thereto not expressly set forth in this document.

Dated effective this 1st day of September, 2015.

First Federal Savings Bank

By: _____

[Signature]

Title: _____

PRESIDENT/CEO

Sheridan County School District No. 2

By: _____

[Signature]

Title: _____

Superintendent

QUITCLAIM DEED

FOR VALUE RECEIVED, the receipt of which is hereby acknowledged, **First Federal Savings Bank** ("Grantor"), conveys and quitclaims to **Sheridan County School District No. 2, State of Wyoming** ("Grantee"), whose address is 201 N. Connor St., Suite 101, Sheridan, WY 82801 the following described real property situate in Sheridan County, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming:

See Exhibit A and Exhibit B

TOGETHER WITH all and singular the privileges, hereditaments and appurtenances thereunto belonging to or appertaining thereto, all in their present condition.

SUBJECT TO all real estate taxes for the year 2015, exceptions, reservations, covenants, conditions, restrictions, easements, rights-of-way, reservations and rights of record and subject to any state of facts which would be disclosed by an accurate survey or physical inspection of the premises and subject to building, zoning, subdivision, or other regulations of any private or governmental entity.

DATED this 31 day of August, 2015.

First Federal Savings Bank

By: [Signature]

Title: PRESIDENT/CEO

STATE OF Wy,
COUNTY OF Sheridan ss.

The foregoing instrument was acknowledged before me this 31st day of August, 2015, by David J. Ferris, President/CEO of First Federal Savings Bank.

WITNESS my hand and official seal.

[Signature]
Notary Public

My commission expires: 5-13-16



LEGAL DESCRIPTION
EXHIBIT "A"

Record Owner: First Federal Savings Bank
July 31, 2015

Re: 0.27 Acres to School District No. 2

A tract of land situated in the SE¼SW¼ of Section 21, Township 56 North, Range 84 West, 6th P.M., Sheridan County, Wyoming, as shown on **EXHIBIT "B"** attached hereto and by this reference made a part hereof; said tract of land being more particularly described as follows:

Commencing at the south quarter corner of said Section 21 (Monumented with a 3¼" Aluminum Cap per PLS 2615); thence N70°16'41"W, 1041.13 feet to the **POINT OF BEGINNING** of said tract, said point lying on the south line of Tract 1, School Tracts Plat, to the City of Sheridan, said point also being the northeast corner of a tract of land described in Book 489 of Deeds, Page 543; thence S88°44'19"W, 11.53 feet to a point; thence, through a curve to the right, having a central angle of 34°09'46", a radius of 200.00 feet, an arc length of 119.25 feet, a chord bearing of N74°10'48"W, and a chord length of 117.49 feet to a point; thence N57°05'55"W, 82.83 feet to a point; thence, through a curve to the left, having a central angle of 32°43'39", a radius of 201.50 feet, an arc length of 115.10 feet, a chord bearing of N73°27'45"W, and a chord length of 113.54 feet to a point, said point lying on the east right-of-way line of Mydland Road (AKA County Road No. 80) and the west line of said tract described in Book 489 of Deeds, Page 543; thence N00°30'14"W, 72.78 feet along said east right-of-way line of Mydland Road (AKA County Road No. 80) and said west line of said tract described in Book 489 of Deeds, Page 543 to a point, said point being the northwest corner of said tract described in Book 489 of Deeds, Page 543 and the southwest corner of said Tract 1, School Tracts Plat; thence S59°04'36"E, 353.90 feet along the north line of said tract described in Book 489 of Deeds, Page 543 and the south line of said Tract 1, School Tracts Plat to the **POINT OF BEGINNING** of said tract.

Said tract contains 11,918 square feet or 0.27 acres of land, more or less.

Bearings are Based on the Wyoming Coordinate System, NAD 1983, East Central Zone.

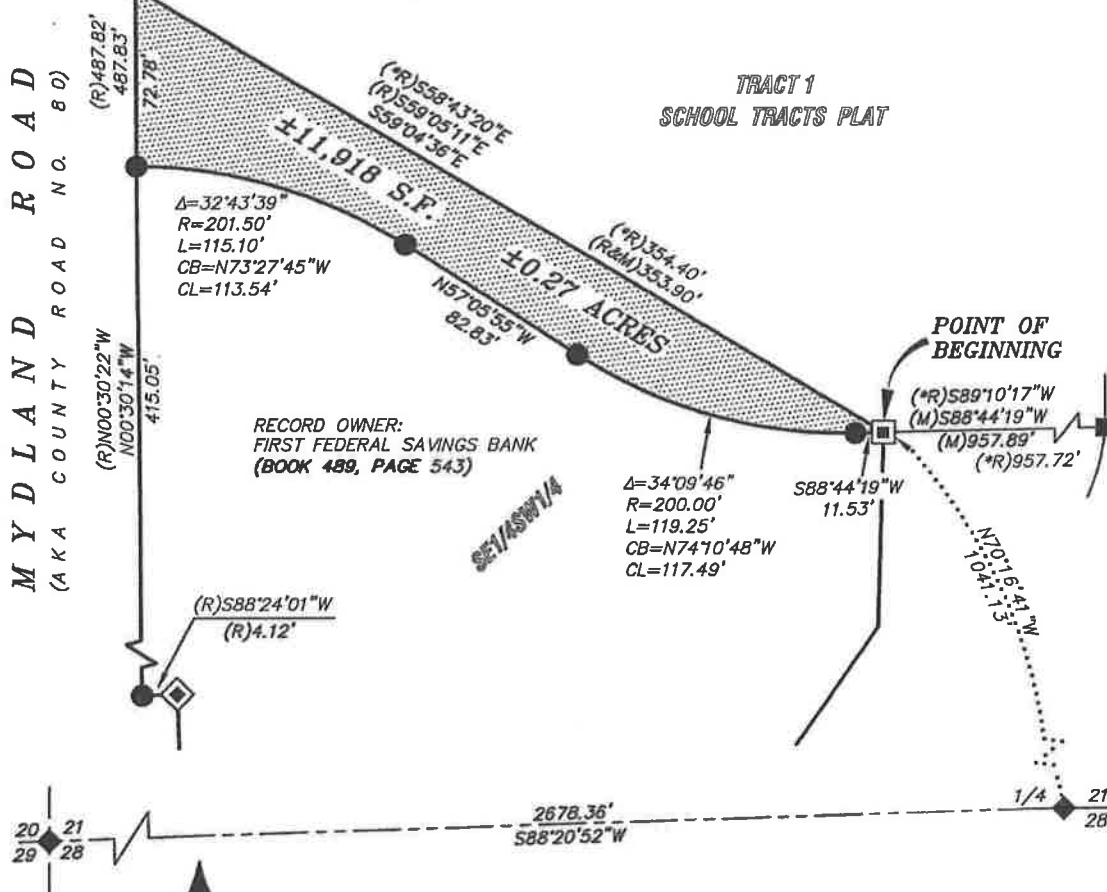
SURVEYOR'S STATEMENT

I, Thomas D. Tucker, do hereby state that this legal description was prepared from notes taken during an actual field survey performed by me or under my direct supervision.



Modification in any way of the above or foregoing legal description terminates liability of surveyor.

EXHIBIT "B"



SCALE: 1"=60'

BEARINGS ARE BASED ON THE
WYOMING COORDINATE SYSTEM
NAD 1983, EAST CENTRAL ZONE
DATUM: NAD 83(1983), NAVD 88 (U.S. SURVEY FEET)
DAF: 1.000235
DISTANCES ARE SURFACE

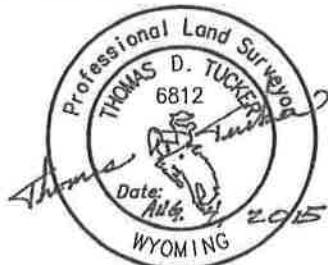
LEGEND:

- ◆ FOUND 2" ALUMINUM CAP PER PLS 6812
- FOUND 1-1/2" OR 2" ALUMINUM CAP PER PLS 2615
- ◆ FOUND 3-1/4" ALUMINUM CAP PER PLS 2615
- 3" IRON PIPE (OBLITERATED)/FOUND
2" ALUMINUM CAP PER PLS 2615
- SET 2" ALUMINUM CAP PER PLS 6812
- (R) RECORD
- (*R) RECORD PER SCHOOL TRACTS PLAT
- (M) MEASURED
- PROPERTY/DEED/TRACT LINE
- - - SECTION LINE

SURVEYOR'S CERTIFICATE

STATE OF WYOMING
COUNTY OF SHERIDAN 189

I, THOMAS D. TUCKER, A DULY REGISTERED LAND SURVEYOR IN THE
STATE OF WYOMING, DO HEREBY STATE THAT THIS PLAT REPRESENTS THE
RESULTS OF A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION.



"PLAT IS VALID ONLY IF PRINT HAS
ORIGINAL SIGNATURE OF SURVEYOR SIGNED AND DATED"

EXHIBIT "B" RECORD OF SURVEY

CLIENT: VISTA WEST ENGINEERING

LOCATION: SE 1/4 SW 1/4, SECTION 21, TOWNSHIP 56 NORTH,
RANGE 84 WEST 6TH P.M., SHERIDAN COUNTY,
WYOMING



2340 WETLANDS DR., SUITE 100
PO BOX 3082
SHERIDAN, WY 82801
307-672-7415

JN: 2015-040
DN: 2015-040-RS
PF: T2015-040
AUGUST 4, 2015



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 4, 2015
TO: Board of Trustees
FROM: Mitch Craft, Sheridan Junior High School Principal
SUBJ: **Next Level Update** (*Action*)

At the September Board of Trustees meeting, I will provide updates on the following:

- Attendance Committee
- Community Engagement Committee
- Early Childhood Committee
- Multiple Pathways Committee
- Trustee Participation
 - Executive Committee Meeting - Wednesday, Nov. 11 - 12:00 noon, SCSD#2 Board Room
- Approval of Service Agreement, Child Advocacy Services of the Big Horns (Parent Liaison Program)

PROFESSIONAL SERVICE AGREEMENT FOR PARENT LIAISON PROGRAM

This agreement is entered into by **Sheridan County School District Number 2, State of Wyoming**, whose address is P.O. Box 919, Sheridan, WY 82801 (“School District”), and **Child Advocacy Services of the Big Horns**, a Wyoming nonprofit corporation (“CASBH”), whose address is P.O. Box 6022, Sheridan, WY 82801.

The parties agree as follows:

1. **Purpose.** The purpose of this agreement is to establish a Parent Liaison Program (hereafter referred to as “Program”) at five elementary school sites within the School District. It is the intent of the Program to improve student learning, attendance, and behavior by building strong bonds between parents and schools.

2. **Services Rendered.** CASBH shall provide the school district with the full time equivalent (FTE) of 0.5 Parent Liaison for each of five elementary sites in accordance with the job description, a copy of which is attached and incorporated herein as **Exhibit “A”**. CASBH shall coordinate all services with the School District Superintendent or his designee. CASBH shall submit all reports and documents as requested by the School District with respect to the Program.

3. **Term.** This agreement shall commence September 1, 2015 and, unless terminated earlier as provided for herein, shall terminate on the last day of the 2015-2016 school calendar year, which is June 3, 2016. If at any time during the performance of this agreement the School District, in its sole discretion, determines that the services are not progressing satisfactorily or within the terms of this agreement, the School District may terminate this agreement by giving thirty (30) days written notice to CASBH. At such termination date, CASBH shall be entitled to payment for only those services rendered and accepted by the School District.

4. **Consideration.** For each 0.5 FTE Parent Liaison provided by CASBH, the School District shall pay CASBH \$2,133.40/month for nine months in monthly payments which shall be made on or before the twentieth day of each month. Monthly payments shall not exceed \$10,667.00 for the total of five 0.5 FTE Parent Liaisons. All payments shall be made only after services have been rendered for the prior month. CASBH shall submit a monthly billing invoice to the School District no later than the fifth day of the month following the month in which services were rendered.

5. **Accreditations, Licenses, Certifications.** CASBH shall ensure that all of its employees have all pertinent accreditations, licenses and certification as may be required by law to provide those services described in Paragraph 2. CASBH shall ensure that employees administering the Program shall at all times maintain at a minimum those certifications and/or qualifications, as set forth in the policies and regulations of the School District, that are equivalent to or greater than that of a substitute teacher at the School District. CASBH shall ensure that its employees and/or subcontractors do not render services in excess of the qualifications and or certifications of any of its employees or subcontractors. CASBH hereby expressly warrants each of the assurances made in this paragraph.

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

7. **Indemnity.** To the maximum extent permitted by law, CASBH will indemnify, defend and hold the School District, its trustees, agents and employees harmless from any and all claims, liabilities, demands, suits, losses, damages and costs (including, without limitation, any attorney fees) which may arise out of or be related to CASBH's services provided hereunder, or which may arise out of or be related to the negligent or wrongful acts or omissions of CASBH.

8. **Affiliate Agreement with Thrive.** The School District and CASBH entered into an Affiliate Agreement with Thrive, a Montana non-profit entity, effective June 30, 2015 ("Affiliate Agreement"), wherein Thrive agreed to provide training and consulting services to the School District and CASBH to assist in implementation of the Program. The School District is solely responsible for making the payments required by Section 2.4 of the Affiliate Agreement, and in no event shall CASBH be required to make any payments to Thrive under the terms of the Affiliate Agreement.

9. **Miscellaneous**

- (a) CASBH shall comply with Presidential Executive Order 11246 entitled, "Equal Employment Opportunity," as amended by Presidential Executive Order 11375 and as supplemented in the Department of Labor Regulations (41 CFR part 60), the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105 *et seq.*), and the Americans With Disabilities Act (ADA), 42 U.S.C. 12101, *et seq.*, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, the IDEA, and any subsequent amendments to these actions. CASBH shall assure that no person is

discriminated against based on the grounds of sex, race, religion, national origin or disability in connection with the performance of this agreement.

- (b) CASBH shall comply with all rules and regulations promulgated by the Wyoming State Board of Education and with all policies and procedures established by the School District.
- (c) CASBH may not assign this agreement or delegate any its duties under this agreement to any persons or entities.
- (d) This agreement shall be governed by Wyoming Law. A court of competent jurisdiction in Sheridan County, Wyoming shall have exclusive jurisdiction of all disputes arising out of this agreement.
- (e) This agreement may be reviewed as the need may arise; and the parties, per mutual written agreement, may modify or amend any terms of this agreement accordingly.
- (f) The School District does not waive its sovereign or governmental immunity by entering into this agreement and fully retains all immunities and defenses provided by law.
- (g) CASBH is an independent contractor. The School District does not control the means and manner of the services provided by CASBH. CASBH employees are not employees of the School District and nothing contained in this agreement shall be construed as creating that relationship. Payroll taxes, including federal, state and local taxes, shall not be withheld or paid by the School District on behalf of CASBH or for the employees of CASBH. CASBH shall be responsible to pay all taxes as mandated by law. Since CASBH is not an employee for the District, CASBH is not eligible for and shall not participate in any employee benefits including retirement, health or other fringe benefits. CASBH shall not be considered an employee for purposes of the Wyoming Worker's Compensation Act. CASBH shall comply with all worker's compensation laws concerning its business and any employees. CASBH shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the services to be provided under this agreement.
- (h) In the course of providing the services described herein, CASBH may obtain or be provided with information pertaining to the School District and/or students enrolled in the School District including, but not limited to, educational records and/or directory information. CASBH shall not disclose such information or any other information that it obtains from the

School District in the course of providing services hereunder to any other person or party without prior written consent of the School District and the parents/guardians of the student. CASBH acknowledges and agrees that in providing the services described herein, CASBH will be performing an institutional service that would otherwise be provided by School District employees, that CASBH is under the direct control of the School District with respect to the use of the information/records obtained by CASBH, and that CASBH is subject to the rules of FERPA prohibiting redisclosure of educational records.

Dated this _____ day of _____, 2015.

Sheridan County School District Number 2,
State of Wyoming

By: _____
Title: _____

Child Advocacy Services of the Big Horns, a
Wyoming nonprofit corporation

By: _____
Title: _____



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

Craig Dougherty, Superintendent

DATE: September 4, 2015
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

<u>GCBF</u>	<u>Certified Sick Leave Bank</u>
<u>GCBF-P</u>	<u>Certified Sick Leave Bank Committee Guidelines</u>
<u>GCQEA</u>	<u>Early Retirement Incentive Plan</u>
<u>GCQEA-P</u>	<u>Early Retirement Incentive Plan Schedule of Benefits/Application</u>
<u>GDBF</u>	<u>Classified Sick Leave Bank</u>
<u>GDBF-P</u>	<u>Classified Sick Leave Bank Committee Guidelines</u>
<u>IHBJ</u>	<u>Homebound Instructions</u>
<u>IMH</u>	<u>Suicide Prevention Education (NEW)</u>

*Policies -
First Reading*

CERTIFIED SICK LEAVE BANK

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

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

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

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

Sick Leave Bank members who meet the elimination period (~~180~~90 days) for the district's long term disability program should apply to the district's long term disability program in lieu of applying for Sick Leave Bank days.

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

First Reading: 5/14/12
Second Reading: 6/18/12

CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES

1. All Sick Leave Bank requests for days will be processed through the Sick Leave Bank Committee. All information submitted to the Sick Leave Bank Committee will be provided in an anonymous format so that no individual applicant can be personally identified by a member of the committee. The applicant will submit all requested information to the superintendent or the superintendent's designee who will prepare all materials necessary for the Sick Leave Bank Committee's consideration such that no personally identifiable information is shared.
2. Certified teachers of Sheridan County School District #2 are eligible to join the Sick Leave Bank. Those who wish to join the Sick Leave Bank must do so within one month after the beginning of the current school year ~~of each new school year~~ or within ten (10) days of employment. Those who wish to join need apply only once.
3. Staff are only eligible to use Sick Leave Bank Days after all other leave (sick leave, personal leave, vacation leave, wellness leave, etc.) has been used.
34. A diagnosis and prognosis are needed from the teacher's physician-licensed medical provider along with a time-line.
45. The Sick Leave Bank is intended to benefit a teacher who is unable to perform at least one of the essential functions of his or her position because of the teacher's own serious health condition or as otherwise set forth herein. The serious health condition is only that which has occurred to the teacher and not one which has the potential of occurring.
56. Past attendance and use of sick leave days on previous occasions will be considered when the requesting teacher applies for days from the Sick Leave Bank. Past use of sick leave will be verified from the requesting teacher's sick leave and attendance records in the Payroll Office.
67. Staff may request use of sick leave days from the Sick Leave Bank for Aa normal pregnancy and normal delivery only to cover days within 14 calendar days after the birth or adoption of their child. ~~do not qualify for use of sick leave days from the Sick Leave Bank.~~
78. Staff may request use of sick leave days in the event of Mmmaternity complications that can are be verified by the

CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)

~~attending employee's licensed medical providerphysician may qualify for days from the District Sick Leave Bank.~~

~~89.~~ Members are only eligible to apply for Sick Leave Bank days equal to the number of days she/he had available to her/him when the serious health condition occurred; i.e., Jane Doe had thirty (30) days sick leave when injured in an accident. After missing thirty (30) days of work, she was then eligible to receive up to an additional thirty (30) days of sick leave through the Sick Leave Bank, which must be related to the serious health condition. If, at this time, these thirty days were used, she could apply to the Board of Trustees through the Sick Leave Bank Committee for additional days. The days, if approved at this level, would have to be repaid at the rate of four (4) days per year. Therefore, she would begin receiving six (6) days of sick leave each contract year instead of ten (10) until the additional days are repaid. Days granted by the Sick Leave Bank Committee will be through the conclusion of the school year or the teacher's current contract period. If the teacher resigns or retires and days are still owed, the teacher must repay the days at substitute rate of pay per day. Once the days are repaid, these days will be added back to the Sick Leave Bank.

~~910.~~ Following the vote of the Sick Leave Bank Committee, the chairperson will inform the Human Resource Office and the requesting teacher of the committee's decision. The final committee decision will be submitted to the requesting applicant by the assistant superintendent of human resources. The decision of the committee regarding that decision is final~~and is not subject to further review by school district administration.and a grievance cannot be filed.~~

~~1011.~~ If an applicant has been denied days by the Sick Leave Bank Committee, he/she will be referred to the Human Resource Office for further assistance.

~~1112.~~ Any member of the Sick Leave Bank need not necessarily contribute one day each year. After the initial one day contribution, additional days will be withdrawn from members' accumulated sick days when the total number of days in the Sick Leave Bank falls below 100.

~~1213.~~ Sick Leave Bank benefits are applicable for the duration of the teacher's continuous contracted employment.

CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)

- | ~~13~~14. All records for the Sick Leave Bank will be kept in the superintendent's, or his/her designee's, office. Applications to use days from the Sick Leave Bank should be made to the Human Resources Office.
- | ~~14~~15. The Committee will meet within five (5) working days after receiving a request to use Sick Leave Bank days.
- | ~~15~~16. All requests must be submitted in written form at the earliest possible time. In an emergency, requests may be made verbally, but must be followed by a written request at the earliest possible time.
- | ~~16~~17. Any questions concerning the Sick Leave Bank should be referred to the Human Resources Office or a member of the Sick Leave Bank Committee.
- | ~~17~~18. A retiring teacher may donate extra accumulated sick days for use by the Certified and/or Classified Sick Leave Bank.
- | ~~18~~19. Resignation from the Sick Leave Bank must be made in writing to the Sick Leave/Bank. The committee will confirm the receipt in writing and will inform the Board of Trustees of such action. Members can resign from the Sick Leave Bank at any time; however, if they choose to reenter their membership they will be treated as a new member and will be requested to give one day from their sick leave for the Sick Leave Bank.
- | ~~19~~20. The Human Resources Office will report the status of the Sick Leave Bank to the Board of Trustees annually at the June meeting.

| First Reading: 5/5/14
 | Second Reading: 5/27/14

EARLY RETIREMENT INCENTIVE PLAN**RATIONALE/PURPOSE**

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

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

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

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

REQUEST FOR EARLY RETIREMENT:

A qualified employee desiring to participate in this plan must submit his or her written request to the Superintendent upon forms available from the central administration office prior to ~~February 1st January 15, 2015 (Option 1 Amount) or prior to March 1 (Option 2 Reduced Amount)~~ of the fiscal year (July 1-June 30) in which the employee desires to enter the Early Retirement Incentive Plan. If the application for the Early Retirement Incentive Plan is accepted by the Board the effective date of resignation will be at the end of the current school year for certified staff and the effective date of resignation will be at such date as determined by the Board for all other staff.

EARLY RETIREMENT INCENTIVE PLAN (contd.)

~~Option 1 will not be available for any applications submitted after January 15, 2015.~~

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

ELIGIBILITY FOR RETIREMENT:

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

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

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

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

EARLY RETIREMENT INCENTIVE PLAN (contd.)

professional employee for at least ten (10) years, and;

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

3. CLASSIFIED AND PROFESSIONAL EMPLOYEE:

- a. Board of Trustees-approved leaves of absence will not interrupt the accumulation of continuous employment credit.
- b. The employee must be currently employed under an annual contract or work agreement as of the date of application for participation in the plan.

GENERAL CONDITIONS, PROVISIONS, AND LIMITATIONS:

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

EARLY RETIREMENT INCENTIVE PLAN (contd.)

of the District. The Board, in making its selections, will consider, as part of the criteria, the following, in no particular order of preference:

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

EARLY RETIREMENT INCENTIVE PLAN (contd.)

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

PAYMENT OF BENEFITS:

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

This policy will only be implemented if funding is available.

First Reading: ~~10/6/14~~
 Second Reading: ~~11/3/14~~

EARLY RETIREMENT INCENTIVE PLAN
SCHEDULE OF BENEFITS /APPLICATION

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

~~OPTION 1: EARLY RETIREMENT INCENTIVE AMOUNT (PRIOR TO JANUARY 15, 2015)~~

~~The following formulas will be used to determine the amount of the incentive that will be granted to employees that apply for the Early Retirement Incentive Plan prior to January 15, 2015 and are approved by the Board to participate in the Early Retirement Incentive Plan:~~

~~PROFESSIONAL STAFF INCENTIVE FORMULA:~~

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

~~CLASSIFIED STAFF INCENTIVE FORMULA:~~

~~One-time Incentive = (Average FTE for past 10 years) * 8 hrs * 15 steps * \$0.35/step * # of work days for current position
 Option 1 will not be available for any applications submitted after January 15, 2015.~~

~~OPTION 2: REDUCED EARLY RETIREMENT INCENTIVE AMOUNT (JANUARY 16TH TO MARCH 1ST)~~

The following formulas will be used to determine the amount of the incentive that will be granted to employees that apply for the Early Retirement Incentive Plan ~~between January 16th and prior to February-March 1st~~ and are approved by the Board to participate in the Early Retirement Incentive Plan:

PROFESSIONAL STAFF INCENTIVE FORMULA:

One-time Incentive = (Average FTE for past 10 years) * [(7 steps * \$1,155 per step) + (2 levels * \$1,200 per level)]

EARLY RETIREMENT INCENTIVE PLAN
SCHEDULE OF BENEFITS/APPLICATION (contd.)

CLASSIFIED STAFF INCENTIVE FORMULA:

One-time Incentive = (Average FTE for past 10 years) * 8 hrs * 9 steps * \$0.35/step * # of work days for current position

FTE = scheduled hours per day divided by eight

These incentive amounts are a one-time amount that will be paid out in ~~36-24~~ equal monthly installments over the course of ~~three~~ two years. The resignation will be effective at the end of the current school year for all certified teaching staff, and at the Board's discretion for all other employees. The ~~36-24~~ monthly payments for the Early Retirement Incentive Plan will begin in September for an employee, whose resignation is effective on or before June 30th. An employee, whose resignation is effective, after June 30th will be eligible to start receiving their ~~36-24~~ monthly payments for the Early Retirement Incentive Plan starting in September of the next school year. Questions concerning insurance benefits should be directed to the Human Resources Office.

Applications for the Early Retirement Incentive Plan may be obtained from the Human Resources Office and must be submitted by the designated application deadlines stated above. Please refer any questions to the Human Resources Office.

**EARLY RETIREMENT INCENTIVE PLAN
SCHEDULE OF BENEFITS/APPLICATION (contd.)**

EARLY RETIREMENT INCENTIVE PLAN APPLICATION

This application is due to the Human Resources Office by 7:30 a.m. on ~~on January 15th or March February 1st~~ ~~(depending on which option is being applied for as explained in the Schedule of Benefits)~~.

Name of Staff Member: _____

Proposed Date of Retirement: _____

Current Position/School: _____

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

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

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

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

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

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

Signature

Date

EARLY RETIREMENT INCENTIVE PLAN
SCHEDULE OF BENEFITS APPLICATION (contd.)

First Reading: ~~10/6/14~~

Second Reading: ~~11/3/14~~

CLASSIFIED SICK LEAVE BANK

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

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

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

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

Eligible Classified Sick Leave Bank members who meet the elimination period (~~180~~90 days) for the district's long term disability program should apply to the district's long term disability program in lieu of applying for Classified Sick Leave Bank days.

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

First Reading: 5/5/14
Second Reading: 5/27/14

CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES

1. All Classified Sick Leave Bank requests for days will be processed through the Sick Leave Bank Committee. All information submitted to the Sick Leave Bank Committee will be provided in an anonymous format so that no individual applicant can be personally identified by a member of the committee. The applicant will submit all requested information to the superintendent or the superintendent's designee who will prepare all materials necessary for the Sick Leave Bank Committee's consideration such that no personally identifiable information is shared.
2. Classified staff of Sheridan County School District #2 are eligible to join the Classified Sick Leave Bank in the first month of the school year or within 10 days of employment in the case of a mid-year hire~~after being employed by the District for one full year~~. Those who wish to join need apply only once.
3. Staff are only eligible to use Sick Leave Bank Days after all other leave (sick leave, personal leave, vacation leave, wellness leave, etc.) has been used.
34. A diagnosis and prognosis are needed from the classified staff's physician-licensed medical provider along with a time-line.
45. The Sick Leave Bank is intended to benefit a classified staff member who is unable to perform at least one of the essential functions of his or her position because of the classified staff's own serious health condition. The serious health condition is only that which has occurred to the classified staff and not one which has the potential of occurring.
56. Past attendance and use of sick leave days on previous occasions will be considered when the requesting classified staff applies for days from the Classified Sick Leave Bank. Past use of sick leave will be verified from the requesting classified staff's sick leave and attendance records in the Payroll Office.
67. Staff may request use of sick leave days from the Sick Leave Bank for Aa normal pregnancy and normal delivery only to cover days within 14 calendar days after the birth or adoption of their child.~~do not qualify for use of sick leave days from the Classified Sick Leave Bank.~~

CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)

~~78.~~ Staff may request use of sick leave days for ~~M~~maternity complications that ~~can be~~ are verified by the employee's attending physician licensed medical provider ~~may qualify for days from the Classified Sick Leave Bank.~~

~~89.~~ Members are only eligible to apply for Classified Sick Leave Bank days equal to the number of sick leave days she/he had available to her/him when the serious health condition occurred; i.e., Jane Doe had three (3) days sick leave when injured in an accident. After missing three (3) days of work, she was then eligible to receive up to an additional three (3) days of sick leave through the Classified Sick Leave Bank, which must be related to the serious health condition. If, at this time, these three (3) days were used, she could apply to the Board of Trustees through the Classified Sick Leave Bank Committee for additional days. The days, if approved at this level, would have to be repaid at the rate of two (2) days per year. Therefore, she would begin receiving her normal days of sick leave each year minus the two (2) days being repaid until all the additional days are repaid. Days granted by the Sick Leave Bank Committee will be through the conclusion of the fiscal year. If the classified staff resigns or retires and days are still owed, the classified staff must repay the days at substitute rate of pay per day. Once the days are repaid, these days will be added back to the Classified Sick Leave Bank.

~~-910.~~ Following the vote of the Sick Leave Bank Committee, the chairperson will inform the Human Resource Office and the requesting classified staff of the committee's decision. The final committee decision will be submitted to the requesting applicant by the assistant superintendent of human resources. The decision of the committee regarding that decision is final and a grievance cannot be filed ~~are not subject to further review by school district administration.~~

~~1011.~~ If an applicant has been denied days by the Sick Leave Bank Committee, he/she will be referred to the Human Resource Office for further assistance.

~~1112.~~ Any member of the Sick Leave Bank need not necessarily contribute one day each year. After the initial one day contribution, additional days will be withdrawn from

CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)

members' accumulated sick days when the total number of days in the Sick Leave Bank falls below 600 hours.

- | ~~12~~13. Classified Sick Leave Bank benefits are applicable for the duration of the classified staff's employment.
- | ~~13~~14. All records for the Sick Leave Bank will be kept in the superintendent's, or his/her designee's, office. Applications to use days from the Sick Leave Bank should be made to the Human Resources Office.
- | ~~14~~15. The Committee will meet within five (5) working days after receiving a request to use Classified Sick Leave Bank days.
- | ~~15~~16. All requests must be submitted in written form at the earliest possible time. In an emergency, requests may be made verbally, but must be followed by a written request at the earliest possible time.
- | ~~16~~17. Any questions concerning the Classified Sick Leave Bank should be referred to the Human Resources Office or a member of the Sick Leave Bank Committee.
- | ~~17~~18. A retiring classified staff may donate extra accumulated sick days for use by the Classified and/or Certified Sick Leave Bank.
- | ~~18~~19. Resignation from the Sick Leave Bank must be made in writing to the Sick Leave Bank. The committee will confirm the receipt in writing and will inform the Board of Trustees of such action. Members can resign from the Sick Leave Bank at any time; however, if they choose to reenter their membership they will be treated as a new member and will be requested to give one day from their sick leave for the Classified Sick Leave Bank.
- | ~~19~~20. The Human Resources Office will report the status of the Classified Sick Leave Bank to the Board of Trustees annually at the June meeting.

| First Reading: ~~5/5/14~~
 | Second Reading: ~~5/27/14~~

HOMEBOUND INSTRUCTION

Sheridan County School District No. 2 shall offer homebound instruction to A parent or guardian of a student, who is hospitalized or homebound for more than one (1) week because of an injury or illness. The student must submit to the school district documentation and/or information from the student's physician with regard to the injury or illness. unable to attend school because of illness or injury for more than one week., may request that the student receive homebound instruction Illness/injury dDocumentation of the illness/injury is required for approval of homebound instruction.

The building principal will select a homebound instructor from available staff or substitutes.

The homebound ~~tutor~~ instructor will utilize the district's curriculum and/or software to instruct the homebound student and consult with the homebound student's regular classroom teacher(s). The homebound ~~tutor~~ instructor will be responsible for securing needed textbooks and other educational materials from the school; coordinate instruction with course requirements in cooperation with the regular teachers; and submit a periodic evaluation of the student's performance to the regular classroom teacher(s).

W.S. 21-4-402

First Reading: 6/20/11
Second Reading: 7/20/11

SUICIDE PREVENTION EDUCATION

The School District requires each teacher and school administrator within the district to receive at least eight (8) hours of suicide prevention education every four (4) school years. Any teacher or school administrator shall receive at least two (2) hours of suicide prevention education during the initial school year of employment with the district if the teacher or school administrator has not received suicide prevention training complying with this policy prior to employment.

The superintendent or his/her designee shall select a suicide prevention training program that has been approved by the Wyoming Department of Education and make the program available to all teachers and school administrators within the district.

~~Suicide prevention education may consist of self review of suitable materials that have been approved by the superintendent or his/her designee.~~

The superintendent or his/her designee shall make all suicide prevention education materials and classes available to interested community members.

W.S. 21-3-110(xxxiii)

First Reading:

Second Reading:



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

Craig Dougherty, Superintendent

DATE: September 4, 2015

TO: Board of Trustees

FROM: Terry Burgess, Assistant Superintendent
Scott Stults, Director of Elementary Education

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

The district's beginning enrollments for the 2015-2016 school year are linked below:

- [Beginning Enrollments for 2015-16: September 11, 2015 \(8th day of school\)](#)

The information will be briefly reviewed with you at the board meeting on Monday.

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
Beginning Enrollments for 2015-16
September 11, 2015 at 7:30 am (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.	Total '15	Total '14	Change
SHS										241	281	231	233	986	988	-2
SJHS							252	250	198					700	694	6
HENRY A COFFEEN	67	72	62	59	41	55								356	343	13
HIGHLAND PK	62	74	60	64	61	60								381	373	8
MEADOWLARK	51	61	53	56	60	60								341	335	6
SAGEBRUSH	66	48	55	56	65	57								347	328	19
WOODLAND PARK	71	52	52	57	44	37								313	286	27
STORY	4	2	2	4	3	2								17	26	-9
FT. MACKENZIE										11	12	15	6	44	40	4
THE WRIGHT PLACE							5	6	9					20	21	-1
TOTAL '15	321	309	284	296	274	271	257	256	207	252	293	246	239	3505	3434	71



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 8, 2015

TO: Board of Trustees

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

SUBJ: **Nomination for New Sick Leave Bank Committee Member** (*Action*)

At the board meeting on September 14th, we will be asking the Board to approve one new Sick Leave Bank Committee member. This spring and summer, we solicited nominations from staff and building principals for one new certified staff member to join the Sick Leave Bank Committee. We received one nomination, Sara Stevens a 5th grade teacher at Woodland Park Elementary School. We support approving this nomination, especially since Woodland Park is not currently represented on the Sick Leave Bank Committee.

Here is a list of the current Sick Leave Bank Committee members:

Hollis Hackman (*Board Member*)

Terry Burgess (*Administration - Assistant Superintendent*)

Linda Trimmer (*SHS - Secretary - Classified Staff Representative*)

Jennifer Craft (*Highland Park - 1st grade teacher*)

Mandy Roseberry (*Henry A. Coffeen - 4th grade teacher*)

Julie Weitz (*SJHS – Librarian*)

OPENING – previously filled by **Mary Beth Gifford** (*Retired Sagebrush – SpEd/Resource Teacher*)



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

Craig Dougherty, Superintendent

DATE: September 10, 2015

TO: Board of Trustees

FROM: Tom Sachse, Assistant Superintendent

SUBJ: **21 CCLC Evaluation Report** *(Information)*

Attached is the external evaluation report for our 21st Century Community Learning Centers. These are competitive grant funds for innovative afterschool and summer school programs. Our programs are STEM-focused and expanding greatly. Melissa Mowry, our external evaluator for the program will present her findings and respond to any questions you may have.

Evaluation Report for the Sheridan Creating Model STEM Schools Project

Overview

This report summarizes the Sheridan Model STEM Schools project funded by the Wyoming Trust Fund Grant program. Two schools purchased STEM materials and attended STEM professional development in order to offer after school and summer STEM programs. These schools were Highland Park Elementary School and Sheridan Junior High School. As a consequence of the grant initiative, both schools plan to continue offering and refining STEM programs both in and out of regular school time. The evaluation results showed that students at both school really benefitted from participation in the STEM offerings.

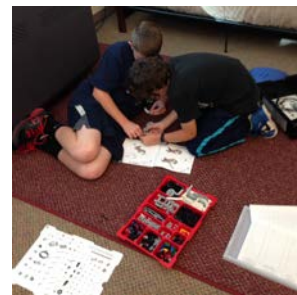
Part I: 2014-15 After School STEM Programs

Introduction

After school programs aim to enrich students' educational success by providing additional opportunities for academic and social growth. With an increased emphasis in science, technology, engineering, and math (STEM) programs, students are continuously being challenged with hands-on, collaborative, and integrated projects during their afterschool time. Two Sheridan County School District #2 schools have developed integrated STEM programs that aim to engage after school students in meaningful ways while enhancing the rigorous standards set by our district.

Summary

In September of the 2014-2015 school, two SCSD#2 schools, Highland Park Elementary and Sheridan Junior High School, began running their After School STEM Robotics programs. Both programs are designed to introduce basic robotics concepts using STEM as a foundation for learning. At Highland Park Elementary School, teacher Birch Haraden utilized LEGOS as a means to accompany the developmental, cognitive and fine-motor skills that the elementary aged students were learning during the regular academic school day. Specifically, Mr. Haraden used LEGO WeDo, a LEGO program designed for younger elementary aged students, and LEGO Mindstorms, a LEGO program targeting older students and designed to sequentially follow LEGO WeDo. At Sheridan Junior High School, teacher Ryan Fuhrman expanded upon the LEGO programs, by introducing VEX Robotics, a program designed to integrate all facets of STEM education into the classroom.



LEGO WeDO

Using LEGO bricks and software, students in grades 2-3 built LEGO models featuring working motors and sensors, and connected them to a computer where they learned to program their models to control its movement. Students learned simple programming skills while engaging in a problem-solving approach to learning. STEM concepts introduced in the WeDo program include learning about simple machines (pulleys, levers, and gears), measuring distance, the effects of diameter on speed, as well as estimating and hypothesizing.

The after school students were teamed up in pairs and given a WeDo Construction Set. On a computer provided by the school, students were introduced to a LEGO character that presented a challenge. The pairs were then tasked with problem-solving this challenge using a step-by-step guide to build the basic LEGO model. This model would serve as their means to observe, test, and record possible solutions to their challenge. When a pair completed one activity, they were given another activity that was slightly more complex. An example WeDo activity that one pair was particularly fond of was a challenge involving a LEGO alligator. The students were tasked with building an alligator whose mouth would snap closed when a motion sensor sees something near its mouth. The students needed to construct the alligator out of LEGO bricks then program the mouth to close with the use of a pulley system and technology. Music could be added as well. These students reported that it was frustrating at first, trying to figure out the building and programming component of the activity, but being able to work together, problem solve, talk things out and cooperate made it very fun and rewarding when the pair finished their task.

LEGO Mindstorms

LEGO Mindstorms builds upon the skills developed in LEGO WeDo and presents students with more complex and interesting challenges. This section of the after school STEM Robotics program had Highland Park 4th and 5th graders learning computer



programming/coding, construction of a simple robot, and programming of this robot. Mr. Haraden required all Mindstorm students to complete the one-hour course on Code.org to get a basic understanding of coding sequences. Following this, students built the LEGO Mindstorm EV3 bot. During this, students learn the basic skills for running a robot – turning the bot on and off, opening the Mindstorm program on the computer, coding the bot, saving the information, sending the information to the program on the bot, and then running the program on the bot. Next, students were able to add different sensors and features to the basic bot, with the

understanding that each time they added something to the bot, the program needed to be change for it. Students were able to experiment, collaborate, and troubleshoot in pairs. Challenges, such as obstacle courses made with classroom materials or taken from the website http://www.education.rec.ri.cmu.edu/previews/ev3_products/ev3_curriculum/, were then set up for pairs to complete. In order to complete the challenges, students were required to take measurements, estimate, make physical and programmatic changes on their bot, collaborate and persevere through frustrating times.

Students reported that they really enjoyed building and programming the EV3 robot. One student described her experience as “Really fun – I loved building the bot and then seeing what we could do with it. It is such a mind game – like a puzzle!” Another student said that he came into the after school program already having had a lot of experience with LEGOs, but that it was “Really fun to work with the ones you can program. It was hard because you had to figure out what was wrong if your bot didn’t work – if you accidentally put something in the wrong spot, you had to problem solve until you figured out where it was supposed to go.” Both students stated that teamwork, problem solving, and trial and error were necessary to be successful in the challenges. Additionally, the students reported that the program helped them understand math concepts like measurement, distance, and geometry, and science concepts such as wheel rotation, motors, gears and basic machine construction.

VEX Robotics

At Sheridan Junior High School, teacher Ryan Fuhrman began his after school robotics program by having students follow instructions to build a basic robot. Mr. Fuhrman used the VEXEDR robotic program and curriculum. The skills needed to participate in the junior high program build off and compliment the skills learned at Highland Park’s after school program, though students are not excluded from participation if they have not been involved in the other classes. When a basic robot had been completed, challenges were introduced using the VEX Robotics classroom challenge competition (<http://www.vexrobotics.com/vex/classroom/classroom-competition>). Pairs were then able to modify their original robots to complete the given challenge. Students who were interested in learning more about programming and robotics were given the opportunity to take an advanced class where the students had to build a complete robot from “scratch” with no directions. These robots then competed in various, more complex challenges. Additionally, some students were able to take their learning even further and experiment with independent programming.



Students who participated in this class reported that they enjoyed having the ability to be creative in their robotic design and modifications. One student stated that the after school program really helps kids who enjoy problem solving and using technology – “It’s really fun, interesting, and educational, and there are infinite possibilities, which is why I recommend it to others.” A favorite challenge for the students was building a robot that could sweep and/or pick up baseballs and footballs and put them into a container. One pair built a robot that had a single claw that could sweep up to 10 baseballs at a time into the container and was also able to pick up a football and deposit it into the same container. These students then modified their robot so that it had two claws, competed in the same challenge, and ultimately decided that the second design was not as efficient as the first.

Similar to the after school programs ran at Highland Park Elementary, the VEX Robotics program at the junior high created opportunities for problem solving and

collaboration, as well as the introduction (or expansion upon) STEM concepts such as computer programming, machine processing, the hardness of metals, distance, and measurement.

Length of Programs

After school sessions at Highland Park Elementary School were run in three-week increments. LEGO WeDo was run with 2nd grade students for three weeks, followed by a WeDo session for three weeks with 3rd grade students. The next three weeks consisted of 4th grade students working with LEGO Mindstorms, followed by three weeks of Mindstorms for 5th graders. At the Junior High, the programs were run in quarter-long sessions, with a new sessions each quarter. Quarter 1 was a beginner's class, followed by an advanced class in Quarter 2. This cycle was repeated for Quarters 3 and 4.

Part I: Conclusion

Building a quality STEM program is essential to the academic success of a 21st Century student. The integrative, interactive, and engaging After School STEM Robotics program run by SCSD#2 staff during the 2014-2015 school year encouraged students to problem-solve, think critically, collaborate and investigate science, technology, engineering and math concepts while having fun. Because this approach is creative and appealing, SCSD#2 students are eager to continue their participation in the after school programs and ultimately complete the sequence of programs, from simple LEGO machines to complex robots.

Part II: 2015 Summer Aquatic Challenge

Introduction

The 2015 Sy+(STEM)=atic (Sheridan Youth + Science Technology Engineering Mathematics = Achieving The Ideal Community) summer camp, was a one-week experience for students with interests in the Science, Technology, Engineering and Mathematics (STEM) fields. The camp sought to expose campers to STEM concepts using project-based and hands-on challenges designed to invoke problem solving and leadership skills. At the start of the week, students entering grades 5-8 from Highland Park Elementary and Sheridan Junior High School were given the overarching task of collaborating in teams to design an aquatic center for the City of Sheridan, incorporating four STEM projects that would be crucial to a functional, real-life aquatic center. In addition to this task, students were given smaller, daily challenges that were designed to increase content knowledge in geometry, physics, and computer programming, as well as teamwork, problem solving, and leadership skills. SCSD2 teachers and community volunteers assisted teams by introducing STEM concepts and guiding the exploration and reflection process. At the conclusion of the camp, students presented their teams' design and project challenges to a panel of judges.

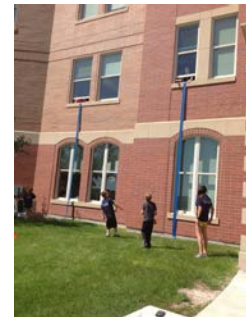
Summary

During the Spring of 2015, applications were given out to those students and families who were interested in participating in the Sy+(STEM)=atic Summer Aquatic Challenge. Students entering grades 5-8 from all five Sheridan elementary schools, the alternative middle school and the junior high school were encouraged to apply. Teachers reviewed applications and sorted students into teams of like abilities, but intentionally different ages and backgrounds. Students were notified of their acceptance into the camp and instructed to report to the Sheridan Junior High School at the beginning of camp week. Students were also encouraged to participate only if they could attend for the week's entirety, as missing days could be detrimental to their team's success. Once teams were formed, teachers collaborated to design the challenges and coordinate community volunteers and supplies.

The week-long STEM camp commenced when students reported to the Junior High Monday morning, June 22nd, at 8:30am. They were promptly directed to their respective teams and instructed to collaborate in order to design a team name, logo and poster that would be used for the remainder of the week. One SCSD2 teacher was assigned to each of the 8 teams, comprised of 6-8 students. A total of 52 students participated in the program. Following the initial collaboration, campers participated in teambuilding exercises designed to create unity among team members, build problem-solving skills, and encourage leadership. At the conclusion of this activity, teams were introduced to their aquatic challenge by Jay McGinnis, Executive Director of the Sheridan County YMCA. During this time, students were also given a synopsis of their upcoming STEM projects and given the opportunity to ask clarifying questions.



Each day of the camp was structured similarly, with time for project design work, STEM concept instruction, lunch, and breakout activity sessions. The project design work consisted of time during which the students collaborated as a team to complete their aquatic center model. There were four STEM projects that were required for the completion of the model. These four projects were to be the culminating result of the STEM concept instruction time. During the instruction time, teachers introduced concepts relating to each of the STEM areas. The students then took this information and applied it to their project design and challenge. The first project, the Science Challenge, consisted of creating a working 3D model of a water feature. Teams were encouraged to make their feature sturdy and free standing, pay attention to scale, consider safety features, and include a feature through which water could flow. They incorporated new knowledge regarding friction, speed, slope, water pressure, hypothesizing, and slide curvature into their design.



The Technology Challenge was to create a functional robot designed to clean the bottom of the pool without causing damage to the walls. Teams worked together to assemble and program a Lego robot that was required to



pick up 8 pieces of trash on a course set up by the teachers. Students were expected to adjust the computer program and robot to work on steering and rotation, forwards and backwards movement, and 180° turns.

The Engineering Challenge had teams designing and creating two laser engraved stainless-steel water bottles, one for each camper to take home and one to present to the local YMCA as a potential sales product. Teams were instructed on the use of the laser engraver and were challenged to experiment with the engraving depth and design. In addition to using the laser engraver, students were also able to experiment with the 3D printer, using the computer to find ideas in order to create 3D water features.



The final challenge, the Math Challenge, consisted of creating a blueprint of their aquatic center design. Prior to completing this challenge, students learned about maps, graphing, and scaling. Each team then worked together to design a new water park within an existing space, paying close attention to scaling and safety regulations. The blueprint included information regarding the number of gallons of water required to fill pools, height requirements for water features, and the square feet required for pool decks and locker rooms. Much of the information acquired for the blueprint was done using an iPad given to each team for use during the week.

The daily breakout activity sessions were led by a team of two SCSD2 teachers who presented a small project/activity for each team or individual to complete. These



projects/activities included constructing bottle rockets, building spaghetti towers, determining if objects would sink or float, creating water walls, and using MaKey MaKey Art Circuits and Programming to play “Human Tetris”. The MaKey MaKey is an invention kit designed to turn everyday objects into touchpads, similar to a computer keyboard, when connected to the internet. During the MaKey Makey challenge, campers

were hooked up to a computer to play a game of Tetris on the computer screen. Students moved the pieces on the screen by tapping each other to make the pieces rotate into the correct position. In order to complete the challenge successfully, it was necessary for the team to work together, utilizing all members.

One final opportunity for teamwork and creative design was provided during lunch, which was offered onsite at the Junior High. Each day, teams were instructed to craft a different type of sandwich or salad, with the challenge to create the most appealing lunch to be judged by a member of the community.

The culminating event of the week-long camp was the teams’ final presentation to the panel of judges, consisting of 4 community members. Each team had 15 minutes to present their aquatic projects to the panel, using any format they desired. Methods included iPad videos and pictures, verbal presentations, and hands-on demonstrations. Teams were judged using a rubric, grading teams on their science, technology,

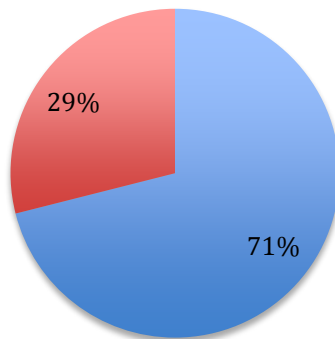
engineering, and math challenges, their presentation, and their overall teamwork. The winning team members each earned a droid to take home. Parents were invited to watch the team presentations and award ceremony.

Evaluation

A total of 52 students and 8 teachers participated in the 2015 Sheridan Summer STEM program. A 12-question survey was given out to camp participants at the conclusion of the week. The survey included questions regarding growth in knowledge of STEM content, their overall satisfaction with the camp, and changes they would like to see in future STEM camps. 38 student surveys were returned and included in this report. The results of the survey are as follows:

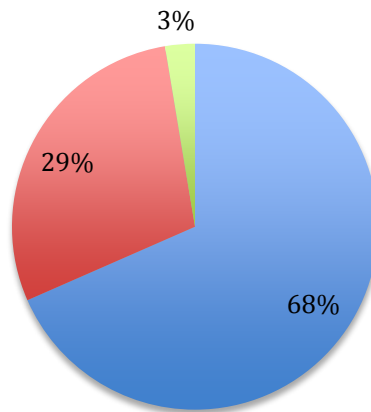
I have a better understanding of science concepts (speed, pressure, velocity, etc.) after completing the STEM camp

■ Yes, Definitely ■ A little ■ No Change ■ Not Really ■ Not at All



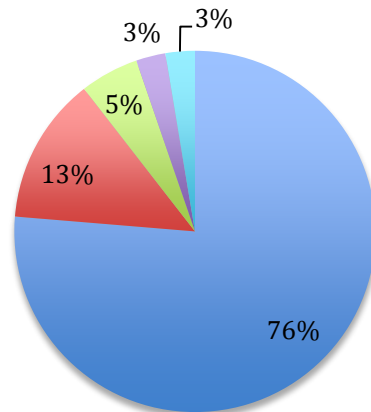
I have a better understanding of math concepts (scaling, blueprints, mapping, graphing, etc.) after completing the STEM camp

■ Yes, Definitely ■ A little ■ No Change ■ Not Really ■ Not at All



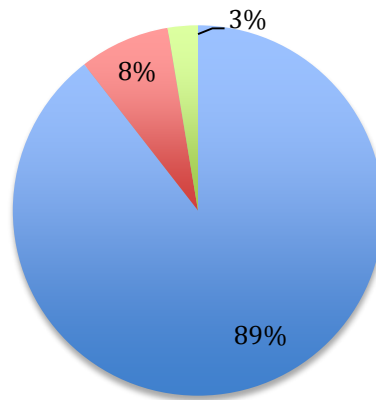
I have a better understanding of technology concepts (using robots, computer programming, etc.) after completing the STEM camp

■ Yes, Definitely ■ A little ■ No Change ■ Not Really ■ Not at All



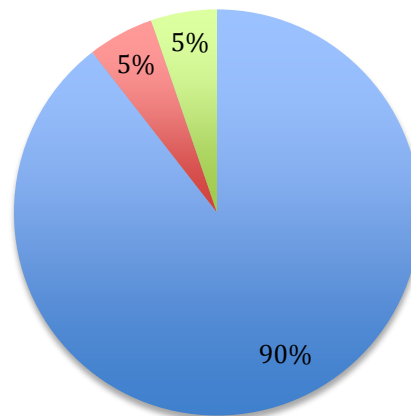
I have a better understanding of engineering concepts (use of the laser printer, use of the laser engraver, use of iPads, etc.) after completing the STEM camp

■ Yes, Definitely ■ A little ■ No Change ■ Not Really ■ Not at All



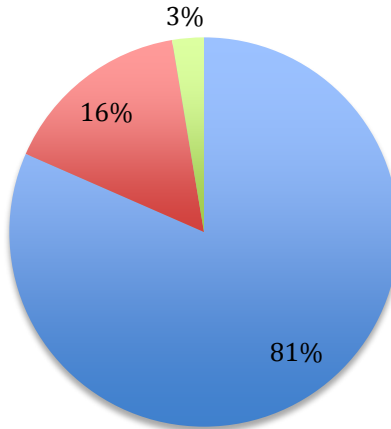
My interest in STEM ideas/concepts has increased after this camp

■ Yes, Definitely ■ A little ■ No Change ■ Not Really ■ Not at All



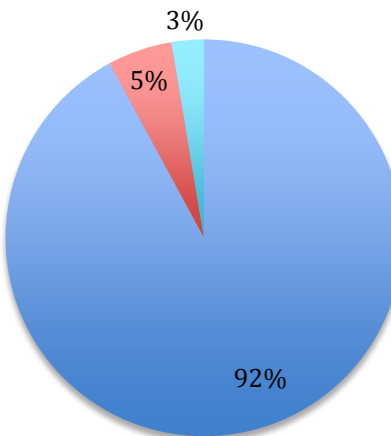
**I feel confident researching,
understanding, and discussing STEM
concepts with others after completing
this camp**

■ Yes, Definitely ■ A little ■ No Change ■ Not Really ■ Not at All



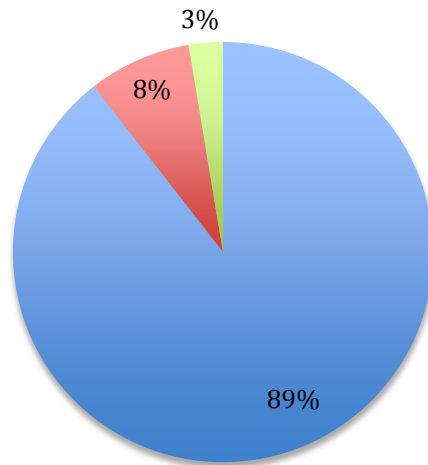
**I enjoyed working as part of a team to
complete our challenges**

■ Yes, Definitely ■ A little ■ No Change ■ Not Really ■ Not at All



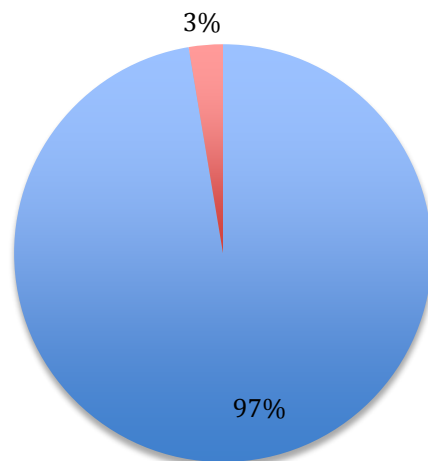
I learned a lot about finding solutions to new problems at this camp

■ Yes, Definitely ■ A little ■ No Change ■ Not Really ■ Not at All



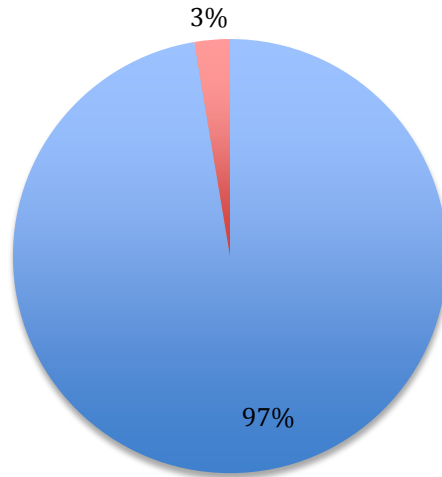
The teachers were helpful, knowledgeable, and fun to work with

■ Yes, Definitely ■ A little ■ No Change ■ Not Really ■ Not at All



I would recommend this camp to other students

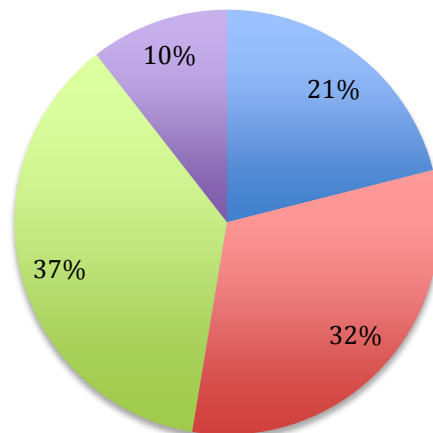
■ Yes, Definitely ■ Not Really ■ Not at All



Participants were asked to list their favorite part of the week-long camp. The responses are broken up into three general categories: Working as a Team, The Challenges/Projects (building the 3D waterslide model, lunch challenges, and the ability to create and design), Working with Technology (robots, 3D printer, and laser engraver), and Other. The results are as follows:

The best part of this camp was....

■ The challenges ■ Working as a team ■ The technology ■ Other



The following is a sample of responses from the student survey:

The Challenges:

- “The fun challenges”
- “Building our team’s 3D model (The down spout slide)”
- “Designing”
- “The math challenge”
- “Getting to be creative and design”

The Technology:

- “The laser engraver”
- “Engineering”
- “Being able to program a robot”
- “Getting to work on the logo”
- “The 3D printer”
- “Programming”

Working as a team:

- “Getting to do all the activities with a group”
- “Meeting new people”
- “Being with a team”

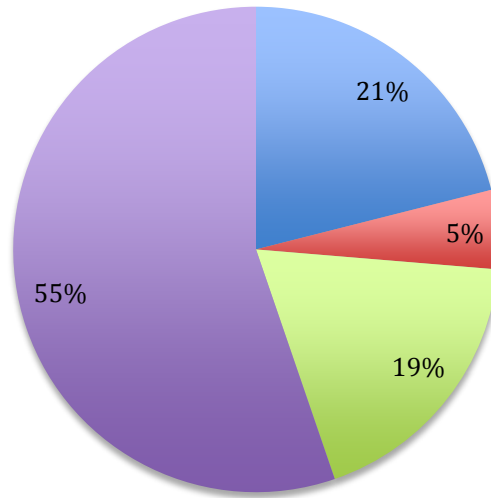
Other:

- “Everything”
- “Helping the community”

Participants were also asked to suggest changes they would like to see in a future STEM camp. The results are broken up into 4 general categories: Nothing, Length of Camp, Camp Structure, and 3D Printer. The results are as follows:

I would suggest changing (I didn't really like)

■ Length of Camp ■ 3D Printer ■ Camp Structure ■ Nothing



The following is a sample of responses from the student survey:

Nothing:

- “I would not change anything and I loved everything we did.”

Camp Structure:

- “The lunch challenges. I just wanted to eat!”
- “More challenges after lunch”
- “Too many breaks”
- “Waking up at 8:00 in the morning”
- “Let the kids choose their own team”
- “I would like to team up with other teams and see what the outcome would be”
- “More challenges and activities”

Length of Camp

- “I don’t like that is only a week – a month probably”
- “The amount of time we got (want longer)”
- “I would suggest giving the teams more time”
- “Make it two weeks”

3D Printer

- “Working with the 3D printer software was nice but I would like to have a chance where we use it”
- “I would suggest changing the 3D printer.”

Strengths

As evidenced by the positive comments in the student survey, camp participants thoroughly enjoyed participating in the camp. The utilization of SCSD2’s technology and resources, along with camp challenges, kept the students engaged in learning throughout the duration of the week. Innovative, hands-on teaching strategies allowed students to learn and utilize new STEM concepts. The organization of the camp schedule allowed for student collaboration as well as teacher-supported work time, enabling students to be creative, take leadership roles, problem solve, and still receive assistance if necessary. It was evident that the teachers spent a great amount of time planning and organizing before the camp began, and they were able to make changes as needed during the week. Collaboration with community members helped foster relationships with the school district as well as expose students to several real-world STEM careers. The camp ran smoothly in its inaugural year, with students given plentiful opportunities to make choices, become leaders, and problem solve. Teachers were well prepared, innovative and enthusiastic. Based upon the student surveys and teacher feedback, both students and teachers would jump at the opportunity to participate in a similar STEM camp in the future.

Areas For Improvement

While students and teachers both report being very satisfied with the outcome of the STEM camp, there are areas that could be improved upon for the future. Students report learning about STEM concepts, yet it is unclear exactly how much new information was presented to students. It is suggested that a brief pre-survey is given to camp participants in order to ascertain students’ understanding of STEM content before coming to the camp so as to determine the growth in knowledge.

Feedback from teachers was generally positive, though one common concern was the lack of planning time during the camp days. The teachers recommend that more breaks and planning time be considered for next year. One possible way to achieve this is to shorten the time during the day in which the students spend at camp, building in an extra hour of planning/collaboration time at the end of the day for teachers. Teachers and students both felt that it may be beneficial to lengthen the duration of camp, possibly to two weeks, to allow for more activities, more collaboration between teams, and a better organized final presentation schedule. Feedback from students and teachers regarding the final presentation included requests to view other teams’ presentations and allow parents and community members more opportunity to view these presentations. The judges who participated in the final presentations also requested more time to reflect and discuss their rubric ratings amongst each other prior to having to announce the final winner.

Additional recommendations for future programs include following up and confirming student participation prior to the first day of camp. It was observed that many teams were missing members on that first day due to varying circumstances, but one possible solution is to contact parents and students a day or two prior to beginning camp as a simple reminder. Another recommendation is to continue to encourage parental and community involvement. While several community members were involved in the 2015 SySTEMatic camp, involving more individuals connected with the STEM field will only enhance the value of this camp.

Finally, while there were a large number of parents waiting to hear the final results of the teams' presentations, a general consensus was that a better-organized final schedule might be necessary so that more parents may view their student's presentation. Several parents were disappointed that they did not get to witness presentations to the judges. This could be easily remedied by reworking the structure of the last day.

Part II: Conclusion

Overall, the 2015 Systematic summer camp was a successful, innovative endeavor. The hard work and planning by the teachers did not go unnoticed, as the students thoroughly enjoyed their challenges, the STEM concepts being taught, the creative use of technology as a teaching tool, and the teamwork that occurred during the week-long event. Students had the opportunity to grow in not only an academic sense, but in the ability to become leaders, collaborators, problem solvers and decision makers. Additionally, the inclusion of community members, judges, and parents enhanced the program by adding a dynamic aspect to the camp. While there are areas that could be improved upon, the camp as a whole was a great addition to the excellent programs that Sheridan County School District #2 has to offer its students and teachers.



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

Craig Dougherty, Superintendent

DATE: September 4, 2015

TO: Board of Trustees

FROM: Molly Steel, Chairman

SUBJ: **WSBA Call for Resolutions** *(Information)*

Please see the attached Wyoming School Board Association document "Call for Resolutions." We will discuss this document at the Board meeting. If you have any resolutions, they can be submitted to me between now and our next Board meeting on October 5, where we can take action on a resolution if necessary. Last year's resolutions are linked for your reconsideration:

- [Age for Registration in Kindergarten](#)
- [Compulsory Age of Attendance](#)
- [Flare Gas on School Trust Lands Draft Resolution](#)
- [Graduation Rate](#)



WSBA CALL FOR RESOLUTIONS



Do you have a resolution that WSBA should consider?

The **2015 WSBA Annual Delegate Assembly** will be held **Wednesday, November 18th** at the **Best Western Ramkota Hotel** in Casper. At this meeting member school district voting delegates will set WSBA Legislative and Position platforms for the 2016 and 2017 Legislative Session.

If your board wishes to submit one or more resolutions for consideration by the entire WSBA member-ship, it must be received at the WSBA Office on or before **Monday, October 12, 2015**. Resolutions may be submitted by regular mail or by email to bfarmer.wy@gmail.com.

Resolutions may be on any topic of statewide concern for board members. The resolution should be concise and clear so the intent, as well as the requested action for WSBA to take, is understandable. The following guidelines have been adopted by the WSBA Board of Directors:

- New resolutions should contain a brief and objective rationale addressing the question, "What are we trying to accomplish?"
- Resolutions should have state-wide rather than individual district implications.
- Resolutions must be presented to and approved by your district board.
- A contact person from the district should be identified.
- A potential legislative sponsor should be identified, if possible.

Resolutions adopted by the 2015 Delegate Assembly will become the guiding principles for the 2016 Legislative session and will be referred to the Board of Directors of the Wyoming School Boards Association as possible Legislative Goals for the 2017 Legislative Session. The Wyoming School Boards Association Board of Directors will determine the Legislative Goals for the 2017 Legislative session at their July 2016 meeting.

WSBA reserves the right to make modifications as needed to submitted resolutions. Resolutions may be submitted on the floor of the delegate assembly with a 2/3 majority vote of the delegates.

SAMPLE FORMAT FOR SUBMITTING RESOLUTIONS:

BE IT RESOLVED that the Wyoming School Boards Association

RATIONALE: Identify what will be accomplished by adopting the above resolution.

DISTRICT: _____

Board Chair Signature

CONTACT PERSON: _____

Contact E-mail

POTENTIAL LEGISLATIVE SPONSOR:

Has sponsor indicated willingness to support legislation? ☐ Yes ☐ Not Contacted Yet
(Please list each resolution separately)

Sample Resolution from Prior Year

Alternative Schools

BE IT RESOLVED that the Wyoming School Boards Association supports the deletion of language in W.S. 21-13-309 (B) (I) that limits the establishment and funding of alternative schools to a time period prior to July 1, 2006, and districts without an alternative school/program be allowed to establish them in accordance with the statutes that govern existing alternative schools.

Rationale: The primary mission of the Wyoming School Boards Association is **to advocate for the highest levels of student achievement for all students** by providing visionary leadership. W.S.21-309 (B) (I) effectively prohibits some Wyoming school districts from providing the same basket of goods that districts with alternative schools can provide. This statute creates inequity for students by preventing our most vulnerable students in select districts from receiving these services based on an arbitrary date.

Submitted by Sublette County School District #1
Board Chair: Mark Pape
Contact Person: Jay Harnack, Superintendent of Schools

Delegate Assembly Action: Affirm

Note: Passed 2014 Legislative Session, HB0003, HEA0005, CH0010



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

Craig Dougherty, Superintendent

DATE: September 7, 2014

TO: Board of Trustees

FROM: Molly Steel, Trustee

SUBJ: **Age for Registration in Kindergarten**

BE IT RESOLVED: that Sheridan County School District Number Two supports moving the date for kindergarten registration from September 15 to June 1, so that entering kindergarten students would be at least five years old before the summer that they enter kindergarten. Research (Spitzer et. al.) clearly supports that students who are five well in advance of the start of kindergarten perform better in school. As the Wyoming state standards for English-language arts and mathematics increase in rigor, moving up the earliest birthdate for kindergarten attendance would ensure a greater percentage of students become successful in kindergarten and the grades that follow.



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Craig Dougherty, Superintendent

DATE: September 7, 2014

TO: Board of Trustees

FROM: Molly Steel, Trustee

SUBJ: **Compulsory Age of Attendance**

BE IT RESOLVED: that Sheridan County School District Number Two recommends moving the compulsory attendance age from seven to six years of age for all Wyoming children. Given the increased academic demands and related accountability expectations, it is in the best interest of children to begin school, whether in kindergarten or in first grade, at the age of six.



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Craig Dougherty, Superintendent

DATE: September 7, 2014

TO: Board of Trustees

FROM: Hollis Hackman, Trustee

SUBJ: **Flare Gas on School Trust Lands Draft Resolution**

BE IT RESOLVED that Sheridan County School District #2 supports the collection of severance taxes for gas that is flared on School Trust Lands and closing the loophole in Wyoming State law that presently provides for an exemption from the collection of severance taxes for flared gas. Rationale: A portion of revenue generated from School Trust Lands belongs to the Trustees of those lands – the State’s public school students. Presently, severance taxes on natural gas produced and sold in the state of Wyoming contribute to state and local government operation including schools. A fiduciary responsibility of the State Lands Board is to ensure that the Common School Fund receives fair value from minerals production from trust lands through collection of royalties. Constitutionally, Wyoming is required to collect a portion of severance tax and once the producer has removed the gas from the ground, it has severed the gas from the state’s nonrenewable stores of wealth. It is fair, right, and just to collect severance taxes, whether the gas is sold, vented, or flared. Presently, there is a loophole in Wyoming state law that allows an exemption from severance taxes for natural gas that is vented or flared and this loophole should be closed for School Trust Lands.



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Craig Dougherty, Superintendent

DATE: September 7, 2014

TO: Board of Trustees

FROM: Hollis Hackman, Trustee

SUBJ: **Wyoming School Boards Association (WSBA) Resolutions Addressing Graduation Rate**

BE IT RESOLVED: The Wyoming School Boards Association supports lowering the dropout rate and improving the graduation rate for students in Wyoming. Therefore, the Wyoming School Boards Association supports raising the public school mandatory attendance age to 18 or graduation, whichever comes first.

*Recommended resolution considerations:

- Homeschooled students would be excluded.



Craig Dougherty, Superintendent

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Phone: 307-674-7405
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DATE: September 4, 2015

TO: Board of Trustees

FROM: Molly Steel, Board Chairman

SUBJ: **WSBA Board of Directors Opening** (*Action*)

Trustee Hollis Hackman has submitted his name to be a Wyoming School Board Association Director for Area 7. Please see the email below from Executive Director of the WSBA, Brian Farmer, of how this process works:

Dear Board Chairs and Superintendents:

Two individuals have stepped forward to indicate an interest in serving on the WSBA Board of Directors to fill the vacancy left by Johann Nield. Rich Hall from Johnson #1 and Hollis Hackman from Sheridan #2 have each indicated a willingness to serve.

WSBA has found both candidates to be eligible to serve as a WSBA Director and has received high recommendations for each of these individuals. We now forward these individuals to you for your consideration and vote. Each board is asked to vote for a candidate to fill the Area Director vacancy. Votes are in accordance to the delegates allotted for the WSBA Delegate Assembly: Johnson #1 - 2 votes; Sheridan #1 - 1 vote; Sheridan #2 - 3 votes; Sheridan #3 - 1 vote.

I will ask the Board Chair from each district to inform me as to how your district will cast its votes by October 9th. Once we have received all votes, we will notify the candidates and you of the selection. The new area director will be asked to attend the October 23-24th Board of Directors meeting in Casper.

Please let me know if there are any questions.

Thank you!
Brian

I suggest we vote to approve Trustee Hollis Hackman as the new WSBA Director of Area 7.



Craig Dougherty, Superintendent

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Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: September 4, 2015

TO: Board of Trustees

FROM: Molly Steel, Board Chairman

SUBJ: **Board Luncheon Work Session Schedule Revised** (*Action*)

Attached is the Board Luncheon Work Session Schedule for the 2015-2016 year. It has been revised, as two topics have been added at the request of the Trustees. I suggest we vote to approve the revised 2015-2016 Board Luncheon Work Session Schedule.

Board Luncheon Work Session Schedule 2015-2016

Meeting Date	Luncheon Subject	Time
August 17	Literacy Coordinators/Balanced Literacy	12:00 p.m.
September 21	Professional Learning Communities (PLCs)	12:00 p.m.
September 30	Elementary Standards-Based Report Cards	12:00 p.m.
November 16	Primary Intervention Programs	12:00 p.m.
December 14	Legislative Priorities (including Recalibration updates)	12:00 p.m.
January 18	Accountability	12:00 p.m.
February 8	Prevention Programs	12:00 p.m.
March 14	Technology Hardware and Integration	12:00 p.m.
April 11	After School Programming	12:00 p.m.
May 16	Alternative Schools	12:00 p.m.
June 6	Capital Construction (Master Plan/Architectural Updates)	12:00 p.m.

Draft
Personnel
Action
Report

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
September 14, 2015

ADMINISTRATIVE STAFF

Early Retirement Incentive Plan:

Terry Burgess Administration Building	Assistant Superintendent 1.0 FTE (262 days)	Effective 6/30/16
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CERTIFIED STAFF

Approvals:

Heidi Hart Fort Mackenzie High and the Wright Place Junior High School	School Counselor 0.5 FTE (182 days)	Effective 8/26/15
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Jessica Johanson Henry A. Coffeen	Teacher-Classic Kindergarten 1.0 FTE (180 days)	Effective 9/1/15
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Eula Yancy Henry A. Coffeen and Woodland Park Schools	Teacher-Art 0.2 FTE (187 days)	Effective 8/24/15
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Early Retirement Incentive Plan:

Margaret Grode Henry A. Coffeen and Highland Park Schools	Speech Pathologist 1.0 FTE (185 days)	Effective 6/6/16
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CLASSIFIED STAFF

Approvals:

Kelli Anderson Sheridan Junior High School	Paraprofessional-Special Education 1:2 7.0 hours/day (175 days)	Effective 9/10/15
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Susan Benepe Henry A. Coffeen School	Paraprofessional-General (5.0 hours/day)/After School Program (3.0 hours/day) 175 days	Effective 9/1/15
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SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
September 14, 2015

Stephanie Campbell Sheridan Junior High School	Paraprofessional-Special Education 1:2 7.0 hours/day (175 days)	Effective 9/1/15
Brandon Garner Sheridan Junior High School	Paraprofessional-ESL (7.0 hours/day) 175 days/ After School Fitness Program (4.0 hours/week) 32 weeks	Effective 9/1/15
Ellen Goode-Neeson Woodland Park School	Paraprofessional-General (3.5 hours/day) 175 days/ After School Program Site Coordinator (3.5 hours/ day) 143 days	Effective 9/1/15
Janeen Haskett Woodland Park School	Paraprofessional-ESL 6.0 hours/day (175 days)	Effective 9/10/15
Matthew Henderson Sheridan Junior High School	Paraprofessional-Special Education (Behavior) 7.0 hours/day (175 days)	Effective 9/1/15
Sally Jones Fort Mackenzie High and the Wright Place Schools	Cook-Head 4.5 hours/day (177 days)	Effective 9/21/15
Ashley King Sheridan Junior High School	Paraprofessional-Special Education 7.5 hours/day (175 days)	Effective 9/1/15
Erin Kranz Henry A. Coffeen School	Paraprofessional-ESL 6.0 hours/day (175 days)	Effective 9/1/15
Sarah Menth Henry A. Coffeen School	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 9/1/15
Sarah Mercer Sheridan High School	Cook's Helper Ala Carte /Hot Lunch 2.0 hours/day (177 days)	Effective 9/9/15
Randy Peck Transportation Department	Bus Driver 2.0 to 4.0 hours/day (175 days)	Effective 8/17/15
Doreen Phelan Sheridan High School	Cook's Helper 5.0 hours/day (177 days)	Effective 8/28/15

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
September 14, 2015

Jennifer Sandy Henry A. Coffeen School	Paraprofessional-ESL 6.0 hours/day (175 days)	Effective 9/1/15
Lauren Stewart Woodland Park School	Paraprofessional-After School Program 3.0 hours/day (143 days)	Effective 9/8/15
Arianna Thurow Meadowlark School	Paraprofessional-ESL 6.0 hours/day (175 days)	Effective 9/1/15
Matthew Wattier Sheridan Junior High School	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 9/1/15
Shirly Wimmer Transportation Department	Bus Driver 2.0 to 4.0 hours/day (175 days)	Effective 8/17/15

Changes/Transfers:

Antonia Becker Sagebrush School	Paraprofessional-Title I (6.0 hours/day) 175 days to Paraprofessional-Title I (6.0 hours/day) 175 days/After School Program (2.5 hours/day) 95 days	Effective 9/1/15
Hesid Brandov-Ysrael Sheridan Junior High School	Paraprofessional-Special Education 1:2 to Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 9/8/15
Brenda Brastrup Henry A. Coffeen School	Paraprofessional-General (1.0 hours/day to 3.0 hours/day)/Title I (6.0 hours/day to 5.0 hours/day) 175 days	Effective 9/1/15
Carrie Cook Woodland Park School	Paraprofessional-General 6.0 hours/day to 7.0 hours/day (175 days)	Effective 9/1/15
Cody Dahlen Sheridan Junior High School	Paraprofessional-Guided Study Hall (7.0 hours/day) 175 days to Paraprofessional-Guided Study Hall (7.0 hours/day) 175 days/After School Program Paraprofessional (1.0 hours/day for 4 days/week) 32 weeks	Effective 9/1/15
Amanda Dirksen Sheridan Junior High School	Paraprofessional-Title I (6.5 hours/day) 175 days/ to Paraprofessional-Title I (6.5 hours/day) 175 days/After School Program Paraprofessional (1.25 hours/day for 4 days/week) 32 weeks	Effective 9/1/15

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
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September 14, 2015

Shannon Farstveet Sheridan Junior High School	Paraprofessional-Special Education 1:1 (2.0 hours/day)/ESL (5.0 hours/day) to Paraprofessional-ESL (7.0 hours/day) 175 days	Effective 9/1/15
Debra Hanson Sheridan High School	Secretary-Activities (8.0 hours/day) 205 days to Secretary-Activities (8.0 hours/day) 210 days	Effective 8/10/15
Tara Kelly Sagebrush School	Paraprofessional-General (6.5 hours/day) 175 days to Paraprofessional-General (6.5 hours/day) 175 days/After School Program (5.5 hours/week) 31 weeks	Effective 9/1/15
Kristen Mattix Sagebrush School	Paraprofessional-Title I (7.0 hours/day) 175 days to Paraprofessional-Title I (7.0 hours/day) 175 days/After School Program (2.5 hours/day) 48 days	Effective 9/1/15
Susan McGuire Sagebrush School	Paraprofessional-Title I (4.5 hours/day to 5.0 hours/day) 175 days/After School Program Site Coordinator (3.5 hours/day to 3.0 hours/day) 143 days	Effective 9/1/15
Jami McLean Sheridan High School	Paraprofessional-Copier (7.0 hours/day) to Paraprofessional-Library Media Technology (8.0 hours/day) 180 days	Effective 8/24/15
Cindy Morris Sheridan High School to Sheridan Junior High School	Paraprofessional-Special Education 1:2 to Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 9/1/15
Rebecca Rosenlund Sagebrush School	Paraprofessional-Special Education 1:2 (7.0 hours/day) (175 days) to Paraprofessional-Special Education 1:2 (7.0 hours/day) 175 days/After School Program (2.0 hours/week) 31 weeks	Effective 9/1/15
Gayle Wells Sheridan High School	Secretary-Attendance (8.0 hours/day) 200 days to Secretary-Attendance (8.0 hours/day) 195 days	Effective 8/10/15
Bridgette White Fort Mackenzie High and the Wright Place Schools to Meadowlark School	Cook-Head (4.5 hours/day) to Cook-Second (6.0 hours/day) 177 days	Effective 8/28/15

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
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Judith Willis Henry A. Coffeen School	Paraprofessional-Office (7.0 hours/day) to Paraprofessional-Office (5.0 hours/day) 175 days/ After School Program Site Coordinator (3.0 hours/ day) 143 days	Effective 9/1/15
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Anne Young Fort Mackenzie High and the Wright Place Schools	Paraprofessional-General (8.0 hours/day) to Paraprofessional-Library Media Technology (8.0 hours/day) 180 days	Effective 8/24/15
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Resignations:

Mamie Arzy Sheridan High School	Cook's Helper 2.0 hours/day (177 days)	Effective 8/31/15
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Sean Bowman Henry A. Coffeen School	Paraprofessional-ESL 6.0 hours/day (175 days)	Effective 8/14/15
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Dixie Green Woodland Park School	Paraprofessional-General (4.5 hours/day) 175 days/ After School Site Coordinator (3.5 hours/day) 143 days	Effective 8/24/15
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Peggy Hagel Meadowlark School	Second Cook 6.0 hours/day (177 days)	Effective 8/18/15
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Shantel L. O'Dell Sheridan Junior High School	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 9/11/15
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EXTRA DUTY 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Katherine Barker	Volleyball-7th-8th Grade C Coach-SJHS
Lela Belus	Cross Country-Assistant Coach-SHS
Karl "KC" Fiedler	Cross Country-6th-8th Grade B Coach - SJHS
Erin Kranz	Drama Coach-SHS
Greg McClure	Cross Country-Assistant Coach-SHS
Abigail Mowry	Volleyball-7th-8th Grade C Coach-SJHS
Jory Turk	Swimming-Boys Assistant Coach-SHS

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
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ACADEMIC EXTRA DUTY 2015-2016

Approvals:

Name

Rebecca Adsit
Jennifer Black
Melissa Brackley
Joyce Carroll
Scott Cleland
Jami Clifford
Melissa Condos
Timothy Cooper
Brett Dahl
LeeAnne Dixon
Megan Edmunds
Kristie Garriffa
Darin Gilbertson
Cristina Gorzalka
Valerie Grammens
LuAnn Heward
Toby Laird
Jennifer McIntire
Shebree Moore
Shebree Moore
Abigail Mowry
Megan Muth
Casey O'Connor
Lorna Poulsen
Courtney Pushcar
Paige Sanders
Razmick Sarkissian
Sarah Stadick
Mike Swan
Nicole Trahan
Nicole Trahan
Allison Voigt
Milton Wiest

Position

Teacher Mentor-SJHS
Staff Mentor-Henry A. Coffeen
Teacher Mentor-Meadowlark
Teacher Mentor-Highland Park/Sagebrush
Summer School Principal-Highland Park
Teacher Mentor-SJHS
Teacher Mentor-Henry A. Coffeen
Teacher Mentor-SJHS
Summer School Principal-Sagebrush
Teacher Mentor-Highland Park/Meadowlark/Sagebrush
Teacher Mentor-Henry A. Coffeen
Teacher Mentor-Woodland Park
Teacher Mentor-Fort Mackenzie/the Wright Place
Balanced Literacy Training-Elementary
Teacher Mentor-Sagebrush
Teacher Mentor-Henry A. Coffeen/Woodland Park
Staff Mentor-SHS/Fort Mackenzie/the Wright Place
Teacher Mentor-Woodland Park/Henry A. Coffeen/Meadowlark
Teacher Mentor-Henry A. Coffeen
Classroom Instruction Techniques for Paraprofessionals-District
Using Technology in Instruction-District
Teacher Mentor-Sagebrush
Summer School Principal-Meadowlark
Teacher Mentor-SJHS
Teacher Mentor-Woodland Park
Summer School Principal-Woodland Park
Teacher Mentor-Elementary
Staff Mentor-Elementary
Staff Mentor-SHS
Summer School Principal-Henry A. Coffeen
Supervising Literacy Coordinators- Elementary
Teacher Mentor-Henry A. Coffeen/Highland Park
Leadership Development-District

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
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SAGEBRUSH AFTER SCHOOL PROGRAM STAFFING - 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Pamela Moore	Teacher

STORY AFTER SCHOOL PROGRAM STAFFING - 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Jennifer Debban	Teacher (68 days)
Vicki Sikes	Teacher (68 days)

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