

*Sheridan County School District #2*

# *Board Meeting*



*Date: October 3, 2016*

*Time: 6:00 p.m.*

*Place: Central Office*

***Sheridan County School District #2***

**Board of Trustees Meeting**

Central Office – Board Room

October 3, 2016

6:00 p.m.

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**Agenda**

- I. Call to Order**
  - A. Pledge of Allegiance
- II. Recognition**
  - A. Sheridan High School Girls Swimming, 3 Relay Records Broken - Kasey Garnhart
  - B. Sheridan High School Golf Team, State Tournament Results - Kasey Garnhart
  - C. Dining for a Cause, October 3rd at Frackelton's - Brent Leibach
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
  - A. Approval of Board Meeting Minutes - September 12, 2016
  - B. Approval of Bills for Payment
- VI. Old Business**
  - A. Capital Construction Update (*Information*) - Craig Dougherty
  - B. Next Level Update (*Information*) - Mitch Craft
  - C. Approval of Policies (*Action*) - Traci Turk
- VII. New Business**
  - A. Secondary Schools' Improvement Plans (*Information*) - Scott Stults
- VIII. Reports and Communication**
  - A. Board of Trustees
    - 1. Board Reports
      - a. Wyoming School Boards Association (WSBA) Resolutions (*Action*) - Ann Perkins
    - 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, W.S. 16-4-405(a)(ii)
  - B. To Consider or Receive any Information Classified as Confidential by Law, W.S. 16-4-405(a)(ix)

## **XI. Adjournment**

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

**Teaching and Learning**

**Resource Utilization**

**Leadership Capacity**

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

## **Board of Trustees Regular Monthly Meeting September 12, 2016**

Ann Perkins,, 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, September 12, 2016, in the Board Room at the Central Administration Office. The presiding officer was Ann Perkins, Chairman. A quorum was determined to be present with the following attendees:

##### **Trustees:**

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

##### **Administrators:**

Craig Dougherty, Superintendent  
Scott Stults, Assistant Superintendent  
Mitch Craft, Assistant Superintendent  
Traci Turk, Director of Special Programs  
Roxie Taft, Business Manager  
Julie Carroll, Facilities Director

##### **Absent:**

##### **Absent:**

Coree Kelly, Technology Director

#### **A. Pledge of Allegiance**

#### **II. Recognition**

##### **A. John Lenzi - Brent Leibach**

Sheridan High School Principal Brent Leibach introduced high school student John Lenzi who was selected to spend seven weeks at Princeton University through the Leadership Enterprise for a Diverse America (LEDA) program. Mr. Leibach explained the application and selection process and then invited Mr. Lenzi to speak about his experience. Mr. Lenzi thanked the Board for the opportunity to share what he learned at LEDA. He said that LEDA helped him and other students prepare for college. He added that he had several advisors that helped him practice the SAT and ACT. Mr. Lenzi said the students were able to visit a handful of colleges during the seven week program. Trustee Perkins asked if Mr.

Lenzi had plans for after high school. Mr. Lenzi responded with his top four college choices and said he would make a final decision at a later date.

**B. We the People - Tyson Emborg**

Sheridan High School Principal Brent Leibach introduced high school social studies teacher Tyson Emborg. He congratulated Mr. Emborg for earning the Wyoming Historical Society Wyoming History Teacher of the Year. He invited Mr. Emborg to recognize the 2015-2016 We the People Team. Mr. Emborg introduced the students who were able to attend the national competition in Washington D.C. He said that this is the first time that Wyoming has received a first place honor at the national competition. Mr. Emborg shared a document with the Board explaining more about We the People and the competition. Trustee Wendtland asked how many years the team has won the state title. Mr. Emborg replied that they have been in the top for the last few years, but this was the third consecutive year that they were champions. Mr. Emborg added that our congressional district is the most competitive of the forty-five that compete nationally.

Mr. Emborg shared some of the We the People's upcoming events. On Monday, October 3rd, at Frackelton's, We the People and the Computer Club are hosting Dining for a Cause. 100% of the proceeds at Frackelton's will go to the We the People team and the new Computer Club. On Tuesday and Wednesday, October 11th and 12th, the Advanced Placement (AP) Government class has partnered with the Sheridan Chamber of Commerce to host a candidate forum. This will take place at the high school auditorium. Mr. Emborg asked that if you do attend, please provide any feedback and suggestions for this event. On Friday, October 28th, the AP Government Class will be hosting a Wyoming Supreme Court for the "You be the Judge" week.

**III. Approval of Agenda**

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

**IV. Welcome--Audience Comments**

**V. Consent Agenda Items**

**A. Approval of Board Meeting Minutes - August 15, 2016**

**B. Approval of Bills for Payment**

General Clearing	\$994,194.47
Federal Fund	\$137,148.54
<b>TOTAL:</b>	<b>\$1,131,343.01</b>

**C. Isolation Payments**

1. Martin Family
2. Schreibeis Family

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

**VI. Old Business**

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

Superintendent Craig Dougherty said that the locker rooms and training areas are being utilized by students, athletes, and school staff. He said that because finishing touches will be occurring this month the district will wait to schedule an open house.

Mr. Dougherty said that the John C. Schiffer Collaborative School is still unfunded. The Wyoming School Facilities Commission established an \$80 million dollar supplemental budget during a special phone meeting on August 29th. This established budget did not include the collaborative school. Mr. Dougherty said that we will continue to work with the legislative Joint Appropriations Committee (JAC) and Select Committee on School Facilities to include collaborative school funding in the 2017 supplemental budget request. Mr. Dougherty added that our enrollment numbers have not gone down from a year ago, they have actually increased slightly and that is positive news.

Mr. Dougherty explained that the Absaroka Head Start, Inc. approached the district last spring and asked to potentially lease space in a district building. He said that Assistant Superintendent Scott Stults and Facilities Director Julie Carroll worked with Absaroka Head Start, Inc. and found placement for them at the alternative school campus in the wing that was formerly occupied by the ACE Program. Mr. Dougherty said that the district is happy to help provide the space for the head start program that serves the neediest population of preschool kids. He added that the occupancy began in August.

Trustee Achord asked if the new fencing at the Old Highland Park building is for Absaroka Head Start, Inc. Mr. Dougherty replied that yes, they had new fencing installed. Trustee Schatz asked if the building is now 100% utilized. Mr. Dougherty replied that there is some storage space not in use, but otherwise, yes, the building is fully being used. He said that the district is happy to have Head Start located at the building, and added that the district is

thankful to have Fort Mackenzie High School and the Wright Place middle school there too. He said that the Old Highland Park building has been a great transition space for our schools and the State knows that we cannot be in there forever.

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

Assistant Superintendent Mitch Craft said that the Parent Liaisons are off to a great start. He explained that they have an advantage this year as teachers and staff have a better understanding of who they are and what they do. He added that the Parent Liaisons are presenting to teachers to strengthen the understanding of the benefits and resources that they can provide. Mr. Craft said that the Parent Liaisons will be attending an intensive training alongside the Thrive Parent Liaisons in Bozeman on October 5th, 6th, and 7th.

Mr. Craft said that the high school Graduation Coach, Curt Mayer, worked through the summer with a student who was able to receive his diploma and graduate prior to the September 1st deadline. He added that Mr. Mayer has established his caseload for the 2016-2017 school year and is busy crunching numbers and tracking data such as behavior, grades, and missing assignments. Mr. Craft said that the administration gets weekly updates on Mr. Mayer's student case load.

Mr. Craft explained that the district has a new agreement with the Big Brothers Big Sisters (BBBS) program. BBBS is now housed at an office at Sheridan High School, where in the past they have not had an opportunity to have an office. Mr. Craft said that he hopes this will help get the program extended to all of our schools. Many high school students volunteer as BBBS mentors, and so, this arrangement is helpful in that aspect. Mr. Craft said that this partnership is a win-win for the two organizations and our elementary students.

Mr. Craft said that The Scott Foundation and Center for a Vital Community are sponsoring an Early Childhood Fall Symposium at Sheridan College at the end of September. Nationally known experts will be presenting. Mr. Craft said that the district Parent Liaisons as well as a few district representatives will be attending the event.

Mr. Craft said that he has been working on reaching out to the community to spread the word for Next Level and the work the district is trying to do. Mr. Craft said that this summer he was able to present at the W.A.V.E. Conference in Cheyenne and for the Sheridan Chamber of Commerce. He said that he has heard stories of other districts and people replicating what we are doing here. He said we will continue to spread the word.

Trustee Schatz asked if we have been tracking the number of students that have been a part of the graduation coach program and asked if we have results on the effect it has had. Mr. Craft said that this is the second year of the Graduation Coach position and he reported that the student profile Mr. Mayer has been working with has changed dramatically. Mr. Craft described further that last year, 80% of his case load were seniors and this year, 45% are

seniors. Mr. Mayer has established relationships with these students and is helping them stay on track to graduate on time.

**C. Approval of Policies (*Action*) - Traci Turk**

**FIRST READING**

Special Services Director Traci Turk said that there are seven policies for first reading. She reminded the Board of Trustees the process for policy approval. Mrs. Turk said that Policy GBF - Criminal Background Check and Fingerprinting was updated from information that came from a recent audit and to make sure that we are using the policy correctly.

**TRUSTEE WENDTLAND MADE A MOTION TO APPROVE POLICY GBF - CRIMINAL BACKGROUND CHECK AND FINGERPRINTING, ON FIRST READING, AS PRESENTED. TRUSTEE ACHORD SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Mrs. Turk said that for Policy GBF-P - Criminal Background Check and Fingerprinting Guidelines we are recommending to delete a few selected items as they are already taken care of through the policy.

**TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY GBF-P - CRIMINAL BACKGROUND CHECK AND FINGERPRINTING GUIDELINES, ON FIRST READING, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Mrs. Turk said that Policy GCBF - Certified Sick Leave Bank is being updated to remove the wording of the Long Term Disability coverage since this benefit was approved for discontinuation in May.

**TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY GCBF - CERTIFIED SICK LEAVE BANK, ON FIRST READING, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Mrs. Turk explained that Policy GCBF-P - Certified Sick Leave Bank Committee Guidelines is being reviewed to be sure that there is no mention of the Long Term Disability benefits, and if there is, it will be removed.

**TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY GCBF-P - CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES, ON FIRST READING, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Mrs. Turk said that Policy GCC/GDC - Staff Leave and Absences has one piece that



mentions the Long Term Disability leave and it is being recommended that that information be removed from the policy.

**TRUSTEE CRAFT MADE A MOTION TO APPROVE POLICY GCC/GDC - STAFF**

**LEAVE AND ABSENCES, ON FIRST READING, AS PRESENTED. TRUSTEE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Mrs Turk said that Policy GDBF - Classified Sick Leave Bank is also recommending to delete the wording and description of the Long Term Disability leave. She also explained that since this policy is open, we are now looking at those who work less days versus those who work twelve months, yet all staff is paying back an equal number of days into the sick leave bank. She said the wording is being updated to correct this and make it equal.

**TRUSTEE WEDNTLAND MADE A MOTION TO APPROVE POLICY GDBF - CLASSIFIED SICK LEAVE BANK, ON FIRST READING, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Mrs. Turk said that in Policy GDBF-P - Classified Sick Leave Bank Committee Guidelines there is no mention of the Long Term Disability leave. She did clarify that on page two of the policy, the days were corrected in order to be aligned to Policy GDBF.

**TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY GDBF-P - CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES, ON FIRST READING, AS PRESENTED. TRUSTEE ACHORD SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**D. FY 2015-2016 Budget Transfer (*Action*) - Roxie Taft**

Business Manager Roxie Taft said that as we close FY 2015-2016, one budget amendment is necessary. She described the amendment further, stating that the district is amending a program code. Mrs. Taft said that the FY 2015-2016 budget includes costs/revenues associated with the July 2015 summer institute and the planning costs and revenues associated with the July 2016 institute.

**TRUSTEE STEEL MADE A MOTION TO ACCEPT THE AMENDMENT TO THE FISCAL YEAR 2015-2016 BUDGET, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**E. Board Meeting Schedule Revised (*Action*) - Craig Dougherty**

Mr. Dougherty explained that because of the election year, the district would like to move

the annual Legislative Roundtable meeting to Thursday, November 10th. He further explained that the district would like receive approval for this board meeting schedule change, and then Jacee VanDyke will send an invitation to all legislative candidates.

**TRUSTEE WILSON MADE A MOTION TO APPROVE THE REVISED 2016-2017 BOARD MEETING SCHEDULE, AS PRESENTED. TRUSTEE STEEL SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.**

**F. Sheridan High School Handbook Revisions (*Action*) - Mitch Craft**

Assistant Superintendent Mitch Craft said that there are two revisions being made to the high school handbook. He informed the trustees that these two revisions will also be explored in the Fort Mackenzie High School handbook. Mr. Craft said that the first revision is the wording of the Honor Roll/GPA/Class Rank section on page four. He said that the purpose of this revision is to clarify the district's practices for calculating class rank. Mr. Craft said that the second change is under the Homeschool section on page seven. He explained that the purpose of this change is to clarify procedures for awarding credits to homeschool students transferring to Sheridan High School.

**TRUSTEE STEEL MADE A MOTION TO ACCEPT THE REVISIONS TO THE SHERIDAN HIGH SCHOOL HANDBOOK, AS PRESENTED. TRUSTEE SCHAT SECONDED THE MOTION.**

Trustee Schatz asked how these proposed changes will be distributed to students and parents. Mr. Craft said that the first change is truly a clarification and a memo has already been sent to 9th-12th grade parents to explain. Mr. Craft explained that the second change may not need to be communicated because when a homeschool student applies to attend SHS, the parents and student will be personally instructed through this part of the handbook.

Trustee Steel asked for further clarification on the class rank/GPA change. Mr. Craft described the change for her and said that the change is providing clarification for some ambiguous language that was previously presented in the handbook.

**THE MOTION CARRIED WITH A UNANIMOUS VOTE.**

**G. Playground Surfacing Bid Award for Henry A. Coffeen (*Action*) - Julie Carroll**

Facilities Director Julie Carroll described the situation at Henry A. Coffeen (HAC) Elementary School. She displayed a letter from TSP, Inc. requesting a bid of \$184,000 dollars to resurface the playground at HAC. She said that this project will be paid through contruction funds.

**TRUSTEE HACKMAN MADE A MOTION TO AWARD THE PLAYGROUND SURFACING BID FOR HENRY A. COFFEEN ELEMENTARY SCHOOL TO GH**

**PHIPPS CONTRUCTION FOR AN AMOUNT OF \$184,174. TRUSTEE BRIDGER SECONDED THE MOTION.**

Trustee Bridger asked if the surfacing product is similar to the high school football field turf. He said that this new surface is popular on many playgrounds. Ms. Carroll said that yes, that was the recommendation. She said that the same company who completed our high school football field is working on this project. Ms. Carroll explained that because this is surface for a playground, the padding under the turf has different regulations. Trustee Achord asked if the old surface that failed was under warranty. Ms. Carroll responded that the warranty was for a year only and the surface failed after that period. Ms. Carroll talked about the timeline of the surface project. She said it will be a month before the product will arrive, but in the meantime preparation work will happen. She said that the work should be completed around the middle of October. Trustee Schatz asked if this has disrupted the use of the playground. Ms. Carroll replied that yes, the district has already had the previous surface removed so the use of the playground equipment has not been allowed since the start of school. She said that the school staff and Principal have been understanding and helpful in providing games for the students to play in the other area of the playground.

**THE MOTION CARRIED WITH A UNANIMOUS VOTE.**

**VII. New Business**

**A. Review Beginning Enrollments (*Information*) - Scott Stults**

Assistant Superintendent Scott Stults presented the enrollment of the 8th day of school, Friday, September 9th. He said that the enrollment increased by fifty-one students from last year. Mr. Stults said that his is preliminary information because tomorrow, Tuesday, September 13th, is the 10th day of school. Mr. Stults said that the good news is that we anticipated the potential of losing students, and so, the district is currently up ninety-two students from where we were at the end of the 2015-2016 school year. Mr. Stults said that this is a testimony that quality education is an incentive that keeps parents to stay and have their children attend our district.

Trustee Wilson asked about the 12% increase at the junior high school. Mr. Stults said that this number is misleading because of the “bubble” class. He explained that the smallest class in the district is currently the freshman class. This shows a ninety student increase at the junior high, when in reality, because of the small class that left, the junior high only increased by eleven new students. Trustee Wilson asked if the “bubble” class trend will continue. Mr. Stults said that this trend should not continue because we are seeing more consistent numbers. Trustee Wendtland asked specifically about our kindergarten numbers. Mr. Stults said that we are within ten students of last year.

**B. SySTEMatic Videos, Abby Hurly (*Information*) - Mitch Craft**

Assistant Superintendent Mitch Craft introduced Abby Hurly (5th grade teacher at Sagebrush) to present information on the SySTEMatic Camp that was held at the junior high school this summer. Mrs. Hurly thanked the Board of Trustees and administration for the opportunity to share this information. She explained that the STEM Camp focused on science, technology, engineering, and math. She said that sixty-seven students participated in the week long, hands-on, collaborative camp. Mrs. Hurly said that students in grades 5th through 8th were put into teams and were given the task to build a system that would shoot a rocket toward a target. She said that it taught the students patience and teamwork. On top of the large project, student were given daily challenges to complete. She said that the classroom teachers were to focus on STEM concepts and help students with team building. Mrs. Hurly shared a short video that highlighted the summer STEM Camp.

Trustee Achord said that he has attended the Friday presentations the last two years and he is impressed with what the teachers and students are working on. He asked if there are any problems with the maturity level when the 5th through 8th graders are combined. Mr. Craft said that the original grant was written this way, and if desired, could be amended. Mrs. Hurly said that the younger students look up to the older students. She said there have not been a lot of problems, but agreed that it would be fun to try a STEM Camp for 3rd through 5th grades and 6th through 8th grades. Trustee Achord thanked Mrs. Hurly for taking time in her summer to help with the STEM Camp. He also asked Mr. Craft if we will be writing that grant again. Mr. Craft replied that yes, we will apply for this grant in addition to the 21st Century Community Learning Centers (21CCLC) grant. Trustee Perkins thanked Mrs. Hurly and Mr. Craft for all they do.

**C. Wyoming Accountability in Education Act Reports (*Information*) - Mitch Craft**

Assistant Superintendent Mitch Craft presented his report on the Wyoming Accountability in Education Act (WAEA). He explained what the WAEA is and said that this is the second full year of the WAEA. Mr. Craft reported that in our district we have increased the number of schools that are exceeding expectations from three to five. He further explained that the WAEA looks deeper into how students are achieving, and are they improving, and are they growing, whereas the No Child Left Behind Act simply looks at students proficiency and the graduation rate. The WAEA looks at students who are struggling the most and help ensure that we are helping them make progress. Mr. Craft said that the district is very happy with the results reported here. He informed the Board that each school building's scores are attached, except Story. Story School is not included because of the small student population. He also explained that the accountability measurements for the alternative schools is under construction at the moment. Trustee Perkins thanked Mr. Craft for the information.

## **VIII. Reports and Communications**

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

#### **1. Board Reports**

##### **a. Wyoming School Boards Association (WSBA) Call for Resolutions (Information) - Ann Perkins**

Chairman Perkins said that the Wyoming School Boards Association has sent

out the memo for the call for resolutions. She said that the resolutions we proposed last year are attached. Mrs. Perkins said that we will need to act on these and/or any new resolutions in October in order to present them at the November conference. Trustee Wendtland said that he does not support the Flare Gas Resolution as it is written. Superintendent Dougherty made it clear that the resolutions presented tonight are for information and review only. He said that the Board of Trustees has the opportunity to adjust and or remove any of the resolutions.

#### **2. Committee Reports**

There were no committee reports.

#### **3. Other**

Trustee Steel said that she traveled with Mr. Stults to the Wyoming School Boards Association regional meeting in Gillette. She shared the materials that she had picked up at the meeting. Trustee Perkins thanked Trustee Steel and Mr. Stults for representing Sheridan County School District #2.

### **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 said that it has been a great start to the school year. He said that Mr. Stults, Mr. Craft and himself have been out in the schools and students are getting after it. Mr. Dougherty said that the Principals are completing an intense book study with the book "Learning by Doing". He said that each principal has been asked to look at and update their current mission and vision through intense focus on the four PLC questions. Mr. Dougherty said we need to make sure our focus is on student learning. He said that with

intervention and enrichment groups through the PLC process at all grade and department levels, we need to make sure we focus on student learning. Mr. Dougherty said that we will continue to work through teacher collaboration, not teacher isolation. He emphasized that we need to collaborate to get students prepared for today's world. He said monetarily, it is critical to provide a world class education. Mr. Dougherty talked about the University of Wyoming's Education Department's Trustee Education Initiative (TEI) and how their work can be modeled after us. Mr. Dougherty informed the Board of Trustees that he will be meeting with Governor Mead on Monday, September 19th, to talk about the Statewide System of Support plan, which also stemmed from Sheridan County School District #2. He said that he is also meeting with the University of Wyoming President, Laurie Nichols, on Monday, September 19th, to discuss the TEI. Mr. Dougherty said we will continue to focus on results. Mr. Dougherty said that some of the seniors who graduated in 2016 already have thirty-one college credits. With those credits, those students have the ability to graduate from college in three years. Mr. Dougherty emphasized that they have this advantage because of the AP programs and classes that our district offers. Mr. Dougherty said that we are one of the best in the country, and that is evident by what was presented tonight.

**TRUSTEE WILSON MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:24 P.M. TO TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES, PURSUANT TO W.S.S. 16-4-405. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**X. Executive Session:**

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

**TRUSTEE WILSON MADE A MOTION TO RETURN TO REGULAR SESSION AT 7:33 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting reconvened at 7:33 p.m.

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

**XI. Adjournment:**

**TRUSTEE WILSON MADE A MOTION TO ADJOURN THE MEETING AT 7:35 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting adjourned at 7:35 p.m.

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Chairman

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Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2  
PERSONNEL ACTION REPORT  
September 12, 2016**

**CERTIFIED STAFF**

**Approvals:**

Brenda Henderson Sagebrush Elementary	School Counselor 1.0 FTE (165 days)	Effective TBD
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**CLASSIFIED STAFF**

**Approvals:**

Heather Bergman Transportation	Paraprofessional-Special Education Bus (3.25 hours/day) 176 days	Effective 08/30/2016
Michelle Cunningham Transportation	Bus Driver-Rotator (2-4 hours/day) 175 days	Effective 09/18/16
Richard Dankert Transportation	Bus Driver-Rotator (2-4 hours/day) 175 days	Effective 09/12/16
Sharon DeWitt Transportation	Bus Driver-Rotator (2-4 hours/day) 175 days	Effective 09/12/16
Jennifer Jorgensen Sagebrush Elementary	Paraprofessional (4.5 hours/day) 176 days After School Program Site Coordinator (3.0 hours/day) 176 days	Effective 08/29/2016
Cheryl Kennedy Woodland Park	Paraprofessional-ESL (6.0 hours/day) 176 days	Effective 09/12/16
Noele Mena Woodland Park	School Nurse 6.5 hours/day (85 days)	Effective 8/30/2016
Sarah Mercer Henry A. Coffeen School	Secretary-Principal (8.0 hours/day) 195 days	Effective 08/25/16
Richard Miranda	Bus Driver-Rotator	Effective



Transportation	(2-4 hours/day) 175 days	09/07/16
Barbara Rathburn Fort Mackenzie The Wright Place	Paraprofessional - Special Education 7.0 hours/day (176 days)	Effective 09/12/16
Dawn Smith Sheridan Junior High	Custodian (8.0 hours/day) 261 days	Effective 09/12/16
Shauna Trujillo Sheridan Junior High	Paraprofessional - Special Education (7.0 hours/day) 176 days	Effective 08/30/2016
Rhonda Weber Transportation	Paraprofessional-Special Education/Bus (4.25 hours/day) 175 days	Effective 08/30/2016

### **Changes/Transfers:**

Sarah Bishop Administrative Building	Technology-SIS Data Technician 8.0 hours/day (261 days)	Effective 08/29/2016
Jennifer Bower Administrative Building	Secretary-Special Education 7.0 hours/day to 8.0 hours/day (261 days)	Effective 08/30/2016
Colleen Charlson Sheridan High School	Paraprofessional-Special Education 7.0/hours/days to 7.5 hours/day	Effective 9/6/2016
Ellen Goode-Neeson Woodland Park School	Paraprofessional (7.0 hours/day) to Paraprofessional (3.5 hours/day) and Paraprofessional-After School Site Coordinator (3.5 hours/day) 176 days	Effective 8/30/16
Samantha Knesebeck Highland Park and Meadowlark Schools to Highland Park and Sheridan High School	Paraprofessional-ESL (Highland Park-4 hours/day and Meadowlark-3 hours/days) to Paraprofessional- ESL (Highland Park-4 hours/day and SHS-3 hours/ day) 176 days	Effective 9/9 2016
Sheila Sikkenga Transportation	Paraprofessional-Special Education/Bus 3.25 hours/day (176 days) Adding - Lunch/Mail Delivery to Story 2.0 hours/day (175 days)	Effective 08/30/2016
Randi Tibbets	Paraprofessional-Special Education	Effective

Meadowlark School to Henry A. Coffeen School	7.0 hours/day (176 days)	8/30/16
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### **Resignations:**

Lewis Leroy Shell Bus Driver	Bus Driver 4.5 hours/day (175 days)	Effective 06/03/2016
Jenifer Pelletier-Zeilstra Woodland Park	Paraprofessional-ESL 6.00 hours/day (176 days)	Effective 06/03/2016

### **EXTRA DUTY 2016-2017**

### **Approvals:**

<b><u>Name</u></b>	<b><u>Position</u></b>
Alexander Bradfield	Weight Room 1st Quarter-SHS
Devon Johnston	Department Chair-English-SJHS

### **SHERIDAN JUNIOR HIGH SCHOOL SUMMER SCHOOL/Running Start STAFFING-2016**

<b><u>Name</u></b>	<b><u>Position</u></b>
Kyle Ewing	Teacher (Substitute)
Kacey Titus	Teacher (Substitute)

### **HENRY A. COFFEEN EXTENDED SCHOOL YEAR (ESY) PROGRAM STAFF 2016-2017**

<b><u>Name</u></b>	<b><u>Position</u></b>
Jana Goldhammer	Teacher

### **SAGEBRUSH EXTENDED SCHOOL YEAR (ESY) PROGRAM STAFF 2016-2017**

<b><u>Name</u></b>	<b><u>Position</u></b>
Nicholas Flores	Teacher

### **HENRY A. COFFEEN AFTER SCHOOL PROGRAM STAFF 2016-2017**

<b><u>Name</u></b>	<b><u>Position</u></b>
Susan Benepe	Paraprofessional
Amanda Cherni	Teacher
Megan Garnhart	Teacher
Rachel Howerton	Teacher
Margaret Klebba	Teacher
Brooke Lozier	Teacher
Kelly Merrill	Teacher
Megan Mohr	Teacher
Brianna Reed	Teacher
Amanda Roseberry	Teacher

### **WOODLAND PARK AFTER SCHOOL PROGRAM STAFF 2016-2017**

<b><u>Name</u></b>	<b><u>Position</u></b>
Kevin Charlson	Teacher
Donna Johannesmeyer	Teacher
Sara Koehler	Teacher
Alex Lassle	Paraprofessional
Darcy Mitchell	Paraprofessional
Jacob Muth	Teacher
Courtney Pushcar	Teacher
Malia Smiley	Paraprofessional

### **WOODLAND PARK BRIDGES SCHOOL PROGRAM STAFF 2016-2017**

<b><u>Name</u></b>	<b><u>Position</u></b>
Amanda Adami	Teacher
Kristie Garriffa	Teacher
Debra Hoeft	Teacher
Jennifer McIntire	Teacher
Jean Thomas	Teacher

**SAGEBRUSH AFTER SCHOOL PROGRAM STAFF 2016-2017**

<b><u>Name</u></b>	<b><u>Position</u></b>
Lara Bayse	Teacher
Ashley Cleare	Teacher
Abby Hurley	Teacher
Cody O'Dea	Teacher
Pamela Moore	Teacher

**SHERIDAN JUNIOR HIGH SCHOOL AFTER SCHOOL PROGRAM STAFF 2016-2017**

<b><u>Name</u></b>	<b><u>Position</u></b>
Hesid Brandow	Paraprofessional
Rachael Esh	Teacher
Ryan Fuhrman	Teacher
Anna Holder	Teacher
Colter Huhn	Teacher
Tony Sawyer	Teacher
Scott Soderstrom	Teacher
Emily Swinyer	Teacher
Julie Weitz	Teacher

**SHERIDAN HIGH SCHOOL BRIDGES SCHOOL PROGRAM STAFF 2016-2017**

<b><u>Name</u></b>	<b><u>Position</u></b>
Lonna Forister	Teacher
Elizabeth Swager	Teacher

**FORT MACKENZIE/THE WRIGHT PLACE AFTER SCHOOL PROGRAM STAFF 2016-2017**

<b><u>Name</u></b>	<b><u>Position</u></b>
Stephen Bailey	Teacher



**Excellence and Accountability**

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 26, 2016

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

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

### **Sheridan High School Projects and Future Planning**

Locker rooms and training areas are being utilized by students, athletes, and school staff. Equipment installation and finishing touches will be occurring for another month. A public open house will be scheduled for a future date.

### **Collaborative School**

As it stands now, the construction of the John C. Schiffer Collaborative School remains unfunded. We will be working with the legislative Joint Appropriations Committee (JAC) and Select Committee on School Facilities (SCSF) to include collaborative school funding in the 2017 supplemental budget request. The JAC meeting is October 24th and the SCSF will meet October 25th.

### **Henry A. Coffeen Playground**

Prep work will begin on the playground on October 3rd and the installation of the artificial turf will start on October 17th. Completion of the project is anticipated for October 24th.



**Excellence and Accountability**

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 26, 2016

TO: Board of Trustees

FROM: Mitch Craft, Assistant Superintendent

SUBJ: **Next Level Update** *(Information)*

At your October Board of Trustees meeting, I will provide an overview of Next Level's plan for branding and marketing in the upcoming year.



**Excellence and Accountability**

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 26, 2016  
TO: Board of Trustees  
FROM: Traci Turk, Special Services Director  
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

<b><u>GCQ</u></b>	<b><u>Professional Staff Suspension, Dismissal, Termination and Resignation of Employment</u></b>
<b><u>IA</u></b>	<b><u>Educational Philosophy and Mission Statement</u></b>
<b><u>IC</u></b>	<b><u>School Year/Calendar</u></b>
<b><u>ID</u></b>	<b><u>School Day</u></b>

The following policies are being recommended for second reading:

<b><u>GBF</u></b>	<b><u>Criminal Background Check and Fingerprinting</u></b>
<b><u>GBF-P</u></b>	<b><u>Criminal Background Check and Fingerprinting Guidelines</u></b>
<b><u>GCBF</u></b>	<b><u>Certified Sick Leave Bank</u></b>
<b><u>GCBF-P</u></b>	<b><u>Certified Sick Leave Bank Committee Guidelines</u></b>
<b><u>GCC/GDC</u></b>	<b><u>Staff Leave and Absences</u></b>
<b><u>GDBF</u></b>	<b><u>Classified Sick Leave Bank</u></b>
<b><u>GDBF-P</u></b>	<b><u>Classified Sick Leave Bank Committee Guidelines</u></b>

*Policies -  
First Reading*



## PROFESSIONAL STAFF SUSPENSION, ~~DISMISSAL~~, TERMINATION AND RESIGNATION OF EMPLOYMENT

### SUSPENSION, DISMISSAL, TERMINATION OF EMPLOYMENT

The Board shall follow the procedures established by law with respect to the suspension, dismissal, or termination of employment of any teacher.

W.S. 21-7-101 et seq.

### RESIGNATION

All contracts with professional staff members (~~—~~teachers, instructional support providers, and administrators) are equally binding upon the District and the professional staff member, and the obligations of the contract should be respected and performed by both parties. ~~Therefore, requests from professional staff members to be released from such contracts are discouraged, except for the good and sufficient cause.~~

¶ ~~Professional employees who for any reason intend to resign or retire are encouraged to indicate their intentions in writing to the Board as early in the school year as plans become firm and the decision to leave the school district is made. Resignations become effective at the end of the school year in which they are submitted unless otherwise approved by the Board.~~¶

¶ ~~Resignations, to become effective earlier than the end of the school year, require 30 day prior notice unless otherwise approved by the Board. Release by the Board will be considered on an individual basis. Letters of resignation will be submitted to the Superintendent for transmittal to the Board.~~¶

¶  
~~W.S. 1977 21-7-107~~¶

¶  
For those professional staff employees (as described above) resigning their position for the ensuing school year, the following ~~policy regulations~~ are is established:

NOTE: The amount of incentive will be prorated for ~~the~~ professional staff employees working on a part-time basis (Example: If a professional staff member is working 4/8 of a full time contract, they would only be given ½ of the incentive.)

**PROFESSIONAL STAFF SUSPENSION, DISMISSAL, TERMINATION AND  
RESIGNATION OF EMPLOYMENT**

When a professional staff employee knows in advance that he/she will not be returning for the ensuing school year, the District will provide the professional staff employee an additional payment in the amount of \$1,000 ~~incentive payment payable in the~~ with June regular payroll if the employee provides a written resignation effective at the end of the current school year prior to March 1 of the current school year ~~for receipt of notification prior to March 1st of each year.~~

~~2. In the event that a request to be released from a contract is made by a professional staff employee under contract for the next school year request to be released from contract is received after June 15, the Board of Trustees will only consider approving the release of the employee from his/her contract at such time as the School District is able to obtain a suitable replacement. from contract contingent upon the District's ability to secure a qualified, suitable replacement. Official release from the contract will occur upon securing a suitable replacement.~~

W.S. ~~1977~~ 21-7-101 et seq.7

First Reading: ~~1/10/11~~ 10-3-16

Second Reading: ~~2/7/11~~ 11-7-16

## EDUCATIONAL PHILOSOPHY AND MISSION STATEMENT

### PHILOSOPHY:

A philosophy centered on learning, collaboration, and results drives the work of Sheridan County School District Number Two:

Learning: We believe that all students can learn and that it is our role to ensure that all students learn at high levels. We acknowledge that all students learn at different rates and that it is our job as educators to meet the needs of individual learners. We also value adult learning and growth alongside that of our students.

Collaboration: Focused collaboration among our teachers, professional staff, and administration is essential and expected. Our teams work interdependently and systematically to improve student learning and teaching.

Results: Our district and teacher teams take a results-oriented approach by continuously collecting, analyzing, and responding to student learning data.

~~The educational philosophy that drives Sheridan County School District Number Two is built on the foundation of five simple, but enduring precepts. These include:¶~~

¶

~~All children can learn.¶~~

~~Teachers are central to student learning.¶~~

~~Parents are key to their children's success.¶~~

~~Basic skills, knowledge, and a high school diploma are¶  
—essential.¶~~

~~Every staff member plays a role in promoting student¶  
—success.¶~~

¶

### MISSION:

A Mission is the fundamental purpose of the school that answers the question, Why do we exist? The Mission of the school is to ensure high levels of learning for all including students and staff alike.

~~Sheridan County School District Number Two faculty, staff, and administration are dedicated to preparing every student with the skills, knowledge, and attitudes needed for success.¶~~

**EDUCATIONAL PHILOSOPHY AND MISSION STATEMENT**

~~The mission of Sheridan County School District Number Two is to ensure that each student becomes a successful, lifelong learner by becoming an active member of a learning community of caring teachers, staff, and parents.~~

¶  
¶  
¶  
¶  
¶

First Reading: 10-3-16~~9/16/165/16/11~~  
Second Reading: 11-7-16~~6/20/11~~

**SCHOOL YEAR/CALENDAR**

The Board will establish, upon a recommendation of the Superintendent or his/her designee, an official school calendar for the ensuing school year. Calendars for future years also may be established. The regular calendar will include the number of student days, the number of ~~workdays~~~~work days~~ for staff members and the holiday periods. The calendar adopted will be consistent with existing statutes and the State Board and/or Department of Education directives. Community and staff input will be considered in the development of the calendar.

¶

~~There probably should be a statute reference here as the minimum number of days/hours is set in statute I believe so you may want to ask Kendal~~¶

W.S. 21-4-301

First Reading: 10-3-16~~3~~/7/11  
Second Reading: 11-7-16~~4~~/12/11

## SCHOOL DAY

The length of the school day at various levels shall be recommended by the Superintendent and approved by the Board. School shall be in session for instructional purposes in keeping with minimum requirements of Wyoming Department of Education Rules. School hours may be extended beyond the minimum upon Board action.

The opening and closing hours for schools shall also be subject to Board approval. The Superintendent or his/her designee is authorized to approve minor changes in opening and closing times to facilitate the scheduling of transportation. However, school hours will be kept as consistent as possible at various levels throughout the district.

The Superintendent or his/her designee is authorized to adjust the regular daily school schedule, professional development activities, and for other extraordinary events, such as emergency school closings.

Teachers may be required to remain beyond the regularly scheduled hours for ~~responsibilities including~~ such reasons as determined appropriate by the Superintendent or his/her designee which reasons include, but are not limited to, training, meetings, parent conferences, and supervision of ~~extracurricular~~ extra-curricular activities. The regular teacher day will include 30 minutes before and after the school day.

First Reading: 10-3-16~~3~~/7/11

Second Reading: 11-7-16~~4~~/12/11



*Policies -  
Second Reading*

## CRIMINAL BACKGROUND CHECK AND FINGERPRINTING

As a condition of employment, any employee initially hired after July 1, 1996, who may have access to minors shall be required to submit to fingerprinting for the purpose of the School District obtaining Criminal History Record Information (CHRI) regarding the prospective employee. In addition, such employees shall provide such other information regarding criminal history as requested by the School District in such form as may be required by state law. CHRI inquiries shall be conducted according to procedures established by the Superintendent of the School District, or his/her designee, and in compliance with applicable state and federal law. Any fees associated with the request for criminal background information shall be paid by the School District.

The provisions of this policy shall not apply to persons certificated under W.W. 21-2-802 who have met the requirements of this law pursuant to the certification process.

### STORAGE OF CHRI

All CHRI will be stored in a secure environment with limited access only to ~~athe~~ responsible party who shall be an employee of the school district. The responsible party may share CHRI with other employees of the school district as may be necessary. ~~Access to any and all information disclosed by any criminal background check shall be limited to the responsible party, who shall be an employee of the School District designated by the superintendent.~~ A copy of the results may be given to the employee under the provisions of P.L. 92-544. The employee is required to acknowledge receipt of the information through a signed receipt. ~~Misuse of CHRI may result in disciplinary action up to and including termination.~~

### DESTRUCTION OF CHRI

All CHRI will be destroyed by shredding when no longer needed for applicant suitability as determined by the responsible party.

Legal reference:     W.S. 21-7-401  
                          W.S. 7-19-201  
                          W.S. 21-2-802

First Reading:     ~~11/4/13~~will be reviewed 9/12/16  
Second Reading:   ~~12/2/13~~will be reviewed/approved 10/3/16



**CRIMINAL BACKGROUND CHECK AND FINGERPRINTING GUIDELINES**

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¶

2. ~~A notarized "Oath and Consent" form must be completed by all new hires.¶~~

¶

3. ~~If a classified employee is rehired after being gone from Sheridan County School District No. 2 two years, the individual will be asked to fingerprint again unless the employee holds a teaching or coaching permit that states he/she has been fingerprinted.¶~~

¶  
¶

~~First Reading: 9 12 16 6/21/10¶~~

~~Second Reading: 7/21/10~~

**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.). 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 (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: 9-12-16 9/14/15

GCBF

**CERTIFIED SICK LEAVE BANK**

Second Reading: ~~10/5/15~~

**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 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.
4. A diagnosis and prognosis are needed from the teacher's licensed medical provider along with a time-line.
5. 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.
6. 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.
7. Staff may request use of sick leave days from the Sick Leave Bank for a normal pregnancy and normal delivery only to cover days within 14 calendar days after the birth or adoption of their child.

**CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)**

8. Staff may request use of sick leave days in the event of maternity complications that are verified by the employee's licensed medical provider.
9. 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.
10. 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.
11. 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.
12. Any member of the Sick Leave Bank need not necessarily contribute one day each year. After the initial one day

**CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)**

- 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.
13. Sick Leave Bank benefits are applicable for the duration of the teacher's continuous contracted employment.
  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.
  15. The Committee will meet within five (5) working days after receiving a request to use Sick Leave Bank days.
  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.
  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.
  18. A retiring teacher may donate extra accumulated sick days for use by the Certified and/or Classified Sick Leave Bank.
  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.
  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: 9-12-16 9/14/15  
Second Reading: 10/5/15

**STAFF LEAVES AND ABSENCES**

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

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

**SICK LEAVE** - Certified/professional staff on 185-190 day contracts and technicians, nurses, head cooks, and second cooks on a nine-month work agreement (175-185 days) will accumulate sick leave at the rate of 10 days per year accumulative to 60 days. Elementary principals, assistant principals, and secretaries on 191-240 day contracts or work agreements will accumulate 11 days of sick leave per year accumulative to 66 days. Staff members on 241-262 day (twelve-month) contracts or work agreements will accumulate 12 days of sick leave per year accumulative to 72 days. Bus drivers, part-time custodians, paraprofessionals, and cook's helpers who have been employed with the district for fewer than six years and are on nine-month work agreements will accrue sick leave at the rate of three (3) days per year accumulative to 18 days. Bus drivers, part-time custodians, paraprofessionals, and cook's helpers who are starting their sixth year of continuous employment with the district (an employee must work at least one full semester to be counted as a year) and are on nine-month work agreements will accrue sick leave at the rate of ten (10) days per year accumulative to 60 days. When the years of employment are not consecutive, the superintendent has discretion, with respect to the applicability of this policy. Employees that have accrued sick leave days beyond the maximum carryover stipulated above will be given one additional paid personal leave day for the following fiscal year. A day is defined as the number of hours scheduled to work daily. The normal work day may be less than eight (8) hours per day depending upon the normal work schedule of the employee. Accumulation of sick leave will be pro-rated for staff members working less than eight (8) hours per day and will also be pro-rated by school quarter if the date of

**STAFF LEAVES AND ABSENCES (contd.)**

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

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

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

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



**STAFF LEAVES AND ABSENCES (contd.)**

condition, a statement that the employee is unable to perform the functions of the position of the employee;

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

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

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

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

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

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
2. The employee fails to return to work for a reason other than:
  - a. The continuation, recurrence, or onset of a serious

**STAFF LEAVES AND ABSENCES (contd.)**

health condition that entitles the employee to leave either to care for an immediate family member or on account of the employee's own serious health condition; or

- b. Other circumstances beyond the control of the employee.

~~LONG TERM DISABILITY LEAVE - Employees eligible for the district's long term disability program may be asked to complete the necessary long term disability application materials. Once long term disability is approved for an employee or the 90 calendar day elimination period has been met, the position will be opened and employment and benefits will end at the end of that month. Should the employee be able to return to work after long term disability, they must apply for open positions.¶~~

¶  
WORKERS' COMPENSATION LEAVE - Eligible staff on leave as a result of an injury that is covered by Workers' Compensation will be asked to complete the necessary Workers' Compensation paperwork. Workers' Compensation offers benefits (Temporary Total Disability/Temporary Light Duty) to cover time away from work after three consecutive days; therefore, leave of any kind (sick, personal, wellness, vacation, holiday, bereavement, etc.) shall not be paid for time off during a Workers' Compensation benefited leave period.

EXTENDED SICK LEAVE - Extended sick leave is only available when an employee has used all accrued leave. Extended sick leave is to be used for the illness of a staff member or member of his or her immediate family. For the purposes of this policy eligible employees include certified/professional staff on a 185-190 day contract; secretaries, technicians, nurses, head cooks, and second cooks on a nine/ten-month work agreement; and staff members on 191-240 day- and 241-262 day (twelve-month) contracts and work agreements. Employees that have access to the Certified or Classified Sick Leave Banks may apply for extended sick leave only for an immediate family member, as they have access to a sick leave bank for their own illness.

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

**STAFF LEAVES AND ABSENCES (contd.)**

1. Extended sick leave is intended for people with an illness that can be treated and will allow a person to return to work after a reasonable period of recuperation.
2. A staff member must submit a letter requesting extended sick leave to the Board along with a supporting letter from a licensed physician who examined the employee or their immediate family member. The physician's letter must explain why leave is medically necessary and the expected amount of time that will be required for recovery before the employee can return to work.
3. If the extended sick leave request is for more than twenty working days, regular status reports will be required from the physician explaining the progress being made toward returning to work.
4. Employees granted extended sick leave will receive their regular salary less the cost of the person's substitute for the period of time extended leave is granted.
5. An employee must have been employed continuously for six (6) months to become eligible for extended sick leave.
6. Terminal illness of either the employee or an immediate family member is a condition under which extended sick leave may be granted.

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

WELLNESS DAY - A half day of wellness leave may be earned each year an employee participates in the Wellness Program. Certified staff may not take a wellness day immediately before or after any school holiday, during the first two weeks (first ten school days) of the school year, or during the last two weeks (last ten school days) of the school year. Unused wellness day(s) will be paid back to an employee at the current substitute rate at the end of his or her employment.

PERSONAL LEAVE - Four days of non-accrued personal leave are granted to certified/professional staff on a 185-190 day

**STAFF LEAVES AND ABSENCES (contd.)**

contract; secretaries, technicians, nurses, head cooks, and second cooks on a nine/ten-month work agreement; and staff on 191-240 day and 241-262 day (twelve-month) contracts and work agreements. Personal leave will be pro-rated for staff members by school quarter if the date of employment falls on or after the start of a school quarter (three days if after the end of the first quarter, two days if after the end of the second quarter, and one day if after the end of the third quarter). Certified staff may not take personal leave days immediately before or after any school holiday, during the first two weeks (first ten school days) of the school year, or during the last two weeks (last ten school days) of the school year. Exceptions may be granted by the superintendent. For certified, administrative, and exempt staff the substitute teacher rate of pay will be deducted from the employee's salary for three of these days. For those classified staff listed above, one-half of step 1 of the hourly rate of pay on the appropriate salary schedule will be deducted for three of these days. One day will be provided at no loss in salary to the employee. If the paid personal leave day is not taken, it will be paid to the eligible employee at the end of the fiscal year. The rate of pay for this day will be at the above dock rate. An employee must work at least two semesters (for nine-ten month staff) or six months (for twelve month staff in order to be eligible for payback of personal leave. Except where otherwise provided herein, personal leave days will not be carried over to the next year.

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

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

**STAFF LEAVES AND ABSENCES (contd.)**

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

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

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

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

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

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

BEREAVEMENT LEAVE - Up to 5 days per bereavement will be granted to staff members to be used for a death in their immediate

**STAFF LEAVES AND ABSENCES (contd.)**

family. A day is defined as the number of hours scheduled to work daily. Additional days may be granted at the discretion of the superintendent. It will be under the superintendent's discretion to approve bereavement leave. For the purpose of bereavement leave immediate family may include parents, spouse, fathers-in-law, mothers-in-law, children, grandparents, grandchildren, siblings, brothers-in-law, sisters-in-law, or stepparents, stepchildren, or stepsiblings.

**CERTIFIED STAFF LEAVE OF ABSENCE** - The Board of Trustees, on recommendation of the superintendent, may grant an unpaid leave of absence to a certified staff member for one semester, one school year, or two school years for the purpose of professional study, approved travel, recuperation, child rearing, caregiving for an immediate family member, exchange teaching, or teaching in a foreign country. A certified staff member on leave for professional study, approved travel, teaching in a foreign country, or exchange teaching shall be given service credit for the year and so rated on the salary schedule. If the leave is for recuperation, child rearing, or caregiving for an immediate family member, the certified staff member shall be returned to the schedule without service credit and so rated on the salary schedule. Certified staff members on a leave of absence will be removed from the district's insurance plan(s) at the end of the last day of the month in which the employee last worked unless the staff member works through the end of the school year at which time the insurance benefits continue with the district until August 31<sup>st</sup>. Certified staff members approved for a leave of absence should speak to the Human Resources Coordinator about COBRA (Consolidated Omnibus Budget Reconciliation Act) coverage.

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

The certified staff member on leave is assured a position in the system, but not necessarily the same position he or she vacated. So that District planning may be accomplished in a reasonable manner, a certified staff member on leave must give notice on or before March 1st of his or her desire to return; otherwise a

**STAFF LEAVES AND ABSENCES (contd.)**

position will not be held for him or her. Pursuant to W.S. 21-7-103, leaves of absence approved by the Board shall not be considered as interruptions in service for purposes of determining continuing contract status.

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

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

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

MATERNITY/PATERNITY LEAVE - (see Policy GCCA-GDCA) Employees may apply to use accrued sick leave during the 45 work days (full or partial) immediately following the birth or adoption of a child. For purposes of this policy, "child" refers to a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. In the event both parents are employed by the district, then only 5 sick leave days may be used at the same time during maternity/paternity leave.

REQUEST FOR LEAVE NEAR THE CONCLUSION OF THE SEMESTER:

1. In the case of employees principally employed in an instructional capacity (teacher and paraprofessional), if the employee begins leave granted for any permissible reason other than the employee's own serious health condition and the leave period is more than five (5) weeks prior to the end of the semester, the district may require the employee

**STAFF LEAVES AND ABSENCES (contd.)**

to continue taking leave until the end of the semester if:

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

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

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

SABBATICAL LEAVE - Certified staff may apply for sabbatical leaves from the district. Applications must be made by November 1 for the following academic year. To qualify, a staff member must have taught in the district for seven years, must attend an accredited graduate school during the sabbatical leave, and



**STAFF LEAVES AND ABSENCES (contd.)**

successfully complete a full load of graduate course work that will directly benefit the district in his/her position, and must return to his/her same or an equivalent position for two years. The district will allow no more than three sabbatical leaves per year and will pay one-half of the current base salary to each of the recipients. Leaves will be granted on the recommendation of the superintendent with the approval of the board. Recipients will earn a year's credit on the salary schedule while on leave.

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

**VACATION LEAVE - Classified 241-262 day (Twelve-Month) Employees**

Employees with less than five years of experience on a 241-262 day (twelve-month) basis will be granted 12 days (accrued at the rate of 1 day/month) of vacation annually with full pay. Employees with more than five years of experience, but less than ten years of experience on a 241-262 day (twelve-month) basis will be granted 15 days (accrued at the rate of  $1\frac{1}{4}$  days/month) of vacation annually with full pay. Employees with more than ten years of experience on a 241-262 day (twelve-month) basis will be granted 18 days (accrued at the rate of  $1\frac{1}{2}$  days/month) of vacation annually with full pay. Classified 241-262 day (twelve-month) employees may accumulate up to 42 days of vacation. Any days beyond the maximum allowed to be carried over at the end of the fiscal year (June 30<sup>th</sup>) will be paid out in December of the following fiscal year. Those staff with more than 42 accumulative days at the end of fiscal year 2010 will be grandfathered and will be allowed to carryover no more than the total number of days they have accrued as of June 30, 2010. Vacation days will be paid out at the previous fiscal year's rate of pay.

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

**VACATION LEAVE - Professional 241-262 day (Twelve-Month) Employees**

**STAFF LEAVES AND ABSENCES (contd.)**

Professional 241-262 day (twelve-month) staff will be granted 21 days (accrued at the rate of  $1 \frac{3}{4}$  days/month) of vacation annually with full pay accumulative up to 42 days. Any days beyond the maximum allowed to be carried over at the end of the fiscal year (June 30<sup>th</sup>) will be paid out in December of the following fiscal year. Those staff with more than 42 accumulative days at the end of fiscal year 2010 will be grandfathered and will be allowed to carryover no more than the total number of days they have accrued as of June 30, 2010. Vacation days will be paid out at the previous fiscal year's rate of pay.

Vacations are to be arranged through the superintendent. Applications by 241-262 day (twelve-month) professionals for vacation leave shall be made at least ten working days before the time leave is requested (except in the case of emergencies).

HOLIDAY LEAVE - Twelve-month (241-262 working days) professional and classified employees are eligible for paid holiday leave. In order to be eligible for payment of holiday leave, twelve-month professional and classified employees must work the same number of days following a holiday leave period as the length of the holiday leave period.

First Reading: 9-12-16 ~~3/7/16~~  
Second Reading: ~~4/5/16~~

## 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 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 one (1) day per year for staff that accrue less than ten (10) sick leave days each year and four (4) days ~~two (2) days~~ per year for staff that accrue ten (10) or more sick leave days each 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 (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 SICK LEAVE BANK

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: 9-12-16 ~~9/14/15~~

Second Reading: ~~10/5/15~~

**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. 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.
4. A diagnosis and prognosis are needed from the classified staff's licensed medical provider along with a time-line.
5. 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.
6. 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.
7. Staff may request use of sick leave days from the Sick Leave Bank for a normal pregnancy and normal delivery only to cover days within 14 calendar days after the birth or adoption of their child.

**CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)**

8. Staff may request use of sick leave days for maternity complications that are verified by the employee's licensed medical provider.
9. 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 ~~one (1) day per year for staff that accrue less than ten (10) sick leave days each year and four (4) days per year for staff that accrue ten (10) or more sick leave days each year~~~~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.
10. 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 is not subject to further review

**CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)**

by school district administration.

11. 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.
12. 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 600 hours.
13. Classified Sick Leave Bank benefits are applicable for the duration of the classified staff's employment.
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.
15. The Committee will meet within five (5) working days after receiving a request to use Classified Sick Leave Bank days.
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.
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.
18. A retiring classified staff may donate extra accumulated sick days for use by the Classified and/or Certified Sick Leave Bank.
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

**CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES (contd.)**

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.

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: 9-12-16 ~~9/14/15~~

Second Reading: ~~10/5/15~~





**Excellence and Accountability**

Craig Dougherty, Superintendent

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Phone: 307-674-7405  
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DATE: September 26, 2016

TO: Board of Trustees

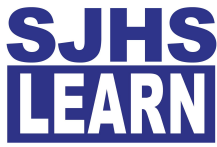
FROM: Scott Stults, Assistant Superintendent

SUBJ: **Secondary Schools' Improvement Plans** *(Information)*

The three secondary principals will be presenting their school improvement plan for the 2016-2017 school year at the October 3rd board meeting. This site plan will include: school strengths, areas of improvement, and specific interventions to improve student learning.

There will be an opportunity to ask questions of principals at the conclusion of their three to five minute presentations.

- [Sheridan Junior High School](#)
- [Fort Mackenzie High School/the Wright Place](#)
- [Sheridan High School](#)



# SHERIDAN JUNIOR HIGH SCHOOL

Leadership Team: Nicki Thomas, Kim Anderson, Brad Gregorich

## School Improvement Report 2016

### Achievement Results

#### PAWS 2016 Data (% Proficient & Advanced)

Reading	SJHS	State	Difference
6 <sup>th</sup> Grade	77	58	19
7 <sup>th</sup> Grade	85	60	25
8 <sup>th</sup> Grade	73	53	20

Math	SJHS	State	Difference
6 <sup>th</sup> Grade	76	50	26
7 <sup>th</sup> Grade	71	49	22
8 <sup>th</sup> Grade	63	47	16

#### MAP Fall 2015/Spring 2016 Data (% of students above the 60th %ile)

	6th Grade		7th Grade		8th Grade	
	Fall '15	Spring '16	Fall '15	Spring '16	Fall '15	Spring '16
Math	56	67	58	61	58	64
Reading	59	70	69	72	71	72
Language Usage	51	68	65	70	72	74

### School Improvement SMART Goals

- 95% of SJHS students will demonstrate fall-spring growth on all MAP subtests.
- 80% of SJHS students will demonstrate proficiency on PAWS Reading; 75% of SJHS students will demonstrate proficiency on PAWS Math
- The percentage of free/reduced lunch students demonstrating proficiency on PAWS Reading and Math will increase by 10%.
- The total number of Office Discipline Referrals will decrease by 10%.

### School Focus Areas

- Professional Learning Communities: Teams continue to refine their PLC work in the following areas:
  - CCSS Alignment - Ongoing work to align with state standards
  - Rigor - Revision of Power Standards with a focus on increased rigor and critical thinking
  - Formative Assessments & Intervention/Enrichment (I/E) - More frequent, smaller formative assessments and more frequent, targeted I/E
  - Data - Collection of common data, kid-by-kid and skill-by-skill
- Response to Intervention: The SJHS counseling and at-risk teams continue to research, refine, and implement systematic pyramids of interventions for academics, responsibility, and behavior.
- Attendance: The counseling team has set goals for attendance and is implementing a variety of strategies both schoolwide and with students who have struggled with attendance in the past. SJHS continues efforts to minimize missed class time due to activities and sports.

# Strategies, Interventions, & Initiatives

## Academics

- Professional Learning Communities: Teams in all content areas collaborate to guarantee a viable, rigorous curriculum for all students; this collaboration includes creation and ongoing refinement of:
  - Power Standards (essential outcomes) for all classes in all content areas
  - Common Formative and Summative Assessments for all courses
  - Collection & Analysis of data from Common Assessments
  - Targeted Interventions and Enrichments based on assessment data
- Title I Learning Lab: Title I funding allows for additional instruction in Math and Reading for students below 60<sup>th</sup> percentile on MAP. Reading and Math Lab are both using iReady which is an online individualized reading and math program that includes extended lessons and guides for teachers to provide remediation or enrichment. Additionally, both teachers are following the SJHS curriculum and utilizing other intervention programs including Strength in Number, Guided/Strategic Reading, and Step-Up to Writing. The Title I Reading teacher is also using Read 180 with our ELL students.
- Supplemental Math Instruction: To help students struggling with Math, we offer the following programs: Ramp-up Math is a research-based intervention program that provides specialized and extended instruction at grades 6 and 7.

## After School Programs

- Intervention: We continue to offer Bridges after school programs for students struggling in Reading and Math. These intervention programs target individual student deficit areas.
- Enrichment: Through the 21CCLC grant and other funding, SJHS offers an array of after school programming, including VEX Robotics, Makerspace Design Build, Upcycled Art, Kid Witness News, Bigger-Faster-Stronger, and Minecraft Coding, among many others.

## Technology

- 1:1 Chromebooks: 1:1 technology and blended classrooms are an essential part of our work at SJHS. The school continues with Schoology as its learning management system and is using numerous tools and apps to enhance student engagement and differentiated instruction, including Google Apps for Education, IXL, Big Ideas, Pear Deck, Kahoot, Quizlet, Quizziz, and EDpuzzle, among others. Teachers are also growing in their ability to use technology to provide feedback and collect/analyze student data.

## Behavior

- PBIS (Positive Behavior Interventions & Supports): Our school-wide philosophy for behavior management includes the following: staff training and calibration; first day of school PBIS focus; teaching of expectations and procedures embedded in every class; clear expectations and procedures for every area and activity in the school; weekly mini-lessons for re-teaching expectations and encouraging kindness; and consistent language and tolerance levels for classroom management. Additionally, we have reinstated our PBIS Team which will meet monthly to review discipline data and address identified problem areas. The PBIS team will focus on improving the incentive system, developing further staff trainings, and creating Monday Mini-Lessons that teach a variety of noncognitive skills that research suggests have significant influence over student achievement and student success. The PBIS Team has set a goal of decreasing the number of Office Discipline Referrals this school year.

## Accountability/Responsibility

- Accountability Interventions/Incentives: SJHS runs a tiered system of intervention for students struggling with responsibility, including Principal's Palace, Saturday Intervention, Lunch Work Intervention, Guided Study Hall, and Study Skills class. A variety of incentives reward students with zero missing assignments.

## **Staff Development**

- Embedded Book Studies: Some SJHS departments and collaborative groups have implemented book studies into their collaborative time, dedicating one planning period each week to group discussion of a content-specific professional text.
- UW Graduate Courses: SJHS continues to offer graduate level courses in-house through UW Outreach. This year's offerings include a variety of professional book studies and a technology cohort.
- Technology: We continue to offer training in the use of technology as a teaching tool, with primary focus on increasing student engagement and improving formative assessment, feedback, and data collection.
- Teaching Kids in Poverty: At monthly staff meetings throughout the year, the administrative team will share a variety of research on best practices for teaching students in poverty. Research will include the impacts of poverty on brain development, instructional strategies that are most effective with students in poverty, and the professional practices that help raise the achievement of students in poverty.
- New Teacher Mentoring: Instructional Facilitators are working with all new teachers in year one and year two of a three-year mentoring program designed to improve teacher quality through study, observation, and support.

# Fort Mackenzie High School/The Wright Place

**2016-2017**

**Principal: Troy Lake**

## Achievement Results

ACT (Average Composite Scores)

	English		Math		Reading		Science		Composite	
	School	State	School	State	School	State	School	State	School	State
2013-14	17.1	19	18.8	19.7	18.3	20.3	17.2	20.1	18	19.9
2014-15	17.8	18.8	19.9	19.5	19.5	20	17.8	20.2	18.8	19.8
2015-16	17.3	19.1	19.2	19.7	16.7	20.5	19.1	20.4	18.2	20.0

## MAP Data—6-10 Grade—Overall RIT Scores—Fall to Spring Comparison

Reading--Fall to Spring Comparison	2015 Fall	2016 Spring	Difference
6th Grade	213	216	3
7th Grade	215	216	1
8th Grade	217	221	4
9th Grade	223	236	13
10th Grade	218	223	5

Math--Fall to Spring Comparison	2015 Fall	2016 Spring	Difference
6th Grade	218	225	7
7th Grade	227	242	15
8th Grade	229	239	10
9th Grade	230	238	8
10th Grade	228	233	5

## School Improvement SMART Goals

- The Wright Place will improve the number of students proficient in reading and math, as measured by PAWS, on the spring 2017 assessment.
- FMHS Juniors will increase their Composite ACT score to 19.8 on the 2017 Spring test
- FMHS Graduation rate will increase by 10%

## **2016-17 Academic Areas of Emphasis**

- TWP—Increased emphasis on Informational/Technical reading & Tier 2 Vocabulary
- FMHS—Increased emphasis on informational/Technical reading & Tier 2 Vocabulary
- TWP/FMHS—Increased rigor in all curricular areas

## **Strategies, Interventions, and Initiatives**

- Project Based Learning/Internships—Developing into career options and certifications
- Teachers in both schools continue to be trained in specific reading strategies and are embedding them into their curriculum
- Intervention Focus and Training—Staff continue to develop and improve the process of targeting individual student needs and implementing and applying a variety of interventions based on those learning needs.
- Team with SHS—FMHS students will be encouraged to take elective courses at SHS during first, and possibly, fifth block. This will allow students to more effectively personalize their learning.
  - 5 students have taken advantage of this option so far.
- Dual Enrollment/College classes
  - 15 different students have taken (and completed) at least 1 dual enrollment and/or college class
- Next Level Work Experience—Students will continue to have the option of working for credit within a job in the community.
- Multiple Interventions personalized to meet student needs.
- Compass: a web-based academic program for students who have lost credit in a class. This credit recovery program is designed to promote remediation and recovery of required courses for graduation.
- Extended Time—Students are encouraged, and sometimes required, to stay after school and/or come early to school, to work on missed and/or incomplete assignments and to obtain extra help and clarification from their teachers.
  - Friday Remediation—Each Thursday, students are required to take a grade check form around to each teacher. Those students who are up-to-date with their work and have at least a “C” average in each of their classes are allowed to leave school early. Those students who are not performing well are required to stay and work on their assignments.
- After School Program—STEM activities will be offered to both The Wright Place and FMHS students.
- Summer School Opportunities
- ACT Prep Activities—Practice tests, Classroom embedded practice items, and the Princeton ACT practice manual will be utilized in conjunction with a rigorous curriculum to help students meet ACT benchmarks and increase their composite score.

**Sheridan High School**  
Principal: Brent Leibach

## Fall School Improvement Report 2016

### Achievement Results

#### SHS Grade 11 ACT (State Test )

	Total Tested		English		Mathematics		Reading		Science		Composite	
Test Year	School	State	School	State	School	State	School	State	School	State	School	State
2012	194	5,588	19.4	18.1	21.4	19.6	20.6	19.6	20.4	19.6	20.6	19.3
2013*	203	5,724	20.9	18.8	21.6	19.6	20.9	20.1	21.0	19.8	21.2	19.7
2014	225	5,690	20.4	19.0	21.7	19.7	21.3	20.3	20.9	20.1	21.2	19.9
2015	210	5,818	20.9	18.8	22.0	19.5	21.1	20.0	21.6	20.2	21.5	19.8
<b>2016</b>	<b>208</b>	<b>5,884</b>	<b>22.3</b>	<b>19.1</b>	<b>22.1</b>	<b>19.7</b>	<b>22.7</b>	<b>20.5</b>	<b>22.3</b>	<b>20.4</b>	<b>22.5</b>	<b>20.0</b>

\*WDE began using ACT for for Federal and State Accountability

#### SHS 5 Year Graduation Rate

Year	SHS	State
2011	84.7	79.7
2012	86.5	78.9
2013	82.4	77.6
2014	84.5	78.6
2015	86.9	79.4
2016	December Release	

#### Highlights:

Sheridan High School continues to be one of the top all-around performing schools across the state and in the region. Our ACT scores continue to be above the state average in every academic area. SHS was the top performing 4A school in all subject areas and overall composite. We were presented with the ACT Exemplar School Award in Wyoming for our test

results during the 2014-15 school year. Our Advanced Placement scores were the best in the state, with over 72% of our students scoring a three or higher, compared to 55% for the state. The SHS graduation rate is on the rise, and increased four percentage points from the previous year, putting us over the 85% AYP mark. Last year we pushed the 90% mark for the first time ever. We have instituted the Success Academy for immediate, targeted, and standards based credit recovery. Our extra-curricular activities in all areas perform at exceptional levels. SHS is a great school!

### **School Improvement SMART Goals:**

We have identified (3) SMART goals for this school year:

- Each department has set an ACT SMART Goal of this school year, with a specific action plan to improve our ACT composite score.
- Each PLC team has set a curriculum-specific goal, driven by data from common assessments.
- Each individual has set a personal goal, focusing on an area of improvement as discussed with the appropriate administrator.

### **2016-17 Academic Areas of Emphasis**

This year, Sheridan High School staff members are emphasizing:

- An ACT Action Plan
- Continued revision and refinement of the PLC model, with direct attention on the proper utilization of data from common assessments to drive instructional decisions
- Restructuring of our Credit Recovery concept through Success Academy and Summer School
- An emphasis on building stronger relationships with our students, through programs like Sources of Strength
- Addition of Project Lead the Way, a computer science curriculum

### **Strategies, Interventions, and Initiatives**

- Change from Algebra A/B to double blocks of Algebra 1 with a Mathematics lab
- Integrate more probability and statistics within all Mathematics classes
- Continue to develop a comprehensive Mathematics curriculum to help struggling students
- Incorporate reading instructional strategies throughout all subject areas including:
  - Close reading
  - Reading primary source documents
  - Note taking strategies
- Emphasize argumentative writing (as per the new state standards) of various lengths for various purposes (including the types of prompts encountered on the ACT)



- Incorporate more frequent on-demand writing to staff-developed prompts
- Calibrating with anchor papers
- More formative feedback/instruction
- Increase use of constructed responses as formative assessment (both literary and informational texts, but greater focus on informational texts—e.g., regular use of *Upfront Magazine*)
- Increase use of writing for summative assessments (rather than selected response)
- Restructure ELA curriculum to ensure key genres (esp., argumentation) are covered in both 9-10 and 11-12 bands
- Increase intentionality regarding vocabulary and language use development
- Integrate a greater concentration on social studies and science cross-curricular writing
- Greater use of both constructed response and extended written assignments
- Development of reading/writing rubrics usable in content areas
- Create courses that target struggling writers (focusing initially on crafting sentences and paragraphs and expanding to essays)
- Continue to implement our PLC philosophy where teachers work in a collaborative community to enhance student learning
- Align science course content, including formative assessments, to measure science progress
- Utilize new technology (hundreds of Chromebooks added this year) to enhance student learning
- Chromebooks for each student
- The adoption of Project Lead the Way to implement an AP Computer Science Curriculum.
- Improve graduation rate through Graduation Coach and Next Level Program.
- Standards-based summer school program
- Continued implementation of the Success Academy
- Contracting with Sources of Strength to identify and address student at-risk behaviors
- The addition of a school breakfast program to provide proper nutrition for our students
- Meet weekly to focus on at-risk students
- Develop Individualized Learning Plans (ILPs) to help students problem solve through issues, as well as involving parents
- Offer tutoring and mentors (based on ILPs) at lunch, Saturday School, before and after school
- Celebrate and positively reinforce student success

**\*\*Our goal is simply to be the best at delivering high rigor in the most positive learning environment possible. We want equal attention paid to building human capacity and developing meaningful relationships with each and every student.**



**Excellence and Accountability**

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 26, 2016

TO: Board of Trustees

FROM: Ann Perkins, Chairman

SUBJ: **Wyoming School Boards Association (WSBA) Resolutions** *(Action)*

The list below shows the resolutions that will be submitted to the Wyoming School Boards Association prior to October 10th. Three resolutions require board action prior to submission: Age for Registration in Kindergarten, Compulsory Age of Attendance, and Graduation Rate. I will request that you take action to approve these resolutions at the board meeting on October 3rd.

- Age for Registration in Kindergarten
- Compulsory Age of Attendance
- Graduation Rate



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### **Age for Registration in Kindergarten**

**BE IT RESOLVED** that the Wyoming School Boards Association 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.

**Rationale:** Research (Elder & Lubotsky) 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.

Submitted by Sheridan County School District #2

Board Chair: Ann Perkins

Contact Person: Craig Dougherty, Superintendent of Schools

[craig.dougherty@scsd2.com](mailto:craig.dougherty@scsd2.com)

Potential Legislative Sponsor:



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Craig Dougherty, Superintendent

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### **Compulsory Age of Attendance**

**BE IT RESOLVED** that the Wyoming Schools Boards Association supports moving the compulsory attendance age from seven to six years of age for all Wyoming children.

**Rationale:** 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.

Submitted by Sheridan County School District #2

Board Chair: Ann Perkins

Contact Person: Craig Dougherty, Superintendent of Schools

[craig.dougherty@scsd2.com](mailto:craig.dougherty@scsd2.com)

Potential Legislative Sponsor:



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### **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. It is recommended that homeschooled students be excluded.

**Rationale:** Reducing the dropout rate is the rationale behind the proposal to increase the compulsory attendance age to 18.

Submitted by Sheridan County School District #2

Board Chair: Ann Perkins

Contact Person: Craig Dougherty, Superintendent of Schools

[craig.dougherty@scsd2.com](mailto:craig.dougherty@scsd2.com)

Potential Legislative Sponsor:

*Draft*  
*Personnel*  
*Action*  
*Report*

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**DRAFT PERSONNEL ACTION REPORT**  
**October 3, 2016**

**CLASSIFIED STAFF:**

**Changes/Transfers:**

Alice Baker Woodland Park School	Cook-Head (5.5 hours/day)/Breakfast (.5 hours/day)/FFV (1.0 hours/day, 3x/week) to Cook-Head (5.5 hours/day)/Breakfast (.5 hours/day)/FFV (1.0 hours/day, 4x/week)	Effective 08/30/2016
Erica Cote Highland Park School	Cook's Helper (3.0 hours/day)/FFV (1.0 hours/day, 3x/week) to Cook's Helper (3.0 hours/day)/FFV (1.0 hours/day, 4x/week)	Effective 08/30/2016
Jose Escoto Hernandez Highland Park School	Paraprofessional-ESL (6.5 hours/day) 176 days to (6.75 hours/day) 176 days	Effective 08/23/2016
Lisa Kontezki Henry A. Coffeen and Story	Cook-Second (6.5 hours/day)/Breakfast (.5 hours/day)/FFV (1 hour/day, 3x/week) to Cook-Second (6.5 hours/day)/Breakfast (.5 hours/day)/FFV (1 hour/day, 4x/week)	Effective 08/30/2016
Joanne Luhman Sheridan Junior High	Secretary-Counseling/Activities (8.0 hours/day) 200 days	Effective TBD
Brooke Shippy Sagebrush School	Cook's Helper (1.5 hours/day)/FFV (1 hour/day, 3x/week) to Cook's Helper (1.5 hours/day)/FFV(1 hour/day, 4x/week)	Effective 08/30/2016

**Resignations/Termination:**

Kathleen Andrews Woodland Park	Paraprofessional-Special Education 1:1 (6.5 hours/day) 175 days	Effective 09/12/2016
Michelle Cunningham Transportation	Bus Driver-Rotator (2-4 hours/day) 175 days	Effective 09/18/2016

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**DRAFT PERSONNEL ACTION REPORT**  
**October 3, 2016**

**EXTRA DUTY 2016-2017**

**Approvals:**

<u>Name</u>	<u>Position</u>
Caitlin Daugaard	Academic Challenge
Megan Mohr	Basketball - Girls Assistant Coach

**Resignations:**

<u>Name</u>	<u>Position</u>
Megan Mohr	Basketball - Girls 9th Grade B Coach

**SPECIAL PROGRAMS EXTRA DUTY 2016-2017**

**Approvals:**

<u>Name</u>	<u>Position</u>
Birch Haraden	Teacher

**HENRY A. COFFEEN AFTER SCHOOL PROGRAM STAFF 2016-2017**

<u>Name</u>	<u>Position</u>
Celena Kelly	Paraprofessional

**SHERIDAN HIGH SCHOOL BRIDGES SCHOOL PROGRAM STAFF 2016-2017**

<u>Name</u>	<u>Position</u>
Laine Parish	Teacher
Brian Rizer	Teacher