

Sheridan County School District #2

Board Meeting



Date: November 2, 2015

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2

Board of Trustees Meeting

Central Office – Board Room

November 2, 2015

6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
- II. Recognition**
 - A. Advanced Placement Scholars and National Merit Semi-Finalists - Ed Fessler
 - B. SHS National Recognitions - Brent Leibach
 - C. Wyoming School Boards Association Board of Directors, Area 7: Hollis Hackman - Craig Dougherty
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
 - A. Approval of Board Meeting Minutes - October 5, 2015
 - B. Approval of Legislative Roundtable Board Meeting Minutes - October 19, 2015
 - C. Approval of Bills for Payment
 - D. Acceptance of Out-of-State Tuition Request
- VI. Old Business**
 - A. Capital Construction Update (*Information*) - Craig Dougherty
 - B. Next Level Update (*Information*) - Mitch Craft
 - C. Approval of Policies (*Action*) - Cody Sinclair
- VII. New Business**
 - A. Update on Sources of Strength (SOS) Training (*Information*) - Brent Leibach
 - B. Approval of Donation to the District (*Action*) - Craig Dougherty
 - C. Secondary Schools' Improvement Plans (*Information*) - Terry Burgess
- VIII. Reports and Communication**
 - A. Board of Trustees
 - 1. Board Reports
 - a. Whitney Board Appointments (*Action*) - Chairman Steel
 - 2. Committee Reports
 - 3. Other
 - B. PTO/Parents/Students/Organizations
 - C. Site Administration and Staff
- IX. District Reports**
 - A. Superintendent
 - 1. Budget Reduction Discussion and Ending Early Retirement Incentive Plan After 2015-2016 (*Information*) - Craig Dougherty

X. Executive Session

A. Personnel Matters, W.S. 16-4-405(a)(ii)

XI. Adjournment

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

Student Learning

Communicating High Expectations

Research-Based, Best Practices

Excellent Staff and Resources

Governance & Leadership

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting October 5, 2015

Molly Steel, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:00 p.m., Monday, October 5, 2015, in the Board Room at the Central Administration Office. The presiding officer was Molly Steel, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Molly Steel, Chairman
Ann Perkins, Vice-Chairman
Wayne Schatz, Treasurer
Craig Achord
Hollis Hackman
Tony Wendtland
Sue Wilson

Administrators:

Terry Burgess, Assistant Superintendent
Scott Stults, Director of Elementary Education
Roxie Taft, Business Manager
Julie Carroll, Facilities Director
Coree Kelly, Technology Director

Absent:

Marva Craft, Clerk
Richard Bridger

Absent:

Craig Dougherty, Superintendent
Tom Sachse, Assistant Superintendent

A. Pledge of Allegiance

II. Recognition

A. First Federal Land Donation - Terry Burgess

Assistant Superintendent Terry Burgess presented Kevin Bailey, Executive Vice President of First Federal Bank & Trust, with a plaque to thank First Federal Bank & Trust for their donation of land for a second exit from Sheridan High School's parking lot. Kevin Bailey joined him at the podium. Mr. Burgess explained that the idea of the second exit from the high school parking lot had been around for years, but now, with the donation of land from First Federal, it will be ready for use at the end of October.

B. City of Sheridan Second Egress Project Construction Donation - Terry Burgess

Mr. Burgess said that the district would like to also thank the City of Sheridan for helping construct the second exit. Mr. Burgess said that the City Council could not attend due to their meeting tonight, so he asked Chairman Steel to deliver the plaque to the city.

C. Girls Golf State Championship - Terry Burgess

Mr. Burgess introduced Assistant Athletic Director Kasey Garnhart who recognized the fall student athletes' accomplishments. First, he recognized Julia Fenn, a senior tennis player, who was the first singles tennis player to win four state championship titles in Wyoming. Next, he recognized Kirby Coe-Kirkham, a sophomore golf athlete, for being runner-up at the State Golf Championship. Mr. Garnhart then congratulated Larry Martoglio and the girls golf team for winning the 4A State Golf Championship held in Sheridan.

Mr. Martoglio said the last state golf competition hosted in Sheridan was in 2006. The girls won the title then and now again in 2015. He thanked the employees at the Powder Horn for volunteering their time to help at this tournament. Mr. Martoglio said that the girls golf team shot a 501 score, which is a new record for lowest score shot at a high school golf tournament. Chairman Steel said she was proud of the student athletes and coaches.

Mr. Garnhart concluded his comments by recognizing the girls tennis team that took second place at their state tournament.

III. Approval of Agenda

TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE AGENDA, AS AMENDED. 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 - September 14, 2015

B. Approval of Board Luncheon Minutes - September 21, 2015

C. Approval of Board Luncheon Minutes - September 30, 2015

D. Approval of Bills for Payment

General Clearing	\$1,279,260.73
Federal Fund	\$154,898.33
TOTAL:	\$1,434,159.06

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

VI. Old Business

A. Capital Construction Update (*Information*) - Terry Burgess

Assistant Superintendent Terry Burgess reported that the roof should be on the new locker room and training facility by the end of October. He said progress continues and it is expected that the new addition will be complete by the end of March 2016. At that point, Mr. Burgess continued, the old locker room renovation will begin, with an anticipated completion date of Fall 2016.

Mr. Burgess said the sidewalk has been constructed for the second exit and the asphalt was set last week. He reported that landscaping should be completed in the next two to three weeks, and after it is finished, the exit will be open for use. Facilities Director Julie Carroll brought a diagram of the exit route to the meeting and Mr. Burgess invited everyone to view the new exit route. He credited the City of Sheridan and First Federal Bank and Trust, saying that they were instrumental in helping us construct a second exit.

Mr. Burgess said that the Sheridan Junior High School hill stabilization project will be completed in the next couple of weeks. He reported that vegetation and landscaping work will begin this fall and continue into the spring.

Mr. Burgess touched on the collaborative high school project, informing everyone that the next meeting is scheduled for Monday, October 12. He said we will report the results of that meeting in November. Mr. Burgess said that the current timeline shows that construction will begin in January 2017 with a targeted completion date of August 2018. He said that the Wyoming School Facilities Department's Select Committee had placed this project on a list of review and possible "re-study." He reported that the decision will be made on October 28 and in November we will know if we are moving forward with this schedule.

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

Sheridan Junior High School Principal Mitch Craft reported data highlights from the Next Level Attendance Survey that was conducted in Spring 2015. He said it was administered to 797 students: 566 junior high students and 231 high school students. Mr.

Craft explained that the purpose of the survey is for the Attendance Committee and the schools to review the responses and set new goals to work on next year. He said that we need to take the results further and make decisions on how to disaggregate the data.

Mr. Craft reported that the Next Level Website link was sent to the Board and Next Level Committee members for review prior to being released to the public. He said that it is simple to navigate and it includes pictures from the junior high school.

Mr. Craft reported that the quarterly Executive Committee meeting is on Wednesday, November 11, from 12:00 p.m. to 1:00 p.m. and that it will be advertised as a public meeting. He invited the Board of Trustees to attend.

Trustee Hackman asked when the survey was administered and suggested that different timing may want to be considered. Mr. Craft responded that it was given between May 17 and May 23. He agreed that this is a great question for the Attendance Committee and expressed that it is a good idea to administer the same survey around the same date.

C. Approval of Policies (*Action*) - Cody Sinclair

FIRST READING

Human Resources Coordinator Cody Sinclair said there are six policies going through first reading. He reviewed the policy process. Mr. Sinclair said that Policy DJ - Purchasing had minor changes to make the policy more clear for staff.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY DJ - PURCHASING, ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that Policy DJ-P1 - Purchasing Procedures was updated to recognize who is able to authorize purchases in the district.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY DJ-P1 - PURCHASING PROCEDURES, ON FIRST READING, AS PRESENTED. VICE-CHAIRMAN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that for Policy DJC - Petty Cash Accounts we are recommending removing a sentence, because buildings and supervisors may transfer funds between line items, and the current wording does not clearly state that. He reminded the Board that funds cannot be transferred between a whole budget code, but reaffirmed that funds can be transferred between line items.

TRUSTEE WENDTLAND MADE A MOTION TO APPROVE POLICY DJC - PETTY CASH ACCOUNTS, ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that Policy DJGA - Vendor Relations was changed to clarify who authorizes vendors access to be in the school buildings.

VICE-CHAIRMAN PERKINS MADE A MOTION TO APPROVE POLICY DJGA - VENDOR RELATIONS, ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy GCQEA - Early Retirement Incentive Plan and Policy GCQEA-P - Early Retirement Incentive Plan Schedule of Benefits/Application were at first reading, but a change was made about the qualifications for this program. The previous wording of Policy GCQEA required a staff member to have been working for the specified years at the time of application, however, the policy intent was for the specified years as of the date of retirement. Mr. Sinclair said that Policy GCQEA-P did not have any new changes, but asked that the two policies be reviewed together.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY GCQEA - EARLY RETIREMENT INCENTIVE PLAN AND POLICY GCQEA-P - EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS/APPLICATION, ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

SECOND READING

Mr. Sinclair said that there were no changes made to these policies between first and second reading. He asked that they be considered as a group.

VICE-CHAIRMAN PERKINS MADE A MOTION TO APPROVE POLICY GCBF - CERTIFIED SICK LEAVE BANK, POLICY GCBF-P - CERTIFIED SICK LEAVE BANK COMMITTEE GUIDELINES, POLICY GDBF - CLASSIFIED SICK LEAVE BANK, POLICY GDBF-P - CLASSIFIED SICK LEAVE BANK COMMITTEE GUIDELINES, POLICY IHBJ - HOMEBOUND INSTRUCTION, POLICY IMH - SUICIDE PREVENTION EDUCATION, ON SECOND READING, AS PRESENTED. TRUSTEE ACHORD SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VII. New Business

A. Approval of Donation of Buses to Sheridan Recreation District (*Action*) - Steve Schlichting

Director of Transportation Steve Schlichting said the the district was approached by the Sheridan Recreation District about two district buses that are no longer in use. He explained that both buses have been replaced and are available to be donated or sold. Mr. Schlichting asked for approval to donate the 2002 International and the 2003 Chevy/Mid buses to the Sheridan Recreation District.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE DONATION OF THE 2002 INTERNATIONAL BUS AND 2003 CHEVY/MID BUS TO THE SHERIDAN RECREATION DISTRICT. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

B. Approval of Sale of Surplus Bus (*Action*) - Steve Schlichting

Mr. Schlichting said the district also had a third bus to sell. He explained that the bus was advertised and sealed bids were received. Mr. Schlichting said that we received two bids: \$3,500.00 and \$5,125.00. He asked the board to approve the sale of the 2004 54 Passenger IC CE Bus to Greig Bus Service for \$5,125.00.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE SALE OF THE 2006 54 PASSENGER IC CE SCHOOL BUS TO GREIG BUS SERVICE FOR A PRICE OF \$5,125.00. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

C. ELEMENTARY SCHOOLS' STANDARDS-BASED REPORT CARDS (*Information*) - Scott Stults

Director of Elementary Education Scott Stults said he is happy for the opportunity to share more information about the elementary standards-based report card. He explained that the new report card has been worked on by a variety of stakeholders: parents, teachers, and principals. The new report cards will provide a great amount of specificity of what the students need to know and what they should be able to do by the end of the school year. He explained that the new report card scores are based on end-of-the year expectations. Mr. Stults said that there will be trimester marking periods as opposed to quarterly periods. He explained that this will provide teachers time to cover more material, as the rigor has increased and become more challenging. He said that parents will get a progress report at the November Parent/Teacher Conferences on how their child is doing and what their child is working toward. Mr. Stults said that the new standards-based report card information will be provided to the Board of Trustees and parents once they have been finalized.

Trustee Hackman asked if this new report card has been piloted and tested. Mr. Stults responded that for this specific report card, no tests were done. He explained that there have been different versions of report cards for the last four to five years. He said that once we implement this report card, changes will be made as needed.

Trustee Wendtland asked if these standards will stay long enough that we can use them. Mr. Stults said that he hoped so. He explained that the rigor and expectations have increased. He said we are moving away from memorization to truly teaching students to think more critically.

D. ELEMENTARY SCHOOLS' IMPROVEMENT PLANS (*INFORMATION*) - Scott Stults

Director of Elementary Education Scott Stults said that this is an exciting meeting because we get to hear the passion of the principals and what they do at their schools. He said that the principals are at the roots of instruction. Mr. Stults shared our PAWS results and said for four years, in ordinal results, our district elementary schools are number one across the state. He said the reason our students are doing well is because of the quality teachers and leaders in each building. Mr. Stults said they are doing great things and now they have the opportunity to share with you their plans to do even better. Mr. Stults introduced Principal of Sagebrush Elementary, Brett Dahl.

Principal Brett Dahl thanked the board and administration for their support. He invited the board to his building to view the tremendous amount of activities and teaching that occur. Mr. Dahl said that Sagebrush is taking action steps to address their strengths and areas that need growth. He said that their goal is to improve and build sustainable systems that lead success. Mr. Dahl thanked Trustee Hollis Hackman for an idea he shared at a Parent Teacher Organization (PTO) meeting in the spring, about sharing information with the PTO and each other. Mr. Dahl said it gave him the idea that if teachers aren't learning, then students aren't learning, and so, the Sagebrush staff has embraced the PLC model and are taking the opportunity to set goals and ensure that they learn how to implement a high level of learning for all students.

Principal of Woodland Park Elementary Paige Sanders thanked the board for the opportunity to share her passion with them. She shared Dr. Anthony Muhammad's thoughts that the first step toward growth and change is honesty in regards to your reality, and she expressed that Woodland Park has taken this to heart. Mrs. Sanders said that Woodland Park wants to confront areas of need with the resources we have. Mrs. Sanders said through Positive Behavior Interventions and Supports (PBIS) Woodland Park is trying to cultivate a positive growth mindset in all students. Right now, she said the staff is using the PLC, book studies, staff meetings, and summer institutes to develop into better teachers.

Principal of Meadowlark Elementary Casey O'Connor started by saying Meadowlark Elementary evaluates last years data and new district data to identify strengths and areas that need improvement. They analyze the data and compare it to the instruction. Mr. O'Connor said that the teachers at Meadowlark continually reflect on the decisions they make and what is best for our students. Mr. O'Connor talked about the new Parent Liaison resource available at Meadowlark Elementary. He said that the Parent Liaison program is strengthening the relationship with the community and parents. Mr. O'Connor said that bobcat pride is at the core of Meadowlark's school culture. He said they teach students what it means to share and show pride. Mr. O'Connor said that Math Interventionist Terry Martin is holding monthly PLC meetings for mathematics and there is a reading program in place for new first grade students. Mr. O'Connor said that Meadowlark Elementary is celebrating the successes they have and recognizing students for good behavior. Trustee Hackman commented that this is the first feedback he has heard about the new Parent Liaison program and he appreciated the information.

Principal of Henry A. Coffeen Elementary Nikki Trahan reported that the Henry A. Coffeen staff wants to be a beacon in the community, where students learn and lead. Ms. Trahan said that in order for students to succeed they need strong learning and impeccable character. The stronger relationship we build with the students, is where excellence will come from and continue. Ms. Trahan said that the foundation at Coffeen continues to be the PLC with a shared purpose and commitment to create the school we envision. She said the readers-to-watch defines low-level readers and tracks them to make sure interventions are working and helping the student learn. She said there is also math-to-watch, and leaders-to-watch for students who struggle with behavior. She explained that in this program, they teach seven habits of highly effective students. Fifty-seven students are on the leadership team and have a responsibility to be a leader at recess everyday. Ms. Trahan said that the check-in and check-out program is still in progress. Students who struggle with behavior are assigned a mentor who they meet with daily. She said it has been so successful for Coffeen and has decreased the number of students who were sent to A.C.E. Ms. Trahan said another focus of Coffeen's is attendance. Ms. Trahan said that last year Chairman Steel had made a comment that kids are everything and their learning is our number one goal. Ms. Trahan said that inspired her and she too believes kids are the priority and we will do whatever it takes to give them a high level of learning. Ms. Trahan concluded with information about Story Elementary. She said the enrollment decreased to seventeen students and two teachers. She said there is still strong support from the community.

Principal of Highland Park Elementary Scott Cleland said that on the first day of in-service, he told the teachers that Highland's focus this year was to provide students the opportunity to fail. He said that by providing students the opportunity to fail, you are able to teach them how to work through failure and experience success. Mr. Cleland said that Highland is focusing on learning the material by beginning a standard and progressing through it until the end. He said it is hard for the teachers to not intervene and simply show them how to do it, but this allows the student to think and work hard at the task and feel success at the end.

Mr. Cleland said Highland's focus is grit and perseverance. Mr. Cleland added that the word "yet" is a huge part of teaching grit to students. He explained that students will say, "I can't do this," and the teacher responds, "Yet." The student goes back to work on the project until it is mastered. Mr. Cleland said that this is teaching focus and critical thinking.

Vice-Chairman Perkins said that she is excited that the concept of failure is being taught. She said that if students don't have the growth concept, they won't venture out and try new things, and in this day and age, students aren't given the opportunity to fail anymore.

E. HUMAN RESOURCES MODULES (INFORMATION) - Cody Sinclair

Human Resources Coordinator Cody Sinclair said that administration is focused on improving our everyday efficiency. He explained that in the past six months we have been reviewing computer systems that offer HR modules that would lead to greater efficiency. TalentEd Records met all criteria we are looking for in an HR module to automate the contract, leave, in-process/out-processing of staff, as well as other employment related processes. Mr. Sinclair reported that this fall we will start implementing the HR module with the intent of having the system fully operational by the summer.

Trustee Hackman asked about data security. Mr. Sinclair responded that data security was discussed with Technology Director Coree Kelly. He said the cloud system that protects companies such as Amazon is what is used by TalentED, so the data will be protected beyond what we can accomplish as a district now.

Trustee Achord asked if this is already in the budget. Mr. Sinclair responded that it will be included in the budget and was paid through dropping another computer system and using HR and grant funds.

Vice-Chairman Perkins asked if Business Manager Roxie Taft had approved this system. She said the paperless process will save time and she approves the system.

Trustee Wilson asked how much extra time will be needed to get transferred to the new system. Mr. Sinclair responded that initially there is a set-up process, but our timing is great. He said in January the hiring process will pick-up, but from October through December we have time to work on this system. He explained that the user friendly interface of the TalentEd module should be easy for staff to use.

Chairman Steel thanked Mr. Sinclair for the information.

VIII. Reports and Communications

A. Board of Trustees

1. Board Reports

a. Wyoming School Boards Association (WSBA) Resolutions (*Action*) - Molly Steel

Chairman Steel said at the last meeting we discussed the call for resolutions. She said that no new resolutions were made, and so the following four are going to be submitted. Chairman Steel said we will review the resolutions one at a time.

VICE-CHAIRMAN PERKINS MADE A MOTION TO APPROVE THE WYOMING SCHOOL BOARDS ASSOCIATION RESOLUTION FOR AGE FOR REGISTRATION IN KINDERGARTEN. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VICE-CHAIRMAN PERKINS MADE A MOTION TO APPROVE THE WYOMING SCHOOL BOARDS ASSOCIATION RESOLUTION FOR COMPULSORY AGE OF ATTENDANCE. TRUSTEE SCHATZ SECONDED THE MOTION.

Trustee Hackman said Principal Trahan's data about attendance is significant. He said it would be interesting to hear from other schools in the district and state-wide. Trustee Hackman said he is glad we are submitting this motion again. Chairman Steel clarified that the current law is students have to go to school at age seven and we would like to see that lowered to age six.

THE MOTION CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE WYOMING SCHOOL BOARDS ASSOCIATION RESOLUTION FOR FLARE GAS ON SCHOOL TRUST LANDS. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE WENDTLAND VOTED ABSTAINED.

TRUSTEE WILSON MADE A MOTION TO APPROVE THE WYOMING SCHOOL BOARDS ASSOCIATION RESOLUTION FOR GRADUATION RATE. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Chairmand Steel said the resolutions will be submitted by October 12.

2. Committee Reports

There were no committee reports.

3. Other

There were no other board reports.

B. PTO/Parents/Students/Organizations

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

C. Site/Administration/Staff

There were no Site/Administration/Staff reports.

IX. District Administration Reports

A. Superintendent

There was no Superintendent report.

VICE-CHAIRMAN PERKINS MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:43 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 7:43 p.m. to address personnel matters.

TRUSTEE WENDTLAND MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:11 P.M. TRUSTEE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:11 p.m.

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

XI. Adjournment:

TRUSTEE WENDTLAND MADE A MOTION TO ADJOURN THE MEETING AT 8:12 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 8:12 p.m.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
October 5, 2015**

ADMINISTRATIVE STAFF

Early Retirement Incentive Plan:

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

Changes:

Sharon Deutscher Sheridan High School to Sheridan High and Sheridan Junior High Schools	Teacher-Business (0.8 FTE)/Social Studies (0.2 FTE) to Teacher-SHS Business (0.7 FTE)/Social Studies (0.2 FTE)/SJHS Business (0.1 FTE) 185 days	Effective 8/25/15
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Kathryn Good Sheridan High School	Teacher-Spanish (0.8 FTE)/ESL (0.2 FTE) to Teacher-Spanish (1.0 FTE) 185 days	Effective 8/25/15
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Larry Ligocki Sheridan High and Sheridan Junior High Schools	Teacher-SHS Business (0.8 FTE)/SJHS Business (0.2 FTE) to Teacher-SHS Business (0.9 FTE)/ SJHS Business (0.1 FTE) 185 days	Effective 8/25/15
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Early Retirement Incentive Plan:

Joyce Carroll Highland Park School	Strength in Number Primary Interventionist 0.5 FTE (185 days)	Effective 6/6/16
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Pamela Fish Sheridan Junior High School	Teacher-Science 1.0 FTE (185 days)	Effective 6/6/16
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CLASSIFIED STAFF**Changes:**

Victoria Benedict Meadowlark School	Paraprofessional-Special Education (7.0 hours/day) to Paraprofessional-Special Education (7.5 hours/day) 175 days	Effective 9/15/15
Misty Jolovich Transportation Department	Bus Driver (5.5 hours/day)/Bus Washer/Bus Garage Custodian (0.8 hours/day) to Bus Driver (4 hours/day)/Bus Washer/Bus Garage Custodian (2 hours/day) 175 days	Effective 9/1/15
Carol Jowett Transportation Department	Paraprofessional-Special Education (4.75 hours/day)/Bus/Meal Delivery (2.0 hours/day) to Paraprofessional-Special Education (3.0 hours/day)/Bus/Meal Delivery (2.0 hours/day) 175 days	Effective 9/1/15
Anne-Marie McClintock Fort Mackenzie High School to Fort Mackenzie High and the Wright Place Schools	Technician-Discovery Program 8.0 hours/day (180 days)	Effective 9/1/15
Frank Romero District to Highland Park School	Maintenance Helper-Replacement Custodian to Custodian (8.0 hours/day) 262 days	Effective 10/19/15
Lisa Tracy Transportation Department	Bus Driver (5.0 hours/day)/Bus Washer/Bus Garage Custodian (0.8 hours/day) to Bus Driver (5.0 hours/day)/Bus Washer/Bus Garage Custodian (2 hours/day) 175 days	Effective 9/1/15
Carla Trier Fort Mackenzie High School to Ft. Mackenzie High and the Wright Place Schools	Paraprofessional-Special Education 7.0 hours/day (175 days)	Effective 9/1/15

EXTRA DUTY 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Erin Cummings	Music-Orchestra-Elementary Schools
Erin Cummings	Music-Orchestra-Story
Jeff Jones	Basketball-9th Grade A Coach-SHS
Pamela Moore	Music-Vocal-Sagebrush
Kerri Parr-Cook	Music-Vocal-Highland Park
Isaac VanDyke	Basketball-9th Grade B Coach-SHS
Stephanie Venn	Music-Vocal-Meadowlark
Allison Voigt	Music-Vocal-Henry A. Coffeen
Allison Voigt	Music-Vocal-Woodland Park

ACADEMIC EXTRA DUTY 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Rebecca Adsit	Improving Student Writing
LaDonna Leibrich	Mentor Elementary Library Paraprofessionals

HIGHLAND PARK ELEMENTARY AFTER SCHOOL PROGRAM STAFFING - 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Carol Bisbee	Paraprofessional
Kellie Boedecker	Teacher
James Friessen	Teacher
Birch Haraden	Teacher
Brenda Jairell	Teacher
Marvin Kehrwald	Paraprofessional
Tara King	Teacher
Samantha Knesebeck	Paraprofessional
Stacie McFadden	Teacher
Jessica Morgan	Teacher

Kerri Parr-Cook	Teacher (Substitute)
Breanna Powell	Teacher
Kyle Warnke	Teacher

SHERIDAN HIGH SCHOOL AFTER SCHOOL PROGRAM STAFFING - 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Cottey Greene	Teacher
Laine Parish	Teacher
Lindsay Parish	Teacher

SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) STAFFING - 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Pauline Edwards	Teacher (SHS)
Nicholas Flores	Teacher
Andrew Wallenkamp	Teacher

Sheridan County School District No. 2

Board of Trustees Legislative Roundtable Meeting October 19, 2015

Molly Steel, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The legislative roundtable meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:05 p.m., Monday, October 19, 2015, in the Board Room at the Central Administration Office. The presiding officer was Molly Steel, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Molly Steel, Chairman
Ann Perkins, Vice-Chairman
Wayne Schatz, Treasurer
Hollis Hackman
Tony Wendtland

Administrators:

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

Absent:

Marva Craft, Clerk
Craig Achord
Richard Bridger
Sue Wilson

Absent:

Julie Carroll, Facilities Director
Coree Kelly, Technology Director

A. Pledge of Allegiance

II. New Business

A. Legislative Forum Presentation (*Information*) - Craig Dougherty

Superintendent Craig Dougherty and the Administrators presented information to the following Legislators:

- Representative Rosie Berger
- Representative Mark Jennings
- Representative Mark Kinner
- Representative Michael Madden

III. Adjournment:

TRUSTEE SCHATZ MADE A MOTION TO ADJOURN THE MEETING AT 7:07 P.M. VICE-CHAIRMAN PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 7:07 p.m.

Chairman

Clerk



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

STUDENT ATTENDANCE AGREEMENT

School Year 20¹⁵ - 20¹⁶

SECTION I: TO BE COMPLETED BY PARENT/GUARDIAN -OR- OFFICIAL OF STATE AGENCY/COURT

I request that the following student be allowed to attend a school district outside the student's District of Residence.

Student Name (last, first, middle initial)		Link, Bryel, J	
Grade (for year of attendance)	11	Birth Date	Mo 05 Day 01 Year 1998
Student Address	City/State/Zip Code		
HC 42 Box 626	Busby, MT 59016		
Parent/Guardian Address (if different)	City/State/Zip Code		
Name of Parent/Guardian or Group Home Representative -OR- Name and Title of Official of State Agency/Court Responsible for Placement (print)		Telephone Number	
Shonda Link		406-757-2510	
Representing (name and address of state agency/court/group home, if state agency/court request OR completed by group home manager on behalf of parent/guardian)			
Parent Request This agreement will be returned to the parent/guardian after acceptance by the district of choice and will specify the costs, if any, which will be charged to the parent/guardian for attendance. If the student attends under this agreement, the parent/guardian agrees to pay the costs, if any, charged to the parent/guardian under the terms of this agreement.			
Signature of Parent/Guardian:		Date:	
Shonda Link		6-16-15	
State Agency/Court Request OR Group Home Representative Signature of Official of State Agency/Court/Group Home: _____ Date: _____			

SECTION II: TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

Student State ID	District Last Attended
	Sheridan County SD#2, Sheridan, WY
District of Choice/Placement	District of Residence
Sheridan County SD#2, Sheridan, WY	Hardin School District #1, Hardin, MT
Individual Making Request	Student Placement
<input checked="" type="checkbox"/> Parent/Guardian <input type="checkbox"/> Court <input type="checkbox"/> State Agency	<input type="checkbox"/> Group Home Placement <input type="checkbox"/> Foster Home Placement <input checked="" type="checkbox"/> District to District Placement
First Date of Attendance 09/01/2015	Annual Pupil Instruction Days 175

SECTION III: TRANSPORTATION - TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT AND DISTRICT OF RESIDENCE

☐ NO TRANSPORTATION will be provided. Parent/guardian will transport at own expense. (GO TO SECTION IV)

Check all that apply	District of Choice/Placement: <input type="checkbox"/> Bus service, at NO COST <input type="checkbox"/> Bus service, charging parents \$ _____ per _____ (attach payment schedule) <input type="checkbox"/> Bus service, charging District of Residence \$ _____ per _____ (attach payment schedule) <input type="checkbox"/> Bus service, charging State of Montana \$ _____ per year (over-schedule costs only -- attach documentation of costs) <input type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop)
	District of Residence: <input type="checkbox"/> Bus service, at NO COST <input type="checkbox"/> Bus service, charging parent \$ _____ per _____ (attach payment schedule) <input checked="" type="checkbox"/> Mileage reimbursement to the parent/guardian under a TR-4 Individual Transportation Contract (over 3 miles from school or bus stop)

SECTION IV: TUITION COSTS - TO BE COMPLETED BY DISTRICT OF CHOICE/PLACEMENT

TYPE OF AGREEMENT	REGULAR ED RATE	SPECIAL RATE (ATTACH FP-14A) Option A-Line 10a or 10b Option B-Line 22 Option C-Line 26 w/o Disabilities-Line 38	TOTAL ANNUAL TUITION (Enter ONLY the annualized amount - payee in parenthesis)
Check One and Indicate the <u>Annual</u> Amount of Regular Ed, Special Rate and Total Tuition			
Parent/Guardian Request:			
<input type="checkbox"/> Discretionary - Parent/Guardian requests to enroll student <u>outside</u> district of residence.	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____		\$ _____ (Parent/Guardian)
<input type="checkbox"/> Mandatory - Elementary student to attend where high school age sibling(s) attends.	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____		\$ _____ (Parent/Guardian)
<input type="checkbox"/> Mandatory Student lives closer to school of choice and at least 3 miles from resident district school AND district of residence provides no bus service or mileage reimbursements.	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (District of Residence)
<input type="checkbox"/> Mandatory - Geographic barrier prohibits attendance in District of Residence.	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (District of Residence)
State/Court Placement: (includes State/Court Foster and State/Court/Parental Group Home placements)	<input type="checkbox"/> \$ _____	<input type="checkbox"/> \$ _____	\$ _____ (State of Montana)
<input type="checkbox"/> Mandatory			
District-to-District Placement:			
<input type="checkbox"/> Discretionary	<input type="checkbox"/> Tuition Waived <input type="checkbox"/> \$ 13,650.81	<input type="checkbox"/> \$ _____	\$ _____ (District of Residence)

SECTION V: AGREEMENTS AND SIGNATURES

A signature below acknowledges receipt of the student attendance agreement form. If transportation is provided and tuition is not waived, tuition will be charged to the parent/guardian, district of residence or state of Montana as indicated in Sections III and IV above.

A. DISTRICT OF CHOICE/PLACEMENT - This signature is required for both discretionary and mandatory agreements

The Board of Trustees:

- ☐ APPROVES this attendance agreement
☐ DISAPPROVES this attendance agreement

Print Name of Chairperson, Board of Trustees: _____

Signature of Chairperson, District of Choice/Placement: _____ Date: _____

B. DISTRICT OF RESIDENCE

The Board of Trustees:

- ☒ APPROVES this attendance agreement (**ONLY** if transportation is charged and/or district is charged tuition)
☐ DISAPPROVES this attendance agreement
☐ ACKNOWLEDGES receipt of this attendance agreement (**ONLY** if no transportation is charged and tuition is waived OR parent is charged tuition)

Print Name of Chairperson, Board of Trustees: Jodgen K MarstonSignature of Chairperson, District of Residence: Jodgen K Marston Date: 6/23/15**C. SUPERINTENDENT OF PUBLIC INSTRUCTION (Required only for State/Court/Group Home Placement)**

The Superintendent of Public Instruction:

- ☐ ACKNOWLEDGES receipt of this attendance agreement

Print Name of OPI Representative: _____

Signature of OPI Representative: _____ Date: _____

SECTION VI: TIMELINES

Date Initial Agreement Received (District of Choice/Placement)	Date Agreement Approved/Disapproved (District of Choice/Placement)
Date Agreement Received (Resident District)	Date Agreement Approved/Disapproved/ Acknowledged Receipt of (Resident District)



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

Craig Dougherty, Superintendent

DATE: October 26, 2015

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

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

Sheridan High School Projects and Future Planning

Construction on the Sheridan High School locker room and training room is progressing nicely. Mechanical, electrical, and plumbing rough-ins are in progress. Metal stud framing will continue through the next month. The parapet and roofing has begun and will continue through the next couple of weeks. The new addition and building tie-in will continue through March of 2016. The renovation of the old lockers will begin in March 2016 and the anticipated completion date is September 2016.

The construction of the second parking lot exit is complete. The new exit will be open on Wednesday, October 28th.

Sheridan Junior High School Hill Stabilization

We recently discovered water issues in the middle section of the hill, and this has caused the engineers to reconsider the stabilization recommendations of the middle section. The engineers are working to mitigate this issue in an expedited manner. However, the stabilization project will take longer to complete. We will keep the board apprised of updates regarding this issue.

Collaborative High School

We met with the Wyoming School Facilities Department (WSFD) on Tuesday in Casper. We discussed capacity issues at Sheridan Junior High School (SJHS) and Sheridan High School (SHS). In addition, we asked that if the WSFD was going to recommend the alternative school to stay at the old Highland Park Elementary building for the next few years, that it be placed on the needs index list, which would place it first on the needs index. We also attended the legislators select committee on facilities. As it stands now, our high school collaborative high school project is not funded.



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: October 26, 2015
TO: Board of Trustees
FROM: Mitch Craft, Sheridan Junior High School Principal
SUBJ: **Next Level Update** (*Information*)

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

- Early Childhood Committee
 - Wyoming Kids First - Provider Meeting
- Community Engagement Committee
 - Social Media
 - Community Presentations
- Multiple Pathways to Graduation Committee
 - Next Level Resource Fair
 - Meeting: November 3, 12:00-1:00 pm, SHS Conference Room
- Executive Committee
 - Quarterly Meeting: November 11, 2015 - 12:00-1:00 p.m., SCSD#2 Board Room



Craig Dougherty, Superintendent

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

DATE: October 26, 2015
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

JICJ	Student Use of Cell Phone and Other Electronic Equipment (NEW)
JIH	Student Searches, Information Gathering, and Student Arrests

The following policies are being recommended for second reading:

DJ	Purchasing
DJ-P1	Purchasing Procedures
DJC	Petty Cash Accounts
DJGA	Vendor Relations
GCQEA	Early Retirement Incentive Plan
GCQEA-P	Early Retirement Incentive Plan Schedule of Benefits/Application

*Policies -
First Reading*

STUDENT USE OF
CELL PHONE AND OTHER ELECTRONIC EQUIPMENT

Student possession and use of cellular phones and other electronic devices on school property, school buses, at school-sponsored activities, and while under the supervision and control of ~~School~~ District employees is a privilege, which will be permitted only under the circumstances described herein. Unless otherwise restricted by the building principal and/or the Superintendent, students may use cellular phones and other electronic signaling devices in accordance with the expectations laid out in each school handbook and approved by the Board of Trustees.- In special circumstances, the building principals may authorize the use of cell phones by students at other times. Notwithstanding the foregoing, no student may use a cellular phone and/or other electronic signaling devices in a manner that is detrimental to education or that is otherwise inconsistent with the school district policies and rules.

The school is not responsible for lost, damaged or stolen devices.

Except under special circumstances authorized by building administration, the use of cell phones during instructional time is prohibited.

These devices must be non-accessible (kept in the student's locker, backpack, purse, etc.) and must be turned off during the instructional block, which includes the following:

- Classroom instructional time
- Assemblies, pep rallies and any other activity which may take place during the regularly scheduled class periods
- Field trips or excursions which are conducted during the normal school day and during regular classroom instructional hours.
- Such other times as designated by the Superintendent or his/her designee, or by the building principal

Other restrictions and/or exclusions may be imposed at the discretion of coaches and other activity supervisors during activities.

Students may not operate a cell phone or other electronic device with video or photographic capabilities in a locker room,

STUDENT USE OF CELL PHONE AND
OTHER ELECTRONIC EQUIPMENT (contd.)

bathroom, or any other location where such operation may violate the privacy rights of another person.

The unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Any unauthorized use of such device with the apparent intent to "cheat", including texting or other electronic means to convey information, is prohibited.— School officials, including classroom teachers and ~~supervisery aides~~paraprofessionals, may confiscate any cell phone or other ~~devicedevise~~ that is being used by a student in a manner that is not consistent with this policy. Cell phones that are confiscated shall be turned in to the school's administrator(s). Any searches of a confiscated cell phone will be conducted pursuant to Policy JIH (Student Searches, Information Gathering, and Student Arrest).

Any student who operates a cell phone in a manner that is not in conformance with this policy shall be subject to discipline up to and including suspension or expulsion.

See also policy:

JIH - Student Searches, Information Gathering, and Student Arrests

First Reading:

Second Reading:

STUDENT SEARCHES, INFORMATION GATHERING, AND STUDENT ARRESTS

GENERAL POLICY

Sheridan County School District #2 endeavors to provide an environment that is safe, secure, and intellectually challenging. To accomplish that task, the School District shall exercise its authority to conduct reasonable searches and seizures within the limitations established by the United States Constitution and Wyoming State Constitution. Searches by school officials of students' persons, lockers, automobiles, or of the property of the student shall be conducted in a manner to protect the rights of all students consistent with the responsibility of the ~~School-D~~district to provide an atmosphere conducive to the educational process.

In order to provide a safe educational environment there must be a reasonable partnership between the ~~D~~district and the law enforcement agencies that support public safety within the City of Sheridan. Such an understanding requires the ~~D~~district and law enforcement personnel to each respect the mission of the other. It is the policy of the district that except in the case of an emergency, law enforcement personnel shall obtain permission from the Superintendent or building principal or their designee before entering school grounds. With the exception of the School Resource Officer(s) assigned to the district, and in the absence of the consent of school administration or a duly executed search warrant, law enforcement only has those rights of access to schools that it shares with the public. To facilitate these ends, the District has entered into an understanding with local law enforcement through the School Resource Officer program, to enhance the safety and security of each student. It is the policy of the school district that the ~~The role of a~~ School Resource Officers ~~is that of~~ shall serve as a community liaison between the District's schools and the law enforcement community. The School Resource Officer provides enforcement of state laws, law-related education, and provides problem-solving solutions for students. The primary objective of the School Resource Officer program is to keep the schools safe for the students and faculty.

DEFINITIONS

Emergency: Any set of circumstances which create an immediate risk that harm has or is likely to occur to any person or

**STUDENT SEARCHES, INFORMATION GATHERING,
AND STUDENT ARRESTS (contd.)**

significant damage has or is likely to occur to property, ~~and including which require crime scenes on school property to be secured for the immediate protection or safety and welfare of students, staff, the general public, and public property.~~

School Resource Officer: A police officer assigned to a district who is employed by and under the control of the Sheridan Police Department ~~(or other law enforcement agency). and who may be used as a designee by a District administrator.~~

Reasonable Suspicion: "Reasonable suspicion" is satisfied when: ~~(1) the search is justified at its inception, meaning that there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating the law or school rules, and (2) the search is reasonably related in scope to the circumstances that justified the search, meaning that the measures used to conduct the search are reasonably related to the objectives of the search and that the search is not excessively intrusive in light of the student's age and sex and the nature of the offense. means a set of facts and circumstances as determined from credible information which can be articulated that would cause a reasonable person to suspect that contraband or evidence of a violation of a law, school rule, or policy is present on the person or in the personal property to be searched.~~

ARREST, SERVICE OF PROCESS, OR TAKING A STUDENT INTO CUSTODY

If a law enforcement officer has a warrant for a student's arrest, or any legal process to be served upon a student, ~~by law,~~ the officer ~~shall~~must be permitted to arrest or serve process upon the student. However, whenever possible, the arrest or service of process should be conducted privately by the School Resource Officer in an administrator's office or other room out of the view of the other students.

Normally, a student ~~should~~will not be released to law enforcement authority by school officials unless the student has been taken into custody or placed under arrest by a law enforcement officer, or the parent, guardian, or representative of the student agrees to the release. When an emergency situation exists, the school administrator, or his/her designee, may summon law enforcement officials to the school to take a student into custody. When students are removed from the

**STUDENT SEARCHES, INFORMATION GATHERING,
AND STUDENT ARRESTS (contd.)**

school by law enforcement officials for any reason, including taking the student into custody or arresting the student, every reasonable effort will be made to contact the student's parent(s), guardian(s), or representative as soon as possible.

INFORMATION GATHERING BY LAW ENFORCEMENT PERSONNEL

Upon entering school property, law enforcement officers (except an active School Resource Officer assigned to the School District) will immediately contact a building administrator or, in the case of an activity, the responsible adult in charge. In emergencies, this requirement may be waived.

If any law enforcement official or Child Protection Agency official requests an interview for any issue other than child abuse, child neglect, or some crime involving the parent, and the requested interview is a non-related school issue and is not a safety issue, the parent(s) or legal guardian(s) are required to give written permission or be present at the interview.

The student will be informed that he/she has the right to refuse an interview. A student may not be interviewed during the school day unless the principal or other delegated staff member is present, preferably a social worker, or counselor, unless the parent or legal guardian waives this requirement.

If the topic of the interview is child abuse, or child neglect and the investigator determines that the child should be interviewed independently of his/her parents and the school is the most appropriate setting for the interview, school officials may forego the attempt to contact the parents prior to the interview. It will be the responsibility of the investigator in abuse, or neglect cases to determine who will be present during the interview. The school may ~~insist upon having~~require that a representative from the school be present. Once the investigation has been completed it is the responsibility of the law enforcement or Child Protection Agency official to notify the parent(s) or legal guardian(s).

~~In cases of information gathering from students for an incident~~

**STUDENT SEARCHES, INFORMATION GATHERING,
AND STUDENT ARRESTS (contd.)**

~~on school property, during school hours, or at a school-sponsored event, the School Resource Officer may participate in the investigation.~~

SEARCHES BY STAFF

Searches may be conducted by School District staff on school property or at school-sponsored events. The authority to inspect students' school lockers, persons, belongings, and automobiles is inherently granted to school boards and school officials in order to maintain order. Exercise of that authority by school officials requires the existence of "reasonable suspicion" before conducting a search without student consent. ~~This authority may be exercised as needed in the interest of protecting students, the academic environment, and student and school property.~~ When at all possible, searches shall be conducted by at least two adults.

Memorandum of Understanding, United States Department of Justice, COPS Grant 2013, Sheridan Police Department/Sheridan County School District #2, School Resource Officer

First Reading: 11/5/12
Second Reading: 12/3/12

*Policies -
Second Reading*

PURCHASING

The Superintendent or his/her designee shall serve as purchasing agent for the district. He/she shall be responsible for developing and administering the purchasing program for the district. The purchasing procedures employed by the Superintendent shall comply with all applicable laws and regulations (including retention policies) of the state, the United States Department of Education (USDE), and the United States Department of Agriculture (USDA). For like quality, the district shall shop and compare for price as outlined by federal and state guidelines.

The Superintendent or his/her designee shall ensure that all contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The district will adhere to the standards set forth in "Buy American" for the food service program (7CFR 210.21(c)(3)(d)).

Debarment and Suspension: For all purchases and contracts to be paid with federal dollars which are expected to equal or exceed \$25,000, the district must have verification regarding debarment, suspension, ineligibility, and voluntary exclusion for the vendor.

Standards of conduct: Employees will not engage in or participate in any procurement when there is a conflict of interest, ~~real or perceived~~. In addition, employees cannot solicit or accept any gratuities, favors, or anything of monetary value from prospective vendors.

No employee shall participate in the selection, award or administration of a purchasing contract when any of the following persons have a financial interest in the firm selected for award:

- The employee
- Any member of his/her immediate family
- People with whom there is a personal relationship
- An organization which employees or is about to employ any of the above

~~The district expects all employees to behave with the utmost~~

PURCHASING (contd.)

~~integrity, refrain from self-serving activity, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.~~

Employees found to be in violation of this policy will be subject to disciplinary action.

Protest procedures: The ~~D~~district shall provide vendors with a process to formally object to the award of a contract for services or a contract for purchase. Prior to making a formal protest, the vendor should first discuss any issues with the ~~S~~superintendent or his/her designee. If a vendor proceeds with a formal protest, the vendor must provide a written protest to the ~~S~~superintendent or his/her designee, within 10 days of the board action awarding the bid outlining:

1. The criteria the vendor claims put ~~it~~ the vendor at an unjust advantage, or
2. Evidence that the proper bid procedure was not followed, or
3. Evidence that the district made a mathematical error, or
4. Evidence the district erred in the bid award, or.
5. Any other claims that the ~~School-D~~district's bid award was improper under applicable law.

The ~~S~~superintendent or his/her designee will review the protest and provide a written answer within 45 business days. During the review process, the district has no obligation to delay or otherwise postpone an award.

W.S. 21-3-110(a)(viii)

7 CFR Parts 210, 215, 220, 3016 and 3019 (as applicable)

2 CFR Part 200.318

Records Retention Schedule for Wyoming School Districts, Wyoming State Archives

First Reading: 10/5/15~~3/2/15~~

Second Reading: 4/6/15

PURCHASING PROCEDURES

All purchases made with district funds shall be made by the appropriate administrator or his/her designee through the business office on official purchase orders or vouchers—~~upon requisition by the appropriate administrator~~. Any purchase not so made will be deemed to be a personal purchase by the staff member and must be paid for by the staff member. Confirming orders will not be permitted without prior authorization for the purchase from the business manager or superintendent.

Purchases made from school activity funds shall require authorization of the school principal or activities director. No individual is to order anything for any group using the name and purchasing authority of the school district.

First Reading: 10/5/15~~1/14/97~~
Second Reading: 8/26/97
~~Reviewed: 4/6/09~~

PETTY CASH ACCOUNTS

In order to facilitate refunds and minor purchases, the Board shall authorize petty cash funds for the schools, the superintendent's office, and the transportation department.

Expenditures against these funds must be itemized on a voucher and turned in to the ~~B~~business ~~M~~anager whenever replenishment is requested. Expenditures from petty cash funds shall be charged to the applicable budget category. ~~Once a budget item is exhausted no further expenditure against the item may be made from the petty cash fund.~~ The voucher must be approved by the business manager and must have the expenditure dated, itemized, and accompanied by appropriate receipts.

First Reading: ~~10/5/154/13/09~~
Second Reading: ~~5/18/09~~

VENDOR RELATIONS

Only sales representatives of materials, equipment, or services ~~that are normally used in the school~~that receive authorization from the superintendent or building principal will be allowed to meet with ~~D~~district personnel. In no case, ~~however,~~ may sales ~~representatives~~persons call on pupils, teachers, or other employees during school hours without the permission of the ~~building principal or activities director/assistant activities directors~~superintendent or building principal. These calls may be made only at times that will not interfere with educational programs.

See also policies:

- KH - Solicitations in the Schools
- KHB - Advertising in the Schools

First Reading: 10/5/155/18/09
Second Reading: 6/22/09

EARLY RETIREMENT INCENTIVE PLAN**RATIONALE/PURPOSE**

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

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

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

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

REQUEST FOR EARLY RETIREMENT:

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

EARLY RETIREMENT INCENTIVE PLAN (contd.)

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

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

ELIGIBILITY FOR RETIREMENT:

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

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

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

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

EARLY RETIREMENT INCENTIVE PLAN (contd.)

- a. Must have been employed by the District as a professional employee for at least ten (10) years, and;
 - b. Must have been employed by the District in a professional position for the five (5) years immediately preceding the date of application for participation in the plan.
3. CLASSIFIED AND PROFESSIONAL EMPLOYEE:
- a. Board of Trustees-approved leaves of absence will not interrupt the accumulation of continuous employment credit.
 - b. The employee must be currently employed under an annual contract or work agreement as of the date of application for participation in the plan.

GENERAL CONDITIONS, PROVISIONS, AND LIMITATIONS:

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

EARLY RETIREMENT INCENTIVE PLAN (contd.)

will make selections for participation in accordance with its good faith assessment of the best interests and needs of the District. The Board, in making its selections, will consider, as part of the criteria, the following, in no particular order of preference:

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

EARLY RETIREMENT INCENTIVE PLAN (contd.)

Business Office informed of the employee's address to which benefits are to be mailed.

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

PAYMENT OF BENEFITS:

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

This policy will only be implemented if funding is available.

EARLY RETIREMENT INCENTIVE PLAN (contd.)

First Reading: 10/5/15~~10/6/14~~
Second Reading: 11/3/14

EARLY RETIREMENT INCENTIVE PLAN
SCHEDULE OF BENEFITS /APPLICATION

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

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

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

~~PROFESSIONAL STAFF INCENTIVE FORMULA:~~

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

~~CLASSIFIED STAFF INCENTIVE FORMULA:~~

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

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

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

PROFESSIONAL STAFF INCENTIVE FORMULA:

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

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

CLASSIFIED STAFF INCENTIVE FORMULA:

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

FTE = scheduled hours per day divided by eight

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

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

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

EARLY RETIREMENT INCENTIVE PLAN APPLICATION

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

Name of Staff Member: _____

Proposed Date of Retirement: _____

Current Position/School: _____

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

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

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

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

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

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

Signature

Date

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

First Reading: 10/5/15~~10/6/14~~
Second Reading: 11/3/14



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: October 27, 2015

TO: Board of Trustees

FROM: Brent Leibach, Sheridan High School Principal

SUBJ: **Update on Sources of Strength (SOS) Training** *(Information)*

Sources of Strength is a suicide prevention program composed of students and adults from our school and community. A student member of Sources of Strength and I will be at your board meeting on Monday, November 2, to provide a brief description of the program and the program training that has occurred.



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: October 26, 2015
TO: Board of Trustees
FROM: Craig Dougherty, Superintendent
SUBJ: **Approval of Donation to the District** *(Action)*

Recently, Java Moon donated a coffee card to each district employee to show their support for the school district, as they have done for the past several years.

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



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: October 26, 2015

TO: Board of Trustees

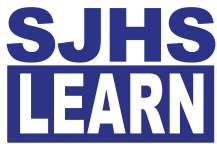
FROM: Terry Burgess, Assistant Superintendent

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

Each of the three secondary principals will be presenting his school improvement plan for the 2015-2016 school year at the November 2 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/The Wright Place
- Sheridan High School



SHERIDAN JUNIOR HIGH SCHOOL

Leadership Team: Mitch Craft, Kim Anderson, Brad Gregorich

School Improvement Report 2015

Achievement Results

PAWS 2015 Data (% Proficient & Advanced)

Reading	SJHS	State	Difference
6 th Grade	75	57	18
7 th Grade	74	57	17
8 th Grade	75	52	23

Math	SJHS	State	Difference
6 th Grade	66	49	17
7 th Grade	62	43	19
8 th Grade	69	47	22

MAP Spring 2015 Data (% of students above the 50th %ile)

	Reading		Math		Lang. Usage	
	SJHS	Norm Group	SJHS	Norm Group	SJHS	Norm Group
6 th Grade	74	50	73	50	70	50
7 th Grade	78	50	75	50	77	50
8 th Grade	78	50	80	50	79	50

School Improvement SMART Goals

- 90% of SJHS students will demonstrate proficiency on department common assessments.
- 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

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.
- Noncognitive Factors: Based on extensive teacher feedback, SJHS staff worked over the summer to design a scope and sequence for noncognitive factors such as organization, growth mindset, perseverance, ownership, motivation, curiosity, and grit. A growing body of research suggests that these factors have significant influence over student achievement and future success. We have identified a theme for each month based on these factors and students experience lessons that teach and reinforce the concepts.

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 60th percentile on MAP. Reading Lab continues with Scholastic's Read 180 intervention program and Lit Circles as primary interventions. Math Lab uses the Strength in Number model.
- 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. We also continue to offer a two period version of Math 8.

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.

Accountability/Responsibility

- Accountability Interventions/Incentives: SJHS runs a tiered system of intervention for students struggling with responsibility, including Principal's Palace, Saturday Intervention, Guided Study Hall, and Study Skills class. Weekly 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.

- New Teacher Mentoring: Instructional Facilitators are working with all new teachers in year one of a three-year mentoring program designed to improve teacher quality through study, observation, and support.

Fort Mackenzie High School/The Wright Place

2015-2016

Principal: Troy Lake

Achievement Results

ACT (Average Scale Scores)

	English		Math		Reading		Science		Composite	
	School	State	School	State	School	State	School	State	School	State
2012-13	21.9	18.8	22.5	19.6	23.0	20.1	21.6	19.8	22.6	19.7
2013-14	17.1	19.0	18.8	19.7	18.3	20.3	17.2	20.1	18.0	19.9
2014-15	17.8	18.8	19.9	19.5	19.5	20.0	17.8	20.2	18.8	19.8

MAP Data—6-11 Grade—Mean RIT Scores—Fall to Fall Comparison

Reading--Fall to Fall Comparison	2014	2015	Difference
6th Grade		215.0	
7th Grade	208.6	211.4	2.8
8th Grade	214.0	216.1	2.1
9th Grade	226.9	220.3	-6.6
10th Grade	216.6	219.2	2.6
11th Grade	222.0	221.4	-0.6

Math--Fall to Fall Comparison	2014	2015	Difference
6th Grade		224.3	
7th Grade	212.5	220.1	7.6
8th Grade	227.3	226.6	-0.7
9th Grade	234.4	230.6	-3.8
10th Grade	228.1	230.5	2.4
11th Grade	232.1	235.4	3.3

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 2016 assessment.
- FMHS Juniors will increase their Composite ACT score by one point to 19.8 on the 2016 Spring test
- FMHS Graduation rate will increase by 10%

2015-16 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

- Champion Teachers—Staff are receiving job embedded training on high-impact, high-leverage teaching techniques and strategies.
- Teachers in both schools are being trained in specific reading strategies and embedding them into their curriculum
- Continue developing and refining our curriculum using concepts within UBD and Jeff Wilhelm's Inquiry Based Learning Model to increase both rigor and relevance.
- Intervention Focus and Training—Staff will explore ways of improving the process of targeting student learning needs and implementing and applying a variety of interventions based on student 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.
- P.A.C.E. Program—Students will continue to have the option of working for credit within a job in the community.
- Read 180—A comprehensive system of curriculum, instruction, assessment, and professional development for struggling readers in grades 6-8. Designed for any student reading two or more years below grade level, Read 180 leverages adaptive technology to individualize instruction for students and provide powerful data for differentiation to teachers.
- 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—Prep Me 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 2015

Achievement Results

SHS Graduating Class Five Year ACT Trends

	Total Tested		English		Mathematics		Reading		Science		Composite	
Grad Year	School	State	School	State	School	State	School	State	School	State	School	State
2011	233	5,533	21.0	19.4	22.1	20.0	22.1	20.8	21.4	20.4	21.8	20.3
2012	197	5,527	20.3	19.2	22.5	20.2	21.9	20.5	22.0	20.6	21.8	20.3
2013	200	5,896	20.0	18.6	21.6	19.7	21.4	20.2	20.8	20.0	21.1	19.8
2014	205	6,098	21.2	19.3	22.0	19.9	21.4	20.6	21.3	20.2	21.5	20.1
2015	229	6,042	20.5	19.4	21.8	19.9	21.4	20.6	21.2	20.4	21.4	20.2

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. 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 70% 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. 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.

2015-16 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
- An emphasis on building stronger relationships with our students, through programs like Sources of Strength

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
- A move to 1-1 computers for SHS students.
- The adoption of Project Lead the Way to implement an AP Computer Science Curriculum.
- Improve graduation rate through Graduation Coach and Next Level Program.
- 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, 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.**



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: October 26, 2015

TO: Board of Trustees

FROM: Molly Steel, Chairman

SUBJ: **Whitney Board Appointments** *(Action)*

The following five Whitney Trustees were previously appointed by Sheridan County School District #2 and their current terms expire on December 31, 2015. I recommend we vote to approve reappointment of the five following Trustees to serve an additional four-year Whitney term:

- Tom Belus
- Dave Ferries
- Tom Kinnison
- Everett McGlothlin
- Pete Schoonmaker



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

Craig Dougherty, Superintendent

DATE: October 27, 2015

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Budget Reduction Discussion and Ending Early Retirement Incentive Plan After 2015-2016** *(Information)*

The latest CREG report as well as comments from Governor Mead and other Wyoming legislators suggest that lower revenue may have a negative impact on school funding. In light of this I have asked administrators to look closely at their school/department budgets to see where we can make cuts in the district that won't impact the outstanding learning that is happening in Sheridan County School District #2 classrooms.

We wish to lead these discussions on cuts by looking closely at administration and finding ways to be more efficient, cut programs, or not replace positions before we look at reducing staff in the classrooms. One of the programs that we recommend ending at the conclusion of this year is the Early Retirement Incentive Plan. This plan has enabled the district to recognize the contributions of staff who may wish to retire a year or two early. In order to fund this plan the district looks at the savings that would be gained over the course of two years by replacing senior staff with more junior staff. Although the recent changes to this policy were aimed at making this a breakeven plan, the requirement for the district to fully fund the policy in the year of the approved obligation means there is not an immediate saving to the district.

During times when budgets are being reduced, committing funds for the Early Retirement Incentive Plan results in less money available for running the current educational programs. In essence, the district is paying money out to a policy when that money is needed right now. It is important to note that without the benefits from the Early Retirement Incentive Plan, staff might choose to work more years. The benefit they would see from the additional year(s) includes increases in their Wyoming Retirement System monthly benefit as well as the additional year(s) of salary that would make up for the loss of the Early Retirement Incentive payment.

The Early Retirement Incentive Plan policy (Policy GCQEA) specifically states that "the policy will only be implemented if funding is available." As I have mentioned above, due to the anticipated budget cuts we are facing, we would like to notify staff that after February 1, 2016, applications under this policy would not be approved until such time as the Board determines funding allows this benefit. Notifying staff about this change now allows staff time to review their retirement plans in light of this change and apply for the Early Retirement Incentive Plan before it ends at the conclusion of this year. If the Board chooses to move forward with this recommendation, I will ask for action on this at the December board meeting.

Draft
Personnel
Action
Report

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

ADMINISTRATIVE STAFF

Early Retirement Incentive Plan:

Steve Schlichting Transportation Department	Transportation Director 1.0 FTE (262 days)	Effective 6/30/16
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CLASSIFIED STAFF

Approvals:

William Rose, Jr. Maintenance Department	Maintenance Helper/Replacement Custodian 8.0 hours/day (262 days)	Effective 10/15/15
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Changes:

Joan Carpenter Sheridan High School to Henry. A. Coffeen School	Paraprofessional-Special Education 1:1 to to Paraprofessional-Special Education 1:3 7.0 hours/day (175 days)	Effective 10/8/15
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Linda Depaoli Sagebrush School	Paraprofessional-Special Education 1:3 6.5 hours/day to 7.0 hours/day (175 days)	Effective 10/21/15
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Heather Schmidt Sheridan High School	Paraprofessional-Special Education 1:1 7.0 hours/day to 7.5 hours/day (175 days)	Effective 10/21/15
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EXTRA DUTY 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Karl (K.C.) Fiedler	Basketball-9th Grade B Coach-SHS
Jeff Jones	Basketball-9th Grade A Coach-SHS
Stephanie Zukowski	Musical Director-SHS

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

Approvals:

<u>Name</u>	<u>Position</u>
Jeff Martini to Isaac VanDyke	Basketball-Assistant Coach-SHS

ACADEMIC EXTRA DUTY 2015-2016

Approvals:

<u>Name</u>	<u>Position</u>
Shelly Araas	Title I After School Tutoring-Holy Name School
Julie Garber	Title I After School Tutoring-Holy Name School
Colleen Goss	Title I After School Tutoring-Holy Name School
Mandy Leach	Title I After School Tutoring-Holy Name School
Shay Maxwell	Title I After School Tutoring-Holy Name School
Tera Miller	Title I After School Tutoring-Holy Name School

**SHERIDAN JUNIOR HIGH SCHOOL AFTER SCHOOL PROGRAM
STAFFING - 2015-2016**

Approvals:

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

**SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) STAFFING -
2015-2016**

Approvals:

<u>Name</u>	<u>Position</u>
Debra Johnson	Paraprofessional (Henry A. Coffeen)