

Sheridan County School District #2

Board Meeting



Date: December 2, 2013

Time: 6:00 p.m.

Place: Central Office

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

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
 - B. Election of Board Officers (*Action*) – Scott Hininger

- II. Recognition**
 - A. Henry A. Coffeen, Meadowlark, and Woodland Park Elementary Schools Exceeding Expectations – Scott Stults
 - B. WSBA Standard of Excellence Awards – Craig Dougherty
 - C. Excellence in Extension Award – Craig Dougherty

- III. Approval of Agenda**

- IV. Welcome – Audience Comments**

- V. Consent Agenda Items**
 - A. Approval of Minutes – November 4, 2013
 - B. Approval of Bills for Payment
 - C. Acceptance of Out-of-State Tuition Request

- VI. Old Business**
 - A. Capital Construction Update (*Information*) – Craig Dougherty
 - B. Approval of Policies (*Action*) – Cody Sinclair

- VII. New Business**
 - A. Acceptance of Donation to Sheridan High School (*Action*) – Dirlene Wheeler
 - B. Sheridan Economic and Educational Development Authority (SEEDA) Participation (*Action*) – Craig Dougherty
 - C. Snow Day Make-up Calendar Change (*Action*) – Scott Stults

- VIII. Reports and Communication**
 - A. Board of Trustees
 - 1. Board Committees (*Information*) – Board Chairperson
 - B. PTO/Parents/Students/Organizations
 - C. Site Administration and Staff

- IX. District Reports**
 - A. Superintendent

- X. Executive Session**
 - A. Personnel Matters
 - B. Legal Matters
 - C. Real Estate Matters

- XI. Adjournment**



Craig Dougherty, Superintendent

Administrative Offices
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DATE: November 20, 2013
TO: Board of Trustees
FROM: Scott Hininger, Chairman
SUBJ: **Election of Board Officers** (*Action*)

Election of officers will occur during recognition. Policies BDA-Board Organizational Meeting and BDB-Board Officers are attached for your information.

BOARD ORGANIZATIONAL MEETING

The Board shall reorganize annually by the election of officers from its membership at the first regular meeting in December. The meeting shall be chaired by a chairperson pro-tem until a chairperson is elected.

The officers of the Board shall be chairperson, vice-chairperson, clerk, and treasurer.

Election shall be by voice vote unless a paper ballot is requested by any Board member. Nominations shall be made from the floor. A nominee must receive a majority vote of Board members for election to office. Should no nominee receive a majority vote, the election shall proceed until a member is elected.

First Reading: 1/14/13
Second Reading: 2/04/13

BOARD OFFICERS

Duties of the Chairperson

The chairperson of the Board shall preside at all Board meetings at which he or she is present and shall cosign with either the clerk or treasurer all warrants and checks drawn on the school district treasury.

The chairperson shall have full voice and vote on all motions put before the Board.

Duties of the Vice-Chairperson

The vice-chairperson shall preside at all meetings in the absence of the chairperson. If neither chairperson or vice-chairperson is present, the Board members who are present shall elect a temporary chairperson for the purposes of the meeting.

Duties of the Clerk

The clerk has the responsibility to:

1. Cosign, with the chairperson, all warrants and checks unless the treasurer's signature is affixed.
2. Cause the minutes kept of the Board and a calendar of all matters referred to committees and others, and report action or non-action on the same at each regular meeting.
3. Oversee custody of the record books and documents of the board.
4. Cause the annual report to be made and forwarded to the proper local, county, and state officials.
5. Cause to be filed all papers pertaining to district business.
6. Call special meetings of the Board when requested.

BOARD OFFICERS

Duties of the Treasurer

The treasurer is the custodian of the school district funds. The treasurer shall:

1. Cause an account to be kept of the receipts and expenditures of the district.
2. Cosign, with the chairperson, all warrants unless the clerk's signature is affixed.
3. Oversee custody of all district money and pay out district money on order of the clerk, countersigned by the chairperson.
4. Cause the rendering of a financial statement at any time required by the Board and, at the close of each fiscal year, cause to be published in some newspaper of general circulation within the school district, a detailed report showing the sources of revenue and the purposes for which monies were expended.

First Reading: 1/16/06
Second Reading: 2/13/06

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting

Scott Hininger, Chairman

November 4, 2013

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:00 p.m., Monday, November 4, 2013, in the Board Room at the Central Administration Office. The presiding officer was Ann Perkins, Vice-Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Ann Perkins, Vice-Chairman
Wayne Schatz, Treasurer
Marva Craft, Clerk
Richard Bridger
Erica O'Dell
Jim Perkins
Molly Steel

Absent:

Scott Hininger, Chairman
Hollis Hackman

Administrators:

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

Absent:

II. Recognition

A. Highland Park and Sheridan Junior High School Receive Ranking of "Exceeds Expectations" – Terry Burgess and Scott Stults

Assistant Superintendent Terry Burgess said that Sheridan Junior High School and Principal Mitch Craft were being recognized for receiving a ranking of "Exceeds Expectations" by the new state accountability system pilot for 2012-2013. The status was based on last year's PAWS scores, which exceeded the state average. Mr. Burgess congratulated Sheridan Junior High School and Principal Craft for continued success for the betterment of students.

Director of Elementary Education Scott Stults said that Highland Park also received the distinction based on the PAWS data. He said that Highland Park's PAWS scores were far above the state average. In third grade, Highland Park was 11 points higher than the state average in mathematics and 26 points higher in reading. In fourth grade, Highland Park's scores were 16 points higher in mathematics and 17 points higher in reading. In fifth grade,

Highland Park was 18 points higher than the state average in mathematics and 27 points higher in reading. Mr. Stults said that great things are going on at Highland Park. He congratulated Principal Leibach and his staff for a job well done.

B. Mick Wiest – Wyoming Teacher of the Year – Terry Burgess

Assistant Superintendent Terry Burgess said that District Teacher of the year, Mick Wiest, was also recently named as the State of Wyoming Teacher of the Year. Mr. Wiest is known as a very dedicated and humble teacher to all of the Fort Mackenzie staff. Mr. Burgess said that Mr. Wiest's ability to mold, teach, and work with high school students is masterful.

Mr. Wiest said that this was an extremely humbling award to receive. He said that he appreciates the opportunity to teach and thanked the Board for their dedication to students. He thanked his wife, Cindy, for her support and said that nothing would be possible without her inspiration. He thanked Laurien Rahimi for nominating him. Mr. Wiest said that it is easy to do a great job educating children because the District expects, affirms, and projects excellence. He thanked the board and the administration for their support in allowing him to be a part of the District.

III. Approval of Agenda

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

IV. Welcome--Audience Comments

There were no audience comments.

V. Consent Agenda Items

A. Approval of Minutes for October 7, 2013

B. Approval of Bills for Payment

General Fund	2,885,106.50
Federal Fund	159,103.51
TOTAL:	\$3,044,210.01

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

VI. Old Business

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

District Superintendent Craig Dougherty said the progress of the construction of the new Henry A. Coffeen Elementary School is going well. Construction crews are preparing for winter construction. Superintendent Dougherty said that Facilities Director Julie Carroll and TSP architects are doing a wonderful job keeping the project on time and in preparing the new building for the students and staff.

The construction of Sheridan High School entryway is still in progress but due to a backlog, some materials required for construction have not arrived. The overall timeline has not been affected by this shortage. The construction is expected to be completed on November 22nd, and the new entrance will be ready for use on November 25th. The new entrance is expected to be a model for the state in terms of security. An open house is anticipated to take place sometime after Christmas.

Superintendent Dougherty said that the Capital Construction Committee will attend a Capital Construction meeting on November 12th to begin the 2013-2014 facility plan. He said that the full board will be consulted after the committee has created the plan with Facilities Director Julie Carroll.

Trustee Schatz asked if the construction of Henry A. Coffeen Elementary was on schedule. Superintendent Dougherty responded that the construction was following the timeline to be finished late next summer, with a move-in date set for August.

B. Approval of Policies (*Action*) – Cody Sinclair

Human Resources Coordinator Cody Sinclair said that four policies were being presented for first reading and three policies were being presented for second reading.

FIRST READING

Mr. Sinclair said that changes to Policy GBF – Criminal Background Check and Fingerprinting were made due to a Department of Criminal Investigations audit. Only one person in the school district is allowed to have access to criminal background checks.

TRUSTEE JIM PERKINS MADE A MOTION TO ACCEPT POLICY GBF – CRIMINAL BACKGROUND CHECK AND FINGERPRINTING ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that Policy KBD – School Community Relations would be deleted, because the information is contained within policy KBDA-E.

TRUSTEE JIM PERKINS MADE A MOTION TO DELETE POLICY KBD – SCHOOL COMMUNITY RELATIONS ON FIRST READING, AS PRESENTED.

TRUSTEE O'DELL SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that Policy KBDA-E – Parental Involvement Policy (Title I Schools) received minor updates for formatting and to keep consistency with statute.

TRUSTEE JIM PERKINS MADE A MOTION TO ACCEPT POLICY KBDA-E – PARENTAL INVOLVEMENT POLICY (TITLE I SCHOOLS) ON FIRST READING, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

Mr. Sinclair said that Policy KCC – Memorial/Meritorious Policy was adjusted to clarify that the Board would approve essential gifts.

TRUSTEE JIM PERKINS MADE A MOTION TO ACCEPT POLICY KCC – MEMORIAL/MERITORIOUS POLICY ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION.

Discussion ensued. Trustee Steel identified a typographical error within the policy. Trustee Bridger observed that the wording of “significant service” was vague and suggested that it be clarified or stricken from the policy. Mr. Sinclair said that a memorial could be approved to recognize a monetary gift or a service; and that the approval would be at the board’s discretion.

TRUSTEE CRAFT MADE A MOTION TO TABLE POLICY KCC – MEMORIAL/MERITORIOUS POLICY UNTIL THE DECEMBER 2ND BOARD MEETING. TRUSTEE BRIDGER SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

SECOND READING

Policies – Second Reading

Mr. Sinclair said that of the policies up for second reading, only Policy GCBA – Professional Staff Salary Schedule received minor clarifications after first reading, and that all the policies were recommended for approval at second reading.

TRUSTEE CRAFT MADE A MOTION TO ACCEPT POLICY GCBA – PROFESSIONAL STAFF SALARY SCHEDULE, POLICY JRA – STUDENT RECORDS, AND POLICY JRA-P – PROCEDURES AND PRACTICES OF THE SCHOOL DISTRICT GOVERNING THE MAINTENANCE, TRANSFER, AND DISCLOSURE OF STUDENT EDUCATION RECORDS. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT PASSED WITH A UNANIMOUS VOTE.

VII. New Business

A. Request to Advertise to Bid Equipment (*Action*) – Julie Carroll

Facilities Director Julie Carroll asked for permission to bid for equipment for the Technology Hub of Resources for Education (THORE) building. She explained that the new cooler/freezer for the THORE building was purchased to accommodate more federal commodities. She said that a forklift and lift gate truck would be necessary to move the items more quickly and efficiently.

TRUSTEE BRIDGER MADE A MOTION TO ACCEPT THE REQUEST TO ADVERTISE TO BID EQUIPMENT, AS PRESENTED. TRUSTEE O'DELL SECONDED THE MOTION.

Trustee Schatz asked what was currently being used to move the commodities. Ms. Carroll responded that the small freezers and coolers at the maintenance facility were being used to store the commodities, and an old forklift is available within that building. On November 20th, a large commodities shipment will arrive that will need to be stored in the new THORE freezers and coolers, so it would be beneficial to have a forklift prior to that date.

THE MOTION TO ACCEPT THE REQUEST TO ADVERTISE TO BID EQUIPMENT PASSED WITH A UNANIMOUS VOTE.

B. Wyoming Accountability in Education Act (WAEA) Pilot Results (*Information*) – Tom Sachse

Assistant Superintendent Tom Sachse said that Highland Park Elementary School and Sheridan Junior High School had recently received a rating of “exceeds expectations” from the Wyoming Accountability in Education Act (WAEA) Pilot results. He explained the WAEA Pilot indicators. The achievement index refers to the percentage of students proficient and advanced on the PAWS test or the ACT test. The growth index measures student improvement, compared to other students who started at the same level. Readiness is a measure used for high schools instead of growth. It takes ACT scores and graduation rate into consideration. Equity refers to the number of students found to not be proficient on the previous year’s PAWS test, but who are expected to be proficient within three years. For eleventh grade students, equity refers to the change from the previous year in the number of students who are found to be below proficient in reading or math on the ACT test. Participation rate is a measure of what percent of students took the PAWS test or the ACT test. Participation rates below 95% results in a school being placed into the “not meeting expectations” category. In the next few weeks, it will be released that 45% of schools in Wyoming are meeting expectations, 25 % are partially meeting expectations, 15% are not meeting expectations, and 5% are not rated (in cases in which the population is too small to report).

C. Secondary Schools’ Improvement Plans (*Information*) – Terry Burgess

Assistant Superintendent Terry Burgess said each of the secondary schools has shown great success. Sheridan High School was recognized by the US News and World Report as a silver award winner for academic rigor. Sheridan Junior High School received the highest

reading and math scores on the PAWS test of all the 4A schools in Wyoming. Their scores were 14 to 21 percentage points higher than the state average. Fort Mackenzie juniors scored a composite score of 22.6 on the ACT test. Mr. Burgess said that it is the goal of all of the schools that students learn, and that the students, parents, and staff work together to enhance teaching and learning.

Mr. Burgess introduced Sheridan High School (SHS) Principal Dirlene Wheeler to present the SHS improvement plan.

Principal Wheeler said that SHS had a wonderful year last year, but improvements still need to be made. She said that they are making a difference one student at a time. The teachers are working as educators, but also as role models to make a difference for each student. She said that there is a policy of “no excuses, no complaints, only solutions” for the students and staff of Sheridan High School. The teachers are building knowledge about the needs of each student, especially those that struggle, and they are conducting meetings with parents and counselors to build individual education plans. Tutoring is available on Tuesdays and Wednesdays for students who need the additional help. Also, the accountability of the teachers has been increased with the use of PLC assessments, helping each student to receive the same essential skills and knowledge. The teachers are more purposeful in their instruction, they embrace change, and they prepare each student for his/her potential.

Trustee Schatz asked about the high goal for this year’s graduation rate. Principal Wheeler responded that the current senior class is currently at a 94% graduation rate, and she expects that 90% of the senior class will graduate this year. She added that she hopes that the legislation requiring school attendance to the age of eighteen or until graduation will pass.

Principal Wheeler introduced Fort Mackenzie/Wright Place Principal Sean Wells.

Principal Wells said that it is truly an honor to work at Fort Mackenzie and the Wright Place. He outlined the schools successes, explaining that the 2012-2013 ACT composite score for Fort Mackenzie was the highest of any school in the state at 22.6. He added that the school is fortunate to have English teacher Mick Weist, who was chosen as the Wyoming Teacher of the Year. Mr. Wells said that improving the graduation rate is a major area of emphasis for Fort Mackenzie, and in the Wright Place, the PAWS test and writing assessments are areas for improvement.

Trustee Jim Perkins asked about the Fort Mackenzie ACT preparatory course. Principal Wells said that the students would be required to attend practice at least three times a week, though the class would be offered five times per week.

Principal Wells introduced Sheridan Junior High School Principal Mitch Craft.

Principal Craft focused his discussion on teacher influence. He said that statistics show teacher quality to have six times the impact on student success as all other influences, even including socio-economic status and family dynamics. A statistical difference is even evident between “great” teachers and “good” teachers. “Great” teachers tend to produce

students with 13 points more in reading and 18 more points in math every year than “good” teachers. For this reason, building the capacity of teachers is paramount. The Professional Learning Community (PLC) concept is important as a way to build philosophy, systematic framework, and equity. The PLC concept ensures that all students have the opportunity to receive the same instruction.

Principal Craft added that the special education department was restructured this year. In the past, special education students have been pulled out of class to receive instruction; however, those students have fallen behind. The special education program has been restructured. Students with Individual Education Plans (IEPs) now receive regular classroom instruction in classes with additional teachers and paraprofessionals, but they also receive an additional intervention class to maximize the positive impact.

Principal Craft said that teachers are the key to student success, and they continue to work harder and rise to the challenges each year. Mr. Craft thanked the Board for their service to the District, staff, and students.

Trustee Bridger asked when the special education students receive their extra instruction and if it effects their ability to have additional electives. Mr. Craft responded that the students attend the intervention groups throughout the day. They do have fewer electives than other students, but the intervention class is intended to target gaps in learning.

D. FY14 Quarterly Financial Update (*Information*) – Roxie Taft

Business Manager Roxie Taft said that as of the end of the first quarter on September 30th, 18.65% of the budgeted revenue had been received, primarily from state sources. Expenditures totaled 14% of the general fund budget, which is expected.

VIII. Reports and Communications

A. Board of Trustees

1. Wyoming School Boards Association (WSBA) Resolution Addressing Cyberbullying (*Action*) – Rich Bridger

Trustee Bridger suggested bringing forth a resolution to the Wyoming School Boards Association (WSBA) preventing cyberbullying, with the knowledge that there is currently nothing that can be legally done to stop it. Trustee Bridger asked the Board to support the resolution for the WSBA to encourage legislation enforcing laws to prevent cyberbullying and make cyberbullying a punishable offense.

TRUSTEE JIM PERKINS MADE A MOTION TO ACCEPT THE WYOMING SCHOOL BOARDS RESOLUTION ADDRESSING CYBERBULLYING, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION.

Trustee Jim Perkins asked the American government students present at the board meeting if they understood the proposed legislation and if they thought it was a good idea. Many of the students nodded in agreement.

Trustee Steel said that she strongly agreed with the resolution. She said that she had recently seen some cyberbullying Facebook posts that were unsettling. She thanked Trustee Bridger for suggesting the legislation.

**THE MOTION TO ACCEPT THE WYOMING SCHOOL BOARDS
RESOLUTION ADDRESSING CYBERBULLYING PASSED WITH A
UNANIMOUS VOTE.**

Trustee Bridger encouraged everyone to attend the Sheridan High School state football playoff game against Cheyenne East on Friday, November 8th.

Trustee Craft said that she was able to witness a Sheridan Junior High School guitar class taking place at Java Moon. She said that it was wonderful to see the students so excited to share their accomplishments. She added that the teacher is what had allowed them to really progress and move forward with the class.

Trustee Ann Perkins congratulated the swimmers who attended the state swimming competition. She added that Superintendent Dougherty's daughters had done a great job at the swimming competition.

B. PTO/Parents/Students/Organizations

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

C. Site/Administration/Staff

There were no Site/Administration/Staff reports.

IX. District Administration Reports

A. Superintendent

Superintendent Craig Dougherty congratulated Mick Wiest for receiving the Wyoming Teacher of the Year award. Mr. Wiest is the first teacher of the year from the District since 1974. He added that Mr. Wiest has had phenomenal results for years, and that he is in the running to be the National Teacher of the Year.

Superintendent Dougherty said that in comparison to other schools the scores of Wyoming are at the top. He said that Wyoming ranks fourteenth of all the states and that the United States is ranked eighth of all the nations of the world.

**TRUSTEE SCHATZ MADE A MOTION TO GO INTO EXECUTIVE SESSION AT
7:10 PM. TRUSTEE STEEL SECONDED THE MOTION, AND IT CARRIED
WITH A UNANIMOUS VOTE.**

X. Executive Session:

The Board went into Executive Session at 7:15 p.m. to address personnel, legal, and real estate matters.

TRUSTEE SCHATZ MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:50 PM. TRUSTEE JIM PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:50 p.m.

TRUSTEE SCHATZ MADE A MOTION TO APPROVE THE REVISED PERSONNEL ACTION REPORT, AS AMENDED. TRUSTEE STEEL SECONDED THE MOTION. THE MOTION CARRIED WITH A MAJORITY VOTE. TRUSTEE BRIDGER ABSTAINED FROM THE VOTE.

TRUSTEE SCHATZ MADE THE MOTION TO APPROVE THE RESOLUTION AUTHORIZING THE SUBMISSION OF APPLICATION BY SEEDA TO THE WYOMING BUSINESS COUNCIL, AS AMENDED. TRUSTEE JIM PERKINS SECONDED THE MOTION. THE MOTION CARRIED WITH A UNANIMOUS VOTE.

XI. Adjournment:

TRUSTEE STEEL MADE A MOTION TO ADJOURN THE MEETING AT 8:52 P.M. TRUSTEE JIM PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 8:52 pm.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
November 4, 2013**

CLASSIFIED STAFF

Approvals:

Nicole Jahn Sagebrush School	Paraprofessional-Title I 6.0 hours/day (137 days)	Effective 10/22/13
Elizabeth Kennedy Henry A. Coffeen, Sagebrush, and Woodland Park Schools	After School Coordinator 8.0 hours/day (150 days)	Effective 11/02/13
Janet Kitzrow Sagebrush School	Paraprofessional-ESL 6.0 hours/day (138 days)	Effective 10/21/13
Shane Medeiros Sagebrush and Highland Park Schools	Custodian 8.0 hours/day (184 days)	Effective 10/16/13
Nick Neuman Sheridan High School	Cook's Helper 2.0 hours/day (144 days)	Effective 10/14/13
Rebecca Thomas Sagebrush School	Cook's Helper/Fresh Fruits and Vegetables 3.6 hours/day (141 days)	Effective 10/18/13

Changes/Transfers:

Candlen Carlson Highland Park School	Second Cook to Second Cook/Fresh Fruits and Vegetables 6.0 hours/day to 6.6 hours/day (177 days)	Effective 10/16/13
Erica Cote Meadowlark School	Paraprofessional-Special Education 1:1 5.5 hours/day to 6.5 hours/day (175 days)	Effective 10/16/13
Mary Nivens Highland Park School	Cook's Helper/Fresh Fruits and Vegetables to Cook's Helper 3.6 hours/day to 3.0 hours/day (177 days)	Effective 10/16/13
Loy Harding Sagebrush and Sheridan High Schools	Paraprofessional-ESL 3.0 hours/day and 5.0 hours/day (175 days) to 2.0 hours/day and 6.0 hours/day (respectively)	Effective 10/15/13

Resignations:

Doran Coon	Custodian	Effective
Sagebrush and Highland Park Schools	8.0 hours/day (261 days)	10/18/13

Terminations:

Jay Bridger	Bus Driver	Effective
Transportation Department	4.75 hours/day (175 days)	11/04/13

EXTRA DUTY 2013-2014

Approvals:

<u>Name</u>	<u>Position</u>
Kaleb Brinkerhoff	Basketball – 7 th -8 th Grade C Coach – SJHS
Casey Cunningham	Wrestling – 6 th -8 th Grade B Coach - SJHS
Tracy Hewitt-Adams	Academic Challenge
Dave Hoeft	Teacher Mentor
Kem Price	CPI Training
Andy Wallenkamp	Wrestling – 6 th -8 th Grade B Coach – SJHS

2013-2014 HENRY A. COFFEEN AFTER SCHOOL PROGRAM STAFF – BRIDGES/21st CENTURY FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Brad Gregorich	Teacher

Changes:

<u>Name</u>	<u>Position</u>
Jennifer Iden	Paraprofessional to Teacher

**2013-2014 HIGHLAND PARK AFTER SCHOOL PROGRAM STAFF –
BRIDGES/21st CENTURY FUNDING**

Approvals:

<u>Name</u>	<u>Position</u>
Anna Bradshaw	Paraprofessional
Yvonne Gatley	Teacher Training

**2013-2014 SAGEBRUSH AFTER SCHOOL PROGRAM STAFF –
BRIDGES/21st CENTURY FUNDING**

Approvals:

<u>Name</u>	<u>Position</u>
Cindy Craft	Teacher
Ashton Longhofer	Teacher
Valerie Grammens	Teacher
Nicole Jahn	Paraprofessional
Janet Kitzrow	Paraprofessional
Susan Ralston	Paraprofessional
Amy Rojo	Teacher
Jen Tarver	Paraprofessional

**2013-2014 FORT MACKENZIE AND THE WRIGHT PLACE AFTER
SCHOOL PROGRAM STAFF – BRIDGES FUNDING**

Approvals:

<u>Name</u>	<u>Position</u>
Stephen Bailey	Teacher
David Peterson	Teacher

**2013-2014 SHERIDAN HIGH SCHOOL SATURDAY SCHOOL PROGRAM
STAFF – BRIDGES FUNDING**

Approvals:

<u>Name</u>	<u>Position</u>
Lonna Forister	Teacher (substitute)
Alyssa Lyman	Teacher

DATE: November 18, 2013
TO: Board of Trustees
FROM: Craig Dougherty, Superintendent
SUBJ: **Capital Construction Update** (*Information*)

Henry A. Coffeen Elementary School

Roofing insulation and membrane are being installed and will continue for the next several weeks. Brickwork is underway on the east and west sides of the building. Concrete site work that has been underway for the last several weeks will end until next spring when weather permits for continuation. Interior framing, mechanical, electrical, and plumbing rough-ins continue to progress. Julie met with the Henry A. Coffeen Elementary staff and is beginning to prepare furniture bids.

Sheridan High School Entrance

Furniture is in place. We anticipate moving the staff to the new addition on November 22nd. Full usage of the area will begin on November 25th. System verifications will continue for the next several weeks.

Facility Planning

As required by Wyoming State Statute, facility plans are submitted to the Wyoming School Facilities Department (WSFD) each year. We will begin meeting with the Board Capital Construction Committee to start reviewing our master plan and bring the information to the Board when it becomes available. We will ask for the final facility plan to be approved in the spring.

DATE: November 25, 2013
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

EBBA	Prevention of Disease/Infection Transmission (New)
GBJ	Personnel Records and Files
IHBG-P	Home Schooling – Procedures
JG	Assignment of Students to Classes and Grade Levels (New)
KCC	Memorial/Meritorious Policy

The following policies are being recommended for second reading:

GBF	Criminal Background Check and Fingerprinting
KBD	School Community Relations (Delete)
KBDA-E	Parental Involvement Policy (Title I Schools)

***Policies -
First Reading***

PREVENTION OF DISEASE/INFECTION TRANSMISSION

The Board of Trustees is committed to providing a healthful environment for all students and employees. Actions taken with respect to students or employees found to have a communicable disease will be consistent with rights afforded individuals under state and federal statutory, regulatory and constitutional provisions. Each case of said student or staff member will be treated on an individual basis.

The Superintendent or his/her designee will be responsible for determining the information to be disseminated to staff, parents, and community when a communicable disease is identified or suspected in the school setting.

The District will continue to use information from available resources, which may include the National Center for Disease Control and the Wyoming State Department of Health to revise and adopt its policies and procedures. In that regard, the District has adopted a bloodborne pathogen exposure control plan consistent with OSHA standards and provide training to staff regarding the bloodborne pathogen exposure control plan consistent with the risk of exposure which the staff are subject to. The bloodborne pathogen exposure control plan may not incorporate all the OSHA regulations applicable to bloodborne pathogens and appropriate school district personnel designated by the superintendent shall be familiar with the applicable OSHA regulations and provide appropriate training as needed to comply with the OSHA regulations and changes to those regulations as may hereafter be implemented by OSHA.

See also policy:

EBB-P Bloodborne Pathogens Exposure Control Plan

First Reading:
Second Reading:

PERSONNEL RECORDS AND FILES

Information about staff members is required for the daily administration of the school district, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the Board's educational reporting requirements. To meet these needs, the ~~S~~superintendent shall implement a comprehensive and efficient system of personnel records maintenance control, under the following guidelines:

1. A personnel folder for each ~~present and former~~ employee of the School District shall be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders shall contain records and information relative to compensation, payroll deductions, evaluations, and other pertinent information.
 - a. Background Check. Information received from criminal background checks shall not be placed in the District personnel file retained for each District employee. This information shall be placed in a separate locked file cabinet maintained at the central administration office.
 - b. Medical Records. Information acquired by the District regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files (separate from the personnel files) and be treated as a confidential medical record except that: (a) Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations; (b) First aid and safety personnel may be informed when appropriate if the medical condition/disability might require emergency treatment.
 - c. Former Employees. Personnel files of former employees shall be kept for such period of time as is set forth in the retention guidelines of the Wyoming State Archives.
2. The ~~S~~superintendent shall be the official custodian for personnel files and shall have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the Wyoming Public Records Act.

PERSONNEL RECORDS AND FILES (contd.)

3. Except as otherwise set forth herein, all personnel records are considered confidential under the law and shall not be open to public inspection. Access to personnel files shall be limited to persons authorized by the ~~S~~superintendent to use the files for the reasons cited ~~above~~herein. ~~Access shall also be permitted to the information described in paragraphs 9 and 10 of this policy and shall not be considered confidential for those purposes.~~
4. Each employee shall have the right, upon written request, to review the contents of his/her own personnel file, with the exception of references and recommendations provided to the district on a confidential basis by universities, colleges, or persons not connected with the district which were provided on a confidential basis at the request of the employee.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and shall become part of the employee's personnel file.
6. Lists of district employees' names and home addresses shall be released only to governmental agencies as required for official reports, unless approval to do so is granted by the employees.
- ~~7. Fingerprint information is maintained in a separate location. Access to fingerprint information shall be limited to the employee and persons authorized by the Ssuperintendent.~~
78. Workers' Compensation, accident reports, doctor excuses for leave, doctor requests for staff physical/mental accommodation, long term disability applications, Family and Medical Leave qualifications and other medical information shall also be maintained in separate files. The employee may access any or all of this information.
89. Pursuant to the No Child Left Behind Act of 2001, a parent of a child attending school within Sheridan County School District Number 2 may request the following information regarding any teacher(s) that are teaching that parent's child:
 - a. whether the teacher is qualified or licensed to teach

PERSONNEL RECORDS AND FILES (contd.)

- in the areas that he/she is teaching
- b. whether the teacher is teaching under emergency or provisional status
- c. the teacher's college major and degree and any other graduate degrees; and
- d. whether the student received any services from a paraprofessional and the qualifications of that paraprofessional.

The teacher shall be notified when such a request is made by a parent.

To the extent that the disclosure of the above information to a parent requesting the same is inconsistent with the Wyoming Public Records Act, employees of Sheridan County School District Number 2 shall be considered to have consented to and waived the disclosure of this information in order to comply with the No Child Left Behind Act of 2001.

- 910. The Wyoming Department of Education requires Sheridan County School District No. 2 to provide it with the following information with respect to teachers in the district: the teacher's degree (undergraduate, graduate, or doctorate along with major and/or minor), institution said degrees were received from, year conferred, grade point average, and the results of any Praxis II exams taken by the teacher.

To the extent that the disclosure of the above information to the Wyoming Department of Education is inconsistent with the Wyoming Public Records Act or other applicable law, employees of Sheridan County School District No. 2 shall be considered to have consented to and waived the disclosure of this information to the Wyoming Department of Education.

W.S. 1977 16-4-201

Family Educational Rights and Privacy Act of 1974.

First Reading: 11/8/10
 Second Reading: 12/6/10

HOME SCHOOLING - PROCEDURES

This procedure is designed to be the district's implementation process for home school students who desire to include public school classes as part of their approved home school curriculum pursuant to Board Policy IHBG. ~~This procedure is written to clarify school and district details for consistent administration of that policy. The school district and the Board of Trustees recognize and value the option of homeschooling by parents.~~

~~Part time attendance in the Sheridan County School District #2 schools by home school students is at the discretion of the school principal and superintendent. The minimum part-time attendance is 0.25 Full-Time Equivalent (FTE) (PAC comment Is this wording necessary? The FTE terminology is confusing to many people. PAC recommends removal of "0.25 FTE."), which is considered two periods in secondary schools and two hours in elementary schools. The specific subjects of attendance are at the discretion of the school principal and the superintendent. For home school students who wish to attend Sheridan County School District #2 schools for half-time, two of the four subjects must include reading and mathematics, at the grade level consistent with the chronological age of the student. Students who are residents of the District and who are receiving their education through a home-based educational program may request that the school allow admission of the home-school student to participate in isolated courses by the School District. The School District is not required to accept students who only want to participate in isolated classes without being enrolled as a full-time student within the School District. The School District will, however, consider any request for a home-schooled student to participate in specific classes being offered by the School District. The decision of whether or not to allow such participation is left to the sole discretion of the School District. In the event the School District determines to accept a request for a home-schooled student to participate in specific classes offered by the school, the School District shall require the student and student's parents to comply with the School District's admissions process, including immunization requirements. Students who are allowed to participate in courses offered by the School District shall be subject to all the same policies, rules, regulations and course requirements as are applicable to all other students participating in that class. Approval for admission into a class requested for the home-school student~~

HOME SCHOOLING (contd.)

does not require the School District to approve admission into any other classes. The District may in its sole discretion approve admission into some courses and not others. Priority will be given to full-time enrolled students within the District as to admission into all classes offered by the School District. Admission of home-schooled students will be on a case-by-case basis for each student and each class. A new request must be made by the home-schooled student and will be evaluated by the School District as to every class or course requested, including an advanced level class or any class that the home-schooled student might have been approved for. Participation in any one class by a home-schooled student will not guarantee participation in any other class.

Home school students desiring to attend public school classes must enroll in and attend a minimum of two periods in secondary schools (high school and/or junior high school) or a minimum of two hours in elementary schools. The school principal and the superintendent or his/her designee must approve of the classes or time periods in which the home school student wishes to enroll. Home school students who wish to attend on a half-time basis (four periods or four hours of instruction), are required to take classes in the reading and mathematics departments for two of the four periods, at the grade level consistent with the age and ability of the student.

First Reading: ~~1/16/12~~
Second Reading: ~~2/6/12~~

ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

Students transferring to the School District will have all records evaluated and may be tested with appropriate placement examinations. Placement developed during **regulation registration** is tentative pending arrival of official records or placement examination. The administration will assign the student after a thorough evaluation of the records and/or placement examinations.

HOME ~~STUDY~~ SCHOOL STUDENTS

Students transferring to the School District from a home-based educational program may be required to take a school-selected examination in one or more of the following areas to determine proper grade placement in reading, writing, mathematics, civics, history, literature, and science. The administration of the school, in consultation with appropriate personnel, will determine grade/course placement.

~~HOME STUDY STUDENTS' REQUEST TO PARTICIPATE IN LIMITED CLASS SCHEDULE~~

~~Students who are residents of the District and who are receiving their education through a home-based educational program may request that the school allow admission of the home-school student to participate in isolated courses by the School District. The School District is not required to accept students who only want to participate in isolated classes without being enrolled as a full-time student within the School District. The School District will, however, consider any request for a home-schooled student to participate in specific classes being offered by the School District. The decision of whether or not to allow such participation is left to the sole discretion of the School District. In the event the School District determines to accept a request for a home-schooled student to participate in specific classes offered by the school, the School District shall require the student and student's parents to comply with the School District's admissions process, including immunization requirements. Students who are allowed to participate in courses offered by the School District shall be subject to all the same policies,~~

ASSIGNMENT OF STUDENTS TO CLASSES AND GRADEL LEVELS (contd.)

~~rules, regulations and course requirements as are applicable to all other students participating in that class. Approval for admission into a class requested for the home-school student does not require the School District to approve admission into any other classes. The District may in its sole discretion approve admission into some courses and not others. Priority will be given to full-time enrolled students within the District as to admission into all classes offered by the School District. Admission of home-schooled students will be on a case-by-case basis for each student and each class. A new request must be made by the home-schooled student and will be evaluated by the School District as to every class or course requested, including an advanced level class or any class that the home-schooled student might have been approved for. Participation in any one class by a home-schooled student will not guarantee participation in any other class.~~

See also policies:

IHBG Home Schooling

IHBG-P Home Schooling - Procedures

First Reading:

Second Reading:

MEMORIAL/MERITORIOUS POLICY

The Board, in its sole discretion, may name a school facility after a specific person or organization if the person/organization has provided a significant service or made a substantial gift to the School District. All requests pertaining to the naming of school facilities shall be made in writing to the central administrative office. The superintendent will then forward the proposal to the Board with his/her recommendations. The Board shall not consider a request to name a facility after a specific person/organization until at least two (2) years have elapsed from the end of the individual's service.

The Board, in its sole discretion, may provide for a dedication space at a school facility to recognize a specific person/organization that has provided a significant service or substantial gift to the School District. All requests for dedicated spaces shall be made by the building principal in writing to the central administrative office. The superintendent will then forward the request to the Board with his/her recommendations. The Board shall not consider a request for a dedicated space until at least two (2) years have elapsed from the end of the individual's service. The naming of a facility for a person may, at the Board's discretion, can be done if the person has provided a significant service or if the district has received a substantial gift from that a person/organization. All request will be made in writing to the Board of Trustees for consideration. When an honornaming a facility is proposed for an individual associated with the district, twelve months shall lapse between the end of the individual's service to Sheridan County School District No. 2 andfor consideration of the honor by the Board of Trustees.

Each school site may request to dedicate a space (i.e., wall, shelf, show case) after a waiting period of twelve months for any person who has rendered significant service to that school, or has made a substantial gift to that respective site. Such requests for naming a dedicated space will be in writing and presented to the Board of Trustees for the memorial/meritorious nomination. Each approved request shall be paid for by the requestor. If approved by the Board, the recognition shall consist of an engraved name plate. A name plate shall be engraved no larger than 8" x 10" stating:

1. In honor of: Name
2. Years of dedication
3. A short summation of service

All expenses associated with the name plate shall be paid by the person(s) making the request. In the case of a newly constructed building replacing an existing building, the

MEMORIAL/MERITORIOUS POLICY (cont'd)

memorials from the previous building must be reapproved by the Board. will need to be reapproved by the Board of Trustees using the process described in this paragraph.

Areas such as trees, benches and drinking fountains are excluded from the above requirements. The school district recognizes that there may be requests for a memorial (in the form of a tree, bench, plaque, etc.) to memorialize a will be those who wish to memorialize school district employees, or students who have passed away, or employees or a students who have achieved in some meritorious fashion. All such requests and the placing of any memorial must be approved by the Board. The school district will not assume any financial cost with respect to an approved memorial. for installation. Memorials approved by the Board shall be maintained by the School District in However, the school district has a responsibility to provide on-going maintenance for school district property and a responsibility to assure the community that the property will be maintained in a safe and aesthetically attractive fashion. The School District may remove District administration will assume responsibility for removing a memorial after it has served its memorial purpose or should it become necessary for other reasons (i.e., as in the case of a tree that dies or a bench that cannot be maintained). The school district also has responsibility to ensure thAll memorials on School District property must comply at any object and/or signage that is placed on school district property be in compliance with applicable various city ordinances, state, and federal laws. Consequently, before any private individual or organization may be allowed to install any memorial, plaque, signage, or other physical form of recognition on any school district property, permission must be granted by the Board of Trustees and placement must be approved by the Buildings and Grounds Department.

First Reading: 4/17/06 11/4/13
 Second Reading: 5/22/06

***Policies -
Second Reading***

CRIMINAL BACKGROUND CHECK AND FINGERPRINTING

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

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

STORAGE OF CHRI

All CHRI will be stored in a secure environment with limited access only to the responsible party. Access to any and all information disclosed by any criminal background check shall be limited to the responsible party, who shall be an employee of the School District's designated by the superintendent ~~Superintendent, Assistant Superintendents, and the District employee(s) in charge of personnel and employment.~~ A copy of the results may be given to the employee under the provisions of P.L. 92-544. The employee is required to acknowledge receipt of the information through a signed receipt.

DESTRUCTION OF CHRI

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

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

First Reading: ~~6/21/10~~ 11/4/13
 Second Reading: ~~7/21/10~~

SCHOOL COMMUNITY RELATIONS

COMMUNITY INVOLVEMENT

~~The Sheridan County School District #2 Board of Trustees endorses the concept that parent participation in the affairs of the school is essential if the District and parents are to maintain mutual confidence and work together to improve the quality of education for students.~~

~~All parents will be encouraged to express their ideas, concerns and judgments about the schools through such means as individual building Parent Councils.~~

~~Parents in schools receiving Title 1 services will be (1) invited to an annual meeting to describe the program; (2) offered flexible meeting alternatives; and (3) provided annual curriculum evaluation information on individual students and school performance.~~

~~Sheridan County School District #2 encourages and welcomes the parents of our students to visit schools, attend classes, participate in activities and communicate with staff on a regular basis.~~

~~First Reading: 6/25/02~~ 11/4/13

~~Second Reading: 7/17/02~~

PARENTAL INVOLVEMENT POLICY
(TITLE I SCHOOLS)

Pursuant to the No Child Left Behind Act of 2001, each Title I school must hold at least one annual meeting for ~~Title I~~ parents. The school must offer a flexible number of meetings to allow parents with work and other commitments to attend. These meetings will be held at such locations and at such times as
~~School will hold at least~~
~~meetings each year to be scheduled at times to be~~ determined by the principal.

The school ~~district must~~will involve parents in an organized, on-going, and timely way in the planning, review, and improvement of programs under Title I, Part A, including planning, review, and improvement of the school parental involvement policy and, if necessary, the joint development of the school-wide program plan. The school ~~must~~will provide parents of participating children:

1. timely information about programs under Title I, Part A;
2. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level the students are expected to meet; and
3. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren), and respond to any such suggestions as soon as practically possible.

Each school receiving Title I funds shall jointly develop with parents for all children receiving Title I ~~services~~funds a school-parent compact. This compact will outline how parents, the school staff, and students share the responsibility for improved student academic improvement and the means by which the school and parents will build and develop a partnership to help children achieve the Ssate's high standards. That compact shall:

1. ~~Dd~~describe the school's responsibility to provide high-quality ~~supplemental~~ curriculum and instruction in a supportive and effective learning environment that enables the children to meet the ssate's student academic achievement standards, and the ways in which the parent will be responsible for supporting their child~~ren~~'s learning, such as monitoring

attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time.

KBDA-E

**PARENTAL INVOLVEMENT POLICY
(TITLE I SCHOOLS)**

2. Aa address the importance of communication between teachers and parents in an on-going basis through, at a minimum:

a.7 parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;

b. frequent reports to parents on their child's progress; and

c. reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of the classroom activities.

The school districts and each individual school receiving Title I funds must provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents will understand.

In addition to the above, each school ~~which~~that receives Title I, Part A funds shall coordinate its activities and cooperate with the school district in implementing that portion of the school district parental involvement policy aimed at building capacity for involvement.

NOTE: THIS POLICY MUST BE DEVELOPED IN CONSULTATION WITH PARENTS.

NCLBA Reference: Title I, Part D, §1118
Statutory Reference: 20 U.S.C. §6318

First Reading: ~~5/17/10~~ 11/4/13
Second Reading: ~~6/21/10~~



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: November 20, 2013
TO: Board of Trustees
FROM: Craig Dougherty, Superintendent
SUBJ: **Acceptance of Donation to Sheridan High School** *(Action)*

WYO Timing recently donated \$750 to the Cross Country Club from the proceeds of the Spurs Run.

I will request that you take action to accept this generous donation to Sheridan High School.



Craig Dougherty, Superintendent

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

DATE: November 19, 2013

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Sheridan Economic and Educational Development Authority (SEEDA)**
Participation *(Action)*

The Board of Trustees has, for some time now, discussed whether continued participation in the SEEDA Joint Powers Board is consistent with the mission and vision of Sheridan County School District Number Two. In discussions with the Mayor and the President of Sheridan College, I have made it abundantly clear that the school district will continue to play an active role in community partnership efforts, regardless of what decision is made about continued involvement with SEEDA. At your meeting, I would like the board to discuss the pros and cons of continued participation in SEEDA and take a vote about membership in that joint powers board.

DATE: November 26, 2013

TO: Board of Trustees

FROM: Scott Stults, Director of Elementary Education

SUBJ: **Snow Day Make-up Calendar Change** (*Action*)

I am proposing that the snow day that was taken on Friday, October 4th be made up on Friday, February 21st as opposed to Monday, June 2nd.

Currently, the school calendar reflects an Early Release on Thursday, February 20th for Parent/Teacher conferences and no school for students on Friday, February 21st. However, if the change is approved, Parent/Teacher conferences would take place after school and in the evenings of Wednesday, February 19th and Thursday, February 20th and the afternoon of Friday, February 21st. Students would then have an Early Release on Friday, February 21st (Kindergarten – 12:21 pm, 1st – 5th grades – 1:31 pm, SJHS & Ft.Mac/tWP – 2:06 pm, & HS – 2:11 pm).

I have attached our current calendar as well as one with the proposed changes. At the board meeting I will request that you take action to approve this calendar change. If you have any questions, please contact me.

August 2013

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September 2013

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October 2013

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November 2013

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December 2013

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January 2014

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- ◇ New Teacher
- Teacher In-Service Days (No School)
- Vacation
- △ Snow Days
- Begin/End of School Year/End of Quarter
- ⬡ Early Dismissal Day

The first day of school will be a full day.

8/16	First Day New Teachers
8/20	First Day Teachers
8/20-26	Teacher In-Service (NO SCHOOL)
8/27	School Begins (Full Day)
9/2	Labor Day
10/14	Teacher In-Service (NO SCHOOL)
11/7	K-12 Parent/Tchr Conf. (early dismissal)
11/8	K-12 Parent/Teacher Conferences
11/27-29	Thanksgiving Break
12/23-1/3	Christmas Break
1/17	Teacher In-Service (NO SCHOOL)
2/20	K-12 Parent/Tchr Conf. (early dismissal)
2/21	K-12 Parent/Teacher Conferences
3/24-28	Spring Break
4/18	Good Friday (early dismissal)
5/24	Fort Mackenzie Graduation
5/25	SHS Graduation
5/26	Memorial Day
5/30	School Ends
6/2	Teacher In-Service (NO SCHOOL)
6/3 & 4	Snow Days

185 Teacher Days
175 Student Days

1st Quarter Ends 10/25 - 42 days
2nd Quarter Ends 1/16 - 45 days
3rd Quarter Ends 3/21 - 44 days
4th Quarter Ends 5/30 - 44 days

February 2014

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March 2014

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April 2014

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May 2014

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June 2014

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July 2014

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August 2013

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September 2013

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October 2013

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November 2013

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December 2013

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January 2014

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26	27	28	29	30	31	

- ◇ New Teacher
- Teacher In-Service Days (No School)
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- △ Snow Days
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11/27-29	Thanksgiving Break
12/23-1/3	Christmas Break
1/17	Teacher In-Service (NO SCHOOL)
2/19 & 20	K-12 Parent/Tchr Conf. (evenings)
2/21	K-12 Parent/Tchr Conf. (early dismissal)
3/24-28	Spring Break
4/18	Good Friday (early dismissal)
5/24	Fort Mackenzie Graduation
5/25	SHS Graduation
5/26	Memorial Day
5/30	School Ends
6/2 & 3	Teacher In-Service (NO SCHOOL)
6/4 & 5	Snow Days

185 Teacher Days
175 Student Days

1st Quarter Ends 10/25 - 41 days
2nd Quarter Ends 1/16 - 45 days
3rd Quarter Ends 3/21 - 45 days
4th Quarter Ends 5/30 - 44 days

February 2014

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March 2014

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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DATE: November 20, 2013

TO: Board of Trustees

FROM: Board Chairperson and Craig Dougherty, Superintendent

SUBJ: **Board Committees** (*Information*)

Board committee appointments will be on the agenda for January. We would like to have you consider serving on one or more of the following board committees. Please give us a first and second preference, or let us know that you do not want to serve on a committee. Most of the committees are comprised of two to four board members.

Calendar Committee: The current committee consists of two board members, one administrator, and two teachers. The committee will work toward developing a school year calendar and the committee usually meets two to four times in early spring.

Current members: Erica O'Dell, Ann Perkins

Board Policy Committee: This committee reviews current board policies and recommends new policies. The committee meets once a month during the school year at lunch.

Current members: Hollis Hackman, Jim Perkins, Wayne Schatz, Molly Steel

Budget Committee: This committee meets with the teachers to discuss the salary/benefits package and also reviews and recommends salary/benefits for administrators and classified staff. This committee meets three to five times in April and May regarding salary/benefits packages.

Current members: Rich Bridger, Scott Hininger, Wayne Schatz, Molly Steel

Capital Construction Committee:

This committee meets three to four times per year regarding major maintenance and capital construction.

Current members: Rich Bridger, Marva Craft, Scott Hininger, Ann Perkins

Sick Leave Bank Committee:

This committee is made up of one board member, four teachers, and one administrator (Terry Burgess). The Sick Leave Bank Committee meets to review and approve sick leave bank requests from certified staff within five working days of the request.

Current member: Hollis Hackman

Scholarship Committee:

Committee meetings are usually held during lunchtime, unless the committee wants input from the community and/or teachers. Those special meetings may be held in the late afternoon or evenings.

Current member: Marva Craft

Related Representation:

Sheridan Recreation District Board: Scott Hininger

Sheridan Community Educational Foundation (SCEF) Board: Rich Bridger

Please respond to the Chairman of the Board or Craig by Tuesday, January 7th. If you have any questions please contact Craig.