

Sheridan County School District #2

Board Meeting



Date: December 3, 2012

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2
Board of Trustees Meeting
Central Office – Board Room
December 3, 2012
6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
- II. Recognition**
 - A. New Board Member - Jim Perkins – Craig Dougherty
 - B. Board Recognition – Craig Dougherty
 - C. Election of Board Officers (*Action*) – Chairperson Pro-Tem
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
 - A. Approval of Minutes – November 5, 2012
 - B. Approval of Minutes – November 20, 2012
 - C. Approval of Bills for Payment
- VI. Old Business**
 - A. Capital Construction Update (*Information*) – Craig Dougherty
 - B. Approval of Policies (*Action*) – Cody Sinclair
- VII. New Business**
 - A. Presentation on e-Textbook Pilot (*Information*) – Tom Sachse with Mitch Craft
 - B. Bid Award Recommendation for Coffeen Abatement (*Action*) – Julie Carroll
- 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

Administration Offices
P.O. Box 919
201 N. Conner Street
Sheridan, WY 82801
Phone: 307-674-7405
Fax: 307-674-5041

DATE: November 26, 2012
TO: Board of Trustees
FROM: Craig Dougherty, Superintendent
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 secret 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: 1/16/06
Second Reading: 2/13/06

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 5, 2012

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 5:59 p.m. Monday, November 5, 2012, in the Board Room at the Central Administration Office. The presiding officer was Molly Steel, Vice-Chair. A quorum was determined to be present with the following attendees:

Trustees:

Molly Steel, Vice-Chair
Wayne Schatz, Treasurer
Richard Bridger
Nancy Drummond
Hollis Hackman
Ann Perkins, Clerk
Marva Craft

Administrators:

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

Absent:

Scott Hininger, Chairman
Erica O'Dell

Absent:

II. Approval of Agenda

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

III. Recognition

A. Nancy Drummond – Craig Dougherty

Craig Dougherty, Superintendent, thanked Trustee Drummond for her many years of dedicated service. Mr. Dougherty highlighted her 12 years on the board from December of 2000 until November of 2012, serving on many committees, spending time in the schools, sewing dresses for students, and always making decisions for the benefit of students. As Mr. Dougherty presented Trustee Drummond with a plaque, he explained that in the course of her time on the board, district employees have seen great increases in salary and benefits and the students have made great educational gains. Trustee Drummond responded that she has valued open communication between the school district and the community. Trustee Steel commented that she is proud of all the work

Trustee Drummond has accomplished and that she has learned much from their collaboration.

B. Board Recognition – Johann Nield

Johann Nield, representative for the Wyoming School Board Association, thanked Trustee Drummond for her years of service. Mr. Nield then presented Trustee Hackman with a plaque for receiving the honor of Master School Board Member. Congratulations and applause were given.

C. Acceptance of Donations to Sheridan High School (Action) – Dirlene Wheeler

Dirlene Wheeler, Sheridan High School Principal, reported that the Sheridan-Johnson Community Foundation and Sheridan Media recently offered a donation in the amount of \$3,000.00 for the Community Donation and Athletic Hardship Funds. Ms. Wheeler explained that this donation will be used to provide students with specialized athletic equipment, camp fees, clothing, food, and/or holiday gifts. Ms. Wheeler asked the Board to accept this generous donation. Jerry Pilch of the Sheridan-Johnson Community Foundation along with Bob Grammens and Jim Schellinger of Sheridan Media presented Principal Wheeler with a check for \$3,000.

TRUSTEE CRAFT MADE A MOTION TO ACCEPT THE DONATION FROM THE SHERIDAN-JOHNSON COMMUNITY FOUNDATION AND SHERIDAN MEDIA, AS PRESENTED. TRUSTEE PERKINS 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 8, 2012

B. Approval of Bills for Payment

General Fund	\$370,922.65
Federal Fund	\$62,444.01
Capital Fund	\$10,000.00
Major Maintenance Fund	\$0.00
TOTAL:	\$443,366.66

Trustee Schatz thanked Roxie Taft, Business Manager, and her staff for the tremendous effort expended in providing accurate and detailed financial records.

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

VI. Old Business

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

Craig Dougherty, Superintendent, reported that TSP is working to modify the building plans of the future Henry A. Coffeen to accommodate the special needs of the staff, such as the addition of a specialized Reading Recovery room. The staff and the parents of Henry A. Coffeen will be given the opportunity to provide input regarding any building and traffic concerns. The building plans will then be provided to the Wyoming Schools Facilities Department.

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

Cody Sinclair, Human Resources Coordinator, reviewed the policies and procedures that were up for first and second reading this month.

Policies – First Reading:

Mr. Sinclair explained that Policy JICC-Student Conduct on School Buses was adjusted for minor wording changes to clarify the meaning of discipline and to provide authority to all staff members on school buses.

TRUSTEE BRIDGER MADE A MOTION TO APPROVE POLICY JICC-STUDENT CONDUCT ON SCHOOL BUSES, ON FIRST READING, AS PRESENTED.

TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JICE – Student Publications was changed to clarify the purpose of a sponsor review.

TRUSTEE BRIDGER MADE A MOTION TO APPROVE POLICY JICE-STUDENT PUBLICATIONS, ON FIRST READING, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JICF – Secret Organizations was recommended for deletion, as other policies cover the rules outlined therein.

TRUSTEE CRAFT MADE A MOTION TO APPROVE DELETION OF POLICY JICF-SECRET ORGANIZATIONS, ON FIRST READING, AS PRESENTED. TRUSTEE DRUMMOND SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JICI – Weapons was simplified by removing specific procedures, as any weapon issues would be referred to the police department.

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

Mr. Sinclair explained that Policy JIE/JIG – Married or Pregnant Students was clarified and the vocabulary was updated.

TRUSTEE DRUMMOND MADE A MOTION TO APPROVE POLICY JIE/JIG-MARRIED OR PREGNANT STUDENTS, ON FIRST READING, AS PRESENTED. TRUSTEE PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Sinclair explained that Policy JIH – Student Searches, Information Gathering, and Student Arrests was adjusted to clarify the vocabulary.

TRUSTEE CRAFT MADE A MOTION TO APPROVE POLICY JIH-STUDENT SEARCHES, INFORMATION GATHERING, AND ARRESTS, ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Policies – Second Reading:

Mr. Sinclair reviewed changes made to the policies up for second reading, and recommended that the policies be approved collectively.

TRUSTEE DRUMMOND MADE A MOTION TO APPROVE POLICY AC – NONDISCRIMINATION/EQUAL OPPORTUNITIES; POLICY AC-P – TITLE IX AND OTHER DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE; POLICY ACE – SECTION 504 OF THE REHABILITATION ACT AND AMERICANS WITH DISABILITIES ACT; POLICY ACE-P – SECTION 504 DUE PROCESS PROCEDURE; POLICY GCBF – PROFESSIONAL STAFF FRINGE BENEFITS; POLICY GCQEA – EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS; POLICY GDBD – CLASSIFIED STAFF FRINGE BENEFITS; POLICY JB – EQUAL EDUCATIONAL OPPORTUNITIES; POLICY JBA – DISCRIMINATION – STUDENT COMPLAINT PROCEDURE; POLICY JBA-E – EQUAL EDUCATIONAL OPPORTUNITIES GRIEVANCE PROCEDURE FORM, ON SECOND READING, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

TRUSTEE STEEL MADE A MOTION TO RECESS TO A PUBLIC HEARING AT 6:25 PM. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Dr. Paul Young, President of Sheridan College and representative of the Sheridan Economic and Education Development Authority, thanked Sheridan County School District #2 for excellent collaboration with secondary education. Dr. Young explained that in an effort to contribute to the economic growth of our region and the success of SCSD#2 students, a \$50,000 planning grant is available to update a target employment study to discover new opportunities employers and develop the local workforce. Trustee Hackman noted that \$16,000 would need to be contributed from the SEEDA reserve fund. Trustee Hackman asked Dr. Young if the local employers or the Chamber of Commerce have the potential to evaluate what skills students would need to build a new labor force and expressed concern regarding changes to the curriculum. Dr. Young explained that the study would provide

more information than the Chamber of Commerce could provide, and the results of the study would be available in approximately one year.

TRUSTEE STEEL MADE A MOTION TO RETURN TO REGULAR SESSION AT 6:42 PM. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

VII. New Business

A. Approval of Resolution to Support Wyoming Business Council Grant Application (Action) – Tom Sachse

Tom Sachse, Assistant Superintendent, asked the board to approve the Resolution to Support Wyoming Business Council Grant Application. Dr. Sachse assured the board that any change in curriculum would be evaluated through the formal Curriculum Review Team. Dr. Sachse explained that the administration of Sheridan County School District #2 supports the grant.

TRUSTEE DRUMMOND MADE A MOTION TO APPROVE THE APPROVAL OF RESOLUTION TO SUPPORT WYOMING BUSINESS COUNCIL GRANT APPLICATION, AS PRESENTED. TRUSTEE PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

B. North Central Association (NCA) Accreditation Visit (Information) – Tom Sachse

Tom Sachse, Assistant Superintendent, shared the recent North Central Association (NCA) Accreditation visit results. The results of the visit were excellent and the accreditation team was more excited about Sheridan County School District #2 than any other district they had visited, according to Dr. Sachse. The report recommended improvement in equity of technological access to all students and increased frequency in discussing the mission of the district. Dr. Sachse explained that that the district is in the process of meeting those expectations. Trustee Steel thanked and congratulated the schools for all of their hard work.

C. Adequate Yearly Progress Update (Information) – Tom Sachse

Tom Sachse, Assistant Superintendent, explained that “No Child Left Behind” is in the tenth year of implementation and all students are moving toward 100% proficiency. Fort Mackenzie High School did not quite meet the goal in graduation rate and Sheridan Junior High School’s IEP students didn’t meet their target, although both schools were extremely close. Dr. Sachse noted that the targets are getting consistently higher and harder to reach.

D. FY12 Quarterly Financial Update (Information) – Roxie Taft

Roxie Taft, Business Manager, provided the quarterly financial update for the Board to review. Both income and expenditures are on target for the year.

E. Department of Audit Responses (Information) – Roxie Taft

Roxie Taft, Business Manager, explained that two statewide audits occurred last spring. Two components of the funding model, distance education, and staffing funding were audited. Ms. Taft reviewed the district’s response to both of these audit reports. Trustee Schatz asked if it is possible to predict what would be audited in a given year. Ms. Taft responded that errors in other districts often directed the auditors’ focus.

F. Secondary Schools' Improvement Plans (Information) – Terry Burgess

Terry Burgess, Assistant Superintendent, introduced the three secondary schools' principals. Mr. Burgess explained that these schools' reports are tied to the mission statement and our secondary schools receive great PAWS scores as a result of their focus.

Sheridan High School-Dirlene Wheeler

Sheridan High School principal, Dirlene Wheeler, described her school as "focused." SHS uses research-based strategies and teacher collaboration to implement the best methods to develop skills in their students, and she encourages her teachers to be purposeful in their actions.

Trustee Bridger commented that the high school is student-centered and student-oriented; the teachers work hard planning ahead to meet the needs of the students. Trustee Craft has frequently seen a high level of caring for the students and faculty collaborating to reach a common goal within Sheridan High School. Trustee Craft has observed that the partnership the high school shares with Sheridan College allows the students to discover and develop their skills.

Fort Mackenzie High School/the Wright Place – Laurien Rahimi

Fort Mackenzie High School and the Wright Place principal, Laurien Rahimi, explained that the students of Fort Mackenzie High School and the Wright Place outperform students of other alternative schools as well as students of traditional schools, because the school is "student-centered." Ms. Rahimi has a very structured environment for the students as well as a positive behavior program, incorporating the "Seven Habits of Highly Effective People." The students feel valued, allowing them to focus on areas of academic improvement. Ms. Rahimi utilizes a 1:1 student computer initiative, which contributes to an increase in sustained student performance on assessments.

Trustee Schatz commented that he is impressed with the community outreach of the students. Ms. Rahimi agreed that the students take great pride in the community service projects they perform. Trustee Perkins inquired if the dress code was implemented within the school. Ms. Rahimi responded that the students are in dark polo shirts and khaki pants, though they are still working out sizing with the clothing supplier.

Sheridan Junior High School – Mitch Craft

Sheridan Junior High School Principal, Mitch Craft, communicated to the board that the junior high school has the highest PAWS scores of any Wyoming junior high school and the students' MAP scores are growing at two times the rate of other students within the state of Wyoming. Mr. Craft explained that the reason for this success is student-centered teaching, teachers collaborating, and teachers holding themselves accountable. In the course of a lesson, the teachers discuss the common essential outcomes, design assessments, design the lesson, conduct formative assessments, develop interventions and enrichments, and also utilize summative assessments. The cycle ensures that all students learn to the highest level.

Trustee Perkins shared that she appreciates the collaborative effort and believes that all the teachers have the students' best interest at heart.

Trustee Steel congratulated Ms. Wheeler, Ms. Rahimi, and Mr. Craft on their efforts and incredible results.

VIII. Reports and Communications

A. Board of Trustees

1. **WSBA Resolution Addressing Graduation Rate (*Action*)** – Rich Bridger
Trustee Bridger requested that the board approve a resolution to make the mandatory attendance age 18 or graduation. Trustee Bridger elaborated that the graduation rate has always been a concern and that he and Trustee Schatz will voting delegates at the upcoming Wyoming School Board Association conference.

TRUSTEE DRUMMOND MADE A MOTION TO APPROVE THE WSBA RESOLUTION ADDRESSING GRADUATION RATE AND NAME TRUSTEE BRIDGER AND TRUSTEE SCHATZ AS VOTING DELEGATES TO THE WSBA CONFERENCE. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

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 Reports

A. Superintendent

Craig Dougherty, Superintendent, introduced Angie Winn as Assistant Superintendent's Secretary. Mr. Dougherty explained that Ms. Winn's brilliance and efficiency will suit her well in the new position, and introduced Michelle Bristol as Ms. Winn's replacement in the Superintendent's Secretary position. Mr. Dougherty congratulated the secondary principals for their "zen-like focus" in educating their students. Mr. Dougherty also highlighted the effort expended by Trustee Steel and Dr. Sachse in SEEDA. He explained that they have helped to move the community towards serving students.

TRUSTEE SCHATZ MADE A MOTION AT 7:40 P.M. TO GO IN TO EXECUTIVE SESSION. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 7:40 p.m. to cover personnel and real estate matters.

TRUSTEE HACKMAN MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:26 PM, THE MOTION WAS SECONDED BY TRUSTEE CRAFT, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:26 p.m.

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

TRUSTEE CRAFT MADE A MOTION TO RATIFY AND APPROVE THE EXECUTION OF THE CONTRACT TO BUY AND SELL REAL ESTATE DATED OCTOBER 9, 2012 AND DIRECT THE SUPERINTENDENT TO PROCEED WITH THE CLOSING OF THE TRANSACTION. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

XI. Adjournment:

TRUSTEE PERKINS MADE A MOTION TO ADJOURN THE MEETING AT 8:30 PM. TRUSTEE HACKMAN SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

Chairman

Clerk

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL REPORT
November 5, 2012

CERTIFIED STAFF

Changes/Transfers:

Carla Dunham Henry A. Coffeen School	Common Core State Standards Literacy/ Math/Technology Specialist 92.5 days (0.50 FTE) to 80.5 days (0.44 FTE)	Effective 10/16/12
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CLASSIFIED STAFF

Approvals:

Cristi Caracena Meadowlark School	Paraprofessional-Special Education 6.5 hours/day	Effective 10/15/12
Angela Hillier Henry A. Coffeen School	School Secretary 8.0 hours/day	Effective 10/22/12
Jennifer Lydic Meadowlark School	Paraprofessional-Special Education 1:1 6.5 hours/day	Effective 10/17/12

Changes/Transfers:

Heidi Schneider Sagebrush School	Paraprofessional-Special Education 1:2 6.5 hours/day to 7.0 hours/day	Effective 10/18/12
Angel Vielhauer Henry A. Coffeen School	Paraprofessional-Title I to Paraprofessional- Special Education 4.0 hours/day to 6.5 hours/day	Effective 10/23/12

Resignations:

Jacob Arnold Woodland Park School	Paraprofessional-ESL 7.0 hours/day	Effective 11/16/12
Mandy Call Sheridan High School	Paraprofessional-Receptionist/Lunch 8.0 hours/day	Effective 12/9/12

Alan Carroll Technology Department	Technology Technician 8.0 hours/day	Effective 11/16/12
Beau Chamberlain Sheridan Junior High School	Paraprofessional-Special Education 7.0 hours/day	Effective 10/17/12
Shawn F. Hasquet Meadowlark School	Paraprofessional-Special Education 7.0 hours/day	Effective 10/12/12
Connie Mynatt Sheridan High School	Cook's Helper 3.5 hours/day	Effective 10/26/12

EXTRA DUTY 2012-2013

Approvals:

<u>Name</u>	<u>Position</u>
Kaleb Brinkerhoff	Basketball – Girls' 7 th -8 th Grade C Coach – SJHS
Meagan Dow	Technology Integrator – Highland Park
Pete Karajanis	Basketball – Girls' 7 th -8 th Grade C Coach – SJHS
Jeanne Peterson	Model United Nations (MUN) Co-Sponsor – SHS
Andrea Rice	Basketball – Girls' 8 th Grade B Coach – SJHS

HENRY A. COFFEEN ELEMENTARY SCHOOL AFTER SCHOOL PROGRAM – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Brenda Atkinson	Teacher-Substitute
Bailey Bertch	Teacher-Substitute
Saundra Farman	Paraprofessional
Brad Gregorich	Teacher-Substitute
Meg Quade	Teacher
Melissa Rasmussen	Teacher-Substitute
Amanda Roseberry	Teacher
Connie Schmidt	Teacher
Kayla Wilson	Paraprofessional

HIGHLAND PARK ELEMENTARY SCHOOL AFTER SCHOOL PROGRAM – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Carol Bisbee	Paraprofessional
Joan Carpenter	Paraprofessional
Joyce Carroll	Teacher
Chris Cram	Social Worker
Ruth Fiedor	Paraprofessional
Rebecca Krezelok	Paraprofessional (Student Teacher)
Jennifer Manor	Paraprofessional
Stacie McFadden	Teacher
Jessica Morgan	Teacher
Toni Reid	Teacher
Michaela Uhling	Teacher
Kyle Warnke	Teacher

MEADOWLARK ELEMENTARY SCHOOL AFTER SCHOOL PROGRAM – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Melissa Brackley	Teacher
Casey O'Connor	Teacher
Chris Poniatowski	Teacher
Kaelee Saner	Teacher
Ali Watson	Teacher

SAGEBRUSH ELEMENTARY SCHOOL AFTER SCHOOL PROGRAM – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Carrie Giorgis	Paraprofessional
Danielle Law	Teacher
Lauren Lewandowski	Teacher
Kris Mattix	Paraprofessional
Carrie Rotellini	Paraprofessional

SHERIDAN JUNIOR HIGH SCHOOL AFTER SCHOOL PROGRAM – BRIDGES FUNDING

Approvals:

<u>Name</u>	<u>Position</u>
Kyle Ewing	Teacher
Lana Mecca	Teacher
Angela Romanjenko	Teacher

SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) PROGRAM

Approvals:

<u>Name</u>	<u>Position (Location)</u>
Joan Carpenter	Special Education Paraprofessional (Highland Park)
Carol Godley	Special Education Paraprofessional (Sheridan Junior High School)
Holly Marlenee	Special Education Paraprofessional (Sheridan Junior High School)

Sheridan County School District No. 2

Board of Trustees Special Board Meeting

November 20, 2012

Scott Hininger, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

A Special Board Meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 10:00 a.m., Tuesday, November 20, 2012, in the Second Floor Conference Room at the Central Administration Office. The presiding officer was Scott Hininger, Chairman. A quorum was present with the following attendees:

Trustees:

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

Administrators & Others

Craig Dougherty, Superintendent
Scott Stults, Director of Elementary Education
Scott Cleland
Cody Sinclair
Kendal Hoopes

Absent:

Nancy Drummond

TRUSTEE CRAFT MADE A MOTION AT 10:00 A.M. TO GO IN TO EXECUTIVE SESSION. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

II. Executive Session

The Board went into Executive Session at 10:00 a.m. to cover personnel and legal matters.

TRUSTEE O'DELL MADE A MOTION AT 10:45 A.M. TO RETURN TO REGULAR SESSION. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 10:45 a.m.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE AGREEMENT DATED NOVEMBER 19, 2102, BETWEEN THE SCHOOL DISTRICT AND THE SCHOOL DISTRICT EMPLOYEE NAMED THEREIN AND THAT THE BOARD DIRECT THE BOARD CHAIRMAN TO EXECUTE THE AGREEMENT ON BEHALF OF THE BOARD OF TRUSTEES. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

IV. Adjournment

TRUSTEE O'DELL MADE A MOTION AT 10:47 A.M. TO ADJOURN THE MEETING. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 10:47 a.m.

Chairman

Clerk



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 27, 2012

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent
Julie Carroll, Facilities Director

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

Henry A. Coffeen Elementary

We are currently working with TSP and our consultants on site layout and slight building modifications to our prototypical design to accommodate programs unique to Henry A. Coffeen. As we develop this information, it is given to the Wyoming School Facilities Department (WSFD) for review.

We will be scheduling times to present this information to Henry A. Coffeen staff with Principal Trahan. We just received information from the traffic study and are beginning to process the information with the WSFD and City.

We currently have the abatement documents out for bid and will be receiving the bids on December 3rd, and you will see later in the packet a recommendation for award for this portion of the work.



Craig Dougherty, Superintendent

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

DATE: November 26, 2012
TO: Board of Trustees
FROM: Cody Sinclair, Human Resources Coordinator
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

JJB	Student Social Events
JJE	Student Fund-Raising Activities
JJG	Contests for Students
JJI	Extra-Curricular and Interscholastic Activities
JJIBA	Interscholastic Athletics
JK	Student Discipline
JK-P	Administrative Hearing Procedures for Hearing Officer
JK-E1	Notice of Proposed Long Term Suspension
JK-E2	Administrative Hearing Participants

The following policies are being recommended for second reading:

JICC	Authority for Student Conduct on School Buses
JICE	Student Publications
JICF	Secret Organizations
JICI	Weapons
JIE/JIG	Married or Pregnant Students
JIH	Student Searches, Information Gathering, and Student Arrests

*Policies -
First Reading*

STUDENT SOCIAL EVENTS

~~The Board believes that s~~Social events may be allowed in the school district to~~should~~ provide opportunity for social growth. School facilities may be used by school groups and classes to hold social events for their membership subject to the approval of the principal.

Chaperoning shall be provided for social events under the direction of the principal.

First Reading: ~~1/14/97~~
Second Reading: ~~8/26/97~~

STUDENT FUND-RAISING ACTIVITIES

| The Board prefers that the school district fund support student activities, but it may be necessary for students to raise funds to support some of them. ~~This should be restricted, but if~~ considered necessary, the fund-raising must be approved by the principal and superintendent and carefully supervised.

| Fund-raising projects involving the sale of products must be approved by the principal and ~~approved by~~ the superintendent before the activity is initiated.

The sale of supplies in the classroom as a fund-raising project for student activities is prohibited. This does not preclude the operation of a school store under the control and supervision of the principal or the nonprofit sale of industrial art (art, crafts, etc.) supplies which are used by pupils in making articles that become the individual's property.

| All monies collected using the name of Sheridan County School District No. 2 shall be deposited into a district activity fund. All expenses for fund raising activities will be accounted for thru a district activity fund.

| W.S. 21-3-110

| First Reading: 8/12/97

| Second Reading: 10/21/97

CONTESTS FOR STUDENTS

~~The Board of Trustees approves the concept of Student participation in~~ educationally related contests may be approved provided they are educationally sound and administratively feasible. The approval of the superintendent or his/her designee ~~is~~will be required in order to conduct a contest or activity involving awards to students by agencies outside the schools. In fulfilling the responsibility for approval, ~~the superintendent or his/her designee~~ principals will ~~may~~ solicit opinions from the staff with respect to requests being considered. ~~The administration will limit p~~Participation in contests will be limited to those that are educationally sound, feasible, and timely. ~~Contest activities should supplement and support the regular school program they should not interfere with it.~~

First Reading: 1/14/97
Second Reading: 8/26/97

EXTRA-CURRICULAR AND INTERSCHOLASTIC ACTIVITIES

~~The Board believes that student activities are a vital part of the total educational program and should be used as a means of developing wholesome attitudes and good human relations, as well as knowledge and skills. Learning how to deal with success and failure, developing self-discipline, experiencing the successes of teamwork and developing physical skills are some of the benefits which can come from these programs.~~

~~Therefore,~~ The district will provide a program of extra-curricular and interscholastic activities geared to the age, interest, and ability level of students.

The superintendent or his/her designee will serve as the district's voting representative at all meetings of the athletic associations or conferences in which the district maintains membership.

The establishment, as well as the elimination of these programs, shall require approval by the Board. All interscholastic programs shall operate under the general supervision of the activities director/principal. Certified personnel will be assigned to supervise and coach the various sports as needed.

Activities shall be conducted keeping with the following guidelines.

1. Activity offerings shall be of sufficient variety and number to meet the wide range of interests of students and provide sexual equality in quality and quantity of activities.

2. All participation shall be voluntary.

~~3. Most activities should be an outgrowth of curricular activities.~~

34. All activities will be supervised; all clubs and groups ~~must~~will have an assigned advisor.

~~45. All students participating in the Wyoming High School Activities Association (WHSAA) sponsored activities are provided catastrophic insurance to participate in School District No. 2 activities programs thru WHSAA.~~

56. All activities shall be operated in compliance with the Office of Civil Rights of the United States Government.

EXTRA-CURRICULAR AND INTERSCHOLASTIC ACTIVITIES (contd.)

67. Secret clubs, societies, or organizations will not be recognized by the district. Students will not be allowed to promote these organizations during any part of the school day or during other school activities. This restriction shall cover all types of activity relating to these organizations--membership recruitment, wearing of distinguishing clothes or emblems and any other action by members of secret organizations.

It is a privilege and not a right ~~for students attending Sheridan County District No. 2~~ to participate in the schools' extra-curricular activities. Participation in such activities may be limited or conditioned upon compliance with school district policies, rules and regulations and/or ~~separate~~ codes of conduct. Such privilege may also be conditioned upon attendance at school and maintaining satisfactory grades.

First Reading: 2/11/97
Second Reading: 8/26/97

INTERSCHOLASTIC ATHLETICS

~~The Board believes that students benefit from the experiences made possible by participation in school sports. Learning how to deal with success and failure, developing self-discipline, experiencing the successes of teamwork and developing physical skills are some of the benefits which can come from these programs.~~

All interscholastic programs ~~will~~ require Board approval and shall operate under the general supervision of the principal/activities director. Personnel will meet Professional Teaching Standards Board (PTSB) requirements to supervise and coach the various sports.

~~Those activities that require M~~membership of the high school in the Wyoming High School Activities Association (WHSAA) will be subject to the approval of the Board. The eligibility of students to participate in WHSAA athletic programs will be determined in accordance with regulations of the WHSAA.

The superintendent or his/her designee will serve as the district's voting representative at all meetings of the athletic associations or conferences in which the district maintains membership.

~~The eligibility of students to participate in athletic programs will be determined in accordance with regulations of the WHSAA.~~

All students participating in WHSAA sponsored activities are provided ~~the opportunity to purchase~~ catastrophic insurance while participating in School District #2 programs thru WHSAA.

First Reading: 8/12/97

Second Reading: 10/21/97

STUDENT DISCIPLINE

School rules and regulations are applicable to school grounds and adjacent premises, all activities sponsored by the school, school-provided or school-arranged vehicles, and while students are traveling to and from school. School authorities may discipline students for out-of-school conduct negatively impacting the school environment.

The Board, administrators, and ~~staff teachers~~ have joint responsibility for the maintenance of student discipline.

A teacher or administrator may use reasonable force as necessary to prevent conduct negatively impacting the school environment, prevent injury to another person, protect himself/herself from attack while acting within the scope of his/her employment, or to prevent damage to property.

The Board shall give every reasonable support and protection, legal and otherwise, to its staff in carrying out their respective responsibilities in the maintenance of a safe learning environment.

The superintendent or his/her designee shall develop, and the Board will approve, procedures for handling general and major discipline problems for all students of the district which are designed to achieve these broad objectives and maintain the necessary degree of order in the school.

DEFINITION OF TERMS:

~~1. Restraint is the act of controlling the actions of students, when such actions may inflict harm to others, to the student or to property. Teachers and administrators may use whatever reasonable means are appropriate at the moment if it is necessary to prevent a student from harming others or himself/herself.~~

12. Short-term suspension is a period of time a student is removed from school, not to exceed ten (10) school days.

23. ~~Extended~~Long-term suspension and/or expulsion is a period of time a student is removed from school for more than ten (10) school days ~~and may extend beyond the current semester through the ensuing semester.~~

GUIDELINES ESTABLISHED WITHIN SCHOOLS

The administrator and the staff of each school will develop

STUDENT DISCIPLINE (contd.)

appropriate student policies and procedures that shall govern student conduct. As long as these local site policies do not conflict with the State Department of Education policies and regulations, state law, or Board of Trustees policies, these will be recognized.

The Board delegates to each principal and assistant principal the right authority to suspend a student for not more than ten (10) school days.

SPECIFIC RULES GOVERNING SHORT-TERM SUSPENSION

1. A short-term suspension may not exceed a period of ten (10) consecutive school days.
2. A principal or assistant principal has the authority to impose a short-term suspension ~~suspend a student~~.
3. In all cases, before a short-term suspension is imposed against a student, a principal will be responsible for making an investigation concerning the student's conduct in order to justify a suspension.

The student will be given oral or written notice of the charges made against him. If the student denies the charges, he will be given an explanation of the charges. The student will be given an opportunity to present his/her side of the story. Written notice of the suspension will be sent to the parents within 24 hours.

4. Any student who has been suspended for a short term, or the parent/guardian thereof, may appeal such suspension.
5. Appeal procedure from a short-term suspension:
 - a. Step 1
The student or parent/guardian will notify the principal, sometime during the duration of the suspension that they intend to follow the appeal process. The student will not necessarily be readmitted upon notice of appeal. Readmittance is up to the suspending administrator, principal or assistant ~~Vice~~ principal, as long as the offending student has not compromised the discipline or safety of fellow students or staff.

- b. Step 2

STUDENT DISCIPLINE (contd.)

The principal will provide a hearing ~~student will be provided a hearing~~ within three (3) school days after being notified of the appeal. The student and parent/guardian may participate in the hearing if they so request. The principal will notify the parent/guardian of his/her decision within two (2) days following the conclusion of the hearing.

c. Step 3

If the student and parent/guardian are not satisfied with the principal's ruling, an appeal may be made to the superintendent in the following manner.

i. The notification of appeal must be made to the superintendent within two (2) school days after the principal's decision is rendered.

ii. The appeal may be made orally or in writing to the superintendent.

iii. The superintendent will provide a hearing within three (3) school days of receipt of the notification to appeal. The student and parent/guardian may participate in the hearing if they so request. A ruling will be rendered within two (2) school days after the hearing.

d. Step 4

If the student and parent/guardian are not satisfied with the ruling of the superintendent, they may request a hearing before the Board of Trustees. This notification ~~of the~~ appeal ~~will~~ must be made in writing through the superintendent within two (2) school days after the superintendent's ruling. The Board of Trustees will hear the appeal at the next or next succeeding regularly scheduled meeting of the Board.

6. Students who are on suspension will not be allowed to attend any school functions, or be on any school property without permission of the site administrator.

SPECIFIC RULES GOVERNING LONG-TERM SUSPENSIONS/EXPULSIONS

1. If the ~~available evidence~~ situation warrants extended suspension/expulsion from school as provided by law or by policy for student conduct, the principal or his/her designee may recommend suspending/expelling a student from

STUDENT DISCIPLINE (contd.)

school for a period not to exceed one calendar year~~beyond the current school semester and the ensuing semester.~~

2. The principal or his/her designee may impose a short-term suspension~~suspend/expel the student on a temporary basis~~ pending an administrative hearing.

3. Prior to the administrative hearing both the student and the parent/guardian will be advised in writing of:

- a. The reason for the proposed suspension or expulsion, including the specific school or district rules or policies allegedly violated;
- b. The length of the proposed suspension/expulsion from the principal;
- c. The right to have a hearing;
- d. The date, time and location of the hearing;
- e. The right to be represented by a person of their choosing;
- f. The right to present any witnesses or documentary evidence on behalf of the student;
- g. Any documents that will be used at the hearing and the right to inspect such documents prior to the hearing;
- h. The right to waive a hearing and accept the long-term suspension, and/or ~~expulsion or assignment to the alternate school program.~~

4. Conduct of the Administrative Hearing

- a. The hearing will be conducted by the Ssuperintendent or his/her designee who has not been directly involved in the case as a victim, witness, investigator or prosecutor.
- b. The purposes of the hearing are to:
 - i. Review the charges and incidents upon which the decision is based;
 - ii. Hear the evidence relevant to the charge or

STUDENT DISCIPLINE (contd.)

charges;

iii. Provide an opportunity for the student, parent or guardian, counsel and witnesses to present information.

iv. Determine ~~the guilt or innocence of the student based on substantial evidence~~ whether a long-term suspension and/or ~~expulsion~~ is warranted.

c. The hearing officer shall determine whether to accept, reject or modify the recommendation based on evidence presented.

d. Technical rules of evidence shall not apply. Evidence shall be admissible if it is of the type usually relied upon in the conduct of school business and is probative, trustworthy and credible.

e. Upon a finding ~~of guilt~~ that a long-term suspension and/or ~~expulsion~~ is warranted, the superintendent or his/her designee shall have the authority to determine appropriate discipline or corrective action.

f. Within five (5) school days after conclusion of any hearing that results in a long-term suspension for more than ten (10) days and/or an expulsion:

i. The superintendent or his/her designee will make a written report ~~of the findings of fact upon which the decision was made.~~ The superintendent or his/her designee shall make a written report specifying disciplinary or corrective action.

ii. These written reports shall be delivered to the Board of Trustees through the superintendent following an expulsion.

iii. Copies of these written reports and the appeal procedures shall be mailed or personally delivered to the student and parent or guardian within three (3) school days after completion of the written report.

5. Appeal from the Superintendent:

a. If the student, parent or guardian is not satisfied

STUDENT DISCIPLINE (contd.)

with the decision of the superintendent, the student may request a hearing before the Board of Trustees. This hearing will review all aspects of the incident and consider the proposed extended suspension/expulsion.

- b. Procedures for appeal to the Board of Trustees:
 - i. Notice of appeal must be presented in writing through the superintendent within two (2) school days after delivery of the decision of the superintendent.
 - ii. The Board of Trustees will hear the appeal as soon as possible. The appeal hearing will follow procedures of the Wyoming Administrative Procedures Act, and the Local School Board Rules and Regulations of Sheridan County School District No. 2.
 - iii. The decision of the Board of Trustees will be final.

W.S. 1977 21-4-305
 1977 21-4-306
 1977 21-4-308

See also policy:

JKD/JKE - Suspension or Expulsion of Students
 JKF - Monitoring and Reentry Program for Students Suspended or Expelled

JLJ - Seclusion and Restraint in Schools

JLJ-P - Seclusion and Restraint in Schools Procedure

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

**ADMINISTRATIVE HEARING
PROCEDURE FOR HEARING OFFICER**

1. Complete the Administrative Hearing Participants form. Dismiss ineligible attendees.
2. Inform those in attendance that the hearing will be audio-recorded. Begin tape.
3. Opening the hearing
 - a. Hearing Officer state the date, time, place, his/her name, and the names of others in attendance.
 - b. State the charge or charges and possible penalty.
 - c. Review purposes of the Hearing and responsibilities of the Hearing Officer.
 - d. Review the order of testimony.
 - e. Establish availability of planned witnesses.
4. Testimony of school administration: (repeat process for student)
 - a. Presentation of evidence by school administrators.
 - b. Witness testimony (if called).
 - c. Review of witness testimony (if not called).

The administration should review the testimony of persons interviewed during the investigation. Names may be omitted and witnesses identified by number.
 - d. Questions by representatives (parent, student, attorney, administration).
 - e. Questions by Hearing Officer.
5. Summary and Closure
 - a. Submit any written documents to the Hearing Officer that have been used as evidence.

**ADMINISTRATIVE HEARING
PROCEDURE FOR HEARING OFFICER (contd.)**

- b. Remind the participants the Hearing Officer's role is to determine ~~innocence or culpability~~ whether a long-term suspension and/or /expulsion is warranted. ~~guilt.~~
- c. Inform participants of the next step in the process.

First Reading: 8/12/97
Second Reading: 11/18/97

~~NOTICE OF PROPOSED LONG TERM SUSPENSION~~
~~SHERIDAN COUNTY SCHOOL DISTRICT NO. 2~~

Date: _____

Parent/Guardian: _____

Address: _____

Subject: Proposed suspension of _____

(Name)

From: _____

(Name)

Dear _____:

~~You are hereby notified that your student, _____,~~
~~has been temporarily suspended from school pending the outcome~~
~~of an Administrative Hearing which has been scheduled for:~~

DATE: _____

TIME: _____

PLACE: _____

~~From the investigation, it was determined that your student was~~
~~involved in the following misconduct and/or violation of~~
~~District or school rules or policies:~~

Describe: _____

~~The maximum length of suspension is the remainder of the current~~
~~semester and the ensuing semester.~~

~~First Reading: 8/12/97~~

~~Second Reading: 11/18/97~~

ADMINISTRATIVE HEARING PARTICIPANTS

(Hearing Officer)

(School)

(Date)

Student: _____ Grade: _____

Parent/Guardian: _____ Phone: _____

Parent/Guardian: _____ Phone: _____

Address: _____

Representative for Student: _____

Address: _____ Phone: _____

Witnesses for Student: _____

Principal: _____ School: _____

Witnesses for Administration: _____

Others in Attendance: _____

First Reading: 8/12/97

Second Reading: 11/18/97

Policies -
Second Reading

AUTHORITY FOR STUDENT CONDUCT ON SCHOOL BUSES

~~GENERAL STATEMENT OF POLICY~~

The right of students to ride a school bus is contingent upon their good behavior and observance of school policies. Failure to behave and to observe school policies ~~will~~ ~~may~~ result in the imposition of discipline. The same policies and regulations which apply to students also apply to other passengers in the event of a non-school use of a bus.

AUTHORITY AND RESPONSIBILITY FOR STUDENT DISCIPLINE

- A. DURING TRANSPORTATION FROM HOME TO SCHOOL AND BACK OR WHEN NO DISTRICT PERSONNEL ARE PRESENT OTHER THAN THE BUS DRIVER
During transportation of students from home to school, from school to home and on any other occasion when no teacher, coach or other District personnel are present on the bus, the bus driver shall have the authority and responsibility to supervise the bus passengers and to implement the District's policies concerning discipline and safety.
- B. DURING TRANSPORTATION TO SCHOOL ACTIVITIES WHEN DISTRICT PERSONNEL OTHER THAN THE BUS DRIVER ARE PRESENT
During transportation of students from school to any activity when any teacher, coach or other District personnel are present, the teacher, coach or other District personnel shall have the primary authority and responsibility to supervise the bus passengers and to implement the District's policies concerning discipline and safety, and the bus driver shall have secondary responsibility for discipline but shall have primary responsibility for the safety of the operation of the bus.

AUTHORITY OF BUS DRIVERS AND TRANSPORTATION SUPERVISOR TO SEARCH AND SEIZE AND TO IMPOSE SANCTIONS

- A. AUTHORITY OF BUS DRIVERS
The bus drivers shall have the same authority as **any staff member** ~~a teacher~~ under Policy JIH to search for and seize contraband.
- B. AUTHORITY OF TRANSPORTATION SUPERVISOR
The Transportation Supervisor shall have the same authority as a building principal under Policy JIH to search for and

AUTHORITY FOR STUDENT CONDUCT ON SCHOOL BUSES (contd.)

seize contraband. The Transportation Supervisor shall have the same authority to suspend passengers from a bus that a principal would have to suspend students from school under Policy JK and shall follow the same procedures in doing so as a principal would be required to follow under Policy JKD/JKE.

AUTHORITY OF SUPERINTENDENT TO ISSUE REGULATIONS

The Superintendent shall have the authority to issue regulations to implement these policies.

See also:

- ACA - Sexual Harassment Policy
- ~~JIC - Student Conduct~~
- JICFA - Hazing of Students
- JICG/JICH - Student Alcohol/Tobacco/Drug Abuse by Students
- JICI - Weapons
- JK - Student Discipline
- JKA - Corporal Punishment
- JKB - Detention of Students
- JKD/JKE - Suspension or Expulsion of Students
- JLF - Reporting of Child Abuse
- JLIA - Supervision of Students
- KGA - Non-School Use of Buses

First Reading: 11/5/12
Second Reading:

STUDENT PUBLICATIONS

The Board encourages students to express their views in school-sponsored publications, but they must observe the rules of responsible journalism. This means that libelous statements, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or material designed to disrupt the educational process will not be permitted.

The Board also encourages school-sponsored publications as an educational activity through which students can gain experience in writing, reporting, editing, and an understanding of responsible journalism. The sponsors of student publications have a responsibility to review the contents of these publications before publication **for the purpose of:** ~~and to~~ **(1) assisting** students in improving their **writing** skills **and** their modes of expression; ~~and to recognize~~ **(2) prohibiting** material that is **contrary to this policy** ~~in poor taste, misleading, false, ill advised, prejudiced, and even libelous.~~

Review of content prior to publication is not censorship, but part of the educational process as it concerns student publications. ***This applies to both on-line and printed versions of student publications.*** It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case, the school district) enjoys freedom to determine what will and will not be published.

First Reading: 11/5/12
Second Reading:

~~SECRET ORGANIZATIONS~~

~~Membership in secret clubs, societies, or organizations has not contributed toward the morale and total well being of the student body of Sheridan school system. The school will refuse to recognize and allow any activities connected with these organizations to be associated with any phase or part of the school program.~~

~~Students will not be allowed to promote these organizations during any part of the school day or during other school activities. This restriction shall cover all types of activity relating to these organizations--membership recruitment, wearing of distinguishing clothes or emblems and any other action by members of secret organizations.~~

~~First Reading: 1/14/97~~

~~Second Reading: 8/26/97~~

WEAPONS

POLICY

It is the strict policy of the District that no student, school personnel, visitor or other person shall bring or possess a firearm, simulated firearm, destructive device, or deadly weapon on District property or at any school functions.

DEFINITIONS

For purposes of this policy, the following terms shall be defined as follows:

1. DEADLY WEAPON: Means, but is not limited to, a firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury, or as defined by applicable law.
2. DESTRUCTIVE DEVICE: Shall mean any device intended to ignite or discharge in an explosive or incendiary fashion, or expel gaseous or other materials in a noxious or harmful manner, or as defined by applicable law.
3. DISTRICT: Shall mean Sheridan County School District #2.
4. DISTRICT PROPERTY: Shall mean any school building, playground, facility, bus, vehicle, or any other property owned, leased, or used by the District which is capable of being occupied by a human.
5. FIREARM: Shall mean any handgun, rifle, shotgun, starter gun or other weapon designed to expel a projectile by action of an explosive, compressed air or other gas, or as defined by applicable law.
6. SCHOOL FUNCTIONS: Shall mean any function or event sponsored, in whole or in part, by the District, or which is attended by school personnel, representatives, agents or students for school purposes.
7. SCHOOL PERSONNEL: Shall mean teachers, administrators, guidance counselors, social workers, psychologists, nurses, librarians, and any other support staff who are employed in any capacity or who perform any services for or on behalf of the District.

WEAPONS (contd.)

8. **SERIOUS BODILY INJURY:** Shall mean bodily injury which creates a substantial risk of death or which causes miscarriage, severe disfigurement or protracted loss or impairment of the function of any body member or organ, or as defined by applicable law.
9. **SIMULATED FIREARM:** Shall mean any device which so closely approximates the appearance of a firearm as defined by this policy that it is reasonably foreseeable that such device will be mistaken for a firearm.
10. **STUDENT:** Shall mean any person who is presently a student of the District, any exchange student or a student from any other school system visiting or temporarily on District property for any reason.
11. **VISITOR OR OTHER PERSON:** Shall mean any parent, school personnel from other districts, states, or school systems, student from other districts, states, or school systems, or any other person not meeting the definition of school personnel or student under this policy.

EXCEPTIONS

1. This policy shall not prohibit the display or use of a simulated firearm or weapon, or any firearm or weapon which is incapable of firing or discharging, so long as such use or display is for a legitimate educational purpose. Display or use must be pre-approved by the principal of any school where such display or use is contemplated.
2. Nothing in this policy shall be deemed to prohibit a police officer, sheriff, sheriff's deputy, federal law enforcement agent or other state or federal law enforcement agent from being present on District property and in possession of a firearm or deadly weapon when on official law enforcement business.

PENALTIES

1. **STUDENTS:** Any student violating this policy may be suspended or expelled as provided by law.
2. **SCHOOL PERSONNEL:** Any person meeting the definition of school personnel under this policy, and who violates this policy, may be suspended, dismissed, terminated or otherwise disciplined as provided by law.

WEAPONS (contd.)

3. VISITORS OR OTHER PERSONS: Any visitor or other person meeting the definition of such under this policy, and who violates this policy, may be removed from District property or any school function, either temporarily or permanently, at the sole discretion of **the superintendent, assistant superintendent, building principal, or her/her designee** District. ~~Prior to so removing such a visitor or other person, a principal, **assistant principal**, or the superintendent of the District shall inform such individual of the reasons for the removal and the evidence against him, and shall give such individual a chance to present his version of the charges against him and to present evidence in his behalf. However, if, in the judgment of the principal, **assistant principal**, or the superintendent, such violation imminently endangers persons or property or threatens to disrupt the academic process, such visitor or other person may be so removed immediately. Such individual will then be given a chance to be heard as soon thereafter as practicable, and not later than seventy two (72) hours after the removal, not counting Saturdays and Sundays.~~

~~Any visitor or other person charged with a violation under this policy may appeal a decision of the principal or superintendent directly to the Board of Trustees of the District. The appealing party shall file such an appeal in writing with the District's Administration Office within five (5) working days after the date of the decision being appealed. The Board shall schedule a time at its next regularly scheduled meeting to hear the appeal. The hearing before the Board shall be informal. A final written determination shall be made by the Board within five (5) working days following the meeting. The decision of the Board of Trustees shall be final.~~

Such individuals may also be subject to criminal prosecution as provided by law.

Legal Reference: Safe & Drug Free Schools and Communities Act of 1994.

First Reading: 11/5/12

Second Reading:

MARRIED OR PREGNANT STUDENTS

The marriage or pregnancy of a student shall not affect **his/her** the right of ~~students~~ to receive a public education ~~or nor their~~ **his/her** privileges as ~~a~~ students of the district. **These events shall also not affect his/her** ~~nor their~~ opportunities to take part in any extracurricular activities or honors offered by the school. However, in such cases, the following shall apply:

1. **Any** ~~students~~ who becomes married shall report the marriage to the principal;
2. **Female students** ~~Girls~~ who become pregnant and wish to remain in school will be permitted to do so with the approval of their physician. The physician **shall** ~~will~~ state whether or not attendance and full participation in the regular school program is advisable. If continued attendance is not advised by the physician, the principal is authorized to make special arrangements for the instruction of the student and to provide an educational program designed to meet her special needs.

First Reading: 11/5/12
Second Reading:

STUDENT SEARCHES, INFORMATION GATHERING, AND STUDENT ARRESTS

GENERAL POLICY

~~The primary mission of public schools is to educate its students. That mission requires that students enjoy an educational~~ **Sheridan County School District #2 endeavors to provide an** ~~hereby implements procedures to provide students an educational~~ environment that is safe, secure, and intellectually challenging. The safety and security of students entrusted to a school must be of paramount importance. Inherent in this mission is the **To accomplish that task, the School District Board shall exercise its** authority of the School District to conduct reasonable searches and seizures within the limitations established by the United States Constitution and Wyoming State Constitution. ~~The Board will, through this policy, afford~~ In this regard, the District recognizes that the students attending its schools, enjoy the same rights against compelled self-incrimination and unreasonable search and seizure afforded to adults. 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 District to provide an atmosphere conducive to the educational process.

In order to provide a safe educational environment ~~To fulfill this overall mission,~~ there must be a reasonable **partnership relationship** between the District and the law enforcement agencies that support public safety within the City of Sheridan. Such an understanding requires the District and law enforcement **personnel to each** respect the mission of the other. ~~Law enforcement officers, by virtue of their office, swear an oath to protect and defend the citizens of the community through their enforcement of the law and their defense of the constitutional rights of its citizens. Law enforcement recognizes that unnecessary disruption of the educational process disrupts learning and interferes with development of good citizenship, thereby undermining the agency's relationship with its community. Law enforcement acknowledges that, 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~~

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

safety and security of each student. The role of a School Resource Officer is that of 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** ~~central mission~~ 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 significant damage has or is likely to occur to property, and 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 and who may be used as a designee by a District administrator.

Reasonable Suspicion: "Reasonable suspicion" 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 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 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 SEARCHES, INFORMATION GATHERING, AND STUDENT ARRESTS (contd.)

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 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** immediately.

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, 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 a representative from the school present. Once the investigation has been completed it is the responsibility of the law enforcement or Child Protection Agency official

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

to notify the parent(s) or legal guardian(s).

In cases of information gathering from students for an incident 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 ~~considered~~ and 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 school boards and school officials 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.***

First Reading: 11/5/12
Second Reading:



Craig Dougherty, Superintendent

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

DATE: November 26, 2012

TO: Board of Trustees

FROM: Tom Sachse, Assistant Superintendent for Curriculum and Assessment

SUBJ: **Presentation on e-Textbook Pilot** (*Information*)

As we continue with our plan to incorporate technology into the curriculum at all levels, we are following research and results from schools that successfully implement new technology for improving learning. Most of our recent pilots have been at the elementary level; you may remember the i-Pals presentation on the uses of 1:1 i-Pads at your March Retreat. Not only do we review the research on the new initiatives, we also examine the related costs for infrastructure improvements, tech support, and integration support that are required to make these programs successful.

Now, we are looking at the possibility of using technology to deliver core instruction in the secondary schools. We have asked Sheridan Junior High School (SJHS) Principal Mitch Craft to present some details on a second semester history pilot along with some thoughts on how that might look going forward for the next several years, if the initial pilot is successful.



Craig Dougherty, Superintendent

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DATE: November 27, 2012

TO: Board of Trustees

FROM: Julie Carroll, Facilities Director

SUBJ: **Bid Award Recommendation for Coffeen Abatement** (*Action*)

Bids will be accepted on December 3rd for the abatement of the old Coffeen Elementary School building. This information will be available at the board meeting for an award recommendation.



Craig Dougherty, Superintendent

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DATE: November 28, 2012

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: Ann Perkins, Erica O'Dell

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, Wayne Schatz, Molly Steel, Open

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, Scott Hininger, Ann Perkins, Open

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 Education & Economic Development Authority (SEEDA) Joint Powers Board:

Molly Steel

Sheridan Community Educational Foundation (SCEF) Board: Rich Bridger, Open

Please respond to the Chairman of the Board or Craig by Tuesday, January 8th. If you have any questions please contact Craig.