

Sheridan County School District #2

Board Meeting



Date: December 5, 2016

Time: 6:00 p.m.

Place: Central Office

Sheridan County School District #2

Board of Trustees Meeting

Central Office – Board Room

December 5, 2016

6:00 p.m.

Agenda

- I. Call to Order**
 - A. Pledge of Allegiance
 - B. Election of Board Officers (*Action*) - Ann Perkins
- II. Recognition**
 - A. WSBA Awards, Board of Trustees - Craig Dougherty
 - B. Wyoming Health & Adaptive PE Teachers of the Year - Brent Leibach
 - C. 4A Football State Champions - Don Julian
 - D. Fall Sports Update and Recognition - Don Julian
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
 - A. Approval of Board Meeting Minutes - November 7, 2016
 - B. Approval of Legislative Roundtable Meeting Minutes - November 10, 2016
 - C. Approval of Bills for Payment
- VI. Old Business**
 - A. Capital Construction Update (*Information*) - Craig Dougherty
 - B. Next Level Update (*Information*) - Mitch Craft
 - C. Approval of Policies (*Action*) - Traci Turk
- VII. New Business**
 - A. Approve the Sale of Surplus Vehicles (*Action*) - Andrew Conrad
 - B. Approval of Donation to the District (*Action*) - Craig Dougherty
- VIII. Reports and Communication**
 - A. Board of Trustees
 - 1. Board Reports
 - a. Board Committees (*Information*) - Board Chairperson
 - 2. Committee Reports
 - 3. Other
 - B. PTO/Parents/Students/Organizations
 - C. Site Administration and Staff
- IX. District Reports**
 - A. Superintendent
- X. Executive Session**
 - A. Personnel Matters, W.S. 16-4-405(a)(ii)

- B. To Consider or Receive any Information Classified as Confidential by Law, W.S.
16-4-405(a)(ix)

XI. Adjournment

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

Teaching and Learning

Resource Utilization

Leadership Capacity



Excellence and Accountability

Craig Dougherty, Superintendent

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DATE: November 28, 2016

TO: Board of Trustees

FROM: Ann Perkins, Chairman

SUBJ: **Election of Board Officers** *(Action)*

Election of officers will occur immediately following the Call to Order. 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
Reviewed: 10/20/14

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

Fall/Winter Recognition 2016-17

Fall 2016 GPAs

X-Country Boys	3.506
X-Country Girls	3.766
Football	3.274
Golf	3.323
Swim – Girls	3.780
Tennis – Boys	3.614
Tennis – Girls	3.781
Volleyball	3.667
Drama	3.506

Winter 2016-17 GPAs

Band
Basketball Boys
Basketball Girls
Choir
Musical
Orchestra
Swim-Boys
Wrestling
Indoor Track-Boys
Indoor Track-Girls
Cheer

Spring 2017 GPAs

Art
FFA
SkillsUSA
Student Council
Soccer Boys
Soccer Girls
Speech
Track Boys
Track Girls

All-State numbers

Fall

Tennis 2 Boys
Volleyball 1
Golf 4 (1 boy, 3 girls)
Football 8 players (11 positions)
Girls Swimming-5 Girls

Winter

Boys Basketball-
Girls Basketball-
Wrestling-
Indoor Track-
Boys Swimming-

All-State Music

Band-21 #1
Choir-10 #5
Orchestra-25 #1
Combined-56 #1

Spring

Soccer Boys-
Soccer Girls-
Track- Girls, boys

Individual State Champions

Girls Swimming 200 Medley Relay (**Molly Green, Zoe Robison, Pippin Robison, Piper Carroll**)

New Records

200 M Medley Relay, 2:08.53 **Molly Green, Zoe Robison, Pippin Robison, Piper Carroll**
200 M Freestyle Relay, 1:55.3 **Pippin Robison, Piper Carroll, Zoe Robison, Molly Green**
400 M Freestyle Relay 4:13.66 **Piper Carroll, Pippin Robison, Molly Green, Zoe Robison**
200 Yard Medley Relay 1:49.56 **Molly Green, Zoe Robison, Pippin Robison, Piper Carroll**
50 Yard Freestyle :24.65 **Piper Carroll**
100 Yard Freestyle :53.67 **Piper Carroll**
500 Yard Freestyle 5:15.87 **Molly Green**
400 Yard Freestyle Relay 3:38.83 **Piper Carroll, Pippin Robison, Molly Green, Zoe Robison**
1033 Receiving Yards **Coy Steel**

Team Finishes

Fall

Boys Golf 4th
Girls Golf State Runner-up
BCC 7th
GCC 5th
FB State Champions
GSW&D 3rd
BTen State Runner-up
GTen 8th
Volleyball State Qualifier

Winter

Girls Basketball-
Boys Basketball-
Wrestling-
Girls Indoor Track-
Boys Indoor Track-
Boys Swimming-
We the People-

Spring

Boys Soccer-
Girls Soccer-
Outdoor track-

Special Awards

Drew Boedecker 4A Offensive POY
Coy Steel 4A Defensive POY

Coaches of the Year

National Qualifiers

Numbers:

Participation By Grade (WHSAA)

Sheridan County School District No. 2

Board of Trustees Regular Monthly Meeting November 7, 2016

Ann Perkins,, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The regular monthly meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:00 p.m., Monday, November 7, 2016, in the Board Room at the Central Administration Office. The presiding officer was Ann Perkins, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

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

Administrators:

Craig Dougherty, Superintendent
Scott Stults, Assistant Superintendent
Mitch Craft, Assistant Superintendent
Roxie Taft, Business Manager
Julie Carroll, Facilities Director
Coree Kelly, Technology Director

Absent:

Absent:

Traci Turk, Director of Special Services

A. Pledge of Allegiance

II. Recognition

A. Wyoming Teacher of the Year, Ryan Fuhrman - Mitch Craft

Assistant Superintendent Mitch Craft introduced Wyoming Teacher of the Year Ryan Fuhrman. He said that Mr. Fuhrman's relationships with students, his rigor and passion for teaching, and his scientific thinking are all great qualities that helped Mr. Fuhrman earn this award. Mr. Craft added that Mr. Fuhrman is a lifelong learner and an outstanding collaborator and driver of the PLC process. Mr. Fuhrman thanked Mr. Craft for the introduction and the years of leadership that he provided at Sheridan Junior High School. He thanked the Board of Trustees and administration for the support and leadership.

Mr. Craft introduced Savannah Hill and Tara Blakely, representatives from the Rib & Chop Restaurant. Ms. Blakely thanked the Board of Trustees for allowing the Rib & Chop to be a part of this honor. She congratulated Mr. Fuhrman and presented him with a \$1000 check to be used in his classroom. She thanked Mr. Fuhrman for what he has done to help shape the Sheridan community.

B. Dining for a Cause Totals - Brent Leibach

Sheridan High School Principal Brent Leibach said that the Dining for a Cause event held at Frackelton's raised a total of \$32,545.25. He said that both the We the People Team and the new Computer Programming Club will benefit from this. He thanked all of the donating business, the Board of Trustees, the Frackelton's staff, Kim Love and the students who served at the event.

C. Recognition of Service, Richard Bridger and Hollis Hackman - Craig Dougherty

Superintendent Craig Dougherty recognized Richard Bridger and Hollis Hackman for their service on the Board. He said that Hollis Hackman served on the Board for seven years and has had a keen fondness for the state and our children. Mr. Dougherty added that Mr. Hackman served as the WSBA Director of Area 7 for a year. Mr. Dougherty said that Richard Bridger served on the Board for twelve years. He added that Mr. Bridger has volunteered everywhere and anywhere within the district. Mr. Bridger was a Board Chairman and a Treasurer in his years of service. Mr. Dougherty said that we will greatly miss both Trustee Bridger and Trustee Hackman. Trustee Bridger thanked Mr. Dougherty for the opportunity to serve and added that the district has a tremendous staff to work with.

III. Approval of Agenda

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

IV. Welcome--Audience Comments

V. Consent Agenda Items

A. Approval of Board Meeting Minutes - October 3, 2016

B. Approval of Special Board Meeting Minutes - October 26, 2016

C. Approval of Bills for Payment

General Clearing	\$2,784,327.55
Federal Fund	\$175,905.15
TOTAL:	\$2,960,232.70

TRUSTEE STEEL 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

Superintendent Craig Dougherty said that the high school locker room project is complete. He thanked Activities Director Don Julian, Facilities Director Julie Carroll, and Sheridan High School Principal Brent Leibach for all the work they did to help with this project.

Mr. Dougherty said that the Capital Construction Committee met and will be discussing the next phase of projects and future planning. He said that our facility plan meeting with the Wyoming State Construction Division of School Facilities is scheduled for March 2017. Mr. Dougherty said that during the next several meetings, summaries of the district's facility plan will be presented.

Mr. Dougherty said that the John C. Schiffer Collaborative School remains unfunded. He said that the Joint Appropriations Committee (JAC) reported that the updated CREG report showed an additional \$156 million revenue shortfall. Mr. Dougherty said that the Old Highland Park building remains number one on the Needs Index List and was determined as a transition only school. Mr. Dougherty said that Senator Burns has been meeting with Ms. Carroll and helping with the facilities work. Mr. Dougherty said that we are hoping that the legislators and state representatives will see that the collaborative school is forward thinking and that it would be a benefit in this downturned economy. He said that the next JAC meetings will be held in December.

Mr. Dougherty said that the Henry A. Coffeen Elementary School playground is complete. He said it is a beautiful playground and the children are utilizing it.

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

Assistant Superintendent Mitch Craft provided updates on the four Next Level focus areas: Early Childhood, Student Attendance, Community Engagement, and Multiple Pathways to Graduation. He said that Next Level is entering the sustaining phase. Mr. Craft invited Assistant Superintendent Scott Stults to speak about the Early Childhood focus area. Mr. Stults said that there will be an Early Childhood Liaison position funded by the Whitney

Foundation. He said that this is a three-year grant. Mr. Stults described some of the liaison's responsibilities stating that they will work closely with the school district, early child care providers, and Sheridan College. Mr. Stults said that we are in the process of drafting the job description with the goal of advertising the position around February. He said the intent is to hire the position by the spring and have the employee start the twelve-month contract in the summer. Mr. Craft then discussed the Next Level Student Attendance focus. He said that new work was started by asking all school principals and counselors to set attendance SMART goals and to have an intent focus and effort in that area. He said that we will receive feedback from principals and the data from the attendance survey. Mr. Craft said that the Multiple Pathways to Graduation focus currently has six students currently enrolled in the Success Academy. He said that a handful of students completed this program successfully over the summer. Mr. Craft said that there is a Next Level internship taking place at the high school under Business Teacher Kathleen Pilch. He gave an update on Graduation Coach Curt Mayer's work and students. He said that Mr. Mayer has fifty-eight students whom he tracks data for and creates relationships with. Mr. Craft said that the Community Engagement focus is working on gaining corporate sponsorships. He said that we currently have six: Flood Marketing, Dairy Queen, Kennon, Anne Gardner State Farm Insurance, Holly Seed, and Let 'Er Buck Car Wash. Mr. Craft informed the Board that the next Next Level stakeholder meeting will be held on Wednesday, November 12. He said that four Trustees have accepted the invitation and that if more of them would like to attend the meeting can be advertised called to order.

Trustee Bridger asked what SMART goals are. Mr. Craft explained that each school approached the SMART goal differently. He said that one school targeted students who had seven or more absences and created the goal to reduce that by 5%. He clarified that they will be comparing this year to last year. Mr. Craft said the SMART goal needs to be measureable and attainable. He said that the administration met with teams at the elementary buildings and selected a target number that they can achieve. Mr. Craft said that the goal is a school-wide percent.

Trustee Schatz asked Mr. Stults where the Early Childhood Liaison position is going to be located. Mr. Stults said that the district will provide an office for them.

C. Approval of Policies (*Action*) - Scott Stults

FIRST READING

Assistant Superintendent Scott Stults reminded the Board of Trustees and audience the process for policy approval. Mr. Stults said that Policy BGAA - School Policies Advisory Council specifically states that the Human Resources personnel is to be on this committee. He said that the recommendation is to change the policy to read that someone from the district administration office is to be on the School Policies Advisory Council.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY BGAA - SCHOOL POLICIES ADVISORY COUNCIL, ON FIRST READING, AS PRESENTED. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Trustee Schatz asked if this would be the same person or a rotating person. Mr. Stults clarified that one person from the administration would serve on the committee to keep it consistent.

Mr. Stults said that for Policy IA - Education Philosophy and Mission Statement the recommendation is for the policy to be stricken and written as a vision statement. He said that this is a philosophical statement because specific language has changed.

TRUSTEE STEEL MADE A MOTION TO APPROVE POLICY IA - EDUCATIONAL PHILOSOPHY AND MISSION STATEMENT, ON FIRST READING, AS PRESENTED. TRUSTEE ACHORD SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Stults said that Policy IHB - Special Instruction Programs for Disabled Students was changed slightly to clean up the language.

TRUSTEE HACKMAN MADE A MOTION TO APPROVE POLICY IHB - SPECIAL INSTRUCTION PROGRAMS FOR DISABLED STUDENTS, ON FIRST READING, AS PRESENTED. TRUSTEE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Stults said that Policy IHBA-P - Child Find was changed slightly to clean up the language.

TRUSTEE WILSON MADE A MOTION TO APPROVE POLICY IHBA-P - CHILD FIND, ON FIRST READING, AS PRESENTED. TRUSTEE HACKMAN SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Stults said that in Policy IHBAB-P - Special Education - Confidentiality Requirements, the procedure piece was changed slightly to clean up the language.

TRUSTEE WENDTLAND MADE A MOTION TO APPROVE POLICY IHBAB-P - SPECIAL EDUCATION - CONFIDENTIALITY REQUIREMENTS, ON FIRST READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

Mr. Stults said that there were no changes to the policies in second reading. He suggested

taking the three policies under second reading as a group.

TRUSTEE WENDTLAND MADE A MOTION TO APPROVE POLICY GCQ - PROFESSIONAL STAFF SUSPENSION, DISMISSAL, TERMINATION AND RESIGNATION OF EMPLOYMENT, POLICY IC - SCHOOL YEAR/CALENDAR, AND POLICY ID - SCHOOL DAY, ON SECOND READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

VII. New Business

A. FY 2016-2017 Quarterly Financial Update (*Information*) - Roxie Taft

Business Manager Roxie Taft presented the financial statements for the first quarter of fiscal year 2016-2017. She said that the statements presented represent monies received and expenses incurred between July 1, 2016 and September 30, 2016. Mrs. Taft said that the cash, revenues, and expenditure reports are in line with what is expected this time of the year. Trustee Perkins thanked Mrs. Taft for all her work.

B. FY 2013-2014 Audit of School District Funding Model (*Information*) - Roxie Taft

Mrs. Taft said that we received the results of our funding model audit for fiscal year 2013-2014. She said that the district had a “no change” audit, which means the audit resulted in less than \$5,000 in findings. Mrs. Taft said that our results will be presented on November 14 at the Joint Education Committee meeting and they will also be published on the Wyoming Department of Audit’s website. She added that hard copies are on file in her office if anyone who would like to review the full document. Trustee Wendtland and Trustee Perkins thanked Mrs. Taft and the Business Office for their work.

C. Approval of Donation of Bus to Sheridan Recreation District (*Action*) - Andrew Conrad

Transportation Director Andrew Conrad said that the district has replaced four buses this year and one could be utilized by the Sheridan Recreation District. He explained that the four buses have been approved for replacement by the Wyoming Department of Education (WDE) and the Board of Trustees. Mr. Conrad asked for approval to donate the 2004 Bluebird bus to the Sheridan Recreation District.

TRUSTEE STEEL MADE A MOTION TO APPROVE THE DONATION OF THE 2004 BLUEBIRD BUS TO THE SHERIDAN RECREATION DISTRICT. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE BRIDGER ABSTAINED.

D. Approve the Sale of Surplus Buses (*Action*) - Andrew Conrad

Mr. Conrad explained that the other three buses that have been replaced were advertised and

sealed bids were received. Mr. Conrad presented the bids that were received. He asked the board to approved the sale of the following buses:

- 2006 72 Passenger IC RE bus to Bemidji Bus Line for a price of 3,000.00
- 2004 72 Passenger IC Type C bus (VIN 606384) to Northwestern Transit for a price of \$3,120.00
- 2004 72 Passenger IC Type C bus (VIN606383) to Northwestern Transit for a price of \$3,350.00

TRUSTEE WENDTLAND MADE A MOTION TO APPROVE THE SALE OF THE 2006 72 PASSENGER IC RE SCHOOL BUS TO BEMIDJI BUS LINE FOR A PRICE OF \$3,000.00, AND THE SALE OF TWO 2004 72 PASSENGER IC TYPE C SCHOOL BUSES (VIN 606383 AND 606384) TO NORTHWESTERN TRANSIT FOR A PRICE OF \$3,350.00 AND \$3,120.00. TRUSTEE STEEL SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

E. Authorization to Advertise and Accept Bids on Surplus Vehicles (*Action*) - Andrew Conrad

Mr. Conrad said that two district vehicles have been replaced with newer units and are no longer beneficial to the school district. Mr. Conrad asked the board for authorization to advertise the 1984 GMC $\frac{3}{4}$ Ton Pick-up with plow and the 1971 Chevrolet Suburban with plow for sale. He said that the results of the sealed bids will be brought to the December board meeting.

TRUSTEE WILSON MADE A MOTION TO AUTHORIZE THE ADVERTISEMENT OF THE 1984 GMC $\frac{3}{4}$ TON PICKUP WITH PLOW AND THE 1971 CHEVROLET SUBURBAN WITH PLOW FOR SALE. TRUSTEE CRAFT SECONDED THE MOTION AND IT CARRIED WITH A UNANIMOUS VOTE.

Trustee Schatz asked if the vehicles have been replaced. Mr. Conrad responded that yes, both vehicles have been replaced.

F. Elementary School Improvement Plans (*Information*) - Mitch Craft

Assistant Superintendent Mitch Craft said that last month you heard from our secondary principals and this month the elementary principals will present their School Improvement Plans. He said that our elementary schools continue to perform at the top of the state. Mr. Craft added that each school has a relentless focus on improvement, learning, and collaboration. Mr. Craft said that this year he is most impressed with the schools' desire to collaborate across schools. Mr. Craft introduced Sagebrush Elementary Principal Brett Dahl.

Brett Dahl thanked the board for the opportunity to present. He shared a diagram and explained that at the beginning of the year he had asked the Sagebrush staff why we exist as a school. He reported that the answer to why we exist was to ensure that all children achieve

high levels of learning. Mr. Dahl said that the staff is also focusing on behaviors. He said that the Sagebrush staff are viewing students as “our” students instead of “my” students. He said that through this thinking the staff can more clearly see what we are doing well and what we need to be doing better. He said that this has allowed Sagebrush to be more results oriented. Mr. Dahl reported that Sagebrush was able to send nine teachers to a PLC conference this summer. He said that through these professional development opportunities teachers are driving the process of making sure they know exactly what our students know and don’t know. Mr. Dahl said that this year teachers are teaching with passion and urgency, building strong relationships with students, and celebrating learning, both with their students and each other as colleagues. Mr. Dahl said that this purpose statement cannot simply be a statement, it has to be something we live and build within our school as a culture. Mr. Dahl thanked the board and administration for their high expectations and support. He said that in less than three years, nineteen teachers from Sagebrush have been able to attend a PLC institute. Mr. Dahl welcomed any questions. Trustee Hackman asked if the Positive Behavior Interventions and Supports (PBIS) goal is a schoolwide goal. Mr. Dahl said that the PBIS goals are communicated throughout the Sagebrush building. Mr. Dahl introduced Meadowlark Elementary Principal Casey O’Connor.

Mr. O’Connor thanked the board for the opportunity to present. He said that Meadowlark’s plan for success is broken into four key components: Strong PLC teams, Continual Reflection, Address Factors that Affect Academic Success, and Continual Improvement of our Professional Skills. Mr. O’Connor said that collaboration is key. He elaborated and said that teachers are making conversations about our students and the data. He said that the decisions made are driven by data that is reviewed and truly analyzed. Mr. O’Connor said that we are continually talking about the four guiding PLC questions. He said that the staff continually works to improve on their special skill and craft, and they appreciate the opportunity to provide feedback. Mr. O’Connor said that professional development (PD) is great for our teachers. He said that what teachers learn from a PD experience and research helps them learn how different things affect our students. Mr. O’Connor said that through enrichment and intervention we can reach those students that are struggling. Mr. O’Connor said that the Meadowlark staff has weekly conversations to review where they are in their professional and SMART goals. Mr. O’Connor said that it is important to address factors that affect students’ academic success. He said that at Meadowlark the staff continues to establish a school and culture where students know they are cared for, help is offered, and social skills are built. Mr. O’Connor said that Meadowlark is making great strides with behavior. He reported that Meadowlark has a SMART attendance goal to decrease the percent of students reaching the Tier 2 (10+ absences) by 3% and Tier 3 (12+ absences) by 2%. To help accomplish this, the Parent Liaison has been reaching out to parents to help them create a plan to keep their students in school. Mr. O’Connor welcomed any questions.

Trustee Wendtland asked about the new report card data tracking system and wondered if we have a sense of how that is working. Mr. O’Connor said that the staff have provided great efforts to create a manageable report card for parents. Trustee Wendtland asked is the

teachers like it. Mr. O'Connor said that the teachers seem to appreciate the report card and a handful of them have been discussing the report card in their PLC meetings. He said that each team devised a plan of how they will track certain data. Mr. O'Connor introduced Henry A. Coffeen (HAC) Principal Brad Gregorich.

Mr. Gregorich thanked the board for the opportunity to present and he thanked the board and administration for the opportunity to lead the staff and students of HAC. Mr. Gregorich said that at the first staff meeting he asked the staff how they felt the school year was going. The responses he received were concerns with the school/student culture and the need to improve reading instruction. Mr. Gregorich said that the entire school will be revisiting the PBIS expectations. He said that this Thursday, November 10, the staff will reteach student behavior. He said that the staff is focusing on addressing student behavior consistently across all classrooms. Mr. Gregorich discussed the Leader in Me program and said that the Coffeen staff is using the program as a model to inspire students. He said that the last training for this was six years ago, and so he is looking into the possibility of bringing that back to the staff. Mr. Gregorich said that Coffeen's achievement data showed an improvement in math, but modest improvements in reading. He explained that to improve reading we would start with improving reading instruction. Mr. Gregorich said that Coffeen will be using Read 180: a research based intervention program targeted at at-risk readers in 4th and 5th grade. He said that there will be a reading recovery professional development opportunity for K-5 grade teachers. Mr. Gregorich said that we are several years into the PLC process and one subject area to focus on is how do we work the four questions. He explained that through formative assessments we are able to gather data and look at what is needed to reach all students and make sure that learning is happening for all. Mr. Gregorich welcomed any questions. Trustee Hackman asked if the expectations for student behavior is clear among leadership and all staff, including classified employees. Mr. Gregorich said that in the PBIS program one of the most powerful pieces is the use of common language to address student behavior. He explained the PBIS Roundup program that the Coffeen school will be doing on Thursday, November 10. Trustee Bridger asked if interventions are decided by grade level. Mr. Gregorich replied that interventions are determined subject level by grade level. He said that assessments go with the students. Mr. Gregorich introduced Woodland Park Elementary Principal Paige Sanders.

Woodland Park Elementary Principal Paige Sanders said that it is a pleasure to share Woodland Park's continued journey for excellence. Mrs. Sanders shared Woodland Park's mission and vision statements. She said that Woodland Park's purpose is to inspire and empower everyone to reach their full potential. She explained that Woodland Park uses the mission and vision statements through the PLC process, in communicating with parents regularly, while focusing on data and student behavior, and while emphasizing learning in a collaborative classroom culture. Mrs. Sanders shared Woodland Park's celebrations. She said that Woodland Park was named a Model PLC school last year. Woodland Park also was in the Top 10 for the Defour Award and Mrs. Sanders said that they would be applying again this year. Mrs. Sanders reported that Woodland Park was named a Bucket Filling

School in Mindfulness and Woodland park has been an inspiration to Jeanie Iverlands Mindfulness Book that is coming out in February. Mrs. Sanders said that Woodland Park staff constantly reflect on what we are doing to ensure there is learning at high levels. She said that all staff do know the PBIS common language when addressing student behavior. She said there are monthly PBIS team meeting and support staff also attend these meetings so they understand what PBIS is and what it looks like. Mrs. Sanders explained that Woodland Park school has a growth mindset. She said that throughout the school students grasp onto working hard and they are willing to grow. She explained that each classroom works on fostering this mindset and each student works on setting their own goals. Mrs. Sanders said that the Woodland Park staff constantly reflect on PLC. She said they are exploring how to improve as a PLC within a PLC and are working on building leadership. Mrs. Sanders said that Woodland Park has set a vertical alignment goal for math, reading/writing, data notebooks, and behavior. She said that schoolwide Woodland Park continues to refine and reflect on the common assessments. She explained that through data notebooks grade level skills are focused on monthly. Mrs. Sanders thanked the board for their continues support and welcomed any questions. Trustee Hackman asked if parent liaisons are involved in the PBIS process. Mrs. Sanders replied that at the last Parent/Teacher Organization meeting parents were interested in PBIS and they want to be a part of PBIS assemblies. Trustee Perkins said that the student notebooks are interesting and it is great to see the students taking ownership of their work. Trustee Bridger asked about the student notebooks. Mrs. Sanders explained that in their notebooks, the students keep track of MAP scores, reading levels, and common assessments. Mrs. Sanders introduced Highland Park Elementary Principal Scott Cleland.

Mr. Cleland said that some of the students that we work with today are different from when he was in school. He presented a picture of Highland Park students and described some of their different life scenarios. He said that children like the ones he described can be part of any classroom. Mr. Cleland credited his teachers for the great work they do with the different demographics of students. He said that the teachers, not only in Highland Park, but all of the district's buildings, will try their best to reach every student and ensure a high level of learning for all. Mr. Cleland continued by stating that the teachers work hard. He said that they look at the 20% who did not get the lesson and will think about what they can do to reach those students. Mr. Cleland added that we do not want to use a child's situation as an excuse for poor behavior and performance. He said that children come to school every day excited and ready to learn. Mr. Cleland said that Highland Park has been a PLC school for ten years. He reported that the 5-10% lowest performing students are consistently the lowest. He said that those students are receiving interventions, but they seldom see change. Mr. Cleland said that the teachers at Highland Park have decided to use some of their planning periods to work with each other across grade levels to discuss what they can do to help these students. Mr. Cleland reported that some of the Highland Park staff was able to attend a PLC conference over the summer. He said that Highland Park will guarantee that students master the following curriculum by the end of the year: reading, writing, and math. He said this is a guarantee for all of our students, not just 90% of our students. Mr. Cleland

thanked the Board of Trustees for their time and thanked Trustee Bridger and Trustee Hackman for their service. He welcomed any questions. Trustee Perkins thanked the principals for all they do.

Trustee Schatz asked Mr. Dougherty why there was no report for Story. Mr. Dougherty said that the data from Story is not allowed to be reported due to the small number of students. He assured the Board that Story is very much involved with Coffeen and all of the district schools. Mr. Dougherty said that Principal Brad Gregorich oversees Story and visits them at least once a week.

Mr. Craft addressed the Board to provide more information on PBIS. He said that all buildings know how essential it is to train all staff. He said that last year Dan White, a Discipline Assistant at the junior high, noticed that the behavior that was expected in schools was not consistent with what was happening on the school buses. Mr. Craft said that Mr. White took it upon himself to gather the bus drivers and walked them through the PBIS program.

VIII. Reports and Communications

A. Board of Trustees

1. Board Reports

There were no board reports.

2. Committee Reports

There were no committee reports.

3. Other

There were no other reports.

B. PTO/Parents/Students/Organizations

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

C. Site/Administration/Staff

There were no Site/Administration/Staff reports.

IX. District Administration Reports

A. Superintendent

Superintendent Dougherty complimented the principals for the School Improvement Plan reports. He thanked them for realizing the importance to view every child in whole. Mr. Dougherty congratulated Mr. Ryan Fuhrman and said that he will be outstanding as

Wyoming's Teacher of the Year. Mr. Dougherty said that the state football championship will be taking place this weekend. He said that Assistant Superintendent Scott Stults will be in Laramie to represent the district and cheer the athletes on. Mr. Dougherty said that he met with the new University of Wyoming (UW) President Dr. Laurie Nichols and the Trustee Education Initiative Director Dr. Rebecca Watts that afternoon. He said that President Nichols is a brilliant leader for the state and UW. Mr. Dougherty said that what was presented tonight is essentially why they were here: they know we are number one in the state. He said that President Nichols and Ms. Watts met at Woodland Park with Principal Paige Sanders, Reading Recovery Teacher Judy Dougherty, and Literacy Coordinator Kristie Garriffa. Mr. Dougherty reported that they presented an idea of our district piloting a teacher preparation program where our teachers train teacher candidates. Mr. Dougherty said that President Nichols then traveled to the high school to meet with Assistant Superintendent Scott Stults, Principal Brent Leibach, and Assistant Principal Cindy Dahl.

TRUSTEE WILSON MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 7:34 P.M. TO TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES, PURSUANT TO W.S. 16-4-405(a)(ii) AND TO CONSIDER OR RECEIVE ANY INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW, PURSUANT TO W.S. 16-4-405(a)(ix). TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

X. Executive Session:

The Board went into Executive Session at 7:34 p.m. to address personnel matters.

TRUSTEE BRIDGER MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:34 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting reconvened at 8:34 p.m.

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

XI. Adjournment:

TRUSTEE ACHORD MADE A MOTION TO ADJOURN THE MEETING AT 8:35 P.M. TRUSTEE WILSON SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.

The meeting adjourned at 8:35 p.m.

Chairman

Clerk

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
REVISED PERSONNEL ACTION REPORT
November 7, 2016**

CERTIFIED STAFF:

Resignations:

Margaret Klebba	Kindergarten-Classic	Effective
Henry A. Coffeen 1.0 FTE	(185 days)	11/04/2016
School		

CLASSIFIED STAFF:

Changes/Transfers:

Sally Jones	Cook-Head	Effective
Ft. Mackenzie High School/	4.5 hours/day (177 days) to	11/01/2016
the Wright Place	5.0 hours/day-Lunch/ 1.0 hour/day Breakfast	
	(177 days)	

Resignations:

Sharon DeWitt	Bus Driver-Rotator	Effective
District	2 hours/day	11/01/2016
	(175 days)	

Ronald Maixner	Bus Driver	Effective
District	4 hours/day	11/11/16
	(175 days)	

Termination:

Stephany Carrillo	Paraprofessional-Special Education 1:2	Effective
Sheridan Junior High	7.0 hours/day	11/8/16
School	(176 days)	

EXTRA DUTY 2016-2017

Approvals:

<u>Name</u>	<u>Position</u>
Timothy Daniels	Weight Room-2nd Quarter
Curt Mayer	Weight Room-2nd Quarter

SPECIAL PROGRAMS EXTRA DUTY 2016-2017

Approvals:

<u>Name</u>	<u>Position</u>
Judith Dougherty	Reading Professional Development
Kristie Garriffa	Teacher Development

SHERIDAN JUNIOR HIGH SCHOOL EXTENDED SCHOOL YEAR (ESY) PROGRAM STAFF 2016-2017

<u>Name</u>	<u>Position</u>
Craig Blackwell	Paraprofessional
Shauna Trujillo	Paraprofessional

HIGHLAND PARK SCHOOL EXTENDED SCHOOL YEAR (ESY) PROGRAM STAFF 2016-2017

<u>Name</u>	<u>Position</u>
Heather McKeag	Paraprofessional

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

<u>Name</u>	<u>Position</u>
Rhonda Gallegos	Paraprofessional (Substitute)
Debra Johnson	Paraprofessional

MEADOWLARK BRIDGES SCHOOL PROGRAM STAFF 2016-2017

<u>Name</u>	<u>Position</u>
--------------------	------------------------

Janelle Dill Teacher

HIGHLAND PARK BRIDGES SCHOOL PROGRAM STAFF 2016-2017

<u>Name</u>	<u>Position</u>
Kellie Boedecker	Teacher

MEADOWLARK SCHOOL BRIDGES SCHOOL PROGRAM STAFF
2016-2017

<u>Name</u>	<u>Position</u>
Ian Wallace	Teacher

Sheridan County School District No. 2

Board of Trustees

Legislative Roundtable Meeting

November 10, 2016

Molly Steel, Chairman

Craig Dougherty, Superintendent

MINUTES OF MEETING

I. Call to Order

The legislative roundtable meeting of the Board of Trustees of Sheridan County School District #2 was called to order at 6:05 p.m., Thursday, November 10, 2016, in the Board Room at the Central Administration Office. The presiding officer was Ann Perkins, Chairman. A quorum was determined to be present with the following attendees:

Trustees:

Ann Perkins, Chairman
Molly Steel
Wayne Schatz
Richard Bridger
Sue Wilson

Administrators:

Craig Dougherty, Superintendent
Scott Stults, Assistant Superintendent
Mitch Craft, Assistant Superintendent
Roxie Taft, Business Manager

Absent:

Marva Craft, Clerk
Craig Achord, Treasurer
Tony Wendtland, Vice Chairman

Absent:

Julie Carroll, Facilities Director
Coree Kelly, Technology Director

A. Pledge of Allegiance

II. New Business

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

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

- Representative Mark Jennings
- Representative-elect Bo Biteman
- Representative Michael Madden
- Senator Dave Kinskey

III. Adjournment:

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 7:30 P.M.

The meeting adjourned at 7:30 p.m.

Chairman

Clerk



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: November 28, 2016

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

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

District Projects and Future Planning

We have met with the Board Capital Construction Committee and are discussing the next phase of projects and future planning. Our facility plan meeting with the Wyoming State Construction Division of School Facilities is scheduled for March of 2017. During upcoming board meetings, summaries of our facilities plan will be presented.

Collaborative School

As it stands now, the construction of the John C. Schiffer Collaborative School remains unfunded. We will be working with the legislative Joint Appropriations Committee (JAC) and Select Committee on School Facilities (SCSF) to include our collaborative school funding in the 2017 supplemental budget request. The next JAC meetings will be held in December. Senator Bruce Burns will be Co-Chair of the JAC starting in the upcoming legislative session.

Henry A. Coffeen Drainage

We are continuing to work towards long term solutions for drainage at Henry A. Coffeen (HAC) and will be bringing bid award recommendations to the Board in upcoming meetings. This will be funded through the State from project funds appropriated toward the construction of HAC.



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: November 28, 2016

TO: Board of Trustees

FROM: Mitch Craft, Assistant Superintendent

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

At your December Board of Trustees meeting, I will provide an overview of Next Level's efforts to build its brand and promote the work across the community.



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: November 28, 2016
TO: Board of Trustees
FROM: Traci Turk, Special Services Director
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

<u>IHBAD</u>	<u>Free Appropriate Public Education (FAPE)</u>
<u>IHBAD-P</u>	<u>Free Appropriate Public Education (FAPE)</u>
<u>JIE/JIG</u>	<u>Married or Pregnant Students</u>

The following policies are being recommended for second reading:

<u>BGAA</u>	<u>School Policies Advisory Council</u>
<u>IA</u>	<u>Educational Philosophy, Mission Statement and Goals</u>
<u>IHB</u>	<u>Special Instructional Programs for Disabled Students</u>
<u>IHBA-P</u>	<u>Child Find</u>
<u>IHBAB-P</u>	<u>Special Education - Confidentiality Requirements</u>

*Policies -
First Reading*

FREE APPROPRIATE PUBLIC EDUCATION (FAPE)

Sheridan County School District No. 2 shall make a free appropriate public education available to all children residing within its jurisdiction ~~between the ages of t3 and~~ **from Kindergarten through** the conclusion of the year in which the student turns 21 years of age, including children with disabilities who have been suspended or expelled from school as provided for in 34 C.F.R. §300.530(d).

~~34 C.F.R. §300.17~~

34 C.F.R. §300.101

First Reading: 12-5-16 ~~4/12/11~~

Second Reading: 1-9-16 ~~5/16/11~~

FREE APPROPRIATE PUBLIC EDUCATION (FAPE)

FREE APPROPRIATE PUBLIC EDUCATION

- A. The District shall make FAPE available to each eligible child within its jurisdiction ~~from Kindergarten through the end of the school year in which the child turns 21 years of age; and beginning no later than the child's third birthday; and~~
- B. An IEP is in effect for the child by that date, in accordance with 34 C.F.R. §300.323(b).
- C. ~~If an eligible child's third birthday occurs during the summer, the child's IEP team shall determine the date when services under the IEP will begin.~~
- D. The District shall ensure that FAPE is available to any individual child with a disability who needs special education and related services, even though the child has not failed or been retained in a course or grade and is advancing from grade to grade.
- E. The determination that a child is eligible for and in need of special education must be made on an individual basis by the group responsible within the District for making eligibility determinations.

ASSISTIVE TECHNOLOGY

- A. The District shall ensure that assistive technology devices or services or both will be available to a child with a disability, if required, as a part of:
 - 1. Special education
 - 2. Related services
 - 3. Supplementary aids and service.

FREE APPROPRIATE PUBLIC EDUCATION (FAPE) (contd.)

- B. On a case-by-case basis, the District shall ensure the use of school-purchased assistive technology devices in a child's home or other setting if the child's IEP team determines that the child needs access to those devices in order to receive FAPE.

EXTENDED SCHOOL YEAR SERVICES (ESY)

- A. The District shall make extended school year services available as necessary to provide FAPE to children with disabilities.
- B. ESY services will be provided only if a child's IEP team determines, in accordance with §§300.320 - 300.324, that the services are necessary for the provision of FAPE.
- C. Services will not be limited to a particular category of disability, or unilaterally limited to the type, amount, or duration of services.
- D. The ESY services that are provided to a child with a disability will:
 - 1. Be provided beyond the normal school year of the agency;
 - 2. Be provided in accordance with the child's IEP;
 - 3. Be provided at no cost to the parents of the child; and
 - 4. Meet the ESY standards of Wyoming.

NONACADEMIC SERVICES

- A. The District shall afford children with disabilities an equal opportunity for participation in nonacademic and extracurricular services and activities including, as determined appropriate and necessary by the child's IEP team, the provision of supplementary aids and services.

FREE APPROPRIATE PUBLIC EDUCATION (FAPE) (contd.)

- B. Nonacademic and extracurricular services and activities may include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the public agency, referrals to agencies that provide assistance to individuals with disabilities, and employment of students, including both employment by the District and assistance in making outside employment available.

PHYSICAL EDUCATION

- A. The District shall make regular physical education services available to children with disabilities to the same extent that the District provides those services to children without disabilities, unless:
1. The child is enrolled full time in a separate facility; or
 2. The child needs specially designed physical education as prescribed in the child's IEP.
- B. If a child is enrolled in a separate facility, the District shall ensure that the child receives appropriate physical education services.
- C. If special physical education is prescribed in a child's IEP, the District shall provide for those services, either directly or through other public or private programs.

~~34 C.F.R. §300.17~~

34 C.F.R. §300.101

First Reading: 12-5-16 ~~4/12/11~~

Second Reading: 1-9-17 ~~5/16/11~~

MARRIED OR PREGNANT STUDENTS

The marriage or pregnancy of a student shall not affect his/her **right** to receive a public education or his/her privileges as a student of the district. These events shall also not affect his/her opportunities to take part in any extracurricular activities or honors offered by the school. However, in such cases, the following shall apply:

1. Any student who becomes married shall report the marriage to the **building administration principal** to update their **registration information**;
2. A student who is pregnant or who has given birth will not be required to submit medical certification for school participation except to the extent such certification is also required for all other students with physical or emotional conditions requiring the attention of a physician. ~~Female students who become pregnant and wish to remain in school will be permitted to do so with the approval of their physician. The physician shall 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: 12-5-16 ~~11/5/12~~
Second Reading: 1-9-17 ~~12/3/12~~

Policies -
Second Reading

SCHOOL DISTRICT POLICIES ADVISORY COUNCIL

The Board of Trustees welcomes and encourages the participation of employees in the development of school district policies and in their revision as may be required from time to time. Such participation shall be accomplished through a School District Policies Advisory Council. The Superintendent ~~and/or his/her designee~~ is directed to establish and work with the School District Policies Advisory Council.

The School District Policies Advisory Council, broadly representative of the employees of the district, shall review newly proposed board policies, or proposed revisions to existing board policies, with personnel likely to be affected by them, and shall make recommendations regarding such policy proposals through the Superintendent to the Board.

~~CorCe~~ ~~Mm~~ Membership of the Council shall consist of five (5) members designated by the organization recognized by the Board of Trustees as the official representatives of the professional staff and six (6) members (5 certified and one classified) designated by the Superintendent upon referral. When the need arises, the Council shall draw upon the services of other staff members. The Board of Trustees supports all members in speaking candidly, assertively, and professionally in proposing or defending their position.

An administrator from the District ~~Central Office Human Resources Office~~ will facilitate the School District Policies Advisory Council and act as a voting member.

Changes or additions to board policies, excepting those relating to the internal operation of the Board of Trustees, shall be presented as a matter of ordinary practice to the School District Administration or to the School District Policies Advisory Council for their consideration and advice.

The School District Policies Advisory Council shall ~~consider feedback relating to~~ ~~consult with and refer in writing to~~ any policy being studied or formulated ~~from~~ the personnel who would be responsible for administering the proposed policy and ~~from~~ the personnel who would be subject to its provisions or otherwise likely be affected by it.

Prior to final reading of the proposed policy by the Board, the Council's recommendations will be presented to the Superintendent for review and for presentation to the Board of Trustees with recommendations on the Council's proposals.

SCHOOL DISTRICT POLICIES ADVISORY COUNCIL

First Reading: 11-7-16 ~~11/12/07~~

Second Reading: 12-5-16 ~~3/03/08~~

~~Reviewed: 11/24/14~~

EDUCATIONAL VISION PHILOSOPHY AND MISSION STATEMENT

VISION: PHILOSOPHY:

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

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

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

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

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

¶

~~All children can learn.~~

~~Teachers are central to student learning.~~

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

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

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

¶

MISSION:

A Mission is the fundamental purpose of the District and schools~~school~~ that answers the question, Why do we exist? The fundamental purpose of our District and schools~~Mission of the school~~ is to ensure high levels of learning for all including students and staff alike. The District and all schools will establish a Mission Missions that aligns with this purpose and revisit those Missions annually with stakeholder input.

EDUCATIONAL ~~VISION PHILOSOPHY~~ AND MISSION STATEMENT

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

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

First Reading: 11-7-16 ~~9/16/16~~
Second Reading: 12-5-16 ~~6/20/11~~

SPECIAL INSTRUCTIONAL PROGRAMS FOR DISABLED STUDENTS

The District shall provide special education and related services for each school-aged child residing in the district who meets Wyoming Department of Education (WDE) eligibility criteria for any disability category ~~area~~ ~~handicapping condition~~. Such services shall be provided within the district's schools and/or by other agencies under contract to the district as found most appropriate.

These services shall be provided in accordance with federal and state statutes and rules implementing or regulating these services in the district.

~~The School District follows the rules and r~~~~Regulations governing~~
~~the District's services and programs are contained in the set~~
~~forth in Chapter 7 Rules and Regulations Governing Programs and~~
~~Services for Disabled Children, published by the Wyoming~~
~~Department of Education and complied with adopted by the school~~
~~district.~~ These rules and regulations are contained in a separate volume and are available at the central administration office of the School District.

First Reading: 11-7-16 ~~3/7/11~~
Second Reading: 12-5-16 ~~4/12/11~~

CHILD FIND

Sheridan County School District No. 2's child find efforts shall include:

- A. Public awareness. Child find activities shall include local media resources and direct contact activities to:
 - 1. Provide information about special education services in the District and the special education referral process to public and private facilities located within the boundaries of the District.
 - 2. Provide information about developmental and/or academic screening opportunities occurring throughout the District, including screening opportunities coordinated with other providers or agencies.
- B. Notice. ~~Before any major child find activity,~~ When required by law, the District shall publish notices in newspaper or other media informing parents of the activity. Circulation of this notice shall be adequate to inform parents within the District's or public agency's jurisdiction.
- C. Staff awareness: The District shall ensure that staff members are knowledgeable about the characteristics of children with disabilities and in need of special education, and the referral process for all children, ~~including infants or preschool children,~~ suspected of having disabilities. Awareness activities include:
 - 1. Staff in-service;
 - 2. Outside trainings and conferences;
 - 3. The provision of data and information for review.
- D. Communication to parents. The District staff shall inform parents about the availability of special education and related services and provide them with information about initiating a referral for a special education evaluation, ~~including information about early intervention under Part C~~ and special education under Part B. Communication activities may include:

CHILD FIND (contd.)

1. Personal contacts by regular and special education staff and administration;
 2. Information/educational programs put on the for the benefit of parents;
 3. Written communications to parents;
 4. Public notices.
- E. Children in private schools. The District shall locate, identify, and evaluate all children with disabilities who are enrolled by their parents in private, including religious, elementary and secondary schools located within the boundaries of the District, including children who reside in a state other than Wyoming. Child find activities for children in private schools include:
1. Direct communication with the private schools and the offer of services to locate, identify and evaluate children residing within private schools. The District will provide such assessments and/or evaluations and/or other assistance as is necessary or beneficial in location, identification and evaluation of students in private schools in order to identify any students who have disabilities and need ~~early intervention under part C or~~ special education under part B.

34 C.F.R. §300.111	Child find
34 C.F.R. §300.131	Child find for parentally-placed private school children with disabilities
W.S. §21-2-502(b)	Education of Children With Disabilities Wyoming Department of Education Rules, Chapter 7, Section 4(a) Child Find

See also policy:

KBDA-E - Parental Involvement Policy (Schools)

First Reading: ~~4/12/11~~ 11-7-16
 Second Reading: ~~5/16/11~~ 12-5-16

SPECIAL EDUCATION - CONFIDENTIALITY REQUIREMENTS

CONFIDENTIALITY

- A. The School District designates the Director of Special Education to assume responsibility for ensuring the confidentiality of any personally identifiable information.
- B. All persons collecting or using personally identifiable information shall receive training or instruction regarding the policies and procedures governing records and confidentiality of personally identifiable information in accordance with applicable laws and regulations.
- C. The District shall maintain for public inspection a current listing of the names and positions of those employees within the agency who may have access to personally identifiable information.
- D. The District shall provide parents on request a list of the types and locations of education records collected, maintained, or used by the school district or public agency.

NOTICE TO PARENTS

The District shall provide notice to the parents about the District's confidentiality provisions.

ACCESS RIGHTS

- A. The District shall permit parents to inspect and review any education records relating to their children that are collected, maintained or used by the agency under the Individuals with Disabilities Education Act (IDEA). The District shall comply with a request without unnecessary delay and in no case more than 45 days after the request has been made, and before:
 - 1. Any Individualized Education Program (IEP) meeting;
 - 2. Any hearing involving a due process complaint or disciplinary hearing;
 - 3. Any resolution session.

SPECIAL EDUCATION - CONFIDENTIALITY REQUIREMENTS (contd.)

- B. The right to inspect and review education records includes:
 - 1. The right to a response from the agency to reasonable requests for explanations and interpretations of the records;
 - 2. The right to request that the agency provide copies of the records if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records; and
 - 3. The right to have a representative of the parent inspect and review the records.
- C. The District may presume that the parent has authority to inspect and review records relating to his or her child unless the agency has been advised to the contrary by legal proceeding involving guardianship, separation, divorce, paternity, emancipation, or other valid court order affecting legal custody.

RECORD OF ACCESS

- A. The District will keep a record of parties obtaining access to education records collected, maintained or used under IDEA (except access by parents and authorized employees of the agency), including:
 - 1. The name of the party;
 - 2. The date access was given; and
 - 3. The purpose for which the party is authorized to use the records.

RECORDS ON MORE THAN ONE CHILD

If any education record includes information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child.

SPECIAL EDUCATION - CONFIDENTIALITY REQUIREMENTS (contd.)

LISTS OF TYPES AND LOCATIONS OF INFORMATION

The District shall provide parents on request a list of the types and locations of education records collected, maintained or used by the agency.

FEES

- A. The District may charge a fee for copies of records that are made for parents if the fee does not effectively prevent the parents from exercising their right to inspect and review records.
- B. The District may not charge a fee to search for or to retrieve information.

AMENDMENT OF RECORDS AT PARENT'S REQUEST

- A. A parent who believes that information in the education records collected, maintained, or used by the agency is inaccurate or misleading or violates the privacy or other rights of the child, may request the District to amend the information.
- B. The District shall decide whether to amend the information in accordance with the request in a reasonable period of time of receipt of the request.
- C. If the District refuses to amend the information in accordance with the request, it shall inform the parent of the refusal and advise the parent of the right to a hearing under §300.619.

OPPORTUNITY FOR A HEARING

The District shall, on request, provide an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child.

SPECIAL EDUCATION - CONFIDENTIALITY REQUIREMENTS (contd.)

RESULT OF HEARING

- A. If, as a result of a hearing, the District decides to amend information determined inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it must do so accordingly and so inform the parent in writing.
- B. If, as a result of a hearing, the District decides that the information is not inaccurate, is misleading, or otherwise in violation of the privacy or other rights of the child, it shall inform the parent of the parent's right to place in the maintained records a statement commenting on the information or setting forth any reasons for disagreeing with the agency's decision.

CONSENT

- A. Parental consent must be obtained before personally identifiable information is disclosed to parties other than participating agencies, unless the information is contained in education records and the disclosure is authorized without parental consent under the Family Educational Rights and Privacy Act (FERPA).
- B. Parental consent must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services in accordance with §300.321.
- C. If a child is enrolled, or is going to enroll in a private school that is not located in the boundaries of the district of the parent's residence, parental consent must be obtained before any personally identifiable information about the child is released between officials in the district where the private school is located and officials in the district of the parent's residence.

SAFEGUARDS

SPECIAL EDUCATION - CONFIDENTIALITY REQUIREMENTS (contd.)

- A. The District shall protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.
- B. The Director of Special Education assumes responsibility for ensuring the confidentiality of any personally identifiable information.
- C. All persons collecting or using personally identifiable information must receive training or instruction regarding the State's policies and procedures under §300.123 and FERPA (34 CFR part 99).
- D. The District shall maintain, for public inspection, a current listing of the names and positions of its employees who may have access to personally identifiable information.

DESTRUCTION OF INFORMATION

- A. The District shall inform parents when personally identifiable information collected, maintained, or used for IDEA purposes is no longer needed to provide educational services to the child.
- B. The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

CHILDREN'S RIGHTS

- A. The rights of the parents regarding educational records are transferred to the student at age 18 under FERPA.
- B. If the rights of the parents regarding educational records are transferred to the student at age 18 under the IDEA, the District shall provide any notice required under the procedural safeguards provisions.

SPECIAL EDUCATION - CONFIDENTIALITY REQUIREMENTS (contd.)

TRANSMITTAL OF STUDENT EDUCATION RECORDS

- A. Within ten days of a student's enrollment in a school district or public agency, the new school district or public agency must notify the school district or public agency in which the student was formerly enrolled, and request the student's education records.
- B. The former school district or public agency must transfer all requested student education records to the new school district or public agency no later than 10 days after receiving the request.
- C. The education records transferred to the new school district or public agency must include any special education records relating to the particular student retained by the former school district or public agency.
- D. The former Wyoming school district or public agency must retain copies of student education records for the time periods and under the conditions described in the Wyoming School Districts Record Retention Schedule.

34 C.F.R. Part 99

34 C.F.R. §300.123

34 C.F.R. §§300.610 - 300.626

See also policies:

JRA - Student Records

JRAC - Student Privacy Protection and Parental Right of
Inspection to Certain Material

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

Second Reading: ~~5/16/11~~ 12-5-16



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: November 28, 2016

TO: Board of Trustees

FROM: Andrew Conrad, Transportation Director

SUBJ: **Approve the Sale of Surplus Vehicles** *(Action)*

The district received eleven bids on the 1984 GMC $\frac{3}{4}$ Ton Pickup with Plow, VIN 522570. The bids were \$1,665.00, \$1,510.00, \$1,456.00, \$501.00, \$500.00, \$500.00, \$500.00, \$455.00, \$256.00, \$150.00, and \$115.00.

The district received twelve bids on the 1971 Chevrolet Suburban with Plow, VIN 610516. The bids were \$915.00, \$801.00, \$555.00, \$511.00, \$511.00, \$500.00, \$500.00, \$326.00, \$253.00, \$250.00, \$177.00, and \$150.00.

I am recommending the Board take action to approve the sale of the vehicles as follows:

- 1984 GMC $\frac{3}{4}$ Ton Pickup with Plow, VIN 522570 to Joel Bailey for a bid price of \$1,665.00.
- 1971 Chevrolet Suburban with Plow, VIN 610516 to Joel Bailey for a bid price of \$915.00.



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Fax: 307-674-5041

DATE: November 28, 2016

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Approval of Donation to the District** (*Action*)

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

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



Excellence and Accountability

Craig Dougherty, Superintendent

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

DATE: November 28, 2016

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. [For your reference, attached is Policy BDE - Board Committees.](#) 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 (Scott Stults), 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: Wayne Schatz, Open

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: Tony Wendtland, Sue Wilson, Open, 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: Ann Perkins, Marva Craft, Sue Wilson, Open

Capital Construction Committee:

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

Current members: Marva Craft, Ann Perkins, Molly Steel, Open

Next Level Committee (NEW):

This committee meets three to four times per year in collaboration with Next Level community partners.

Current members: Open, Open, Open, Open

Sick Leave Bank Committee:

This committee is made up of one board member, four teachers, and one administrator (Scott Stults). 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: Open

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

Endowment Fund Committee:

This committee is made up of two board members, the Superintendent and/or designee, the Activities Director, Business Manager, and one community member. This committee decides how proceeds from the endowment fund will be spent.

Current members: Wayne Schatz, Sue Wilson

Related Representation:

Sheridan Recreation District Board: Ann Perkins

Sheridan Community Educational Foundation (SCEF) Board: Ann Perkins

Please respond to the Chairman of the Board and/or Craig by Wednesday, January 4th. If you have any questions, please contact Craig.

BOARD COMMITTEES

BOARD COMMITTEES

The Board, upon a motion that is passed, may create such advisory committees as necessary to assist the Board of Trustees. Advisory Committees shall be subject to the following rules:

1. The function of committees shall be advisory only. No committee shall have the authority to make decisions that are properly within the realm of the Board of Trustees. No committee shall have the power to assume or exercise responsibilities that are properly within the realm of administrative employees or other employees within the District.
2. The number of board members serving on any committee shall always be less than a majority of the number of members of the Board of Trustees.
3. Committees shall report to the Board of Trustees annually, or before, as necessary.
4. The chairman shall have the power to appoint members of the Board of Trustees to serve on such committees as he/she deems necessary and appropriate. Committee members shall be appointed annually. The chairman may appoint a board member to fill an unexpired term of any committee person who is unable to serve.
5. Committees shall continue for a term of one year unless extended by majority vote of the Board. Committees may be terminated before expiration of the annual term upon a motion and a vote of a majority of the Board.

First Reading: 12/8/14
Second Reading: 1/12/15

Draft
Personnel
Action
Report

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
December 5, 2016

PROFESSIONAL STAFF:

Resignations:

Susan Schatz-Benson Sheridan High School	Fine Arts Assistant Activities Director .20 FTE (185 days)	Effective 11/31/2017
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CERTIFIED STAFF:

APPROVALS:

Andee Marcure Sheridan Junior High School	Teacher-English-7th Grade 1.0 FTE (120 days)	Effective 11/28/2016
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Cody O'Dea Henry A. Coffeen School	Teacher-Classic Kindergarten 1.0 FTE (TBD days)	Effective TBD
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Changes/Transfers:

Katie Medill Sheridan Junior High School	Teacher-English 7th Grade to English 6th Grade (.40)/Instructional Facilitator (.60) 1.0 FTE (185 days)	Effective 11/28/2016
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Resignations:

CLASSIFIED STAFF:

APPROVALS:

Katelyn Corcoran Sagebrush School	Cook-Second 6.0 hours/day (177 days)	Effective 11/21/2016
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Michael Drennen District	Bus Driver-Rotator 2 - 4 hours/day	Effective 12/01/2016
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SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
December 5, 2016

(175 days)

Changes/Transfers:

Amanda Hamilton Henry A. Coffeen School	Paraprofessional-General (3.0 hours/day)/ Paraprofessional-Title 1 (5.0 hours/day) to Secretary-Principal 8.0 hours/day (195 days)	Effective 11/9/2016
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Resignations:

Katy Bly Sagebrush School	Cook-Second 6.0 hours/day (177 days)	Effective 11/18/2016
Elizabeth Sherrill Henry A. Coffeen School	Custodian (5.0 hours/day)/Cook's Helper (3.0 hours/day) 261 days	Effective 11/22/2016

EXTRA DUTY 2016-2017

Approvals:

<u>Name</u>	<u>Position</u>
Wendy Vigil	Swimming-Boys Assistant Coach-Diving

Resignations:

<u>Name</u>	<u>Position</u>
Rebecca Adsit	Department Chair-English-SJHS
Ryan Fuhrman	Basketball-Boy-8 Grade-B Coach-SJHS

SAGEBRUSH AFTER SCHOOL YEAR PROGRAM STAFF 2016-2017

<u>Name</u>	<u>Position</u>
Darcie Achord	Teacher
Tyler Igo	Paraprofessional

SHERIDAN COUNTY SCHOOL DISTRICT NO. 2
PERSONNEL ACTION REPORT
December 5, 2016

**SHERIDAN JUNIOR HIGH SCHOOL EXTENDED SCHOOL YEAR (ESY)
PROGRAM STAFF 2016-2017**

<u>Name</u>	<u>Position</u>
Amy Andrews	Teacher
Sarah Menth	Paraprofessional

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

<u>Name</u>	<u>Position</u>
Jessica Anderson	Teacher

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

<u>Name</u>	<u>Position</u>
Merredith Smith	Tutoring (Substitute)

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

<u>Name</u>	<u>Position</u>
Morgan Mines	Teacher

HIGHLAND PARK BRIDGES SCHOOL PROGRAM STAFF 2016-2017

<u>Name</u>	<u>Position</u>
Keliayn McGee	Teacher (substitute)
Kristopher Mull	Teacher (substitute)