

*Sheridan County School District #2*

# *Board Meeting*



*Date: December 7, 2015*

*Time: 6:00 p.m.*

*Place: Central Office*

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

**Board of Trustees Meeting**

Central Office – Board Room

December 7, 2015

6:00 p.m.

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**Agenda**

- I. Call to Order**
  - A. Pledge of Allegiance
  - B. Election of Board Officers (*Action*) - Molly Steel
- II. Recognition**
  - A. Moonbeam Book Award, Yvonne Osborne - Scott Stults
  - B. WSBA Awards, Board of Trustees - Craig Dougherty
  - C. Fall Sports Update and Recognition - Terry Burgess with Jeff Mowry
- III. Approval of Agenda**
- IV. Welcome – Audience Comments**
- V. Consent Agenda Items**
  - A. Approval of Board Meeting Minutes - November 2, 2015
  - B. Approval of Luncheon Board Meeting Minutes - November 16, 2015
  - 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*) - Cody Sinclair
- VII. New Business**
  - A. FY16 Quarterly Financial Update (*Information*) - Roxie Taft
  - B. Project Lead the Way (*Information*) - Brent Leibach with Jeff Mowry and Mitch Craft
- 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
    - 1. Budget Reduction Discussion and Ending Early Retirement Incentive Plan After 2015-2016 (*Action*) - Craig Dougherty
    - 2. Board Luncheon Work Schedule Revised (*Action*) - Craig Dougherty

**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:**

**Student Learning**

**Communicating High Expectations**

**Research-Based, Best Practices**

**Excellent Staff and Resources**

**Governance & Leadership**



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Craig Dougherty, Superintendent

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DATE: November 30, 2015

TO: Board of Trustees

FROM: Molly Steel, 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

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

## **Board of Trustees Regular Monthly Meeting November 2, 2015**

Molly Steel, Chairman

Craig Dougherty, Superintendent

### **MINUTES OF MEETING**

#### **I. Call to Order**

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

##### **Trustees:**

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

##### **Administrators:**

Craig Dougherty, Superintendent  
Tom Sachse, Assistant Superintendent  
Terry Burgess, Assistant Superintendent  
Scott Stults, Director of Elementary Education  
Julie Carroll, Facilities Director

##### **Absent:**

##### **Absent:**

Roxie Taft, Business Manager  
Coree Kelly, Technology Director

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

#### **II. Recognition**

##### **A. Advanced Placement Scholars and National Merit Semi-Finalists - Ed Fessler**

Mr. Fessler thanked the Board for the opportunity to present the Advanced Placement (AP) Scholars. There are five AP Scholar categories and the following criteria is required to be an AP Scholar:

- AP Scholars- Granted to students who receive score of 3 or higher on three or more AP Exams. Twenty-one Sheridan High School students received this honor.



- AP Scholar with Honor- Granted to students who receive an average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on four or more of these exams. Five Sheridan High School students received this honor.
- AP Scholar with Distinction- Granted to students who receive an average score of at least 3.5 on all AP Exams taken, and scores of 3 or higher on five or more of these exams. Ten Sheridan High School students received this honor.
- State AP Scholar: Granted to the one male and one female student in each U.S. state and the District of Columbia with scores of 3 or higher on the greatest number of AP Exams, and then the highest average score (at least 3.5) on all AP Exams taken. One Sheridan High School student received this honor.
- National AP Scholar: Granted to students in the United States who receive an average score of at least 4 on all AP Exams taken, and scores of 4 or higher on eight or more of these exams. One Sheridan High School student received this honor.

Mr. Fessler gave credit to the elementary schools for their hard work and dedication to education. He also named the AP teachers that helped the students become successful. Mr. Fessler read the names of the students who achieved AP Scholar status and congratulated Ralen Emery for being recognized as a National AP Scholar. Mr. Fessler then described the National Merit Program selection process. He said, out of 15,000 students across the nation, we have three students who are Semi-Finalists in the National Merit Program: Madison Wilkerson, Brock Gransbery, and Caleb Hoopes. He said he is proud of these students.

**B. SHS National Recognitions - Brent Leibach**

Superintendent Craig Dougherty introduced Sheridan High School Principal Brent Leibach to present three banners recognizing Sheridan High School as one of the best schools in the nation. Mr. Leibach commented that these honors do not happen without a foundation. He credited the elementary schools and the junior high school for their high expectations of the students and staff. Mr. Leibach described the three awards received by the high school: the Washington Post focuses on the number of Advanced Placement (AP) Scholars in the high school, the US News recognition focuses on the top 5% of high schools in the nation that serve the whole student body, and the College and Career Transition award recognizes schools with high ACT results, showing that students from their high school are prepared for college. Mr. Leibach commented that students at Sheridan schools are supported by parents and staff and the students are motivated to get after the work. Assistant Superintendent Tom Sachse added that one out of one-hundred thousand schools in the United States receive three rigorous awards in one year. Mr. Fessler commented that Sheridan High School is the only school that has done this for three consecutive years.

**C. Wyoming School Boards Association Board of Directors, Area 7: Hollis Hackman - Craig Dougherty**

Superintendent Craig Dougherty recognized Trustee Hollis Hackman for being elected to

Director of Area 7 for the Wyoming School Boards Association. He complimented Mr. Hackman for volunteering his time at legislative sessions, attending continuing education classes, and attending JAC meetings. Mr. Dougherty said that as Director of Area 7 Mr. Hackman will attend four quarterly director meetings, attend a school board meeting for each school district within Area 7, and represent our area. Mr. Dougherty said that Mr. Hackman will do a tremendous job as the new Director of Area 7.

**III. Approval of Agenda**

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

**IV. Welcome--Audience Comments**

**V. Consent Agenda Items**

**A. Approval of Board Meeting Minutes - October 5, 2015**

**B. Approval of Legislative Roundtable Board Meeting Minutes - October 19, 2015**

**C. Approval of Bills for Payment**

General Clearing	\$1,489,633.47
Federal Fund	\$51,958.07
<b>TOTAL:</b>	<b>\$1,541,591.54</b>

**D. Acceptance of Out-of-State Tuition Request**

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

**VI. Old Business**

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

Superintendent Craig Dougherty commented that all of the Sheridan High School projects are progressing nicely. He thanked construction company GH Phipps, Facilities Director Julie Carroll, and Athletic Director Don Julian for all of their hard work. He said the new

addition and building tie-in will continue through March 2016. The renovation of the old locker rooms will begin in March with an anticipated completion date of September 2016. Mr. Dougherty continued by announcing the completion of the second exit from the high school parking lot. He said that the student council offered an idea of helping plant trees along the new exit. Mr. Dougherty said the district appreciated all the work on the second exit.

Mr. Dougherty said water issues were recently discovered in the middle section of the hill stabilization project at the Sheridan Junior High School. He explained that the moisture found is being investigated and discussed among the engineers and Facilities Director Julie Carroll.

Mr. Dougherty said that he, Assistant Superintendent Terry Burgess, and Facilities Director Julie Carroll met with the Wyoming School Facilities Department (WSFD) on Tuesday, October 27, in Casper, WY, to discuss capacity issues at Sheridan Junior High School and Sheridan High School. Mr. Dougherty said that they asked if the WSFD was going to recommend the alternative school to stay at the old Highland Park Elementary building, and if it was, they requested the building be put on the Needs Index list. He said that if old Highland Park Elementary is put back on the list, it will be number one on the list. Mr. Dougherty explained that the meeting was positive and productive, and the committee is enamoured with the idea and process. He said that Mr. Burgess and Ms. Carroll also attended the legislators' Select Committee on Facilities, but as it stands now, the high school collaborative project is not funded. Mr. Dougherty said we will move forward with this and continue to remind the WSFD that the high school will be named John C. Schiffer Memorial Collaborative High School.

Trustee Wendtland asked if the WSFD does not want the high school on the college. Mr. Dougherty responded that they like the idea of the collaborative high school at the college. Mr. Dougherty said that at the meeting they shared data from our alternative high school in comparison to others across the state with the WSFD. He said that they pushed the point that students need an environment where they can be successful. Trustee Bridger asked if Sagebrush Elementary is still on the needs index list. Mr. Dougherty said that it is not for this year and that WSFD is focusing on capacity issues.

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

Sheridan Junior High School Principal Mitch Craft reported that the Early Childhood Development Committee met on October 13, 2015, with Wyoming Kids First to discuss getting children ready for kindergarten. Mr. Craft said that this month, Next Level is starting community engagement through social media such as Facebook, Twitter, Instagram, and Snap Chat. He explained that Flood Marketing helped with this process. Mr. Craft said that they are working with Big Brothers, Big Sisters to formalize a partnership and to implement site-based matches. Mr. Craft informed everyone that Graduation Coach Curt Mayer is hosting a parent resources fair where opportunities after high school will be presented. Mr.

Craft reminded everyone that the Next Level Executive Committee quarterly meeting is scheduled November 11th from 12:00 p.m. to 1:00 p.m. Trustee Bridger asked what the Next Level social media accounts will look like. Mr. Craft responded that there will be a lot of pictures of the students and the focus is on the students.

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

**FIRST READING**

Human Resources Coordinator Cody Sinclair said that two policies are being presented for first reading. Mr. Sinclair said that the first policy, JIJC - Student Use of Cell Phone and Other Electronic Equipment, was being recommended by Wyoming School Boards Association (WSBA).

**TRUSTEE CRAFT MADE A MOTION TO APPROVE POLICY JIJC - STUDENT USE OF CELL PHONE AND OTHER ELECTRONIC EQUIPMENT, ON FIRST READING, AS PRESENTED. TRUSTEE WENDTLAND SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Trustee Bridger said that a portion of the policy JIJC was confusing to him and he requested that this policy be taken through first reading again for review. Chairman Steel asked Mr. Sinclair how this request should be handled. Mr. Sinclair replied that this policy could be changed and approved by the Board of Trustees at this meeting.

**TRUSTEE BRIDGER MADE A MOTION TO AMEND POLICY JIJC - STUDENT USE OF CELL PHONE AND OTHER ELECTRONIC EQUIPMENT, ON FIRST READING. TRUSTEE PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

Mr. Sinclair said that policy JIH - Student Searches, Information Gathering, and Student Arrests was reviewed and definitions were updated to provide clearer guidance to the staff and administration.

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

**SECOND READING**

Mr. Sinclair said that six policies are presented for second reading. He said no major changes were made and he recommended moving forward with these policies.

**TRUSTEE WENDTLAND MADE A MOTION TO APPROVE POLICY DJ - PURCHASING, DJ-P1 - PURCHASING PROCEDURES, DJC - PETTY CASH ACCOUNTS, DJGA - VENDOR RELATIONS, GCQEA - EARLY RETIREMENT INCENTIVE PLAN, GCQEA-P - EARLY RETIREMENT INCENTIVE PLAN SCHEDULE OF BENEFITS/APPLICATION, ON SECOND READING, AS PRESENTED. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

## **VII. New Business**

### **A. Update on Sources of Strength (SOS) Training (*Information*) - Brent Leibach**

Sheridan High School Principal Brent Leibach introduced Counselor Mike Swan and Counselor Anne Travis. Mr. Swan thanked the Board of Trustees for the opportunity to share this program. He explained that through a collaborative effort, we have been able to bring Sources of Strength (SOS) to Sheridan High School to work on building climate. Mr. Swan introduced high school senior Gabrielle Moore to give further information about the SOS program. Miss Moore explained that SOS is a group of positive individuals who help struggling students. She said that one of Mr. Leibach's themes this year is to take care of each other, and SOS can help us do that. Miss Moore continued by describing that at SOS, students volunteer and want to help struggling students realize that they have support from friends and teachers at school. She said she is excited to have this program at the high school.

Trustee Hackman said he and Trustee Perkins were at the initial training. He said it was excellent and he is impressed by the student enthusiasm and engagement. Trustee Hackman asked what is the next step for SOS. Mr. Swan responded that students are working on developing a variety of messages to be shared with the entire student body. He continued that we want to educate the entire student body with the idea to take care of each other. Mr. Swan said that SOS has been very positive and he is excited to have young people leading this. Trustee Wendtland asked if a specific group of students were selected to be the leaders in SOS. Mr. Swan replied that a few were selected but the training was welcome to any student interested.

### **B. Approval of Donation to the District (*Action*) - Craig Dougherty**

Superintendent Craig Dougherty said that for the last few years Java Moon has been donating a coffee card to all employees of the school district. He said Teresa Rice freely donates this to show appreciation for teachers and staff. He asked the Board to take action on accepting this generous donation.

**TRUSTEE WILSON MADE A MOTION TO ACCEPT THE DONATION OF COFFEE CARDS TO DISTRICT EMPLOYEES FROM JAVA MOON. TRUSTEE PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**C. Secondary Schools' Improvement Plans (*Information*) - Terry Burgess**

Assistant Superintendent Terry Burgess said he was pleased to introduce the secondary school principals. He thanked the Board of Trustees for taking time to hear plans and goals across the school district, where our goal is to enhance learning for all. He introduced Sheridan Junior High Principal Mitch Craft.

Mr. Craft said the junior high had another great year. He thanked the Board of Trustees and the administration for their support and passion for education. He also thanked his colleagues for their impressive work and growth. He said each year the students come to the junior high school more prepared academically, socially, and behaviorally. Mr. Craft shared a quote from Mike Schmoker: "In a research-poor context, isolated experience replaces professional knowledge as the dominant influence on how teachers teach," and said that is what we are working to avoid. Mr. Craft said when you balance evidence and experience, you have found a sweet spot called best practice. He explained that the junior high is focusing on five strategies this year. Mr. Craft said the first strategy is advanced PLC work. He said that teachers are focusing on skills that involve student thinking and collaboration. Mr. Craft said PLCs meet weekly to assess, and so, every week the teaching plan becomes more targeted. Mr. Craft said the second strategy is to focus on feedback. He said the feedback to the student needs to come in a timely manner and they are using technology to drive this. He said we are also able to collect more frequent and better feedback from students. Mr. Craft said the third strategy is classroom engagement, where the teachers are increasing opportunities for students to respond in the classroom. He said we are trying to allow student to student interaction time instead of student listening to teacher time. Mr. Craft said the fourth strategy is one-on-one technology through Chromebooks. He said this has been fun and exciting for the students. Mr. Craft explained the fifth strategy of using non-cognitive factors to teach and foster organization, positive mind-sets, and ownership qualities/attitudes in the students. Mr. Craft continued by explaining that staff development must be embedded and ongoing. He said the junior high is fostering a culture of adult learning. Mr. Craft said he is excited about the work going on at the junior high school. He said the collaboration will continue to grow and we must continue to work and find the sweet spot of highly effective best practices.

Fort Mackenzie High School (FMHS) and the Wright Place Middle School (tWP) Principal Troy Lake said he has been enjoying his first year at FMHS and tWP. He said his staff has invested in the school year and are trying their best. Mr. Lake said that the school is focusing on teaching students how to be successful. He explained how the Discovery Program works with students to teach them how to own their decisions and think about the choices they made. Mr. Lake said they have a strong group of teachers who want to improve

and develop common strategies in their PLC time. Mr. Lake said that the school has a rigorous curriculum that also meets individual needs. He explained that specific interventions are necessary to ensure individual student learning. Mr. Lake said that students connect with an adult every day, for the whole year. Mr. Lake said the teachers are completing a book study with a book titled “Teach Like a Champion” by Doug Lemov. Mr. Lake concluded that he would like to continue the hard work at FMHS and tWP to strive to be competitive with the rest of the schools in the state.

Sheridan High School Principal Brent Leibach shared a theory that most schools look good on the surface, and then they start to focus too much on only the good performances and forget to check-in on trouble areas and where improvements could be made. Mr. Leibach said the high school is focusing on graduation rates. He said this is not because we are concerned about being number one, but because we care about our students and want what is best for them. He said that this year, cautiously speaking, he believes we may have over a 90% graduation rate. Mr. Leibach said we have a graduation coach, Curt Mayer, who really connects with the students and is a master of relationship building. He said we have a new program called the Success Academy. Mr. Leibach explained that the program allows students the chance to retake portions of a class that they had failed, instead of retaking the whole class. Mr. Leibach said that of last year’s graduating class, 70% attended a two year or four year college. He said the ACT is something students need to take and do well on in order to open opportunities. He explained that the staff does not need to spend all of their time specifically on the ACT, but they do need to incorporate its concepts into everyday curriculum. Mr. Leibach said the high school is building teacher capacity and making sure the teachers are learning too. He said that Doug Raney and Nancy Crowe are mentors for the new teachers, and they are currently completing a book study with them. Mr. Leibach said he is also pleased to have the Sources of Strength program at the high school, where we can also build student capacity. He said at the end of the day, we are taking care of each other. Mr. Leibach said the high school is trying to move forward with technology and Project Lead the Way. He said it is unacceptable to not have computer science courses in our curriculum and that is something we are working on. Trustee Wendtland said to keep communication open with Dr. Paul Young, President of Sheridan College, regarding the computer science courses.

## **VIII. Reports and Communications**

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

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

##### **a. Whitney Board Appointments (*Action*) - Molly Steel**

Chairman Steel said there are five Whitney Trustees up for reappointment on the Whitney Benefits Board. She recommended reappointing the following

five people: Tom Belus, Dave Ferries, Tom Kinnison, Everett McGlothlin, and Pete Schoonmaker.

**TRUSTEE HACKMAN MADE A MOTION TO APPROVE THE REAPPOINTMENT OF TOM BELUS, DAVE FERRIES, TOM KINNISON, EVERETT MCGLOTHLIN, AND PETE SCHOONMAKER TO SERVE AN ADDITIONAL FOUR-YEAR WHITNEY BOARD OF TRUSTEES TERM. TRUSTEE PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A MAJORITY VOTE. TRUSTEE ACHORD VOTED ABSTAINED.**

Trustee Hackman reminded everyone that the Wyoming School Boards Association (WSBA) Annual Conference is November 18-20 in Casper, WY. He encouraged all Trustees to attend. Trustee Hackman said there is training available at the conference.

**2. Committee Reports**

There were no committee reports.

**3. Other**

There were no other board reports.

**B. PTO/Parents/Students/Organizations**

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

**C. Site/Administration/Staff**

There were no Site/Administration/Staff reports.

**IX. District Administration Reports**

**A. Superintendent**

Superintendent Craig Dougherty informed the Trustees that PLC Coordinator Mick Weist will be presenting at the WSBA Annual Conference in Casper. He will be presenting with Park County School District #1 about PLCs and the statewide initiative to demonstrate the need to have teacher collaboration throughout the state.

Mr. Dougherty said he met with Governor Matt Mead on October 15 and he would share the presented packet with the Board of Trustees. He said they talked about Sheridan County School District #2's leadership role and how we incorporate technology in our K-12 classrooms. Mr. Dougherty said Governor Mead is interested in the Governor's STEM Cup and our idea of providing the opportunity to learn with technology. Mr. Dougherty talked about several projects Governor Mead expressed interest in including: Project Lead the Way, the Statewide PLC, and the combining of the summer institute and the Governor's



STEM Cup. Mr. Dougherty said he will be meeting with Governor Mead again to discuss these exciting projects and their progression. He assured that he will keep the Board of Trustees informed about this.

**1. Budget Reduction Discussion and Ending Early Retirement Incentive Plan After 2015-2016 (Information) - Craig**

Superintendent Dougherty explained that from the recent CREG report, there is now a projected revenue reduction for the state. He explained there are ways to save and impact our budget in light of the negative revenue projections. He said we can save money administratively, although there will always be effects from these decisions. Mr. Dougherty assured that the district is very focused and strategic in preparing for the reduction. He said we are looking at different ways to save in order to protect student learning in the classrooms. Mr. Dougherty explained one program that the district recommends ending at the conclusion of this year is the Early Retirement Incentive Plan. He said this will save the district up-front costs. Mr. Dougherty explained the Early Retirement Incentive Plan Policy will be temporarily suspended. He said it can be used again when the funds become available, but currently they are not. Mr. Dougherty said he would like to let staff know that this is being considered.

Chairman Steel clarified that action on ending the Early Retirement Incentive Plan could be taken tonight if the Trustees wanted. Trustee Achord said he would like to see projections of what this will be costing us in future years. Mr. Dougherty replied that this number is hard to determine as it depends on the number of staff who apply. He explained that this program creates a model of how the district could save in two years, but now upfront costs are the concern if the funding is not going to be available. Trustee Wilson said she would like to wait to take action on the program, so more information and discussion could ensue. Trustee Bridger asked if there would be harm in waiting to take action until next month. Mr. Dougherty said no, and he would prefer waiting until December, so discussions regarding the program could be had. He asked approval to let the staff know that this is being discussed. Trustee Wendtland said he appreciated that the district will be letting the staff know before action is taken. He asked if there would be an increase in the number of people who apply for the program. Mr. Dougherty responded that there has always been a variation in the applications, so it is hard to tell. Trustee Schatz asked if the deadline to apply could be flexible. Mr. Dougherty replied that the deadline is set within the policy and the deadline this year is February 1, 2016. Chairman Steel thanked the district and Mr. Dougherty for waiting on this action and notifying the staff about this discussion.

**TRUSTEE STEEL MADE A MOTION TO GO INTO EXECUTIVE SESSION AT 8:05 P.M. TO TO CONSIDER PERSONNEL MATTERS PERTAINING TO THE APPOINTMENT AND/OR EMPLOYMENT OF SCHOOL DISTRICT EMPLOYEES, PURSUANT TO W.S.S. 16-4-405. TRUSTEE**

**PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

**X. Executive Session:**

The Board went into Executive Session at 8:05 p.m. to address personnel matters.

**TRUSTEE STEEL MADE A MOTION TO RETURN TO REGULAR SESSION AT 8:44 P.M. TRUSTEE PERKINS SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting reconvened at 8:44 p.m.

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

**XI. Adjournment:**

**TRUSTEE WILSON MADE A MOTION TO ADJOURN THE MEETING AT 8:45 P.M. TRUSTEE CRAFT SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting adjourned at 8:45 p.m.

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Chairman

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Clerk

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

**ADMINISTRATIVE STAFF**

**Early Retirement Incentive Plan:**

Steven Schlicting Transportation Department	Transportation Director 1.0 FTE (262 days)	Effective 6/30/16
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**CERTIFIED STAFF**

**Resignations:**

Raymond Swanson Sheridan High School	Teacher-French 1.0 FTE (175 days)	Effective 12/18/15
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**CLASSIFIED STAFF**

**Approvals:**

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

Joan Carpenter Sheridan High School to Henry A. Coffeen School	Paraprofessional-Special Education 1:1 to to Paraprofessional-Special Education 1:3 7.0 hours/day (175 days)	Effective 10/8/15
Hesid Brandov-Ysrael Sheridan Junior High School	Paraprofessional-Special Education (7.0 hours/ day) to Paraprofessional-Special Education (7.0 hours/day)/Bridges Saturday Intervention (4.0 hours/week) 175 days	Effective 11/7/15
Linda Depaoli Sagebrush School	Paraprofessional-Special Education 1:3 6.5 hours/day to 7.0 hours/day (175 days)	Effective 10/21/15

Traci Eisenman Sagebrush School to Sagebrush School and District Elementary	School Nurse to School Nurse/Head Nurse 6.0 hours/day to 6.5 hours/day	Effective 9/1/15
Heather Schmidt Sheridan High School	Paraprofessional-Special Education 1:1 7.0 hours/day to 7.5 hours/day (175 days)	Effective 10/21/15
Lisa Tracy Transportation Department	Bus Driver (5.0 hours/day)/Bus Washer/Bus Garage Custodian (2.0 hours/day) to Bus Driver (5.0 hours/day) 175 days	Effective 11/2/15
Shirly Wimmer Transportation Department	Bus Driver (2.0-4.0 hours/day) to Bus Driver (2.0-4.0 hours/day)/Bus Washer/Bus Garage Custodian (2.0 hours/day)	Effective 11/2/15

## **EXTRA DUTY 2015-2016**

### **Approvals:**

<b><u>Name</u></b>	<b><u>Position</u></b>
Alex Bradfield	Weight Room-1st Quarter-SHS
Jerry Grandahl	Basketball-Girls C Coach-SJHS
Jeffrey Jones	Basketball-9th Grade A Coach-SHS
Stephanie Zukowski	Musical Director-SHS

### **Approvals:**

<b><u>Name</u></b>	<b><u>Position</u></b>
Jeffrey Martini to Isaac VanDyke	Basketball-Assistant Coach-SHS
Isaac VanDyke to Karl (K.C.) Fiedler	Basketball-9th Grade B Coach-SHS

## **ACADEMIC EXTRA DUTY 2015-2016**

**Approvals:**

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

**MEADOWLARK AFTER SCHOOL PROGRAM STAFFING - 2015-2016**

**Approvals:**

<b><u>Name</u></b>	<b><u>Position</u></b>
Genevieve Ackley	Substitute Teacher
Melissa Brackley	Substitute Teacher
Cynthia Clements	Substitute Teacher
Janelle Dill	Teacher
Jamie Fortman	Substitute Teacher
Ralinda Harvey	Paraprofessional
Lynette Jost	Teacher
Jessica Odom	Teacher (Student Teacher)
Christopher Poniatowski	Teacher
Alicia Rath	Teacher
Charlie Reid	Teacher
Addrienne Sims	Teacher
Christine Spielman	Teacher

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

**Approvals:**

<b><u>Name</u></b>	<b><u>Position</u></b>
Hesid Brandov-Ysrael	Substitute Paraprofessional
Kale Rager	Substitute Teacher

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

**Approvals:**

**Name**

Debra Johnson

**Position**

Paraprofessional (Henry A. Coffeen)

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

## **Board of Trustees**

### **Board Luncheon Work Session**

**November 16, 2015**

Molly Steel, Chairman

Craig Dougherty, Superintendent

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#### **MINUTES OF MEETING**

##### **I. Call to Order**

The Luncheon Work Session of the Board of Trustees of Sheridan County School District #2 was called to order at 12:00 p.m., Monday, November 16, 2015, in the Second Floor Conference Room at the Central Administration Office. The presiding officer was Molly Steel, Chairman. The following attendees were present:

##### **Trustees:**

Molly Steel, Chairman  
Ann Perkins, Vice Chairman  
Wayne Schatz, Treasurer  
Craig Achord  
Richard Bridger  
Hollis Hackman  
Sue Wilson

##### **Administrators:**

Craig Dougherty, Superintendent  
Terry Burgess, Assistant Superintendent  
Tom Sachse, Assistant Superintendent  
Scott Stults, Director of Elementary Education

##### **II. New Business**

###### **A. Primary Intervention Programs (*Information*) - Judith Dougherty & Terry Martin**

Judith Dougherty and Terry Martin presented information about primary intervention programs.

##### **III. Adjournment**

**VICE-CHAIRMAN PERKINS MADE A MOTION TO ADJOURN THE MEETING AT 12:52 P.M. TRUSTEE SCHATZ SECONDED THE MOTION, AND IT CARRIED WITH A UNANIMOUS VOTE.**

The meeting adjourned at 12:52 p.m.

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Chairman

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Clerk



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

Craig Dougherty, Superintendent

DATE: November 30, 2015

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

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

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

The construction on the Sheridan High School locker and training rooms is now enclosed. Mechanical, electrical, and plumbing rough-ins are in progress. Interior metal stud framing is about 50% complete. Masonry is beginning with heat and cover in place. The new stairs and structural floor are in place between the addition and the existing building. The new addition and building tie-in will continue through March of 2016. The renovation of the old locker rooms will begin in March 2016 and the anticipated completion date of the entire project is September 2016.

### **Sheridan Junior High School Hill Stabilization**

The drainage areas are in place now and the engineers are finalizing a grading plan, so that the hill can be completed to final slope.

### **Collaborative School**

As it stands now, our collaborative school project is not funded. Through the legislative process, we will request that Old Highland Park building be placed on the needs index for replacement alternative school funding.





Craig Dougherty, Superintendent

Administrative Offices  
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Phone: 307-674-7405  
Fax: 307-674-5041

DATE: December 7, 2015

TO: Board of Trustees

FROM: Mitch Craft, Sheridan Junior High School Principal

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

In your board packet, I have included the [updates](#) from our Next Level Steering Committee meeting on November 11. Also included is an [update](#) on the Parent Liaison Program. I will be available at the December board meeting to answer any questions you might have.



## Steering Committee Meeting

Updates - November 11, 2015

### Early Childhood

Implement Early Childhood Coordinator position(s)

#### Action Steps:

1. Secure funding and employer for Early Childhood Coordinator(s)
2. Engage all early childhood providers, facilitated by Wyoming Kids First
3. Communicate purpose and goals across the community

#### Update: Presented by Scott Stults

*We have met with various representatives from Sheridan College (SC) several times in regard to the existing SC early childhood program and possible connections with Next Level Early Childhood Liaison (ECL). Visits have revealed a need on the part of the college to grow their program and value from their perspective in filling the ECL position. We have also discussed connections to the college's practicum and training programs for early childhood. Our current vision is to begin with one ECL and potentially move to two over time. In partnership with Sheridan College, we are looking at potential sustainable funding sources for the ECL.*

*Becca Steinhoff with Wyoming Kids First has made multiple visits to Sheridan to begin coordinating communication between SCSD2 and local childcare and preschool providers. The initial collective meeting of early childhood providers was the first in a long time in Sheridan. Becca facilitated a work session to address components, characteristics, commitments, challenges, and high impact goals. This is the beginning of a productive collaboration between the school district and providers in the community.*

*We have also met with representatives from a local group, High Five, that is working to promote quality child care and wellbeing of the whole child.*

*Our next step is to gather a committee of stakeholders to define kindergarten readiness. SCSD2 teachers, as well as early childhood providers, will serve on the committee. This step is essential in the process of implementing an ECL in Sheridan.*

## Attendance

Finalize Parent Liaison Program; analyze attendance survey data, set goals and create action steps based on the data

### Action Steps:

1. Hire, train, and implement Parent Liaisons at five elementary campuses
2. Secure Parent Liaison funding for 2016-2017
3. Establish working groups to analyze survey data at SJHS and SHS
4. Communicate data highlights with stakeholders
5. Set SMART Goals and create action steps to improve survey data next spring

### Update: Presented by Scott Cleland

*This fall, all district schools developed uniform communication systems related to absences and attendance. Counseling and secretarial staff have been trained to deal more consistently and effectively with absences. There has also been improved communication with parents in relation to attendance.*

*The Parent Liaison Program is up and running. Each elementary school has a half time Liaison working in their building. The Liaisons received training at Thrive in Bozeman and are actively working in all five of our elementary buildings. To date, there have been over 500 welcome contacts with parents and the Liaisons have helped parents and school staff navigate a variety of situations already this year. The Liaisons are also offering parenting classes at each school, open to all parents, beginning after Christmas break.*

*Next steps include finding funding to sustain the Parent Liaison Program. The Attendance Committee will also be digging into attendance survey data, setting goals, and planning for the second annual administration of the survey.*

## Community Engagement

Spread the message and create a community-wide sense of urgency; communicate purpose, action plan, and opportunities for community support; promote state-level policy reform

### Action Steps:

1. Complete website, social media, videos, marketing materials
2. Present to service clubs, business groups, non-profit organizations, media, and other community stakeholders
3. Engage the medical community in discussions of impacting expectant parents and parents of babies and young children
4. Coordinate community launch event
5. Work with legislators and WDE to promote reforms to graduation and attendance regulations

### Update: Presented by Mitch Craft

*The Next Level website was finished and launched in early October by Flood Marketing. Flood is now moving on to launching our social media presence on Twitter, Facebook, Instagram, and SnapChat.*

*Next Level has begun community presentations to spread the mission, vision, and program information, as well as to garner support for the initiative. Presentations will continue over the coming year.*

*School district Trustees and administration continue their efforts to reform attendance regulations at the state level, passing resolutions to expand compulsory attendance ages beyond the current 7-15 requirements. Trustees have passed resolutions that will move on to the Wyoming School Board Association and have met regularly with our legislators to address the issue.*

*Next steps include engaging the medical community and planning a community launch event.*

## **Multiple Pathways**

Improve supports and interventions for students struggling at the high school level

### Action Steps:

1. Implement the Success Academy and change focus of Friday Early Out at SHS
2. Provide enhanced mentoring to SHS teachers to improve teaching and compassion/relationships
3. Increase collaboration between Sheridan High School and Ft. Mackenzie
4. Continue Next Level involvement in Collaborative High School planning

### Update: Presented by Cindy Dahl

*The Success Academy has been initiated at Sheridan High School, offering a standards-based approach to credit recovery that is much quicker for students than the previous alternative. The program has already impacted a number of students who have failed courses at SHS and have quickly recovered the credit through Success Academy. Next semester, the program will grow as students who failed first semester classes enter Success Academy.*

*Friday Early Out has evolved to focus on intervention and prevention. SHS is also working on improving attendance at Friday Early Out.*

*SHS has provided enhanced teacher mentoring, especially for new teachers, and is working with all teachers to emphasize compassion and relationships with students. SHS has done the initial training with Sources of Strength, a suicide prevention model that includes student volunteers and focuses on changing school culture. We have also added Doug Rainey to our staff as a teacher mentor to work with mostly first through third year teachers. He serves as a support for those teachers in classroom instruction/student learning, relationships with students and staff, as well as procedural items.*

*Collaboration has grown between Ft. Mackenzie High School and SHS. Next semester, alternative school students will have access to electives at SHS. In addition, Next Level continues its involvement in planning for a new Collaborative High School. While funding has been tabled for a new building at the state level, work continues to design the new school's educational model and implement changes at Ft. Mackenzie.*

*Next steps include expanding Success Academy and including more immediate remediation when students are struggling. Summer School at SHS will also follow the model of Success Academy.*



## Parent Liaison Program Update

December 4, 2015

In August, Child Advocacy Services of the Big Horns (our Parent Liaison employer) collaborated with all elementary principals to hire a half-time Liaison for each site, as follows:

- Henry A. Coffeen – Carol Clark
- Woodland Park – Beth Lenz
- Sagebrush – Beth Lenz
- Highland Park – Kelly Rickett
- Meadowlark – Kelly Rickett

In September, all Liaisons and their supervisor, Susan Carr, spent a week of embedded training with Thrive in Bozeman, where the program originated. The training was highly successful and there has been one follow up training via videoconference (thanks to the help of First Interstate Bank).

All five elementary principals have reported that the Liaisons have made immediate positive impacts for children, parents, and schools.

To date, here is some basic data collected by the program supervisor:

- Liaisons have made 834 direct contacts with parents. These could be welcome calls or a follow up contact with a family for support, educational resources, or other contacts. 323 of these direct contacts have been welcome calls.
- Liaisons have made 763 indirect contacts with parents. These are contacts or referrals made by teachers, administrators, or support staff regarding concerns for specific families. Indirect contacts are followed up by the Liaison and/or other team members at the schools.
- Currently, 57 families have active cases with their Parent Liaison, meaning that there have been 3 or more direct contacts with these families. Active cases represent families that Liaisons are working with to provide specific resources and supports.

Beginning in January, the Parent Liaison Program will begin offering Love and Logic parenting classes at all five elementary sites. These classes will continue through the spring.



Craig Dougherty, Superintendent

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Phone: 307-674-7405  
Fax: 307-674-5041

DATE: November 30, 2015  
TO: Board of Trustees  
FROM: Cody Sinclair, Human Resources Coordinator  
SUBJ: **Approval of Policies** (*Action*)

The following policies are being recommended for first reading:

<b><u>DKA-P</u></b>	<b><u>Payroll Deductions</u></b>
<b><u>DKC</u></b>	<b><u>Expense Authorization/Reimbursement</u></b>
<b><u>DN-P</u></b>	<b><u>Asset Procedures</u></b>

The following policies are being recommended for second reading:

<b><u>JICJ</u></b>	<b><u>Student Use of Cell Phone and Other Electronic Equipment (NEW)</u></b>
<b><u>JIH</u></b>	<b><u>Student Searches, Information Gathering, and Student Arrests</u></b>

*Policies -  
First Reading*



## PAYROLL DEDUCTIONS

Social Security and Medicare taxes will be deducted as required by law. All employees are covered by the Social Security Act. The employees' contribution is matched by the District.

Insurance—Health, life, and accident insurance is available for eligible employees that complete appropriate paperwork to allow for premium payment through payroll deduction.

Appropriate Federal Income Tax amounts will be deducted from each employee's salary according to regulations of the Internal Revenue Service.

Professional Dues—The district will deduct monthly dues for Sheridan Central Education Association, Wyoming Education Association and National Education Association from the employee's monthly paychecks for those who request such service. These deductions will be forwarded after each pay period.

Credit Union—The district will deduct credit union contributions from employee's monthly paychecks in equal installments for those who request such a service.

Wyoming Retirement 457 Plan—The district will deduct contributions to the Wyoming Retirement 457 plan from employees' monthly paychecks for those who request such a service.

Sheridan County School District No. 2 403(b) Plan—The district will deduct contributions to approved 403(b) plan providers from employees' monthly paychecks for those who request such a service.

The district will deduct garnishments and other obligations as required by lawlegally files documents.

The district will allow a maximum of two separate banks for direct deposit of employee's monthly paychecks.

First Reading: 5/18/09

Second Reading: 6/22/09

### EXPENSE AUTHORIZATION/REIMBURSEMENT

Personnel and district officials who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed voucher and any supporting receipts required by the business office.

These expenses must be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for professional travel will be reimbursed within district guidelines when the travel has the advance authorization of the principal ~~or~~ and the ~~S~~superintendent or his/her designee. ~~Principals may grant this authorization without prior approval of the Superintendent when the travel expense has been anticipated and incorporated into the budget of the particular program involved.~~

Mileage will be paid at a rate authorized by the Board.

Expenses within district guidelines will be paid provided that persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience.

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

## ASSET PROCEDURES

The asset procedures (DN-P) cover the definition, transfer, and disposal of fixed assets and books, as well as the procedures for moving rooms. For the purposes of this procedure, "fixed assets" refers to any item valued at or over \$~~15~~5,000.00.

Any purchase order for fixed assets should be coded to the equipment account (540) in the General Ledger. The original purchase order will be filed in the Business Office and a fixed asset tag number will be assigned to the items. Federal grant purchase orders will have the originals filed in the appropriate grant file and a copy of the purchase order will be in the fixed asset file.

~~Any fixed asset valued at \$5,000.00 or more will be handled using the same procedure that is used for fixed assets, with the addition that a copy of the purchase order will be forwarded to the assistant business manager to track for depreciation. The original purchase order will be filed in the assistant business manager's office.~~

No item coded to the supplies account (410) will be tagged or entered into the fixed asset system.

## TRANSFERS

Any fixed asset moved from one assigned room to another requires the submission of a completed Transfer or Disposal of School Property Form (DN-E1) that is found on the school website at "Staff"/"Forms"/"District Forms and Information"/"Inventory". The transfer portion of the form must be completed and signed by the principal. The form must then be submitted to the Business Office.

## DISPOSALS

Disposal of any item in the fixed asset system shall be accomplished by submitting a completed Transfer or Disposal of School Property Form (DN-E1) which is found on the school website at "Staff"/"Forms"/"District Forms and Information"/"Inventory". The disposal portion of the form must be complete with all the necessary information. The fixed asset tag must be removed and attached to the bottom of the form as specified on the form. Once the principal has signed the disposal form, it should be forwarded to the building's head custodian or, in the case of computer equipment, to the technology department.

## ASSET PROCEDURES (contd.)

When the fixed asset is computer equipment, in addition to the disposal form, a technology work order must be completed. The completed disposal form should be sent directly to the technology department. The technology department will evaluate and be responsible for storage/disposal. The technology department will then forward the disposal form to the business office upon completion.

Custodians will create a work order for all non-computer fixed assets. Once the work order has been confirmed and the disposal form is approved by the facilities department, the asset can then be disposed of and the paperwork forwarded to the business office. If the asset is to be stored, then the facilities department will convert the disposal form into a transfer form and note the location.

### BOOK DISPOSALS

In order to dispose of books, the Disposal Form for Books (DN-E2), found on the school website at "Staff"/"Forms"/"District Forms and Information"/"Inventory", must be completed. A copy of the form shall be left with the boxes containing the books. Keep books on location until picked up by the facilities department. Forward the form to the appropriate personnel for approval.

### MOVING

Principals shall notify the building custodian of any room moves. The custodian will complete a work order, then call the business office (Ext. 5203 or 5208) and get inventory sheets for the rooms. Pertinent information will be recorded directly on the inventory sheets. The information will include what is to be moved and where (room #), what is staying, and what is to be disposed. If fixed assets are to be disposed during a room move, the use of a transfer or disposal of School Property Form is not required. Instead, the inventory tags of disposed items shall be attached to the inventory sheets. When the move is finished, the inventory sheets should be forwarded to maintenance, so the work order can be closed. Maintenance will forward the inventory sheets to the business office, so fixed assets can be updated.

First Reading:	6/18/12
Second Reading:	7/18/12
<del>Reviewed:</del>	<del>10/7/13</del>

*Policies -  
Second Reading*

STUDENT USE OF  
CELL PHONE AND OTHER ELECTRONIC EQUIPMENT

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

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

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

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

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

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

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

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

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

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

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

See also policy:

JIH - Student Searches, Information Gathering, and Student Arrests

First Reading: 11/2/15

Second Reading:

## STUDENT SEARCHES, INFORMATION GATHERING, AND STUDENT ARRESTS

### GENERAL POLICY

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

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

### DEFINITIONS

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



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

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

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

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

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

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

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

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

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

**INFORMATION GATHERING BY LAW ENFORCEMENT PERSONNEL**

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

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

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

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

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

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

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

**SEARCHES BY STAFF**

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

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

First Reading: 11/2/15~~11/5/12~~  
Second Reading: 12/3/12



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Craig Dougherty, Superintendent

DATE: November 30, 2015

TO: Board of Trustees

FROM: Roxie Taft, Business Manager

SUBJ: **FY16 Quarterly Financial Update** *(Information)*

Attached are the quarterly financial statements for the first quarter of fiscal year 2016. These statements represent monies received and expenses incurred between July 1, and September 30, 2015.

The [cash in the bank](#) is in line with expectations for this time of year. The balance may be a little higher than one would normally see in a first quarter report given the fact school did not begin until September 1st, so the first payroll expense for our classified staff was not until October 20th. This also impacts the expenditure report in the instructional areas.

The [general fund revenues report](#) is in line with expectations for this time of the year. Per statute, §21-13-313, districts receive 15% of their foundation entitlement in August and then 10% of the remaining balance each month September - May. This is reflected in the percentage received from state sources.

The [general fund expenditure report](#) is in line with expectations for this time of the year. I have already mentioned that the instructional area functions do not include any payroll expenses for nine-month classified staff. The other thing I would point out is you will see 64.85% of the budget expended under function code 3410. Our property and casualty insurance payments are due in July of each year and those costs are all posted to the 3410 budget that makes the percentage spent seem high. This is, however, a budgeted one time annual expense.

These financial statements are presented for your information only, so no action is needed.

**Report on Cash  
Processing Month 09/2015**

	To Date
GENERAL FUND	10,395,356.48
FEDERAL FUND	858,523.97
CAPITAL CONSTRUCTION FUND	813,763.45
HOT LUNCH FUND	453,075.19
MEMORIAL FUND	1,345,229.65
MISC ACTIVITY FUND	77,437.80
SHS ACTIVITY ACCOUNT	215,106.93
MAJOR MAINTENANCE FUND	2,079,682.21
SHS LEGACY ACCOUNT	278,283.91
SHS HUMANITIES PROJECTS	2,002,655.33
DEPRECIATION & BUILDING REPAIR RESERVE	2,195,976.09
EARLY RETIREMENT FUND	<u>625,528.37</u>
Grand Total:	21,340,619.38

**GENERAL FUND REVENUE REPORT**  
**Processing Month 09/2015**

	Budget	To Date	% of Budget	Budget Balance at EOM
REVENUE FROM LOCAL SOURCES	9,624,000.00	300,255.51	3.12	9,323,744.49
REVENUE FROM COUNTY SOURCES	2,720,000.00	190,005.14	6.99	2,529,994.86
REVENUE FROM STATE SOURCES	36,776,852.00	9,092,695.74	24.72	27,684,156.26
OTHER SOURCES	5,000.00	50.00	1.00	4,950.00
Grand Total:	49,125,852.00	9,583,006.39	19.51	39,542,845.61

**GENERAL FUND EXPENDITURE BY FUNCTION**  
**Processing Month 10/2015**

Function	Budget to Date	To Date	% of Budget	Budget Balance at EOM	
1110	ELEMENTARY INSTRUCTION	11,396,846.00	1,995,441.65	17.62	9,401,404.35
1120	JR HIGH/MID SCH INSTRUCTION	4,989,057.00	881,315.17	17.81	4,107,741.83
1130	SECONDARY INSTRUCTION	5,941,236.00	1,088,591.48	18.53	4,852,644.52
1135	CONCURRENT ENROLLMENT	100,000.00	0.00	0.00	100,000.00
1210	SPECIAL EDUCATION	5,449,852.00	794,856.29	14.58	4,654,995.71
1233	GIFTED AND TALENTED	194,400.00	32,061.82	16.71	162,338.18
1250	TUITION FOR STUD WITH DISABIL	500,000.00	167,440.94	33.49	332,559.06
1270	LIMITED ENGLISH PROFICIENT	287,700.00	24,393.53	8.48	263,306.47
1280	HOMEBOUND PROGRAMS	39,950.00	240.00	0.60	39,710.00
1290	OTHER SPECIAL PROGRAMS	316,435.00	2,970.80	0.94	313,464.20
1420	MIDDLE/JR HIGH ACTIVITIES	283,804.00	79,462.13	28.38	204,341.87
1421	SJHS INTRAMURALS	22,500.00	3,607.77	16.03	18,892.23
1430	HIGH SCHOOL ACTIVITIES	1,109,139.00	305,264.14	27.99	803,874.86
1520	VOC INSTRUCTION MS/JH	9,000.00	8,983.99	99.82	16.01
1530	VOC INSTRUCTION HIGH SCHOOL	1,010,669.00	178,313.41	17.70	832,355.59
1000	INSTRUCTION	31,650,588.00	5,562,943.12	17.70	26,087,644.88
2110	GUIDANCE	520,715.00	92,579.09	17.78	428,135.91
2112	COUNSELING SERVICES	821,331.00	139,094.45	16.94	682,236.55
2115	STUDENT INFORMATION SYSTEMS	272,200.00	113,707.72	41.77	158,492.28
2117	ASSESSMENT SERVICES	109,900.00	28,767.20	26.18	81,132.80
2123	SOCIAL WORK SERVICES	95,900.00	15,857.26	16.54	80,042.74
2130	HEALTH SERVICES	332,329.00	48,876.56	15.17	283,452.44
2140	PSYCHOLOGICAL SERVICES	462,100.00	99,913.87	21.62	362,186.13
2152	SPEECH PATHOLOGY SERVICES	467,300.00	87,432.57	18.71	379,867.43
2153	AUDIOLOGY SERVICES	79,050.00	11,271.17	14.48	67,778.83
2171	OCCUPATIONAL THERAPY	131,200.00	20,423.75	15.57	110,776.25
2172	PHYSICAL THERAPY	60,000.00	3,272.50	5.45	56,727.50
2190	OTHER SUPPORT SERVICES	300,000.00	37,793.53	12.60	262,206.47
2213	STAFF DEVELOPMENT SERVICES	226,150.00	39,547.72	19.04	186,602.28
2220	EDUCATIONAL MEDIA SERVICES	644,711.00	104,322.41	17.21	540,388.59
2230	SPECIAL EDUCATION SUPERVISION	205,000.00	66,496.82	32.44	138,503.18
2240	TECHNOLOGY INTEGRATION	190,400.00	44,617.11	23.43	145,782.89
2000	INSTRUCTIONAL SUPPORT	4,918,286.00	953,973.73	19.64	3,964,312.27
3310	CENTRAL ADMINISTRATION	575,407.00	234,704.12	40.79	340,702.88
3311	ASST SUPT & DIR OF ELEM ED	497,010.00	134,781.67	27.12	362,228.33
3320	SCHOOL ADMINISTRATION	2,255,115.00	547,801.28	24.31	1,707,313.72
3330	BUSINESS ADMINISTRATION	550,700.00	207,309.04	37.64	343,390.96
3350	BOARD OF EDUCATION SERVICES	160,000.00	12,559.97	7.85	147,440.03
3410	SUP OF OP & MAINT OF PLANT SVC	530,891.00	344,300.57	64.85	186,590.43
3420	OPERATING BUILDINGS SERVICES	4,164,950.00	1,132,686.00	27.61	3,032,264.00
3430	CARE & UPKEEP OF GROUNDS SERV	339,600.00	142,696.67	42.85	196,903.33
3460	SECURITY SERVICES	64,200.00	3,820.72	5.95	60,379.28
3510	PUPIL TRANS - TO/FROM SCHOOL	2,072,100.00	679,286.76	32.78	1,392,813.24
3520	ACTIVITY TRANSPORTATION	201,800.00	26,704.44	13.23	175,095.56
3590	TRANSPORTATION-OTHER	30,900.00	25,224.97	81.63	5,675.03
3830	ASST SUPT INST/PERSONNEL	457,600.00	125,426.44	29.59	332,173.56
3850	TECHNOLOGY COORDINATION	914,100.00	409,969.69	45.70	504,130.31
3000	GENERAL SUPPORT	12,814,373.00	4,027,272.34	31.73	8,787,100.66
6200	FUND TRANSFERS	584,990.00	110,000.00	18.80	474,990.00
6000	OTHER USES	584,990.00	110,000.00	18.80	474,990.00
Grand Total:		49,968,237.00	10,654,189.19	21.50	39,314,047.81



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

Craig Dougherty, Superintendent

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DATE: November 30, 2015

TO: Board of Trustees

FROM: Tom Sachse, Assistant Superintendent for Curriculum and Assessment

SUBJ: **Project Lead The Way** (*Information*)

At your meeting, I will update the Board on a proposal the district is submitting in collaboration with Sheridan College to support a three-year computer programming initiative. I will introduce the major aspects of the plan and will ask Jeff Mowry and Mitch Craft to add additional detail about plans to implement Project Lead the Way next fall at Sheridan High School and Sheridan Junior High School.





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Craig Dougherty, Superintendent

DATE: November 30, 2015

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 (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: Ann Perkins, 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: Craig Achord, Hollis Hackman, Tony Wendtland, Sue Wilson

**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, Wayne Schatz, Molly Steel, Marva Craft

**Capital Construction Committee:**

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

Current members: Rich Bridger, Marva Craft, Ann Perkins, Molly Steel

**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

**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: Rich Bridger, Ann Perkins

Please respond to the Chairman of the Board and Craig by Monday, January 4<sup>th</sup>. If you have any questions, please contact Craig.



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Craig Dougherty, Superintendent

DATE: November 30, 2015

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

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

At the November 2nd board meeting I asked you to consider formally notifying staff that the Board may not approve applications for the Early Retirement Incentive Plan after this year (after February 1, 2016). The basis of this recommendation is that during times when budgets are being reduced, committing funds for the Early Retirement Incentive Plan results in less money available for running the current educational programs. In essence, the district is paying money out to a policy when that money is needed right now.

During the past month, we notified staff that the Board would be considering this at the December meeting. The majority of feedback from staff was that they appreciate the district looking at cutting in areas that won't impact the staff that ensure outstanding learning that is happening in Sheridan County School District #2 classrooms. There was concern expressed that this program would be lost for future staff members, however, we explained that the policy is not being eliminated and approval of applications could happen again at such time as the Board determines funding allows this benefit.

Since the last board meeting the Legislative Select Committee on Recalibration voted to confirm the current legislative funding model. While we had initially believed this was a positive recommendation for funding education, we've since learned that the last bi-annual budget footnote for ECA model adjustments was not included in the committee's recommendation, but was included in the Governor's budget. If the bi-annual ECA is withheld, the district may see approximately 3% decrease in funding (a decrease of nearly \$1.2 million). To be prudent, we need to begin planning now for the lower revenue forecasted for the State. I recommend ending the Early Retirement Incentive Plan after this year.

If the Board chooses to move forward with this recommendation, I will ask for action on this at the December 7th board meeting.



Craig Dougherty, Superintendent

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Fax: 307-674-5041

DATE: November 30, 2015

TO: Board of Trustees

FROM: Craig Dougherty, Superintendent

SUBJ: **Board Luncheon Work Session Schedule Revised** (*Action*)

[Attached is the Board Luncheon Work Session Schedule for the 2015-2016 year.](#) It has been revised, as two topics need to be rescheduled due to changing schedules and scheduling conflicts. I suggest we take action to approve the revised 2015-2016 Board Luncheon Work Session Schedule.

# Board Luncheon Work Session Schedule 2015-2016

Meeting Date	Luncheon Subject	Time
August 17	Literacy Coordinators/Balanced Literacy	12:00 p.m.
September 21	Professional Learning Communities (PLCs)	12:00 p.m.
September 30	Elementary Standards-Based Report Cards	12:00 p.m.
November 16	Primary Intervention Programs	12:00 p.m.
January 18	Legislative Priorities (including Recalibration updates & Accountability)	12:00 p.m.
February 8	Prevention Programs	12:00 p.m.
March 14	Technology Hardware and Integration	12:00 p.m.
April 18	After School Programming	12:00 p.m.
May 16	Alternative Schools	12:00 p.m.
June 6	Capital Construction (Master Plan/Architectural Updates)	12:00 p.m.

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

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**PERSONNEL ACTION REPORT**  
**December 7, 2015**

**CERTIFIED STAFF**

**Resignations:**

Tyler Rogers	Teacher-2nd Grade	Effective
Henry A. Coffeen School	1.0 FTE (187 days)	11/24/15

**Early Retirement Incentive Plan:**

Teresa Hunter	Teacher-Language Arts	Effective
Sheridan Junior High School	1.0 FTE (185 days)	6/6/16

Douglas Moore	Teacher-Band	Effective
Sheridan Junior High School	1.0 FTE (185 days)	6/6/16

Judy Stahl	Teacher-Title I	Effective
Sheridan Junior High School	1.0 FTE (185 days)	6/6/16

**CLASSIFIED STAFF**

**Early Retirement Incentive Plan:**

JoAnne Brinkerhoff	Secretary	Effective
Sheridan Junior High School	8.0 hours/day (200 days)	6/16/16

Cynthia Gowler	Paraprofessional-Library Media Technology	Effective
Meadowlark School	8.0 hours/day (185 days)	6/8/16

Sandra Klocko	Secretary	Effective
Fort Mackenzie High and the Wright Place Junior High School	8.0 hours/day (200 days)	6/15/16

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2  
PERSONNEL ACTION REPORT  
December 7, 2015**

**Changes:**

Rebecca Rosenlund Sagebrush School	Paraprofessional-Special Education 1:2 (7.0 hours/ /day) 175 days/After School Program (2.0 hours/ week) 31 weeks to Paraprofessional-Special Education 1:2 (7.0 hours/day) 175 days	Effective 1/4/16
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**Resignations:**

Jacob Kekich Sheridan Junior High School	Custodian 8.0 hours/day (262 days)	Effective 1/15/16
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**EXTRA DUTY 2015-2016**

**Approvals:**

<u>Name</u>	<u>Position</u>
Leon Schatz	Music-Musical Set Designer-SHS

**ACADEMIC EXTRA DUTY 2015-2016**

**Approvals:**

<u>Name</u>	<u>Position</u>
Britnee Geringer	Title I After School Tutoring-Holy Name School

**WOODLAND PARK AFTER SCHOOL PROGRAM STAFFING - 2015-2016**

**Approvals:**

<u>Name</u>	<u>Position</u>
Miah Fonder	Paraprofessional
Debra Purdy	Substitute Paraprofessional



**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**PERSONNEL ACTION REPORT**  
**December 7, 2015**

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

**Approvals:**

<u><b>Name</b></u>	<u><b>Position</b></u>
Lonna Forister	Teacher
Rita Geary	Teacher
Matthew Johnson	Teacher
LaDonna Leibrich	Substitute Teacher
Lynn Snowden	Teacher

DRAFT