

## ACTION SUMMARY SHEET

DATE: October 18, 2017

ISSUE: Approval of Agenda

BACKGROUND:

SUGGESTED MOTION/RECOMMENDATION:

To approve the Agenda for the October 18, 2017 State Board of Education meeting. SUPPORTING INFORMATION ATTACHED:

- Agenda

PREPARED BY: Kylie Taylor  
Executive Assistant

ACTION TAKEN BY STATE BOARD: \_\_\_\_\_ DATE: \_\_\_\_\_

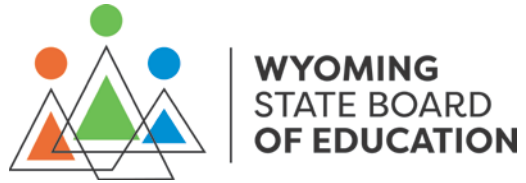
COMMENTS:



# WYOMING STATE BOARD OF EDUCATION

Wyoming education partners support a student-centered learning system in which all Wyoming students graduate prepared and empowered to create and own their futures.

October 18, 2017 Teleconference		
1:00 p.m.-1:30 p.m.	State Board of Education	
	<ul style="list-style-type: none"> <li>• Call to Order</li> <li>• Pledge of Allegiance</li> <li>• Roll Call</li> </ul>	
	<ul style="list-style-type: none"> <li>• Approval of Agenda</li> </ul>	Tab A
	<ul style="list-style-type: none"> <li>• Minutes</li> <li>- September 21-22, 2017</li> </ul>	Tab B
	<ul style="list-style-type: none"> <li>• Treasurers Report</li> </ul>	Tab C
	Coordinator's Report	Tab D
1:30 p.m.- 4:00 p.m.	Board Reports and Updates-	
	<ul style="list-style-type: none"> <li>• JEIC September Report and Upcoming Reports</li> </ul>	Tab E
	<ul style="list-style-type: none"> <li>• Performance Rating Appeal – Weston #7</li> </ul>	Tab F
	<ul style="list-style-type: none"> <li>• Volunteers for Computer Science Task Force/ Virtual Education Advisory Committee</li> </ul>	Tab G
	<ul style="list-style-type: none"> <li>• Protocol for LSO Reports</li> </ul>	Tab H
	Committee Updates:	
	<ul style="list-style-type: none"> <li>• Administrative Committee</li> </ul>	Tab I
	<ul style="list-style-type: none"> <li>• Communications Committee</li> </ul>	Tab J
	<ul style="list-style-type: none"> <li>• Budget Committee</li> </ul>	
	Other issues, concerns, discussion, public comment:	
	Adjourn the State Board of Education	



## ACTION SUMMARY SHEET

**DATE:** October 18, 2017

**ISSUE:** Approval of Minutes

**BACKGROUND:**

**SUGGESTED MOTION/RECOMMENDATION:**

To approve the minutes from the State Board of Education meeting on September 21-22, 2017

**SUPPORTING INFORMATION ATTACHED:**

- Minutes of September 21-22, 2017

**PREPARED BY:** Kylie Taylor  
Kylie Taylor, Executive Assistant

**ACTION TAKEN BY STATE BOARD:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:**

WYOMING STATE BOARD OF EDUCATION  
September 21-22, 2017  
Green River, WY

Wyoming State Board of Education (SBE) members present: Walt Wilcox, Ken Rathbun, Megan Degenfelder, Proxy for State Superintendent Jillian Balow, Sue Belish, Scotty Ratliff, Kathryn Sessions, Max Mickelson, Belenda Willson via Zoom, Ryan Fuhrman, Nate Breen, and Robin Schamber, Dan McGlade, Jim Rose via Zoom.

Members absent: Dean Ray Reutzel

Also present: Kylie Taylor, WDE; Julie Magee, SBE Liaison; Thomas Sachse, SBE Coordinator via Zoom; Mackenzie Williams, Attorney General's Office (AG), Shelly Andrews, WDE, Laurie Hernandez, WDE; Laurel Ballard, WDE; Guy Jackson, WDE via Zoom; and Jo Ann Numoto, WDE.

---

September 21, 2017

CALL TO ORDER

Chairman Walt Wilcox called the meeting to order at 8:26 a.m.

Kylie Taylor conducted roll call and established that a quorum was present.

APPROVAL OF AGENDA

Sue Belish moved to approve the agenda and to add the retreat to the September agenda, seconded by Max Mickelson; the motion carried.

The SBE started the retreat that focused on several topics that WDE staff and SBE could take a deeper dive into.

The SBE and WDE staff discussed accountability, accreditation, alternative calendars, and reports to the Legislative Services Office.

The retreat ended at 11:00 a.m.

The SBE convened as the State Board of Vocational Education at 11:35 a.m.

Guy Jackson, WDE, presented to the SBE on the US ED Office of Career Technical and Adult Education Perkins monitoring visit for the year of 2016-2017.

Max Mickelson moved to adjourn the State Board of Vocational Education, seconded by Scotty Ratliff; the motion carried.

The SBE convened as the State Board of Education

## APPROVAL OF MINUTES

Minutes from the August 11, 2017 State Board of Education meeting were presented for approval.

Max Mickelson moved to approve the minutes, seconded by Nate Breen; the motion carried.

## APPROVAL OF TREASURERS REPORT

SBE Treasurer, Kenny Rathbun, presented the summary review and expenditures report for the board's budgets, and went over the remaining balances and time left in the current biennium.

Chairman Wilcox indicated that the current budget does not reflect what the budget will look like after funds are expended for the National Association of State Board of Education (NASBE) conference in Atlanta. Chairman Wilcox also indicated that Kylie Taylor will be in attendance of the NASBE conference, along with himself, Tom Sachse, Nate Breen, and Ryan Fuhrman.

Ryan Fuhrman motioned to approve the treasurer's report as presented, seconded by Nate Breen; the motion carried.

## WYOMING STATE SUPERINTENDENT UPDATE

Megan Degenfelder, WDE Chief Policy Office and proxy for Superintendent Balow, reported that Wyoming's Consolidated State Plan for the Every Student Succeeds Act (ESSA) was submitted to the United States Department of Education (USED) in August. USED will begin their 120-day review of state plans on September 18.

School Performance Reports were publicly released on August 31. Megan says the state saw positive trends with more schools meeting and exceeding expectations.

The work of the UW Trustees Education Initiative (TEI) continues to move forward. Recently, members of the TEI governing board vetted innovation proposals. One approved innovation was classroom simulation technology.

Lastly, Megan reported on the WY-TOPP test the system day, on Tuesday, September 5, many schools participated in a "test the system" day. The purpose of the day was to test the state infrastructure for WY-TOPP with actual student traffic and to give schools an opportunity to interact with the new assessment.

## COORDINATOR'S REPORT

Kylie Taylor, WDE, proxy for Tom Sachse, SBE Coordinator, reported to the SBE the Chapter 31 progress report was submitted to the Joint Education Interim Committee (JEIC) as part of their number two priority item. The memo to the legislature indicates that after four failed attempts to promulgate new Chapter 31 rules, the board elected to ask the Attorney General's office for a formal opinion on whether there is a constitutional (or judicial) requirement that graduation requirements are similar from school to school around the state.

Kylie informed the SBE on the post-secondary readiness report that was sent to the LSO on August 15 as required. This report cites the recommendations from the July professional judgment panel (PJP), based on the recommendations the advisory committee maintained the provisional opportunity level of Hathaway but did change the interim targets from annual to every three years.

The last item reported on was the PJP report drafted by Tom, this report is not required by the LSO, the report has been reviewed by the administrative committee and will be voted on by the entire board.

## **BOARD REPORTS, UPDATES & COMMENTS**

### **State Systems of Support Update**

Shelly Andrews, WDE, with contractors from Education Northwest, a nonprofit corporation with expertise in systems of support presented on an evaluation that was conducted during the 2016-17 school year. The report provides information about the implementation of the programs and recommendations for continuation, revision, and improvement.

### **School Performance Ratings and WAEA Informal Review**

Julie Magee, SBE Liaison, indicated that on September 1, 2017, the 2016-17 school performance ratings were submitted to the LSO. The WAEA Accountability Report summarizes the results of Wyoming schools' performance in the 2016-17 school year. Additionally, three-year performance summaries for grades 3-8, high school, and all schools were provided to the board for reference.

Sue Belish and Julie Magee discussed using a different protocol moving forward when submitting LSO reports on behalf of the SBE, as the SBE would like to see what is being submitted.

W.S. 21-2-204(d) allows schools to seek an informal review of the overall SRP or other performance determination. The process for informal reviews is outlined in the Chapter 3 rules. The WDE has received on request for an informal review from Upton High School in Weston County School District #7. On September 13, the WDE held a follow-up conversation with the principal and superintendent, and WDE staff are continuing to work through the review process.

### **Standards Update**

Laurie Hernandez, WDE; Barb Marquer, WDE; and Rob Black, WDE, presented to the board on the work the standards team has been doing.

The math standards review committee (MSRC) reviewed the current standards, identified areas to revise those standards, and has met consensus in grade-band committees and grade-level committees. The MSRC also met whole group consensus for alignment on the proposed standards for grades K-7.

The sciences extended standards review committee (SESRC) reviewed the current science standards and decided to revise them making them accessible to students with the most significant cognitive disabilities. The SESRC met consensus on their review of the proposed standards for K-5 and for physical science in grades 7-12.

A call for participation on the social studies standards review committee is scheduled for September 18. That committee will be formed in October and will have their first committee meeting by early December.

## **Media Options**

Paula Smith, WDE, presented a variety of different media options for the SBE to consider in replacing aged technology that is currently being used. Paula gave pros and cons to each options and also had physical examples that board members were able to pass around.

## **Leader Evaluation/Chapter 29**

Laurel Ballard, WDE, presented on the effort that the WDE is doing for Certified Personnel Evaluation System (CPES) to make recommendations on the leadership evaluation system and revisions to Chapter 29 rules. The CPES Advisory Panel held its most recent meeting on September 7, where they started work on the revisions being made to Chapter 29 Rules. The CPES Advisory Panel will continue revising Chapter 29 Rules and begin receiving feedback before finalizing the rules, standards and evaluation system components for SBE approval for promulgation.

Laurel walked the SBE through Chapter 29 and the changes that were made.

Chairman Wilcox suggested that Laurel present Chapter 41 on Friday morning due to time constraints. SBE members agreed.

## **PUBLIC COMMENT**

- Bill Winney, spoke on the importance of a good evaluation system for school and district leaders and made a suggestion for a ranking system.
- Brian Farmer, Executive Director, Wyoming School Board Association, made a comment to the SBE regarding Chapter 29 and urged to be careful when moving forward in this process because there is still a fair amount of work yet to be done and this is just the process.
- Donna Little-Kumo, Sweetwater County School District #2 Superintendent, made a comment regarding the performance ratings and expressed the problem she has with participation being a part of performance ratings. Schools don't have control when parents don't want kids testing. Also mentioned that districts aren't informed with everything regarding leader evaluation.

Board Recessed at 5:24 p.m.

September 22, 2017

State Board of Education reconvened at 8:02 a.m.

## **Virtual Education/Chapter 41**

Laurel Ballard, WDE, gave an overview of what the WDE has been working on with the Virtual Education Advisory Committee to develop rules for the extensive changes made to virtual education during 2017 legislative session. The legislation requires the WDE to consult with the Professional Teaching Standards Board and SBE as rules are developed.

Donna Little-Kumo, Sweetwater County School District #2 Superintendent, presented to the SBE on the schools in Sweetwater #2 and their performance ratings and where the schools are at currently. "Learning for all" is the mission for Sweetwater #2.

## **COMMITTEE REPORTS AND UPDATES**

### **Communications Committee**

Ryan Fuhrman, referred to the communications committee minutes from September 5 and the communications plan that he passed around to board members. The communications committee reviewed Kelly's contract, put together communications priorities for the fall, website metrics, website edits, and the communications plan which included inviting key stakeholders to SBE meetings.

### **Administrative Committee**

Sue Belish, went over what the administrative committee discussed on September 13. The committee decided on topics for the SBE retreat and approved the agenda for the September SBE meeting. The committee also reviewed the PJP report that SBE Coordinator, Tom Sachse drafted. The committee agreed to have Tom send to all SBE members and submit to JEIC with a disclaimer that the board would be reviewing the report during their September meeting.

JEIC reporting protocol was also discussed, with reporting deadlines and reduction of Tom's time, the need for the SBE as an entity to officially approve reports submitted on the board's behalf was the topic of discussion. It was agreed that this would be further discussed during the September meeting.

Sue reported on the WAEA informal review process that Julie Magee presented to the administrative committee and how due to strict timelines with this process the board might need to schedule two meetings in October.

The administrative committee discussed the possibility of changing the October meeting day from October 5 to October 12. This request was made because of the short time frame between meetings and possible WAEA appeal.

### **Legislative Committee**

Max Mickelson reported to the board on the legislative committee meeting that was held on August 31. The legislative committee discussed statutory reporting requirements, Julie Magee will create a list of all reports requirements. Committee members held a discussion regarding the nature and limitations of executive branch boards regarding legislation, legislators, and legislature. Committee members provided their understanding of the limits and the committee asked to bring the topic before the SBE.

### **Finance Committee**

Chairman Wilcox and Kenny Rathbun indicated that although this committee hasn't met, Kenny is in the process of working to get this committee together to review SBE funds and expenditures.

### **ACTION ITEMS**

#### **Potential Provider for Court Ordered Placement of Students**

Jo Ann Numoto, WDE, recommended that the SBE designate Rite of Passage dba Meadowlark Academy as an approved facility for court ordered placement of students and subsequent educational payments pursuant to Wyoming Statute 21-13-315.

Sue Belish motioned to approve Meadowlark Academy as an approved facility for court ordered placement of students, seconded by Max Mickelson; the motion carried.



### **October SBE Meeting Date Change**

Chairman Wilcox motioned for the board to move the October SBE meeting from October 5 to October 18, seconded by Sue Belish; the motion carried.

### **PJP Report**

Kathryn Sessions motioned for the board to approve the PJP report, seconded by Max Mickelson; the motion carried.

### **PUBLIC COMMENT**

- Stan Blake, State of Wyoming Representative for House District 39, thanked the SBE and Max for the invitation to attend the meeting and thanked the board for the work they do for Wyoming children.

### **NEXT MEETING**

The Board's next meeting will take place October 18, 2017 via teleconference.

The meeting adjourned at 11:14 a.m.

## ACTION SUMMARY SHEET

**DATE:** October 18, 2017

**ISSUE:** Approval of Treasurer's Report

**BACKGROUND:** The State Board of Education budget summary.

**SUGGESTED MOTION/RECOMMENDATION:**

To approve the Treasurer's Reports as submitted.

**SUPPORTING INFORMATION ATTACHED:**

- State Board Budget Summary attached

**PREPARED BY:** Kylie Taylor  
**Kylie Taylor, Executive Assistant**

**ACTION TAKEN BY STATE BOARD:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS:**

# WYOMING DEPARTMENT OF EDUCATION

State Board of Education

FY17 Budget

30 June 2017 thru 10 October 2017

## SUMMARY REPORT

DESCRIPTION	BUDGETED	EXPENDED	ENCUMBERED	REMAINING BALANCE	Percentage
Personal Services (0100 series)					
[App Unit 001]	60,000.00	35,846.63		24,153.37	40.26%
Supportive Services (0200 series)					
[App Unit 001]	127,275.00	96,225.77		31,049.23	24.40%
Data Processing Charges (0400 series)					
[App Unit 001]	5,737.00	3,510.47		2,226.53	38.81%
Professional Services (0900 series)					
[App Unit 001]	50,794.00	2,430.00	12,625.00	35,739.00	70.36%
	243,806.00	138,012.87	12,625.00	93,168.13	38.21%
DESCRIPTION	BUDGETED	EXPENDED	ENCUMBERED	REMAINING BALANCE	Percentage
Professional Services (0900 series)					
[App Unit 009]	145,848.00	21,747.91	3,153.46	120,946.63	82.93%
[App Unit 001]	84,500.00	19,418.22	0.00	65,081.78	77.02%
TOTAL	230,348.00	41,166.16	3,153.46	186,028.41	79.98%



**WYOMING  
STATE BOARD  
OF EDUCATION**

October 11, 2017

To: State Board Members

From: Tom Sachse, Ph.D.

RE: Coordinator's Report

This month, I'll be commenting on three topics: Chapter 31 Update, Technology Purchase Rubric, and Alternative Calendar Action Steps. There are cover memos for all three and attachments to the last two.



October 11, 2017

To: State Board Members

From: Tom Sachse, Ph.D.

RE: Chapter 31 Update

Of course, we were all hoping we might receive a formal response from the Attorney General before the September meeting. Indeed, we may not get a response before the October meeting. But we will get a response.

Background: Back in February, when the Joint Education Committee (JEC) was deciding on interim topics for the Joint Education Interim Committee (JEIC) the top priority for the committee was an examination of various facets of work related to education accountability. At one meeting of the House Education Committee, Representative Northrup gave Nate Breen his submission for consideration by the Management Council. It contained several requests for the Wyoming Department of Education and other requests for the State Board of Education. Ultimately, the Management Council made school funding the top priority and this was relegated to the second interim priority.

At the September JEIC meeting, I presented two reports on behalf of the State Board of Education. One was the Professional Judgment Panel (PJP) report and the other was regarding Chapter 31 graduation requirements. Relative to the PJP report, I commented first on the panel's discussion of post-secondary readiness. Then, Julie Magee and Mike Flicek presented a report from Scott Marion. I then asked the JEIC Chairman if I could comment further on the PJP report. I spoke to the state board's commitment to having state and federal accountability systems that were as close as possible. But I went into some detail about the four primary differences between the state accountability system (WAEA) and the federal accountability system (ESSA) and how the state board in approving that report acknowledged and preferred those written into the state plan.

During the next presentation regarding the statutory obligation of the state board to establish "graduation standards," I reviewed the considerable work done by the department staff and the state board relative to other rules promulgation requirements. I specified the recent legislative additions to the state board's workload. I reminded them when they made changes to the accountability system, the department and board have to promulgate new Chapter 6 rules; when they added Indian Education for All that

required the department and board to promulgate new Chapter 10 rules; when they added leader accountability legislation that required changes to Chapter 29; and when they required the department to brief the state board on virtual education, that meant reviewing the draft Chapter 41 rules.

I tried to emphasize the state board is quite busy with rules promulgation, but that a path forward with regard to Chapter 31 was problematic. I reviewed with them, Chairman Wilcox' letter requesting a formal opinion from the Attorney General along with other several other attachments included in their packet. Chairman Wilcox offered his views as a state board member and a district leader (which was quite effective). Mike O'Donnell from the Attorney General's (AGs) office then joined us at the table and offered his assistance in convening the various agencies involved in this complex endeavor. The JEIC Chairman then directed O'Donnell to assist as offered.

Status: During the Administrative Committee meeting on October 4<sup>th</sup>, I was asked to contact Mike O'Donnell and ask him about whether, given his role in trying to move the entire process forward, the Attorney General would give a formal opinion or wait until O'Donnell's work was done. O'Donnell confirmed that the Attorney General would offer an opinion. He couldn't share the specifics of the response. He said the response was still being worked on. He also said he would be convening a meeting later in October or early November that would include the board, department, Governor's Office, AGs Office, and Legislative Services Office. The JEIC meets again on November 14<sup>th</sup>. If the board and department have a plan to go forward, we will be invited to testify.



**WYOMING  
STATE BOARD  
OF EDUCATION**

October 11, 2017

To: State Board Members

From: Tom Sachse, Ph.D.

RE: Technology Purchase Rubric

At the October 4<sup>th</sup> meeting of the Administrative Committee, I was asked to create a scoring template or rubric to help board members decide which device to select to replace the rather tired iPads from years ago. That rubric is attached. Much of the relevant information was contained in various slides Paula Smith presented at your September meeting.

For your consideration, you may want to think through who needs this technology. Some members may have personal devices they would rather use. Some staff may need these devices and some may not. Related to that, you may decide to have individual members or staff select different devices. But as Paula suggested at your meeting, you probably want select one platform (like big or small iPads) so Kylie can provide the first level of support to board members.

[illegible]





**WYOMING  
STATE BOARD  
OF EDUCATION**

October 11, 2017

To: State Board Members

From: Tom Sachse, Ph.D.

RE: Alternative Calendar Action Steps

At the October 4<sup>th</sup> meeting of the Administrative Committee, I was asked to develop a plan to investigate the impacts of the Alternative Calendars the board approves annually. That plan is attached. It is most likely that the number of schools involved would not have any statistical significance (though I will look). It is more likely that especially small schools find this advantageous, as a way of boosting attendance when so many students and staff leave when major activities are held. It may be that some schools find the four-day week more attractive for families, for professional development, for cost savings, or other reasons. I will present the results of my findings at your January meeting.

## Alternative School Calendar Review—Action Steps

1. Rearrange the WDE Excel spread sheet into alternative calendar schools and regular calendar schools.
2. Compare per cents of WAEA ratings for each type.
3. Compute Kendall's coefficient of concordance
4. Contact superintendents (or curriculum directors) for permission to contact each principal of schools with alternative calendars.
5. Create a standard interview protocol.
6. Contact each participating principal using the standard interview protocol.
7. Compile results.
8. Create report.
9. Report back to the State Board of Education at the January meeting.



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

**Jillian Balow**

Superintendent of Public Instruction

**Dicky Shanor**

Chief of Staff

**Brent Bacon**

Chief Academic Officer

**Megan Degenfelder**

Chief Policy Officer

**Dianne Bailey**

Chief Operations Officer

**Cheyenne Office**

Hathaway Building, 2nd Floor  
2300 Capitol Avenue  
Cheyenne WY 82002-2060  
Phone: (307) 777-7675  
Fax: (307) 777-6234

**Riverton Office**

320 West Main  
Riverton, WY 82501  
Phone: (307) 857-9250  
Fax: (307) 857-9256

**On the Web**

edu.wyoming.gov  
wyomingmeasuresup.com  
twitter.com/WYOEeducation  
facebook.com/WYOEeducation

## MEMORANDUM

To: State Board of Education  
From: Megan Degenfelder, Chief Policy Officer  
Julie Magee, Accountability Director  
Date: October 12, 2017  
Subject: Update: Weston #7 Informal Review Request

**Meeting Date:** October 18, 2017

**Item Type:** Action: \_\_\_\_\_ Informational: xx

### **Background:**

W.S. 21-2-204(d) allows schools to seek an informal review of the overall SPR or other performance determination (i.e. indicator target levels). The process for informal reviews is outlined in the Chapter 3 rules. The WDE has received one (1) request for an informal review from Upton High School in Weston County School District #7. On October 9<sup>th</sup>, the WDE notified Weston #7 that their request was complete. The WDE will submit its recommendation to the State Board of Education no later than October 23<sup>rd</sup>.

The district superintendent waived the 30-day timeline for an informal hearing in order to accommodate the State Board's meeting schedule. Therefore, the informal hearing will take place during the November 17<sup>th</sup> virtual meeting. Pursuant to guidance from the AG's office, the informal hearing will be open to the public in the same manner that all State Board meetings are open to the public unless the discussion will lead to the disclosure of individual student information.

The district superintendent will notify the WDE within seven (7) days of the informal hearing if she wishes to waive her right to appear, in which case, the State Board will rely solely on the documents submitted with the WDE's recommendation on October 23<sup>rd</sup>.

### **Statutory Reference (if applicable):**

- W.S. 21-2-204
- Education Rules, Chapter 3: Contested Case Proceedings

### **Supporting Documents/Attachments:**

- Chapter 3 Education Rules

### **Proposed Motions:**

None

***For questions or additional information:***

Julie Magee at [julie.magee@wyo.gov](mailto:julie.magee@wyo.gov) or 307.777.8740

# Education, Dept. of

## General Agency, Board or Commission Rules

### Chapter 3: Practice and Procedure for Contested Case Proceedings

Effective Date: 10/13/2016 to Current

Rule Type: Current Rules & Regulations

Reference Number: 206.0002.3.10132016

## **Wyoming Department of Education**

### **Chapter 3 Rules of Practice and Procedure**

#### **Section 1. Authority.**

These rules are promulgated by the Wyoming Department of Education and the State Board of Education under the authority of Wyo. Stat. §§ 21-2-202(d), 21-2-204(d)(vi), 21-2-304(a)(i), and 21-2-402(d).

#### **Section 2. Purpose of Rules.**

These rules govern proceedings held before or on the behalf of the State Superintendent of Public Instruction or the State Board of Education, as applicable.

#### **Section 3. Contested Case Hearings.**

(a) Contested cases shall be conducted pursuant to the Office of Administrative Hearings rules, Chapter 2, *Uniform Rules for Contested Case Practice and Procedure* (“Uniform Rules”), which are incorporated into this chapter by reference. In doing so, the Superintendent and Board find as follows:

(i) Incorporating the full text of the Uniform Rules would be cumbersome and inefficient given the length and nature of the rules;

(ii) The incorporation is limited to the Uniform Rules adopted by the Office of Administrative Hearings and effective October 17, 2014, and shall not include any later editions of or amendments to the Uniform Rules;

(iii) Copies of the Uniform Rules are available to the public at the Wyoming Department of Education offices at 2300 Capitol Ave., Hathaway Bldg. 2nd Floor, Cheyenne, Wyoming 82002.

(iv) An electronic copy of the Uniform Rules is available at the following web address: <http://soswy.state.wy.us/Rules/RULES/9644.pdf>.

(b) Where a contested case hearing is required by law, an aggrieved person may file a request according to the Uniform Rules § 5(a) with the Superintendent or the Board, as applicable, within thirty (30) days of the date of the administrative decision at issue or the date of mailing of the administrative decision as evidenced by a postmark, whichever is later.

(c) The request for a hearing shall be served on the Superintendent or Board and other necessary parties. Service shall be made to the Wyoming Department of Education, 2300 Capitol Avenue, Hathaway Building, 2nd Floor, Cheyenne, Wyoming 82002-0206. Service may be made in person or by mail.

(d) A request for a contested case hearing shall include the following:

(i) The name, telephone number, and mailing address of the petitioner and the same information for the representing attorney;

(ii) A statement in ordinary and concise language of the facts and of the errors alleged to have been committed and issues that the petition is based on, including particular reference to statutory sections, contract provisions or rules, regulations, and orders involved;

(iii) A copy of the decision or relevant material that relates to the decision at issue;

(iv) The specific relief sought; and

(v) The signature of the petitioner and the representing attorney.

(e) The notice of hearing required under the Uniform Rules § 5(b) shall be served on each party at least thirty (30) days before the hearing date unless an expedited hearing is otherwise required by law. In that event, parties shall be served the notice of hearing as soon as practicable.

(f) The Superintendent or Board, as applicable, may appoint a hearing officer to conduct the contested case and may request that the hearing officer issue a recommended decision.

(g) If a recommended decision is requested, the recommended decision and proposed order shall be submitted to the Superintendent or Board, as applicable, no later than thirty (30) days after the end of the contested case hearing.

(h) The Superintendent or Board, as applicable, shall make and enter a written decision and order containing findings of fact and conclusions of law stated separately.

(i) The written decision issued by the Superintendent or Board shall be the final agency action and be subject to judicial review under Wyo. Stat. § 16-3-114.

#### **Section 4. Informal Review of School Performance Ratings.**

(a) Wyoming Department of Education shall provide preliminary annual performance ratings to districts for schools within those districts. Before the ratings are final, the schools shall review the ratings and the underlying calculations. Districts may suggest corrections to the Department within fourteen (14) days. Ratings become final on the fifteenth (15) day.

(b) Districts may file a request for informal review in a form and manner prescribed by the Department. The request shall include all relevant documents. The request shall state the basis for changing a school's performance rating.

(c) When it receives the complete Informal Review Request form from a district, the Department shall review the documentation. If the request is complete, the Department shall notify the district to that effect. If initial documents submitted do not constitute a complete request, the Department shall notify the district of the reason for the deficiencies. No request or related documentation may be submitted after the later of notification from the Department that the request is complete or fifteen (15) days after the ratings are final.

(d) The Department shall submit a recommendation of either maintaining or amending a school's performance rating and the reasons for the recommendation to the State Board of Education not later than fourteen (14) days after the request for informal review is complete. The Department shall serve the recommendation on the district at the same time that it is submitted to the State Board.

(e) The State Board of Education shall hear the district's request for informal review no later than thirty (30) days after the request is complete. The Board shall notify the Department and the district of the date, time, and location of the meeting in which the Board will consider the request for review.

(i) The district shall be allotted ten (10) minutes to address the Board. The district may reserve a portion of its time for rebuttal.

(ii) The Department shall be allotted ten (10) minutes to address the Board.

(iii) No additional documentation may be submitted at the meeting.

(iv) Presentations shall be limited to the basis raised by the district in its request for informal review.

(v) Districts may waive appearance before the Board and rely on the written documents already submitted. If a district waives appearance, it shall notify the Department no later than seven (7) days before the meeting. If a district waives appearance, the Department shall not be permitted to address the Board on the subject of that school's performance rating.

(f) The Board may deliberate and render a decision at the meeting in which it heard presentations by the district and the Department.

(g) The Board decision is final agency action subject to judicial review under W.S. 16-3-114.

(h) Data maintained by the Department used to calculate performance level ratings shall not be subject to review under these rules.





**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

**Jillian Balow**

Superintendent of Public Instruction

**Dicky Shanor**

Chief of Staff

**Brent Bacon**

Chief Academic Officer

**Megan Degenfelder**

Chief Policy Officer

**Dianne Bailey**

Chief Operations Officer

**Cheyenne Office**

Hathaway Building, 2nd Floor  
2300 Capitol Avenue  
Cheyenne WY 82002-2060  
Phone: (307) 777-7675  
Fax: (307) 777-6234

**Riverton Office**

320 West Main  
Riverton, WY 82501  
Phone: (307) 857-9250  
Fax: (307) 857-9256

**On the Web**

edu.wyoming.gov  
wyomingmeasuresup.com  
twitter.com/WYOEdu  
facebook.com/WYOEdu

## MEMORANDUM

To: State Board of Education  
From: Laurel Ballard, Supervisor,  
Student and Teacher Resources Team  
Date: October 12, 2017  
Subject: Advisory Committees for Virtual Education and  
Computer Science Education

**Meeting Date:** October 18, 2017

**Item Type:** Action: \_\_\_\_\_ Informational: X

**Background:**

The Wyoming Department of Education (WDE) has been required by W.S. 21-2-202(a)(xxxi)(F) to convene an advisory committee. They are tasked with recommending modifications to rules, policies, practices and procedures and serve in an advisory capacity to school districts to improve the delivery of virtual education courses across the state. This advisory panel is named the Virtual Education Advisory Committee (VEAC).

Membership of this committee includes WDE, school districts, and virtual education providers. With the required revisions to Chapter 41 Rules, the VEAC has been meeting monthly through both virtual and in-person meetings. Once the Chapter 41 Rules are promulgated, the VEAC will move toward quarterly meetings.

During the June 20-21, 2017, Joint Education Committee (JEC) meeting, The WDE was tasked with putting together an advisory panel focused on what it would take to achieve the following goals:

1. Access to an Advanced Placement Computer Science course or dual/concurrent enrollment equivalent for all Wyoming High School Students;
2. Access to at least two semesters of coding courses or dual/concurrent enrollment equivalent for all Wyoming high school students; and
3. Five hundred annual Advanced Placement Computer Science tests taken or dual/concurrent enrollment earned credit equivalent with broad student demographic participation.

The Computer Science Education Task Force includes representation from WDE, school districts, industry, University of Wyoming, Western Wyoming Community College, Array School of Technology and Design, Professional Teaching Standards Board, State Board of Education, and Code.org. Given

the tight deadlines required by the JEC, this committee is meeting approximately once or twice a month. The committee meets through both online and face-to-face mediums. Based on direction provided by the Legislature, the Computer Science Education Task Force will move toward meeting on a quarterly basis.

***Statutory Reference (if applicable):***

- W.S. 21-2-202(a)(xxxi)(F)

***Supporting Documents/Attachments:***

- VEAC Membership
- Computer Science Education Task Force Membership

***Proposed Motions:***

None

***For questions or additional information:***

Contact Laurel Ballard at [laurel.ballard@wyo.gov](mailto:laurel.ballard@wyo.gov) or (307)777-8715.

## Virtual Education Advisory Committee

Name	Member Role
Richard Parker - Big Horn #1	Business Manager
Steve Hopkins - Natrona #1	School Finance Data Advisory
Laurie Davis - Campbell #1	In-District Virtual Education Program
Jeff Verosky - Director of WY Virtual Academy	Statewide Virtual Education Program
Zeta Anderson - Devils Tower	Parent
Angelique Littlejohn - Niobrara #1/WYVA	Teacher
RJ Kost - Park #1	Curriculum Director
Jamie Christensen - Sweetwater #2	Curriculum Director
Summer Stephens - Weston #7	Superintendent
John Freeman - Representative, Rock Springs	Legislator
Affie Ellis - Senator, Cheyenne	Legislator
Nick Bellack	PTSB
Nancy Johnson - Western Wyoming CC	Dual/Concurrent
Kate Swistowicz	WISE Coordinator
Amy Starzynski	FLP Advisors
Aunie Johnson	FLP Advisors

### **WDE Support:**

Brent Bacon, Shelley Hamel, Laurel Ballard, Lori Thilmany, Robin Grandpre, Jed Cicarelli, Kim Morrow

# Computer Science Education Task Force Membership

Name	Organization	Representing Role
Allyson Anderson	University of Wyoming	Postsecondary/College of Engineering and Applied Science
Julie Arp	ETS	IT Industry
Nick Bellack	PTSB	Educator Certification
Gerry Chase	Johnson #1	District Administrator
John Drescher	Apple	IT Industry
Tighe Fagan	Gannett Peak	IT Industry
Keith Harris	Big Horn #1	District Administrator
Carla Hester Croff	Western Wyoming Community College	Postsecondary/Community College
John Lyttle	Laramie #1	School District Administrator
Gary New	NCAR	IT Industry/Workforce Development Council
Zac Opps	Park #1	School District Computer Science Teacher
Sean Roberts	Code.org	National Partner
Karen Rogers	Wyoming Game & Fish	GIS Industry
Carmalee Rose	Department of Workforce Services	Workforce/IT Sector Strategy
Chris Rothfuss	Wyoming Legislature	Senator
Darren Schmidt	Johnson #1	School Principal
Julie Snyder	Johnson #1	School District Computer, Teacher/Integration Specialist
Eric Trowbridge	The Array School of Technology and Design	Postsecondary/CS Education
Jim Wall	Microsoft	IT Industry
Rebecca Watts	University of Wyoming	Teacher Education Initiative
Brian Worthen	Mammoth Networks	IT Industry

Wyoming Department of Education Support		
Dicky Shanor	WDE	Chief of Staff
Brent Bacon	WDE	Chief Academic Officer
Shelley Hamel	WDE	Director of School Support Staff
Laurel Ballard	WDE	Task Force Co-Chair/Facilitator
Jill Stringer	WDE	Task Force Co-Chair
Alicia Vonberg	WDE	Personalized Learning Consultant
Karen Bierhaus	WDE	21st CCLC Program Consultant
Randall Butt	WDE	Career Technical Education Consultant
Robin Grandpre	WDE	Project and Performance Manager



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

**Jillian Balow**

Superintendent of Public Instruction

**Dicky Shanor**

Chief of Staff

**Brent Bacon**

Chief Academic Officer

**Megan Degenfelder**

Chief Policy Officer

**Dianne Bailey**

Chief Operations Officer

**Cheyenne Office**

Hathaway Building, 2nd Floor  
2300 Capitol Avenue  
Cheyenne WY 82002-2060  
Phone: (307) 777-7675  
Fax: (307) 777-6234

**Riverton Office**

320 West Main  
Riverton, WY 82501  
Phone: (307) 857-9250  
Fax: (307) 857-9256

**On the Web**

edu.wyoming.gov  
wyomingmeasuresup.com  
twitter.com/WYOEeducation  
facebook.com/WYOEeducation

## MEMORANDUM

To: State Board of Education  
From: Megan Degenfelder, Chief Policy Officer  
Julie Magee, Accountability Director  
Date: October 12, 2017  
Subject: LSO Reporting Requirements for 2018

**Meeting Date:** October 18, 2017

**Item Type:** Action: \_\_\_\_\_ Informational: xx

**Background:**

At the conclusion of each legislative session, the Legislative Service Office (LSO) sends a list of required reports to the State Board of Education. The reports are based on session law and annual requirements. Traditionally, the WDE has undertaken the writing and submission of reports on the State Board's behalf; however, the coordinator for the State Board has recently produced and submitted various reports as well.

The attached document is intended to guide a discussion on protocol for legislative reports going forward.

**Statutory Reference (if applicable):**

- Various

**Supporting Documents/Attachments:**

- SBE Reporting Requirements for 2018

**Proposed Motions:**

- None

**For questions or additional information:**

Contact Julie Magee at 307.777.8740 or julie.magee@wyo.gov.

Agency	On-going or Session law	Due Date	Report	Statute	WDE Staff who can assist	Informational or Recommendation	Assigned to SBE or WDE?
SBE	2017 Session Law	2017 July 1	Status report on rules for leader evaluation	2017 Wyoming Session Laws, Chapter 61, Section 3.	Laurel Ballard	Informational (status report)	WDE
SBE	2017 Session Law	2017 Aug. 15	Methods and process recommended to determine post secondary readiness, including enabling legislation	2017 Wyoming Session Laws, Chapter 95, Section 7(b)	Julie Magee	Recommendation	SBE
SBE	On-going	Annually Sept. 1	Not later than September 1, 2014, and each September 1 thereafter, the state board shall report to the joint education interim committee on the results of the accountability system for each school in the state.	2012 Ch 101Section: 121-2-204(j)	Julie Magee	Informational	WDE
SBE	On-going	Annually Dec. 1	State Standards Report (at least once every 9 years or in years in which revised standards have been adopted)	W.S. 21-2-304(c)	Laurie Hernandez	Informational	WDE
SBE	2017 Session Law	2018 Sept. 1	Supply documentation and explanation of the deliberative process and benchmarks established in W.S. 21-2-204(f)	2017 Wyoming Session Laws, Chapter 95, Section 7(c)	Julie Magee	Recommendation	SBE
SBE	2016 Session Law	2018 Oct. 15	Report on proposed target levels for the performance levels specific to alternative schools	2016 Wyoming Session Laws, Chapter 108, Section 1(d) as amended by 2017 Wyoming Session Laws, Chapter 95, Section 8	Julie Magee Sean McInerney	Recommendation	SBE
SBE	2016 Session Law	2018 Oct. 15	Report on progressive multi-tiered system of support and interventions and consequences <b>targeted specifically to alternative schools</b>	2016 Wyoming Session Laws, Chapter 108, Section 1(e) as amended by 2017 Wyoming Session Laws, Chapter 95, Section 8	Julie Magee Sean McInerney	Recommendation	SBE
SBE	2016 Session Law	2018 Dec. 31	Report on expenditure of the funds (\$6,500) appropriated to pay per diem and mileage of members serving on the panel of professionals convened to set target performance levels for alternative schools	2016 Wyoming Session Laws, Chapter 108, Section 4(a) as amended by 2017 Wyoming Session Laws, Chapter 95, Section 8	Julie Magee Kylie Taylor	Informational	WDE
SBE	2016 Session Law	2018 Dec. 31	Report on expenditure of funds (\$3,500) appropriated to pay the per diem and mileage of members serving on the alternative school technical advisory group	2016 Wyoming Session Laws, Chapter 108, Section 4(b) as amended by 2017 Wyoming Session Laws, Chapter 95, Section 8	Julie Magee	Informational	WDE
SBE	On-going	As needed	Review of duties prescribed by law and report to the JEC on recommendations for modification as necessary	W.S. 21-2-304(c)	N/A	Recommendation	SBE

## **Administrative Committee Summary**

**October 4, 2017**

### **1. October Agenda**

- a. We reviewed the items suggested for the October State Board of Education Meeting.**
- b. We moved the discussion about technology platforms to the November meeting. In preparation for that technology discussion we asked Tom and Kylie to develop a technology matrix so the board can easily compare platforms along the lines of durability, cost, sizes, compatibility, training needs, security, video and audio capabilities, and any other crucial criteria.**
- c. We added a report from the Budget Committee. We learned that the WDE will be going to the governor with their budget request on October 25<sup>th</sup>. We expressed our concern about just finding out about this date and not having all of the necessary information to make wise decisions about the SBE budget. We are hoping to have an administrative committee call with Trent Carroll from WDE prior to our October board meeting to ensure that our budget is reflective of board responsibilities.**

### **2. Attorney General's Response**

- a. We have not received the Attorney General's Response yet. It was unclear when or if that would be received before the next meeting.**

### **3. Joint Education Interim Committee (JEIC)**

- a. There are no required reports from the SBE for the November JEIC meeting.**
- b. Tom reported on the September JEIC meeting and the fact that there is some disappointment that Chapter 31 rules and regulations have not been developed. Tom told the JEIC that SBE and the WDE were hard at work on accountability, leader accountability, Chapter 10 math standards, extended science standards, and Indian Education for All. He also reiterated that Chapter 31 was a complex chapter that was entwined with Chapter 6 (accreditation) and Chapter 10 (Content and Performance Standards). There was discussion about how not having revised rules and regulations was impacting districts and students, how certain statutory language was hindering the process, and how setting priority standards might (or might not) help the process. Mike O'Donnell of the Attorney General's Office volunteered to assist in the process. Tom will be in touch with him to determine the next steps.**



#### **4. Protocols**

- a. Tom and Julie Magee have developed a process to ensure stronger communication on reporting procedures and meeting preparation. Using the matrix shared at our last SBE meeting we will add another column to identify if the report is informational or advisory. Informational reports, such as the school performance report or the standards report, may not need to be approved by the SBE prior to submittal, but should be presented to the SBE. Advisory reports, with recommendations, will need to be approved by the SBE prior to submittal.**
- b. We still need to develop a formal process for the SBE to request WDE assistance. This has not been created yet.**

#### **5. Coordinator's Time**

- a. Tom reported on his use of time since the new contract was implemented. Due to having fewer hours he has not been able to attend meetings of educational groups such as the Curriculum Directors or the School University Partnership. He has spent most of his time on the Professional Judgement Panel work, rules promulgation, required reports, JEIC meetings, and meeting preparations. He is a bit over the total number of hours for the first three months but should have fewer tasks and meetings in November and December that will then even things out.**

#### **6. Legislative Committee Proposal**

- a. We briefly discussed the Legislative Committee's development of legislative priorities for the SBE. That committee will meet at the end of October and will report at the November meeting. We reviewed how in past years, the legislative priorities were developed and affirmed by the board in November or December and then developed into a "white paper" that was distributed to all legislators at the beginning of the session.**

#### **7. Communications Committee Proposal**

- a. We discussed the Communications Committee proposal to personally invite education representatives to each of our board meetings to do short presentations or to provide input on areas the SBE is responsible for. Our discussion focused on how, or if, we should schedule that type of dialogue when we have virtual meetings that are more limited in time. Sue will ask Kevin Mitchell, Executive Director of Wyoming Association of School Administrators and Brian Farmer, Executive Director of the Wyoming School Boards Association, if they think superintendents or boards would like to participate at our meetings, both virtually and/or in person. It was suggested that**

when using the virtual platform we might reach out to smaller districts who don't typically host a SBE meeting.

**8. Accreditation**

- a. We discussed a recent memo that was sent to all districts about changes to the accreditation process. Concerns were expressed that the SBE has, according to the WDE Frequently Asked Questions sheet, sole authority for accreditation and yet had little knowledge that guidance was going out to districts and a task force was being formed. As a reminder, the SBE received a "draft" of possible changes to accreditation in July but were told this was only a draft. There was little discussion about the substance of that draft. Given our responsibility for accreditation, it would be important to have a fuller discussion about the process and any criteria the SBE might feel is important.

## SBE Communications Committee

October 5, 2017

Communications Committee members present via Zoom: Ryan Fuhrman, Robin Schamber, Ray Reutzel, and Scotty Ratliff.

Members absent: Kathryn Sessions

Also present: Kylie Taylor, WDE; Kari Eakins, WDE; and Tom Sachse, SBE Coordinator, and Kelly Pascal.

October 5, 2017

### CALL TO ORDER

Chairman Fuhrman called the meeting to order at 2:38 p.m.

### APPROVAL OF MINUTES

Minutes from the September 5 meeting were looked over, no objections or changes were expressed, the minutes were approved.

### **Review Kelly's Contract**

Ryan reviewed that there is still 80% of Kelly's contract remaining.

### **Invitations to Key Stakeholders**

Tom reported to the committee that it was discussed during the administrative committee to invite key stakeholders to electronic meetings as well.

Committee members discussed the logistics of how to implement the invitations for both in person and electronic meetings including having presenters send presentations to Kylie, making sure they know how to properly use Zoom, and the best method for inviting stakeholder, etc.

The committee also discussed identifying board goals three months in advance and aligning stakeholder invites to relevant topics in addition to reaching out to a standard set of stakeholders.

### **Technology Options**

The committee discussed current issues with Zoom and the need for speakers and microphones. Parts of the board discussion and presentation are not being heard because of current limitations with the hardware used to work with Zoom. We need to investigate how to better support members of the board and public who join our meetings virtually.

**Website Edits**

Kari is going to have WDE Communications team create new sliders for SBE website.

# WYOMING DEPARTMENT OF EDUCATION

State Board of Education

COMPARE 2017-2018 BUDGET to 2019-2020 BUDGET (CURRENT PROPOSAL)

DESCRIPTION	2017-2018 BUDGETED	CURRENT 2019-2020 UNIT BUDGET REQUEST
Personal Services (0100 series)		
[App Unit 001]	60,000.00	141,490.00
Supportive Services (0200 series)		
[App Unit 001]	127,275.00	187,275.00
Data Processing Charges (0400 series)		
[App Unit 001]	5,737.00	5,401.00
Professional Services (0900 series)		
[App Unit 001]	50,794.00	50,794.00
	243,806.00	384,960.00

DESCRIPTION	BUDGETED	EXPENDED
Professional Services (0900 series)		
[App Unit 009]	145,848.00	145,848.00
	145,848.00	145,848.00
<b>TOTAL</b>	<b>389,654.00</b>	<b>530,808.00</b>

### COMPARE 2017-1018 BUDGET to 2019-2020 BUDGET (CURRENT PROPOSAL)

TOTAL	389,654.00	530,808.00

The 100 series previously only included the salary and benefits for the Board Coordinator; It does not include the 0104 (salary) for the board members. The board member positions are treated differently than regular full time classified or AWEC positions in the budget. In the past \$60,000 has been pulled from the 0221 object code to establish the funding for the board member salaries, and I assume it will be necessary to do the same in the 19/20 budget upon final budget approval. Budget dollars placed into the 100 series cannot be moved into another series.

The 200 series includes meeting supplies and amenities, travel, equipment, etc. If the 200 series total increases, we will have to submit a budget exception request. The budget is only a baseline projection, and we have the ability to amend the 200 or 900 series at any time during the biennium.

The 400 series is established by the Department of Enterprise Technology Services based on projections of the necessary funding for the board telecommunications expenses (cell phones, etc.). The Board does not typically modify this series.

The 900 series represents the budget funding for contractual services. These funds can be redistributed to the 200 series if needed during the budget biennium. This series will be the funding source for the PJP work to be included in the 2019-2020 biennium. As of the 12 September Treasurer's report there has been \$24,901 expended or encumbered of the \$145,848 budgeted in the series.