

# NATRONA

COUNTY SCHOOLS

**Board of Trustees Meeting  
Central Services Facility  
970 N. Glenn Street  
Casper, WY 82601**

**August 15, 2011**

- I. Executive Session – 5:00 p.m.**
- II. Work Session – 6:00**
  - A. Enrollment Preferences
- III. Regular Session – 7:30 p.m.**
  - A. Pledge of Allegiance
  - B. Persons Requesting to Address the Board (three minute maximum)
  - C. Approval of Minutes of the Board of Trustees’ General and Executive Sessions of July 20, 2011
  - D. Consent Calendar Items
    - 1. Business and Financial Items
      - a. Bills of July 22, 29, and August 5, 2011
      - b. Bid Ratifications
        - i. Pour-in-Place Playground Fall Material – Summit Elementary
        - ii. Security Camera Projects – Manor Heights Elementary and Roosevelt High Schools
      - c. Bid Approvals
        - i. Bakery Bid, Dairy Products, Pizza Bid, A La Carte Drinks Bid
        - ii. Playground Equipment Replacements – Grant, Park, and Mountain View Elementary Schools
      - d. Grant – Daniels Fund/NCHS Ethics/Boys and Girls Club of Central Wy
    - 2. Personnel Item - Certified and Classified Personnel Report
- IV. Reports and Recommendations**
  - A. Enrollment Update
  - B. Hiring Update
  - C. Contract for Legal Services with Murane & Bostwick Recommendation
  - D. WSBA Update
  - E. Policy Matters
  - F. Facilities Update
- V. Trustee Comments**
- VI. Other Business**
  - A. Next Board Meeting – September 12, 2011, 7:30 p.m., Central Services Facility
- VII. Adjournment**

# NATRONA

## COUNTY SCHOOLS

### Minutes of the Board of Trustees July 20, 2011

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Chair Audrey Cotherman called the Board of Trustees of Natrona County School District Number One Work Session to order at 5:02 p.m. on June 27, 2011, at Central Services Facility, 970 N. Glenn Road, Casper, Wyoming, 82601.

Members Present: Audrey Cotherman, Rita Walsh, Donn McCall, Steve Degenfelder, Todd Ingram, Elizabeth Horsch, Suzanne Sandoval and Dave Applegate.

Member Absent: Pat Keefe.

Others Present: Superintendent Joel Dvorak, Associate Superintendent for Business Services, Steve Hopkins; Associate Superintendent for Human Resource Services, Crystal Mueller; Executive Director for Human Resource Services, Kelly Hornby; Associate Superintendent for Curriculum and Instruction, Mark Mathern; Executive Director for Curriculum and Instruction, Mike Bond; Associate Superintendent for Facilities and Technology, Mark Antrim; Executive Director for Facilities and Technology, Dennis Bay; and Board Counsel Kathleen Dixon.

Trustee Donn McCall moved to adjourn the Executive Session at 5:29 p.m. The motion was seconded by Trustee Steve Degenfelder and carried unanimously.

**WORK SESSION:** Trustees reconvened the Work Session at 5:33 p.m. with a report on the District's Proficiency Assessments for Wyoming Students (PAWS) and Adequate Yearly Progress (AYP). The Work Session adjourned at 6:29 p.m.

**GENERAL SESSION:** The General Session was called to order at 7:30 p.m., with the same Trustees attending.

#### **Persons Requesting to Address Trustees**

Ellen Young, 944 S. Spruce Street, Casper, WY, expressed concern of acquiring property for expansion/renovation of Natrona County High School for parking lots and/or fitness center.

#### **Approval of Minutes**

Trustee Rita Walsh moved to accept the General Session minutes of June 27, 2011, as revised. The motion was seconded by Trustee Todd Ingram and carried unanimously.

Trustee Todd Ingram moved to accept the Executive Session minutes of June 27, 2011. The motion was seconded by Trustee Steve Degenfelder and carried unanimously.

#### **Consent Calendar**

Superintendent Dvorak recommended the Board of Trustees accept Consent Calendar items as follows:

1. Business and Financial Items
  - a. Bills of July 1, 8, and 15, 2011

- b. Bid Ratifications
    - i. Concrete Landing Replacement – Grant Elementary
    - ii. Eastside Sidewalk Replacement – Midwest
    - iii. Sidewalk and Driveway Replacement – Park Elementary
    - iv. Walkway Replacement – Woods Learning Center
  - c. Appointment of Budget Officer and Designation of Financial Representatives
  - d. Designation of Official Depositories
  - e. Designation of Official Newspapers
  - f. Grants
    - i. Central Wyoming Board of Cooperative Education Services – Robotics
    - ii. Central Wyoming Board of Cooperative Education Services – Equine Assisted Learning
2. Personnel Item - Certified and Classified Personnel Report

Trustee Todd Ingram moved to approve the Consent Calendar items noted above. The motion was seconded by Trustee Elizabeth Horsch. Mark Mathern, Associate Superintendent for Curriculum and Instruction, provided a summary of the grants before Trustees for approval. The motion carried unanimously.

**Reports and Recommendations**

***2011-12 Major Maintenance Projects***

Superintendent Dvorak recommended the Board of Trustees approve the 2011-12 Major Maintenance Budget for the projects listed below.

School	Scope	Estimate
Alcova	Front entrance needs improved drainage	\$10,000.00
Bar Nunn	Remove and Replace Gym Floor	\$40,000.00
Centennial	Fix drainage problem in front of school	\$5,000.00
Centennial	Bus Drop off area. Asphalt and concrete curbs need repaired	\$125,000.00
Centennial	Concrete at front entrance is raised needs need to be replaced.	\$25,000.00
CSF Bus Garage	Remove and Replace Fire alarm System	\$90,000.00
CSF Bus Garage	3-year Asbestos Survey	\$36,000.00
CSF -DISTRICT	Annual Playground Update Match	\$250,000.00
CSF Maint	Remove and Replace Fire alarm System	\$53,600.00
Crest Hill	Remove and replace PA system, Entire system	\$35,000.00
Crest Hill	Repair univents & soffit	\$500,000.00
CYMS	Remodel four pull out areas and make larger classrooms	\$40,000.00
DMJH	Year 1 phase 1 Renovation	\$1,000,000.00
FCA	Install new window in Principal's office and replace one solid door to a door with a window	\$5,000.00
Frontier/CCA	Science room conversions	\$150,000.00
Grant	Replace intercom	\$30,000.00
Grant	Office remodel, move including nurses office	\$400,000.00

Grant	Install controlled access for after-hours school & community use	
Grant	Replace north/south retaining wall on playground. R&R play area asphalt and asphalt between wings.	\$150,000.00
Grant	Improve site accommodations for school learning and support activities	
Grant	Clear sightlines around site and improve views including landscaping	
KWHS	Replace EBU in boiler room. Continual maintenance problems.	\$10,000.00
Manor Heights	size & utilization for school learning and support activities	
Manor Heights	Replace all Lennox pulse furnaces	\$17,000.00
Manor Heights	Remodel nurses' office	
Manor Heights	vehicular traffic patterns to/from school provide easy and safe access to school entrances including busses, parent pickup/drop off, & pedestrian traffic	
Midwest	Install computer managed locks on exterior doors	\$40,000.00
Midwest	Replace intercom system. Continual maintenance problems.	\$37,500.00
Midwest	Remove asbestos tile in Music Room (#19)	\$16,500.00
Midwest	Replace walls between classrooms #1 and computer room and Rooms #5 & #6.	\$20,000.00
Midwest	Replace furnaces for the boys' and girls' locker rooms	\$5,000.00
Midwest	Replace roof top air handlers / heaters for the main & auxiliary gyms	\$77,000.00
Midwest	Replace thermostats throughout building	\$5,000.00
Midwest	Replace locker room furnaces. Continual maintenance problems. One unit is no longer operational.	\$6,000.00
Mills	Upgrade exit signs to meet fire codes	\$5,000.00
Mills	Replace PA system in building and portables	\$32,000.00
Mills	Upgrade parking lot lighting	\$10,000.00
Mtn. View	Open up small kitchen to have walk-thru to old cafeteria for instructional purposes. Have old dishwashing room made into a lunch serving area. Remodel old cafeteria for instructional purposes	\$15,000.00
NCHS	repair concrete @ NW corner of cafeteria	\$5,000.00
Oregon Trail	Roof 1995 construction original, remainder replaced 2006	\$99,110.00
Paradise Valley	Replace 4 furnaces in west wing	\$6,000.00
Park	Remove and replace tile, etc. where asbestos remains in room east of stage and other tile in the area	\$10,000.00
Park	Conference room is in proximity to administration and/or other student support services; location and space serves the school well	
Park	where appropriate, ceiling supports and other structural supports to accommodate equipment and supplies associated with learning environment	
Park	direct access between media center and computer lab/workstations	
Park	vehicular traffic patterns to/from school provide easy and safe access to school entrances including busses, parent pickup/drop off, & pedestrian traffic	

Pineview	Remove and Replace Fire alarm System	\$80,000.00
Pineview	Replace tile in cafeteria	\$32,000.00
Pineview/WSD	Replace intercom	\$30,000.00
Sagewood	Install folding wall on the stage	\$15,000.00
Science Depot	Install level parking and safe access to building at loading dock area	\$15,000.00
SESC (Jefferson)	Make restroom sink ADA compliant	\$3,000.00
Summit	Kindergarten remodel	\$12,000.00
Summit	Install ADA curb cut that was missed in the original site design	\$1,500.00
University Park	Asphalt overlay on west side adjacent to playground. Extend asphalt to west portable	\$9,800.00
University Park	Replace windows in Learning Center (Rm 102) and Literacy room (Rm 101)	\$8,500.00
Verda James	Replace ceramic tile in all Kindergarten restrooms. The ceramic tile is popping loose and there is asbestos under the tile.	\$3,000.00
Westwood	Replace air compressor. Continual maintenance repairs. Maintenance Department will install.	\$3,000.00
Willard	Repair broken sewer line under floor mount urinal	\$8,000.00
Woods	Concrete Landing on the North side of the school is deteriorating causing the railing to be unsecure. We have placed jersey barriers for the time being until a repair can be made.	\$10,000.00
Woods Laundry	Replace commercial washing unit. Continual maintenance repairs, obsolete parts, etc. Unit is over 30 years old.	\$16,000.00
	TOTAL PRIORITY #1s	\$3,607,510.00
	SFC 2011-12 ALLOCATION	\$3,966,079.00
	CONTINGENCY	\$358,569.00

Trustee Suzanne Sandoval moved to approve the 2011-12 Major Maintenance Budget for the projects listed above. The motion was seconded by Donn McCall. Mark Antrim, Associate Superintendent for Facilities and Technology, reported that major maintenance projects are requested by schools, identified by Wyoming School Facilities Commission (SFC) condition scores, and/or identified by District staff. They projects are aggregated and prioritized. The projects have been submitted to the SFC for approval and will begin as soon as approval is received. As of June 30, 2011, Casper Pope has reported coming in approximately \$400,000 under budget. Steve Hopkins, Associate Superintendent for Business Services, stated that Wyoming school districts are paid 100% the first year of the legislative formula and then payment the second year is prorated. The motion carried unanimously.

**Recess from Regular Meeting**

Trustee Donn McCall moved to recess the regular meeting to go into the public hearing on the 2011-12 budget. The motion was seconded by Steve Hopkins and carried unanimously.

**Public Hearing on 2010-11 Budget**

Chair Audrey Cotherman opened the public hearing to consider the 2011-12 Budget at 8:00 p.m.

***Budget Report***

Associate Superintendent for Business, Services Hopkins, noted that the Budget is the work of many and was developed in accordance with Board Policy #3100. He gave a brief overview of the 2011-12 budget noting that total revenues come to approximately \$235,689,029. Of the total budget dollars, \$177,937,872 is being allocated to the General Fund for instruction and District operations. A copy of the 2011-12 Budget is available in the Business Services Office for review. In addition, the District has advertised the budget approval process according to statutory requirements.

***Board Comments***

Trustee Donn McCall expressed appreciation for the collaborative work of Trustees, Staff, and Board Committees.

Trustee Todd McCall reviewed typographical errors in the budget document.

Extensive discussion followed regarding implications on the federal budget deficit work. Superintendent Dvorak reported that there are no specific indications of cuts of federal funds. Statutes are written to protect school districts from bank failures, not failures of the federal government.

***Public Comment***

A member of the public, unnamed, inquired as to the additional mils requested by the District.

Steve Hopkins stated that Trustees are not requesting additional mils other than the ones advertised: General Fund 31 mils, Wyoming School Foundation 12 mils, Natrona County BOCES .5 mils, and Natrona County Recreation Board 1.0 mil.

There were no additional public comments.

There being no further comments, Chair Audrey Cotherman closed the public hearing at 8:28 p.m. and reconvened the regular session of the board meeting.

***Buyer's Agent for Real Estate Services***

Superintendent Dvorak recommended the Board of Trustees authorize staff to negotiate a contract for a Buyer's Agent for Real Estate Services with BrokerOne Real Estate.

Trustee Steve Degenfelder moved to authorize staff to negotiate a contract for a Buyer's Agent for Real Estate Services with BrokerOne Real Estate. The motion was seconded by Rita Walsh.

Mark Antrim, Associate Superintendent for Facilities and Technology, reported that the District has been working closely with Attorney Jim Bell on the acquisition of parcels of land and homes surrounding and adjacent to Natrona County High Schools. The Request for Proposals for a Buyer's Agent for Real Estate Services was advertised on June 1 and 5, 2011. Proposals were received from BrokerOne and Re/Max the Group.

The motion carried unanimously.

### ***Report on CAPS***

Superintendent Joel Dvorak reported that Mark Antrim, Associate Superintendent for Facilities and Technology, and Mark Mathern, Associate Superintendent for Curriculum and Instruction, have been working hard on the high school programming.

Mark Antrim and Mark Mathern reported that they met with Richard Hart and Wally Diller with the SFC last week to review the process used, course descriptions, and feeder systems to reach the 500 FTE enrollment for CAPS. As part of the assumption changes was the sophomore offering of CAPS courses. In addition, staff continue to work on reducing diversity at home schools and efficiencies that could be gained such as identifying RHS classes that would be able to use CAPS classrooms. The District is confident that the document will be ready to send to the SFC next week.

### ***Painting NCHS Recommendation***

The Facilities and Technology Board Committee recommended the Board of Trustee authorize staff to contract to paint the stadium at the Natrona County High School using unspent contingency dollars from the Eastside Activity Complex/NCHS turf project provided by Board Priority Funds.

Trustee Donn McCall moved to suspend Board Policy #9110 requiring all items being considered by the Board should be received in writing at least (3) three days prior to the meeting. The motion was seconded by Dave Applegate and carried unanimously.

Trustee Steve Degenfelder moved to authorize staff to contract to paint the stadium at the Natrona County High School using unspent contingency dollars from the Eastside Activity Complex/NCHS turf project provided by Board Priority Funds. The motion was seconded by Trustee Dave Applegate. It was noted that at the time of the stadium repairs, it was uncertain how to proceed with the stadium – whether to paint the entire stadium, front, or under the deck, therefore ending in a patchwork approach. It was an oversight that the painting project was not included in major maintenance. Discussion also continued regarding the possibility of using Casper-Pope to change the scope of the project to realize savings on the final contract. The total cost is undermined at this time. Tom Brauer is reviewing the accounting of the project to determine unspent contingency funds. The motion carried unanimously.

### ***2010-11 Budget Adoption***

Trustee Donn McCall moved to adopt the 2011-12 Budget for the period of July 1, 2011 through June 30, 2012, including adoption of the Budget Appropriation and Levy Resolution, as set forth on page three of 2011-12 budget, as grammatically corrected. The motion was seconded by Trustee Elizabeth Horsch and carried unanimously.

### ***Policy Review***

Chair Cotherman distributed information drafted by Trustee Elizabeth Horsch on a proposed board policy/ guideline that Trustees will be reviewing on August 8, 2012 with regard to measuring student achievement.

### ***Trustee Request for Travel***

Trustee Elizabeth Horsch requested travel to/from Laramie, WY and two night's lodging, for a conference that will include a comprehensive review of the science framework by the National Research Council and the National Academy of Science with a cost not to exceed \$350.

Trustee Steve Degenfelder moved to suspend Board Policy #9110 requiring all items being considered by the Board should be received in writing at least (3) three days prior to the meeting. The motion was seconded by Donn McCall and carried unanimously.

Trustee Donn McCall moved to approve Trustee Horsch's travel request, not to exceed \$350. The motion was seconded by Dave Applegate and carried unanimously.

**Trustee Comments**

Trustee Dave Applegate thanked Trustee McCall for leadership on the budget process.

Trustee Donn McCall thanked district stakeholders that participated in this year's budget process. Trustee Donn McCall also addressed the concern of Ms. Young with regarding to land and property acquisition adjacent to Natrona County High School.

Trustee Steve Degenfelder expressed appreciation for this year's budget development process. Coordination is a compliment to the District and its collaborative efforts.

Chair Cotherman reported that she recently attended the Chinese language camp held at Park Elementary School. In addition, Chair Cotherman complimented Trustee Donn McCall for the thorough work on this year's budget.

**Other Business**

Dr. Dvorak stated that next Board meeting will be on August 8, 2011, at the Central Services Facility at 7:30 p.m.

**Adjournment**

There being no further business to come before the Board of Trustees, Chair Audrey Cotherman adjourned the meeting 9:11 p.m.

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Chairman

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Clerk

# NATRONA

## COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak

DATE: August 8, 2011

SUBJECT: Personnel Items

RECOMMENDATION: I recommend that the Board approve the following requests:

I. Employment of the Following:

A. Teacher/Administrator

CarieJo Berryman, (B.S. in Nursing, Montana State University, Bozeman, MT, 12/94) 1 FTE School Nurse for the District, 8/9/11

Mallory Brackman, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 5/11) 1 FTE Fourth Grade Teacher at University Park, 8/9/11

Melody Craig, (B.S. in Physical Education/Teaching, University of WY, Laramie, WY, 5/08) 1 FTE Special Education Teacher at NCHS, 8/9/11

Kelly DeLisle, (M.S. in Education, Southern Oregon University, Ashland. OR, 7/09) 1 FTE Special Education Teacher at Midwest, 8/9/11

Dominie Dew, (B.S. in Education, University of Central Oklahoma, Edmond, OK, 7/97) 1 FTE Science Teacher at Transitions, 8/9/11

Elizabeth Fauber, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 5/11) 1 FTE First Grade Teacher at Midwest, 8/9/11

Christine Hoskins, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 5/11) 1 FTE Sixth Grade Teacher at CCA, 8/9/11

Ashtan Johnson-Christensen, (B.A. Art and Design, University of Northern Colorado, Greeley, CO, 12/09) .33 FTE Art Teacher at CYMS, 8/9/11

Cheryl Jones, (M.A. in Education, Lesley College, Cambridge, MA, 5/88) .5 FTE Instructional Facilitator at DMJH, 8/9/11

Cassie Kirkwood, (B.S. in Physical Education/Teaching, University of Wyoming, Laramie, WY, 5/08) 1 FTE Physical Education Teacher/Tutor at Crest Hill, 8/9/11

Kaara Kleinjan, (M.A. in Science, University of ND, Grand Forks, ND, 5/09) 1 FTE Third Grade Teacher at Pineview, 8/9/11

Katherine Loyle, (M.A. in Education/Curriculum and Instruction, University of Phoenix, Phoenix AZ, 8/03) 1 FTE Instructional Facilitator for KWHS, 8/9/11

Marcie McNare, (B.A. of Science, Montana Tech of the University of MT, Butte, MT, 5/06) .50 OYO Math Teacher at FMS, 8/9/11

Stacy Mogen, (B.A. in Psychology and English, University of SD, Vermillion, SD, 12/97) .85 Language Arts Teacher at CCA, 8/9/1

Ryan Meyers, (B.S. in Education, Black Hills State University, Spearfish, SD, 12/04) 1 FTE Tutor at KWHS, 8/9/11

Corrine Nelson, (B.M. in Music Education, University of Wyoming, Laramie, WY, 5/03) 1 FTE Fine Arts Teacher at KWHS, 8/9/11

Amber Pollock, (B.M. in Music Education, University of Wyoming, Laramie, WY,

5/11) 1 FTE Elementary Music Teacher for the District, 8/9/11  
Emilee Scholtz, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 5/11) .7 Tutor at Evansville, 8/9/11  
Tracee Smith, (B.A. Elementary Education, University of WY, Laramie, WY, 5/11)  
1 FTE Third Grade Teacher at Verda James, 8/9/11  
Jade Stutheit, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 5/11) 1 FTE Second Grade Teacher at Mills, 8/9/11  
Kelly Umbach, (M.A. in Education, Tarleton State University, Stephenville, TX, 8/05) 1 FTE Third Grade Teacher at Verda James, 8/9/11

B. Classified

Phillip Choler, Athletic/Activities Facilitator at DMJH, 8/17/11  
Beverly Diehl, District Classified Substitute, 8/17/11  
Geiger Harley, Special Education Instructional Assistant II at Crest Hill, 8/17/11  
Kimberly Harder, Special Education Instructional Assistant I/Student Monitor at Summit, 8/17/11  
Susan Holthouse, Instructional Assistant at Evansville, 8/17/11  
Riley Kuhns, Bus Driver for Transportation at CSF, 8/17/11  
Anita Klungness, Special Education Instructional Assistant II for the Reconnect Program at SESC, 8/17/11  
Megan Ober, District Certified Substitute, 7/19/11  
Stacy Root, Cafeteria Worker at Fort Caspar Academy, 8/17/11  
Brandon Schafer, District Certified Substitute, 8/17/11  
Kimberly Shanklin, Refocus Room Coordinator at Summit, 8/17/11  
Joe Villanueva, District Certified Substitute, 8/17/11

II. Promotions/Transfers

A. Teacher/Administrator

Amy Adams, from District General Music Teacher to District Band Teacher, 7/1/11  
Nancy Amend, Tutor at WLC/ District to Tutor at WLC/Summit, 8/17/11  
Jill Bader, Third Grade Teacher at Verda James to Special Education Instructional Assistant I at Verda James, 8/17/11  
Barbara Boster, from Special Education Teacher at CJH to Foreign Language Teacher at DMJH, 8/16/11  
Jessica Bratton, from Math Teacher at CJH to Math Teacher at NCHS, 8/16/11  
Tammy Cobb, from Social Studies Teacher at DMJH to Instructional Facilitator at Midwest, 8/16/11  
Kenneth Christianson, from Physical Education Teacher at CJH/RHS to Physical Education Teacher at CCA, 8/16/11  
Sarah Emery, from OYO, 5<sup>th</sup> Grade Teacher at University Park to Third Grade Teacher at Sagewood, 8/16/11  
Christy Garner, from OYO Third Grade Teacher at Paradise Valley to Second Grade Teacher at Paradise Valley, 8/9/11  
Desiree Higgins, from Spanish Teacher at BJH to U.S. History/Spanish Teacher at KWHS, 8/16/11  
Jackie Hill, from Tutor at FMS to District Tutor Mentor, 8/16/11  
Stephanie Jensen, from OYO Personal Social Responsibility Teacher at NCHS to Physical Science Teacher at NCHS, 8/16/11

Brent Jurgensen, from Social Studies Teacher at CJH to Social Studies Teacher at NCHS, 8/16/11  
Kelly Kukes, from BASS Teacher at Mountain View to Resource Teacher at CJH, 8/16/11  
Emily McGlade, from Third Grade Teacher at Cottonwood to Art Teacher at Crest Hill, 8/16/11  
Robert Peterson, from FLS Teacher at FMS to FLS Teacher at CCA, 8/16/11  
Lisa Smith, from Language Arts Teacher at CJH to Instructional Facilitator at CJH, 8/16/11  
Becky Sondag, from Language Arts Teacher/Instructional Facilitator at CJH to Instructional Facilitator at NCHS, 8/16/11  
Sandra Stille, from Language Arts Teacher at CJH to Instructional Facilitator at CJH, 8/16/11  
Tim Stirrett, from Stabilization Lab at RHS/Resource Teacher at CJH to BASS Teacher at CJH, 8/16/11  
Jamie Tipps, from Librarian at CJH to Language Arts Teacher at KWHS, 8/16/11  
Shawn Watts, from Tutor at CJH to Tutor at KWHS, 8/16/11  
Shawn Wiggins, from Fifth Grade Teacher at Mountain View to Math Teacher at CJH, 8/16/11  
Tim Wilcox, from Science Teacher at CJH to Science Teacher at NCHS, 8/16/11

B. Classified

Connie Brasel, from Assistant Cafeteria Manager at CYMS, to Cafeteria Manger at NCHS, 6/9/11  
Ashley Golay, (B.A. in Elementary, University of Wyoming, Laramie, WY, 5/10) from Library Media Technician at Summit to 1 FTE Third Grade Teacher at Crest Hill, 8/9/11  
Terry Hooker, from Athletic/Activities Facilitator at DMJH to District Athletics/Activities Manager at FGC, 7/1/11  
Ryan Hughes, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 5/09) from Refocus Room Coordinator at Manor Heights to 1 FTE Kindergarten Teacher at Manor Heights, 8/9/11  
Albert Johnson, (B.A. in Elementary Education, University of Wyoming, Laramie, Wy, 12/87) from District Certified Substitute to 1 FTE Third Grade Teacher at Pineview, 8/9/11  
Ruth Keck, from Bus Driver for Transportation at CSF to Driver Trainer for Transportation at CSF, 7/8/11  
Sandra Lutz, from District Classified Substitute to Office Assistant/Student Monitor at Fort Caspar Academy, 7/19/11  
Michael Marchant, (B.S. in Education, Black Hills State University, Spearfish, SD, 5/92) 1 FTE Industrial Arts Teacher at Midwest, 8/9/11  
Dawn Mesling, from Special Education Instructional Assistant II at FMS to Special Education Instructional Assistant II at CCA, 8/17/11  
Erika Moens, (B.A. in Liberal Studies, Eastern Oregon University, La Grande, OR, 12/05) from Student Support Services at CSF to 1 FTE Third Grade Teacher at North Casper, 8/9/11  
Ginifer Nania-Cole, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 5/03) from Refocus Room Coordinator at Willard to 1 FTE Fifth

Grade Teacher at Willard, 8/9/11  
Philadelphia Yeadon, from Custodian I at CJH to Custodian I at DMJH, 8/8/11  
Richard Robinson, from Athletics and Activities Facilitator at CJH to Athletics and Activities Facilitator at CCA, 8/16/11  
Desiree Riley, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 5/07) from Planetarium Technician at the Planetarium to 1 FTE Gifted and Talented Teacher at CYMS, 8/9/11  
Debbie Snell, (B.S. in Social Studies, University of Wisconsin, Madison, WI, 12/91) from Special Education Instructional Assistant II for ABLE at SESC to 1 FTE ABLE Facilitator for SESC, 8/16/11  
Kayci Stripling, from Science Teacher at Transitions to K-2 Connect Special Education Instructional Assistant II at SESC, 8/17/11  
Shannon Tescher, from Bus Driver for Transportation at CSF to Cafeteria Worker at CJH, 8/17/11  
Holly Walter, (B.S. in Family and Consumer Science, University of Wyoming, Laramie, WY, 5/05) from Instructional Assistant HQ at Mt. View to 1 FTE Family and Consumer Science Teacher at CYMS, 8/9/11  
Sydney Webb, from Manager of Compensation and Benefits for Human Resources at CSF to Risk Manager for Human Resources at CSF, 7/1/11  
Nikki Wright, (B.S. in Information Technology, University of Phoenix, Phoenix, AZ, 9/03) from Refocus Room Coordinator at Summit to 1 FTE Third Grade Teacher at Evansville, 8/9/11

IV. Resignations/Terminations

A. Teacher/Administrator

Sheryl Iszler, Social Worker for the District, 5/27/11  
Ron Ryan, Instrumental Music Teacher at KWHS, 5/27/11

B. Classified

Traci Kennedy, Attendance Specialist at NCHS, 6/1/11  
Pilar Jimenez, Special Education Instructional Assistant III for SESC, 5/27/11

V. Retirement

A. Teacher/Administrator

Vicki Foster, Director of Teaching and Learning for C&I at CSF, 8/12/11

B. Classified

William Hoover, Senior Mechanic for Transportation at CSF, 7/20/11

# NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Joel Dvorak, Superintendent

DATE: August 8, 2011

SUBJECT: Contract for Legal Services with Murane and Bostwick

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RECOMMENDATION: I recommend the NCSD Board of Trustees approve entering into a renewal contract for specialized legal services with Murane and Bostwick, LLC, retroactive from July 1, 2011 and continuing through June 30, 2012.

RATIONALE: The contract that we have with Murane and Bostwick, LLC has expired. Murane and Bostwick handles the District's real estate, construction, and school finance matters. The firm has requested that we enter into a new one year contract, with an option to extend, if desired. The contract is essentially identical to the previous contract, with a small increase in fees from \$160.00 per hour to \$170.00 for attorneys and no change for legal assistants (\$70.00 per hour). Murane and Bostwick has not requested a increase in fees since 2009. A draft contract is included for your review.

## **CONTRACT FOR SPECIAL COUNSEL SERVICES**

Whereas the Natrona County School District No. 1, 970 North Glenn Road, Casper, Wyoming 82601 (the "District") and Murane & Bostwick, LLC, Attorneys at Law, 201 North Wolcott Street, Casper, Wyoming 82601 (the "Firm") desire to enter into an agreement for special counsel services.

In consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **Effective Date; Term.**

The effective date of this agreement is July 1, 2011. The term of this agreement shall be from the effective date to and including the date of June 30, 2012, unless sooner terminated pursuant to this agreement. The term may be extended by the mutual express written consent of the parties.

2. **Services to be Performed.**

The Firm shall provide legal services to the District as more particularly set forth below. It is contemplated by the parties that the Firm will act as special counsel for the District in matters described below except for those matters which the Firm has a conflict of interest. The Firm reserves the right to make assignments of attorneys within the Firm to specific matters for which the District requires legal services, including such staff as the Firm feels necessary to ensure that its obligations to the District are fulfilled. It is contemplated that the majority of services performed under this agreement shall be performed by James R. Bell, however, other attorneys in the Firm may, on occasion, perform such services. The categories of services are:

- (1) Advice and consultation related to real estate matters and transactions.
- (2) Advice and consultation related to complex construction contracts and school finance issues relating to major maintenance and capital construction.

(3) Upon request, the Firm may also perform other legal services as the District may require from time to time.

3. Conflicts of Interests.

The Firm shall notify the District as soon as reasonably possible in the event it has a conflict of interest related to any of the legal services provided under this contract. In the event of such conflict, the Firm shall not be involved with representation of the District in relation to such matter unless a specific, written waiver is entered into by the parties to which the conflict applies.

4. Fees and Costs.

During the term of this agreement fees for special counsel services shall be paid at the rate of \$170.00 per hour and legal assistant fees shall be paid at the rate of \$70.00 per hour.

All costs incurred in relation to legal services including postage, long distance telephone charges, special Westlaw or other research costs not covered by the Firm's standard plan, out-going long distance facsimile transmissions, outside copy expenses, courier or express mail services, filing fees and expenses necessary for out-of-town travel will be billed at actual cost. The Firm will advance such costs up to the amount of \$300.00 per item with all costs in excess of that amount per item to be forwarded to the District for payment directly by the District. Any accumulated advance costs up to the amount of \$300.00 will be billed to the District on a monthly basis or more often if the accumulated costs exceed \$300.00 in any given month. The Firm will be allowed \$0.20 per page for all copies and mileage at the approved IRS rate. Mileage will not be billed for travel within the Casper, Wyoming area.

All billing will be on a monthly basis and bills from the Firm shall reflect time for tasks completed by individual attorneys with a description of the task sufficient to allow the District to identify the specific task performed. Billing for fees shall be increments of tenths of hours. All

bills submitted shall identify the specific amount and category of costs billed. The District will pay the Firm within thirty (30) calendar days of receipt of the monthly itemized invoice.

5. **Insurance.**

During the term of this agreement, the Firm agrees that it shall maintain a standard errors and omissions policy providing coverage for the Firm, its attorneys and staff in the amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate.

6. **Contacts.**

The parties agree that they shall mutually designate those person or persons who shall be the contact person or persons related to the services under this contract.

7. **Cooperation.**

The Firm and its attorneys shall cooperate fully with the District's contractors and consultants, with other government representatives and with others as directed by the District. In addition, the Firm shall communicate with the law firm of Chapin and Dixon, LLP or other legal counsel of the District, regarding legal services performed under this agreement as necessary at no charge to the District.

The District shall provide to the Firm all information, records and files in the District's possession regarding any issue about which the Firm is required to provide advice or perform legal services and the District shall fully cooperate and assist the Firm in its legal representation of the District and performance hereunder.

The parties shall designate a representative who has authority to render decisions promptly and furnish information expeditiously. Upon the effective date hereof, the District has so designated Superintendent Joel Dvorak, or his designee or successor and the Firm has designated James R. Bell.

The District shall be responsible to review and approve the Firm's recommendations and advice relating to legal services.

8. **Termination.**

This agreement may be terminated by either party without cause upon thirty days written notice in advance of the date of termination. In the event of termination, the parties shall cooperate with each other to ensure transition for substitute counsel occurs as expeditiously as possible. Upon notice of termination, all outstanding bills and fees owed by the District shall be immediately due and payable and in the event that any fees and costs are incurred in the transition between the Firm and the District's new counsel, the District shall be responsible for payment of the same.

9. **Default.**

In the event that a party shall fail to perform or comply with any of the terms, provisions or conditions hereof, such failure shall constitute default of this Agreement. The defaulting party shall have ten (10) days from receipt of written notice within which to cure such default. In the event that the defaulting party shall fail to timely cure such default, the nondefaulting party may declare this Agreement terminated or assert any claims and collect all damages available under the laws of the State of Wyoming, including reasonable attorney's fees and costs. Failure to declare default for any period of time following default shall not constitute a waiver of a party's right to do so for so long as such default remains uncured.

10. **Notice.**

In the event any formal notice is required under this agreement, notice shall be sent to the parties at their respective addresses set forth above in this contract by mail, postage prepaid, or by hand delivery and shall be addressed to the following:

- A. To the Firm, to the attention of the Chairman of the Management Committee;

B. To the District, to the attention of its Superintendent.

11. **Equal Employment Opportunity.**

The Firm shall comply with all applicable local, federal and state equal employment opportunity laws, rules and regulations.

12. **Miscellaneous Provisions.**

This agreement constitutes the final agreement between the parties and may be modified only in writing signed by the parties. Neither party shall assign its interest herein without prior written consent of the other. This contract and its provisions shall be interpreted in accordance with the laws of the State of Wyoming. In the event that any provision hereof is determined to be invalid or unenforceable, such invalidity or unenforceability shall not affect the remainder of the terms of this contract and the parties agree that they shall take such steps as may be necessary and/or possible to correct or cure any provision which is found to be invalid or unenforceable.

**DATED** this \_\_\_\_\_ day of August, 2011.

**Murane & Bostwick, LLC**

By: \_\_\_\_\_  
Chairman of the Management Committee

**Natrona County School District No. 1**

By: \_\_\_\_\_  
President, Board of Trustees

# NATRONA

## COUNTY SCHOOLS

**TO:** Board of Trustees  
**FROM:** Joel Dvorak, Superintendent  
**DATE:** July 20, 2011  
**RE:** Bid Award for Summit Elementary School Poured-in-Place Playground Fall Material

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**RECOMMENDATION:** I recommend the Board of Trustees award the bid for the Summit Elementary Poured-in-Place Playground Fall Material to Children's Playstructures and Recreation in the amount of \$155,013.00.

**RATIONALE:** The project was advertised and the following companies submitted a bid:

<u>Company</u>	<u>Amount of Bid</u>
Children's Playstructures & Recreation, Littleton, CO	\$ 155,013.00
Churchich Recreation, LLC, Niwot, CO	\$ 132,660.00
Great Western Park & Playground, Wellsville, UT	\$ 156,979.04
Sterling West, Gothenburg, NE	\$ 133,371.00

The bid was reviewed by Dennis E. Bay, P.E., Executive Director of Facilities and Technology; and Carol Giese, Administrative Specialist to the District Project Manager.

The recommendation is to award the bid for the Summit Elementary School Poured-in-Place Playground Fall Material to Children's Playstructures and Recreation in the amount of \$155,013.00 due to time constraints for project completion.

Major Maintenance Funding for the Summit Elementary School Poured-in-Place Playground Fall Material project has been approved by the Wyoming School Facilities Commission.

# NATRONA

## COUNTY SCHOOLS

**TO:** Board of Trustees  
**FROM:** Joel Dvorak, Superintendent  
**DATE:** July 20, 2011  
**RE:** Bid Award for Manor Heights Elementary School Security Camera Project

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**RECOMMENDATION:** I recommend the Board of Trustees award the bid for the Manor Heights Elementary School Security Camera Project to Communication Electronics, Inc. dba Comtronix in the amount of \$58,141.00.

**RATIONALE:** The project was advertised and the following companies submitted a bid:

<u>Company</u>	<u>Amount of Bid</u>
API Systems Integrators, Inc., Casper, WY	\$ 82,642.00
Collins Communications, Inc., Gillette, WY	\$ 65,147.52
Communication Electronics, Inc. dba Comtronix, Casper, WY	\$ 58,141.00

The bids were reviewed by Bret Benes, Caspar/Pope Joint Venture Project Manager; Keith Brown, District Project Manager.

The recommendation is to award the bid for the Manor Heights Elementary School Security Camera Project to Communication Electronics, Inc. dba Comtronix in the amount of \$58,141.00.

Funding for the Manor Heights Elementary School Security Camera project has been approved by the Wyoming School Facilities Commission.

# NATRONA

COUNTY SCHOOLS

**TO:** Board of Trustees  
**FROM:** Joel Dvorak, Superintendent  
**DATE:** July 20, 2011  
**RE:** Bid Award for Roosevelt High School Security Camera Project

---

**RECOMMENDATION:** I recommend the Board of Trustees award the bid for the Roosevelt High School Security Camera Project to Communication Electronics, Inc. dba Comtronix in the amount of \$49,914.00.

**RATIONALE:** The project was advertised and the following companies submitted a bid:

<u>Company</u>	<u>Amount of Bid</u>
API Systems Integrators, Inc., Casper, WY	\$ 69,824.00
Collins Communications, Inc., Gillette, WY	\$ 71,237.33
Communication Electronics, Inc. dba Comtronix, Casper, WY	\$ 49,914.00

The bids were reviewed by Bret Benes, Caspar/Pope Joint Venture Project Manager; Keith Brown, District Project Manager.

The recommendation is to award the bid for the Roosevelt High School Security Camera Project to Communication Electronics, Inc. dba Comtronix in the amount of \$49,914.00.

Funding for the Roosevelt High School Security Camera project has been approved by the Wyoming School Facilities Commission.

# MOUNTAIN VIEW ELEMENTARY

Casper, WY



# GRANT ELEMENTARY

Casper, WY



-  Plum
-  Red
-  Yellow
-  Plum
-  Red
-  Yellow
-  Yellow
-  Yellow
-  Red
-  Red
-  Brown





# NATRONA

COUNTY SCHOOLS

-MEMO-

**TO:** Board of Trustees  
**FROM:** Dr. Joel Dvorak, Superintendent  
**DATE:** August 8, 2011  
**SUBJECT:** Pizza Bid

**RECOMMENDATION:** In accordance with Board Policy, the following summary of bids which have been opened by the Purchasing Department, are submitted and recommended for approval by the Board of Trustees.

Pizza Hut	\$5.75 per Pizza
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**RATIONALE:** I recommend that the Pizza Bid be awarded to the low bidder for Elementary Schools, Secondary Schools, Summer Feeding and Summer School sites.

Pizza Hut/Casper	\$5.75 per Pizza
Recommended Award	
Papa John's/Casper	\$6.75 per Pizza

Joel Dvorak, Ed.D. . Superintendent

# NATRONA

COUNTY SCHOOLS

-MEMO-

**TO:** Board of Trustees  
**FROM:** Dr. Joel Dvorak, Superintendent  
**DATE:** August 8, 2011  
**SUBJECT:** Dairy Products

**RECOMMENDATION:** In accordance with Board Policy, the following summary of bids which have been opened by the Purchasing Department, are submitted and recommended for approval by the Board of Trustees.

1% Lowfat White Milk 1/2 Pint	Meadow Gold Dairy/ Billings, MT	\$.249 per pint
Fat FreeChoc Milk 1/2 Pint	Meadow Gold Dairy/ Billings, MT	\$.258 per pint
Fat Free White Milk 1/2 Pint	Meadow Gold Dairy/ Billings, MT	\$.244 per pint
2% White Milk 1Gallon	Meadow Gold Dairy/ Billings, MT	\$3.58 per gal
School Shake Mix	Meadow Gold Dairy/ Billings, MT	\$5.348 each
Cottage Cheese 80 oz.	Meadow Gold Dairy/ Billings, MT	\$8.88 each
Yogurt, 6 oz.	Meadow Gold Dairy/ Billings, MT	\$.47 each

Joel Dvorak, Ed.D. . Superintendent

**RATIONALE:** I recommend that this bid be accepted on the Dairy Products with the Escalator/De-Escalator Clause:

All prices shall be firm for thirty (30) days from the date of the bid opening, after which prices may escalate or de-escalate in accordance with changes in raw ingredients costs to the manufacturer, but at no time will the price be changed without at least two weeks prior written notification to the School Food Service Department of such change. Raw milk price increases will be supported by a copy of the State of Montana Milk control Announcement of Class prices for 3.5% milk and butterfat differentials attached to the price change notification. For each full \$.30 per hundred weight increase or decrease, the price shall increase or decrease \$.002 per half-pint of milk. The present cost of raw milk in our area is \$23.58 per hundred weight.

Non-milk price increases shall be supported by a copy of the vendor price increase/decrease attached to the price change notification. This bid is based on raw ingredient costs in effect as of July 1, 2011.

Meadow Gold is the only bidder.

# NATRONA

COUNTY SCHOOLS

-MEMO-

**TO:** Board of Trustees  
**FROM:** Dr. Joel Dvorak, Superintendent  
**DATE:** August 8, 2011  
**SUBJECT:** Bakery Bid

**RECOMMENDATION:** In accordance with Board Policy, the following summary of bids which have been opened by the Purchasing Department, are submitted and recommended for approval by the Board of Trustees.

Hot Dog Buns, White	Earthgrains Baking/ Commerce City, CO	\$.0969 per bun
Hot Dog Buns, Whole Wheat	Earthgrains Baking/ Commerce City, CO	\$.1313 per bun
English Muffins	Earthgrains Baking/ Commerce City, CO	\$1.30 per pkg.
Dinner Rolls, White	Earthgrains Baking/ Commerce City, CO	\$1.30 per pkg.
Dinner Rolls, Whole Wheat	Earthgrains Baking/ Commerce City, CO	\$1.35 per pkg.
Hamburger Buns White	Earthgrains Baking/ Commerce City, CO	\$.0967 per bun
Hamburger Buns Whole Wheat	Earthgrains Baking/ Commerce City, CO	\$.1313 per bun
Sandwich Bread, White	Earthgrains Baking/ Commerce City, CO	\$1.30 per loaf
Sandwich Bread, Whole Wheat	Earthgrains Baking/ Commerce City, CO	\$1.35 per loaf
Steak Buns	Earthgrains Baking/ Commerce City, CO	\$1.05 per pkg.

Joel Dvorak, Ed.D. . Superintendent

**RATIONALE:** I recommend that the low bids be accepted on the Bakery bid except where low bid does not meet specifications.

Hot Dog Buns, White		
Earthgrains Baking/Commerce City, CO		\$.0969 per bun
Recommended Award		
Interstate Brands Corp./Billings, MT		\$.107 per bun
Hot Dog Buns, Whole Wheat		
Earthgrains Baking/Commerce City, CO		\$.1313 per bun
Recommended Award		
Interstate Brands Corp./Billings, MT		\$.156 per bun
English Muffins		
Interstate Brands Corp./Billings, MT		\$1.84 per pkg
All or None bid		
Earthgrains Baking, Commerce City, CO		\$2.60 per pkg
Recommended Award		
Dinner Rolls, White		
Earthgrains Baking/Commerce City, CO		\$1.30 per pkg
Recommended Award		
Interstate Brands Corp./Billings, MT		\$1.42 per pkg
Dinner Rolls, Whole Wheat		
Earthgrains Baking/Commerce City, CO		\$1.35 per pkg
Recommended Award		
Interstate Brands Corp./Billings, MT		\$1.50 per pkg
Hamburger Buns, White		
Earthgrains Baking, Commerce City, CO		\$.0967 per bun
Recommended Award		
Interstate Brands Corp./Billings, MT		\$.107 per bun
Hamburger Buns, Whole Wheat		
Earthgrains Baking/Commerce City, CO		\$.1313 per bun
Recommended Award		
Interstate Brands Corp./Billings, MT		\$.156 per bun
Bread, Sandwich, White		
Earthgrains Baking/Commerce City, CO		\$1.30 per pkg
Recommended Award		
Interstate Brands Corp./Billings, MT		\$1.44 per pkg

Joel Dvorak, Ed.D. . Superintendent

Bread, Sandwich, Whole Wheat	
Earthgrains Baking/Commerce City, CO	\$1.35 per loaf
Recommended Award	
Interstate Brands Corp./Billings, MT	\$1.50 per loaf
Steak Buns	
Earthgrains Baking/Commerce City, CO	\$1.05 per pkg
Recommended Award	
Interstate Brands Corp./Billings, MT	\$1.20 per pkg

Joel Dvorak, Ed.D. . Superintendent

Central Services . 970 N. Glenn Road . Casper, WY 82601 . 307-253-5222 . Fax 307-253-5333

# NATRONA

## COUNTY SCHOOLS

-MEMO-

**TO:** Board of Trustees  
**FROM:** Dr. Joel Dvorak, Superintendent  
**DATE:** August 8, 2011  
**SUBJECT:** A La Carte Drinks Bid

**RECOMMENDATION:** In accordance with Board Policy, the following summary of bids which have been opened by the Purchasing Department, are submitted and recommended for approval by the Board of Trustees.

Water, Spring	Wyoming Beverage/Casper	\$9.00 case
Sobe Life Water	Wyoming Beverage/Casper	\$11.00 case
Juice 16 oz.	Wyoming Beverage/Casper	\$11.00 case
Gatorade G2	Wyoming Beverage/Casper	\$18.95 case
Sobe	Wyoming Beverage/Casper	\$11.00 case
Sunny D	Wyoming Beverage/Casper	\$11.00 case
Country Time	Wyoming Beverage/Casper	\$18.00 case
Propel Water	Wyoming Beverage/Casper	\$18.95 case

**RATIONALE:** I recommend that the low bids be accepted on the A La Carte Drink bid except where low bid does not meet specifications.

Water, Spring		
Food Services of America/Billings, MT		\$4.90 case
Does not meet specifications.		
Wyoming Beverage/Casper		\$9.00 case
Recommended Award		

Sobe Life Water	
Wyoming Beverage/Casper	\$11.00 case
Recommended Award	
No other bids received.	
Juice 16 oz.	
Wyoming Beverage/Casper	\$11.00 case
Recommended Award	
No other bids received.	
Gatorade G2	
Wyoming Beverage/Casper	\$18.95 case
Recommended Award	
No other bids received.	
Sobe	
Wyoming Beverage/Casper	\$11.00 case
Recommended Award	
No other bids received.	
Sunny D	
Wyoming Beverage/Casper	\$11.00 case
Recommended Award	
No other bids received.	
Country Time	
Wyoming Beverage/Casper	\$18.00 case
Recommended Award	
No other bids received.	
Propel Water	
Wyoming Beverage/Casper	\$18.95 case
Recommended Award	
No other bids received.	

# NATRONA

## COUNTY SCHOOLS

**TO:** Board of Trustees

**FROM:** Joel Dvorak, Superintendent

**DATE:** August 8, 2011

**RE:** Bid Award for Park Elementary School Playground Equipment

---

**RECOMMENDATION:** I recommend the Board of Trustees award the bid for the Park Elementary School playground equipment to Great Western Park and Playground in the amount of \$92,401.13 without fall material.

**RATIONALE:** The project was advertised and the following companies submitted a bid:

<u>Company</u>	<u>Amount of Bid without Fall Material</u>
All Around Recreation, LLC	\$ 84,020.80
Children's Playstructures and Recreation – Option #1	\$ 82,980.00
Children's Playstructures and Recreation – Option #2	\$ 83,021.00
Churchich Recreation, LLC	\$ 81,493.00
*Great Western Park & Playground	\$ 92,401.13
Montana School Equipment Company	\$ 87,763.70
Olson Landscape and Recreation	\$ 88,366.20
Recreation Plus	\$ 77,411.00
Sterling West	\$ 86,620.00
Summit Recreation	\$ 88,093.00

The bid was reviewed by Scott Honken - Manager, Maintenance Department and Brad Barclay, Maintenance Services Supervisor. Maintenance Department staff facilitated two meetings at the school where staff, parents and students reviewed the playground equipment designs.

\*The consensus of school staff, parents, and students is to award the bid to Great Western Park and Playground based on the diversity of the equipment, student play capacity, number of play events, alignment with academic programs, creative design, etc.

\*Great Western's original bid without fall material was \$87,825.35. The cost savings realized by purchasing fall material thru one supplier provided another \$4,575.78 available to purchase playground equipment. The bid amount recommended for acceptance (\$92,401.13) represents the original bid plus the fall material savings that allowed the school to purchase additional playground equipment.

<u>Project Cost:</u>		<u>Funding Source:</u>	
Playground equipment:	\$92,401.13	Major Maintenance:	\$72,061.00
Fall Material:	<u>\$ 3,605.23</u>	PTA Matching Dollars:	<u>\$24,500.00</u>
Total Project Cost	\$96,006.36	Total Project Dollars Available:	\$96,561.00

# NATRONA

## COUNTY SCHOOLS

**TO:** Board of Trustees  
**FROM:** Joel Dvorak, Superintendent  
**DATE:** August 8, 2011  
**RE:** Bid Award for Mountain View Elementary School Playground Equipment

---

**RECOMMENDATION:** I recommend the Board of Trustees award the bid for the Mountain View Elementary School playground equipment to Children's Playstructures and Recreation in the amount of \$ 84,682.00 without fall material.

**RATIONALE:** The project was advertised and the following companies submitted a bid:

<u>Company</u>	<u>Amount of Bid without Fall Material</u>
All Around Recreation, LLC	\$ 75,183.00
*Children's Playstructures and Recreation	\$ 84,682.00
Churchich Recreation, LLC	\$ 73,207.00
Great Western Park & Playground	\$ 78,351.68
Montana School Equipment Company	\$ 78,805.05
Olson Landscape and Recreation	\$ 82,165.00
Recreation Plus	\$ 65,017.00
Sterling West	\$ 84,040.00
Summit Recreation	\$ 76,643.00

The bid was reviewed by Scott Honken - Manager, Maintenance Department and Brad Barclay, Maintenance Services Supervisor. Maintenance Department staff facilitated two meetings at the school where staff, parents and students reviewed the playground equipment designs.

\*The consensus of school staff, parents, and students is to award the bid to Children's Playstructures and Recreation based on the diversity of the equipment, student play capacity, number of play events, alignment with academic programs, creative design, etc.

\* Children's Playstructures and Recreation original bid without fall material was \$74,706.00. The cost savings realized by purchasing fall material thru one supplier provided another \$9,976.00 available to purchase playground equipment. The bid amount recommended for acceptance (\$84,682.00) represents the original bid plus the fall material savings that allowed the school to purchase additional playground equipment.

<u>Project Cost:</u>		<u>Funding Source:</u>	
Playground equipment:	\$84,682.00	Major Maintenance:	\$85,000.00
Fall Material:	<u>\$ 4,159.87</u>	PTA Matching Dollars:	<u>\$ 4,000.00</u>
Total Project Cost	\$88,841.87	Total Project Dollars Available:	\$89,000.00

# NATRONA

## COUNTY SCHOOLS

**TO:** Board of Trustees

**FROM:** Joel Dvorak, Superintendent

**DATE:** August 8, 2011

**RE:** Bid Award for Grant Elementary School Playground Equipment

**RECOMMENDATION:** I recommend the Board of Trustees award the bid for the Grant Elementary School playground equipment to Children’s Playstructures and Recreation in the amount of \$ 92,607.00 without fall material.

**RATIONALE:** The project was advertised and the following companies submitted a bid:

<u>Company</u>	<u>Amount of Bid without Fall Material</u>
All Around Recreation, LLC	\$ 86,835.00
*Children’s Playstructures and Recreation	\$ 92,607.00
Churchich Recreation, LLC – Option #1	\$ 51,486.00
Churchich Recreation, LLC – Option #2	\$ 68,778.00
Great Western Park & Playground	\$ 89,368.43
Montana School Equipment Company	\$ 88,041.19
Olson Landscape and Recreation	\$ 89,517.83
Recreation Plus	\$ 82,532.00
Sterling West	\$ 79,810.00
Summit Recreation	\$ 84,012.00

The bid was reviewed by Scott Honken - Manager, Maintenance Department and Brad Barclay, Maintenance Services Supervisor. Maintenance Department staff facilitated two meetings at the school where staff, parents and students reviewed the playground equipment designs.

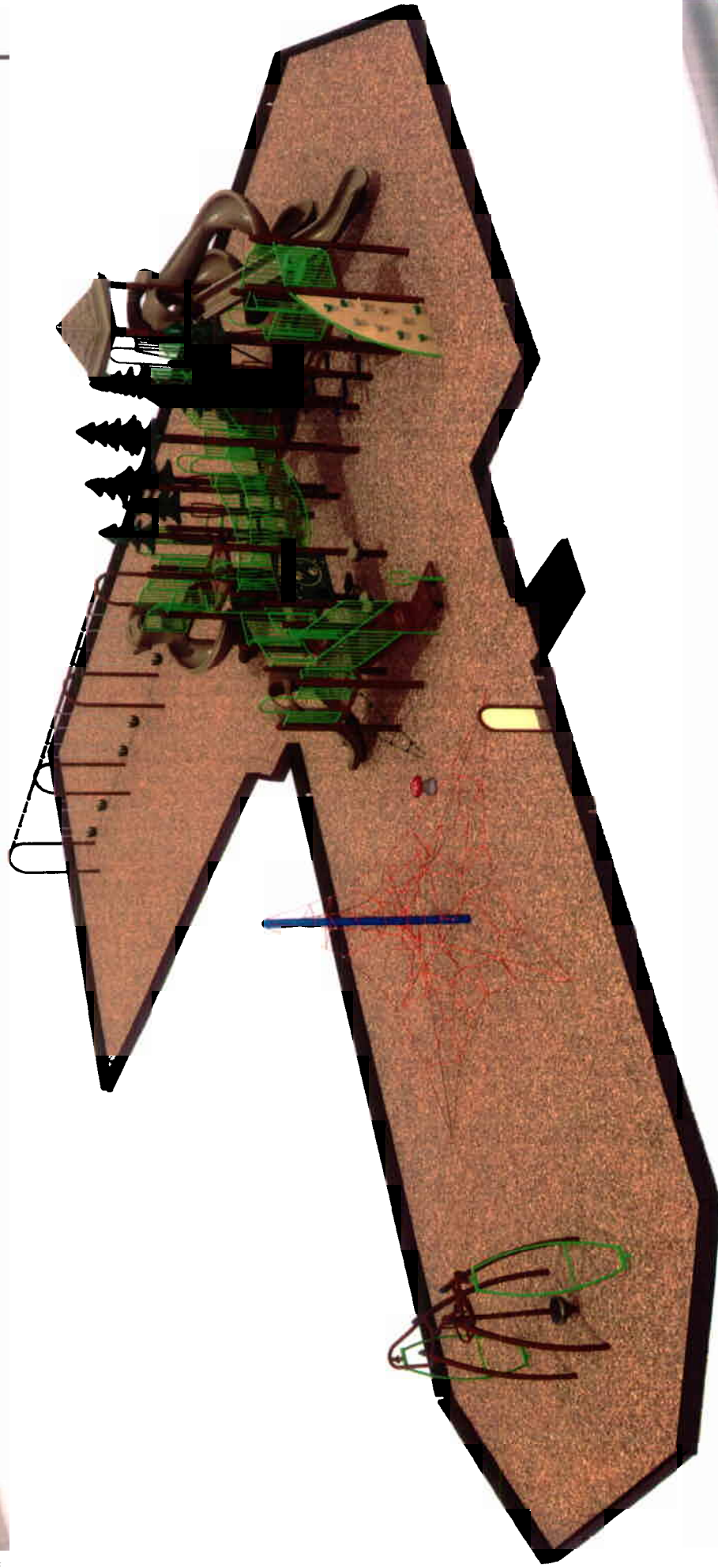
\*The consensus of school staff, parents, and students is to award the bid to Children’s Playstructures and Recreation based on the diversity of the equipment, student play capacity, number of play events, alignment with academic programs, creative design, etc.

\* Children’s Playstructures and Recreation original bid without fall material was \$86,761.00. The cost savings realized by purchasing fall material thru one supplier provided another \$5,846.00 available to purchase playground equipment. The bid amount recommended for acceptance (\$92,607.00) represents the original bid plus the fall material savings that allowed the school to purchase additional playground equipment.

<u>Project Cost:</u>		<u>Funding Source:</u>	
Playground equipment:	\$92,607.00	Major Maintenance:	\$85,000.00
Fall Material:	<u>\$ 3,327.90</u>	PTA Matching Dollars:	<u>\$11,000.00</u>
Total Project Cost	\$95,934.90	Total Project Dollars Available:	\$96,000.00

"A healthier world begins with a playground"

# Natrona County School District Park Elementary



Taggart Castleton  
800.453.2735  
taggart@gwpark.com  
**Great Western**  
PARK & PLAYGROUND



8/4/2011

NAME	00	01	02	03	04	05	06	07	08	09	10	11	12	Total
Alcova School		2	2	2										6
Bar Nunn Elementary	35	34	32	35	25	42								203
Casper Classical Academy							92	94	61	49				296
Centennial Junior High School							169	191	182					542
Cottonwood Elementary	52	53	50	50	53	39								297
Crest Hill Elementary	52	53	50	69	47	52								323
CY Junior High School							256	250	243					749
Dean Morgan Junior High School							284	283	282					849
Evansville Elementary	48	49	44	45	46	43								275
Fort Caspar Academy	88	86	83	82	80	55								474
Frontier Middle School							47	58	61					166
Grant Elementary	34	34	32	34	33	32								199
Kelly Walsh High School										389	382	371	417	1559
Manor Heights Elementary	54	54	50	51	51	54								314
Midwest School	11	14	10	7	11	11	7	10	13	17	17	10	18	156
Mills Elementary	34	31	28	32	26	26								177
Mountain View Elementary	50	37	50	39	30	18								224
Natrona County High School										429	469	499	436	1833
North Casper Elementary	34	32	30	31	28	36								191
Oregon Trail Elementary	51	51	51	50	48	44								295
Paradise Valley Elementary	51	68	51	50	67	71								358
Park Elementary	51	42	37	41	47	48								266
Pineview Elementary	34	43	61	62	54	27	1							282
Poison Spider School	23	28	28	34	25	24	27	22	23					234
Powder River Elementary School	1		1		1		1							4
Red Creek Elementary School					2									2
Roosevelt High School										29	34	40	43	146
Sagewood Elementary	50	50	49	52	50	51								302
Southridge Elementary	51	51	50	49	37	44								282
Summit Elementary	68	68	23	25	26	26								236
University Park Elementary	34	34	34	33	26	32								193
Verda James Elementary	68	68	68	68	69	78								419
Willard Elementary	35	35	35	36	24	40								205
Willow Creek Elementary School		2		1										3
Woods Learning Center	17	17	17	16	17	17	17	19	14					151
Uncommitted	11	4		3			1							19
<b>TOTAL</b>	<b>1037</b>	<b>1040</b>	<b>966</b>	<b>997</b>	<b>923</b>	<b>910</b>	<b>902</b>	<b>927</b>	<b>879</b>	<b>913</b>	<b>902</b>	<b>920</b>	<b>914</b>	<b>12230</b>

**2011-2012 Enrollment Preferences Data**

[ALL Students Included (Online Enrollment + Students Calling after Online Enrollment)]

**OVERVIEW**

Grade	Total # Students	1st Choice	%	2nd Choice	%	3rd Choice	%	4th Choice	%	None	%
KG	1037	965	93.06%	38	3.66%	16	1.54%	7	0.68%	11	1.06%
1st-12th	11194	11024	98.48%	1151	10.28%	11	0.10%	0	0.00%	8	0.07%

**School Level Breakout**

Grade	Total # Students	1st Choice	%	2nd Choice	%	3rd Choice	%	4th Choice	%	None	%
K-5 (Elem)	5873	5727	97.51%	97	1.65%	24	0.41%	7	0.12%	18	0.31%
6-9 (Middle)	2757	2661	96.52%	141	5.11%	52	1.89%	49	1.78%	1	0.04%
9-12 (High School)	3600	3600	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

**Detail by Grade Level**

Grade	Total # Students	1st Choice	%	2nd Choice	%	3rd Choice	%	4th Choice	%	None	%
KG	1037	965	93.06%	38	3.66%	16	1.54%	7	0.68%	11	1.06%
1st	1040	1015	97.60%	16	1.54%	5	0.48%	0	0.00%	4	0.38%
2nd	966	956	98.96%	10	1.04%	0	0.00%	0	0.00%	0	0.00%
3rd	997	974	97.69%	18	1.81%	2	0.20%	0	0.00%	3	0.30%
4th	923	913	98.92%	10	1.08%	0	0.00%	0	0.00%	0	0.00%
5th	910	904	99.34%	5	0.55%	1	0.11%	0	0.00%	0	0.00%
6th	902	835	92.57%	63	6.98%	3	0.33%	0	0.00%	1	0.11%
7th	927	904	97.52%	23	2.48%	0	0.00%	0	0.00%	0	0.00%
8th	879	873	99.32%	6	0.68%	0	0.00%	0	0.00%	0	0.00%
9th	913	913	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
10th	902	902	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
11th	920	920	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
12th	914	914	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

# NATRONA

COUNTY SCHOOLS

## SUPERINTENDENT'S OFFICE

970 N. GLENN RD. \* CASPER, WY 82601 \* FAX: (307) 253-5333\* WWW.NATRONASCHOOLS.ORG

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**TO:** Board of Trustees  
**FROM:** Dr. Joel Dvorak, Superintendent  
**DATE:** August 15, 2011  
**SUBJECT:** Grant Awards

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**RECOMMENDATION:** I recommend that the Board of Trustees accept the following grants:

1. Natrona County School District was granted an award of \$24,080 from the Daniels Fund. NCHS Business Ethics Class and DMJH working in partnership with the Boys and Girls Club of Central Wyoming will integrate the Cowboy Ethics Program into classrooms and individual curricula serving around 1400 students. The Cowboy Ethics grant will be under the direction of Mike Bond and Lisa Bratton, Curriculum and Instruction Department.

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*Joel Dvorak, Ed. D.*  
*Superintendent of Schools*  
*(307) 253-5222*



# DANIELS FUND

Request ID: 10560  
Cowboy Ethics Program Materials  
Page 1 of 5

July 6, 2011

Dr. Joel Dvorak  
Superintendent  
Natrona County School District No. 1  
970 North Glenn Road  
Casper, WY 82601

Dear Dr. Dvorak:

On behalf of the Daniels Fund, it is a pleasure to provide a grant to Natrona County School District No. 1 in the amount of \$24,080 for Cowboy Ethics Program Materials. The specific terms of your grant are described in the attached Schedule A.

To comply with applicable statutes under the Internal Revenue Code ("Code") and as a condition to receiving the grant, we ask that you make the following agreements with respect to the grant.

1. Natrona County School District No. 1 agrees to use the grant and any income therefrom, exclusively for the specified purposes. No part of the grant and any income therefrom may be used for purposes other than charitable, scientific, literary, or educational purposes within the meaning of 170(c)(2)(B) of the Code. Any modification of the use of the grant and any income therefrom, is subject to the prior approval of the Daniels Fund.
2. Natrona County School District No. 1 represents and warrants to the Daniels Fund that it is a governmental unit referred to in section 170(c)(1) of the Internal Revenue Code. Additionally, the organization will use the grant and any income therefrom for exclusively public purposes.
3. Natrona County School District No. 1 will return to the Daniels Fund any unexpended grant funds at the close of the grant period. Unexpended funds will be promptly returned if the following occurs:
  - a. The Daniels Fund determines that the grantee organization has not performed in accordance with these terms, or in accordance with the purposes as represented in the approved request upon which the grant was based.
4. Natrona County School District No. 1 will not use any portion of the grant and any income therefrom to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.



5. No part of the grant or any income therefrom may be used for a grant to any organization considered to be a private foundation for federal tax purposes unless you comply with the applicable "expenditure responsibility" provisions of the Code.
6. No part of the grant or any income therefrom will be paid to any Daniels Fund director, officer or associate for any purpose.
7. Natrona County School District No. 1 will continue to observe policies of nondiscrimination in employment, board membership and in the use of these funds and the provision of service as represented to the Daniels Fund in your request for funding.
8. Natrona County School District No. 1 will maintain adequate financial records related to the expenditure of the grant and any income therefrom and will make these records available to the Daniels Fund or its representative at reasonable times, if requested. Records related to the grant will be retained for at least four (4) years after grant funds are fully expended.
9. Natrona County School District No. 1 will use the name, logo or other information identifiable with the Daniels Fund only upon the written consent of the Daniels Fund communications office. A copy of all published media will be provided to the Daniels Fund. Natrona County School District No. 1 agrees to allow the Daniels Fund to use the name, logo or other information identifiable with Natrona County School District No. 1 in the Daniels Fund's periodic reports and media releases.
10. Natrona County School District No. 1 may not assign or otherwise transfer its rights or delegate any of its obligations under this grant, without prior approval from the Daniels Fund.
11. By accepting this grant, Natrona County School District No. 1 agrees, to the extent allowed by law, to defend, indemnify and hold harmless the Daniels Fund and each of its officers, directors, employees and agents, from and against any and all claims, liabilities, losses and expenses arising from or in connection with any act or omission of grantee organization associated with this grant. Nothing in this agreement will be construed as a waiver by the grantee organization of any rights, immunities, privileges, monetary limitations to judgements and defenses available to the grantee organization under law.

To acknowledge this agreement and accept the grant, please review the grant terms in this letter and in the attached Schedule A, sign and return this original Letter of Agreement to the Daniels Fund's office. After receipt of the signed original, we will issue the grant check pursuant to the grant payment terms outlined in the Schedule A.



One of the guiding principles of the Daniels Fund is our belief that boundless opportunity can exist for each and every individual. The work of organizations such as Natrona County School District No. 1 helps make this a reality. On behalf of the Daniels Fund, we wish you every success.

Sincerely,

Barbara Danbom  
Senior Vice President

Grant Recipient: Natrona County School District No. 1

Name: Joel Dvorak

Signature:

Title: Sgt.

Accepted and agreed to by us this 18 day of July, 2011



## SCHEDULE A

### DESCRIPTION OF GRANT

Grant Maker: Daniels Fund  
101 Monroe Street  
Denver, Colorado 80206  
Tax ID: 84-1393308  
Tel: (303) 393-7220

Grant Recipient: Natrona County School District No. 1  
970 North Glenn Road  
Casper, WY 82601  
(307) 261-6196

Tax ID: 83-6000543

Tax Status: Governmental Entity

Amount of Grant: \$24,080

Purposes of Grant: Cowboy Ethics Program Materials

Grant Period: July 19, 2011 - April 18, 2012

Grant Payment Terms: Full payment upon receipt of this signed Letter of Agreement.

Special Conditions: N/A

Expected Outcomes:

- Over the next year, the Natrona County High School Business Ethics Class and Dean Morgan Middle School along with the Boys and Girls Club of Central Wyoming will provide and integrate the Cowboy Ethics Program into their classrooms and individual curricula; together serving a total of 1,400 students across Natrona County.
- During the 2011 Annual Boys & Girls Club of Central Wyoming Awards & Recognition Breakfast, honor and present a youth member with "The Try" Award, a newly established award to recognize a distinguished teen who exemplifies the perseverance in life to hold onto their dreams in spite of the odds, as described by James P. Owen.



Reporting Requirements:

Within thirty (30) days after the end of the grant period, Natrona County School District No. 1 will submit the attached Grantee Final Report to the Daniels Fund. The report will be signed by the organization's chief staff officer or authorized board member.

Organizations are not eligible to apply for additional funds from the Daniels Fund until the grant period has been completed and the Grantee Final Report has been received. The Daniels Fund notifies Grantees in writing when all reporting requirements have been fulfilled and a new application will be considered.