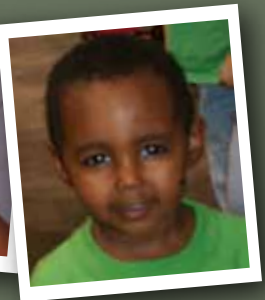
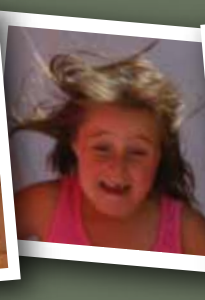


# NCS D News Zone



VOLUME VI

ISSUE I

AUGUST 18, 2010

## INSURANCE PAPERWORK DUE AUG. 31

The Natrona County School District is joining the state of Wyoming's Employee Group Insurance program. The move, which becomes effective Oct. 1, 2010, requires **all active employees and retirees who are eligible for insurance to complete enrollment paperwork.** (Eligible employees are those who work at least 80 hours per month.)

Employees and retirees have received informational packets through the mail and have had several opportunities to attend question-and-answer sessions with state representatives.

The district's insurance representatives also remain available to help individuals navigate the enrollment process.

In the meantime, though, here are several frequently asked questions — and, more importantly, answers —

regarding the state insurance plan and the transition process.

### When does paperwork need to be completed? What if I miss the deadline?

All completed enrollment forms must be received by the district's insurance office by **4:30 p.m. Monday, Aug. 31, 2010.**

Those who miss the deadline to enroll must wait for the "open enrollment" period held in the fall of every odd year, with an effective date of coverage in January of the following year, or for a "qualifying event," such as marriage, divorce, etc.

### When will the transition take place?

The district's self-insured plan will end Sept. 30, and the state plan will become effective Oct. 1, 2010. Employees will receive new insurance cards from Great West-Cigna Health and Delta Dental of Wyoming. Employees must make sure their health- and dental-care providers copy their new ID cards starting Oct. 1.

Only claims for services rendered prior to Oct. 1 will be honored by the district's plan (Cigna #3206692 and

Delta Dental #800). Those claims must be filed by Sept. 30, 2011, to be paid.

### I have a Health Reimbursement Account (HRA) on the district plan. What happens to that money?

All HRAs will end Sept. 30, 2010. These HRAs can only be used for services rendered between July 1 and Sept. 30, 2010. Claims must be filed by Sept. 30, 2011. The state plan does not offer a HRA option.

### How does the state plan work?

Employees will receive a specified monthly contribution from the district, based on their family status, to pay for basic insurance options. Basic insurance options include medical, preventive dental, optional/wraparound dental, and employee life insurance.

Employees also can choose to add supplemental options at their own expense. The supplemental options include dependent life, vision, short-term disability, long-term disability, and long-term care. Your employer contribution cannot be used for any of the supplemental plans.

*See Insurance, page 8*



## INSIDE:

IN THE LEAD

NEW LEADERS TAKE

HELM AROUND DISTRICT

PAGE 3

READ ALL ABOUT IT

LITERACY-THEMED

BASH ROCKS

PAGE 6-7

MAKE IT COUNT

PAYROLL TIPS HELP

SMOOTH PROCESSES

PAGE 10



# *New year brings hope, promise, work*

Welcome, everyone, to the 2010-11 school year in the Natrona County School District.

I always love the back-to-school season. It's such an exciting time as our school buildings come back to life, filled with teachers and students who bring positive energy, enthusiasm and expectations to a new year.

There is much to be excited about this fall.

Today, we are opening two new school buildings for our students.

CY Middle School has a new, state-of-the-art facility where students will connect with relevant and rigorous learning opportunities, with fellow students and caring adults, and with the world around them.

Summit Elementary School marks the first entirely new elementary school community opened in this district in decades. A community approach to design and a focus on collaboration, 21st Century skills, and researched best practices has created a truly unique and inspiring learning environment for children.

We also are in the design stage for a new home for Southridge Elementary School, and we're getting ready to kick off design of

---

*This is a time of hope and of possibility. Our students are full of excitement, ready to reconnect, to learn and to grow.*

---



renovations at Kelly Walsh and Natrona County high schools, as well as design of a new high school campus that will provide facilities for Roosevelt High School, the Transitions program, and a new Center for Advanced and Professional Studies.

We are starting this year with a balanced budget that continues to support quality education and creates negligible impact on students in the classroom. And, we are working with our Wyoming Legislature on the recalibration process to ensure that K-12 education in our state continues to be a top priority funded sufficiently to support our goals.

Natrona County, Wyoming, remains one of the best places in this country to be an educator. We have tremendous facilities and significant resources. We also have staff members who are committed to our children and to creating the best educational system possible.

There is no reason why each and every one of our learners cannot be a champion.

As our students return to classes this week, remember we have a new opportunity to reach each of them. This is a time of hope and of possibility. Our students are full of excitement, ready to reconnect, to learn and to grow. It is our job — whether we are teachers, administrators, secretaries and bus drivers — to help them find their strengths and their gifts and to reach their tremendous potential.

Continue to work hard. Remember our customers and their needs. Partner with our kids, our parents, and our community. Together, we can make 2010-11 the best year yet in a long history of great schools in Natrona County.

A handwritten signature in black ink, appearing to read 'John Smith'. The signature is fluid and cursive, with a long horizontal stroke at the end.

# NEW LEADERS TAKE HELM AROUND DISTRICT

Retirements last spring opened several leadership positions around the district. Meet — or re-meet — our new leaders, who kindly took a few minutes to tell us about themselves.

## **MIKE BRITT, PRINCIPAL EVANSVILLE ELEMENTARY**

### **What were you doing before this?**

Last year I was the assistant principal at CY Junior High. For the previous four years, I was a TOSA/Educational Technologist for the district. My first 10 years in education were as a fifth- and sixth-grade teacher at Midwest, Sagewood, and Bar Nunn.



### **What led you to this job?**

I was led to this job because I was excited at the prospect of working in a leadership position in an elementary school where I feel most at home.

### **What are you most looking forward to in your new job?**

I am most looking forward to working with the Evansville community of students, staff, and parents to continue the work of continuous school improvement in a safe, caring environment.

### **What's your favorite fiction book or character?**

Holden Caulfield from "The Catcher in the Rye"

## **CHRIS TOBIN, PRINCIPAL MIDWEST SCHOOLS**

### **What were you doing before this?**

Last year I was the assistant principal/IF at Midwest. Prior to that I had been



a reading coach, kindergarten/preschool teacher, 4th/5th/6th grade combination team teacher, and first grade teacher over the past 14 years at Midwest.

### **What led you to this job?**

I have been in the field of education for the past 17 years, 11 years as a classroom teacher, five years as a reading coach, and one year as an assistant principal. My experiences in the classroom were very rewarding, but I felt I could have a positive impact on more students by being an instructional leader, working to ensure that teachers have the tools they need to continue to improve student learning year after year. Midwest School is such a wonderful place to be. We have an enthusiastic and caring staff, we get to see the students grow (both physically and academically) through the years, and the community is very supportive of the school.

### **What are you most looking forward to in your new job?**

I am looking forward to building a more positive culture at Midwest. I want our staff and students to be very proud to be a Midwest Oiler!

### **What's your favorite fiction book or character?**

My favorite fiction book would probably be a children's book as it takes me back to the days when my own children enjoyed curling up with me for a bedtime story. The reading I do these days is typically professional reading.

## **AARON WILSON, PRINCIPAL PARADISE VALLEY ELEMENTARY**

### **What were you doing before this?**

I was the academic intervention teacher at Evansville Elementary School.



### **What led you to this job?**

When I was a teacher, I loved working with kids but found that I was developing a passion for working with and having an impact on adults. I continued to pursue opportunities that would be more geared toward working with adults. I am thrilled to be at Paradise Valley, working with such a dedicated, hard-working staff.

### **What are you most looking forward to in your new job?**

I look forward to getting to know the staff and the kids.

### **What's your favorite fiction book or character?**

I tend to read more non-fiction material.

## **SHAWNA TRUJILLO, PRINCIPAL ROOSEVELT HIGH SCHOOL**

### **What were you doing before this?**

Director of Transition Services

### **What led you to this job?**

I have a passion



*See Leaders, page 4*

## COMING SOON ...

CY Middle School and Summit Elementary School are opening today! Look for complete stories and pictures about the new schools in the September issue of NewsZone. And, be sure to stop by the schools' grand opening ceremonies for a tour: Summit Elementary, Sept. 13  
CY Middle, Sept. 27

## *Facts about property acquisition*

The Wyoming School Facilities Commission has funded renovations of Natrona County High School, and the SFC will manage the renovation project.

The standard size for a high school of 1,300 to 1,600 students, like NCHS, is between 33 and 36 acres, according to SFC criteria. The current NCHS lot site is 23 acres, meaning that some property acquisition may be necessary.

The district has an interest in acquiring additional property directly adjacent to the alley on the west side of the parking lots between Spruce Street and the parking lots, as well as directly adjacent to the alley on the east side of NCHS between parking lots and CY Avenue.

HOWEVER, THE SFC WILL BE THE SOLE AGENT FOR ANY PROPERTY ACQUISITIONS TO EXPAND THE NCHS SITE. The optimum time to acquire property would be during the three-phase NCHS renovation project, which is expected to run from 2010-2013.

If you have questions or are approached about property acquisition by anyone other than the SFC, please call the NCSD Facilities & Technology Division at (307) 253-5317.

## LEADERS,

### CONTINUED FROM PAGE 3

for alternative education and alternative kids. Roosevelt High School is my dream school! The staff are talented and committed. The students are feisty and interesting.

#### **What are you most looking forward to in your new job?**

Improved student achievement and MORE GRADUATES!!!!!!!

#### **What's your favorite fiction book or character?**

I am a "Twilight" addict! Before Edward, I grooved to Harry Potter.

#### **CHAD BRUSH, DIRECTOR TRANSPORTATION**

#### **What were you doing before this?**

Fifth-grade teacher at Mountain View Elementary School and a

police officer here in Natrona County for 15 years, still patrolling in my spare time.

#### **What led you to this job?**

I have been a full-time police officer for more than 15 years and a teacher for seven. I love being in the community and working with the students of all ages.

#### **What are you most looking forward to in your new job?**

Overcoming the challenges of the new job and building a positive environment for staff, students and parents.

#### **What's your favorite fiction book or character?**

"There is a Monster at the End of This Book!" starring the lovable, furry old Grover!!!



#### **BRIAN BALFOUR, PRINCIPAL UNIVERSITY PARK ELEMENTARY**

Brian Balfour will be the new principal of University Park Elementary School. He was named to the one-year post in July.

Balfour most recently has worked as a business and physical education teacher at Kelly Walsh High School.

Prior to that, he was an administrator at Mountain View Elementary from 2002 to 2004. He served as an administrator, teacher and coach at Midwest from 1984 to 2002.

He has a bachelor of science in education and a master's in education from Chadron State College.



# PLANS DEVELOPING FOR HIGH SCHOOL REMODELS, NEW CAMPUS

By Jenni Lockett

Work to revamp the Natrona County School District's secondary systems is continuing.

The Wyoming School Facilities Commission has funded design and construction for remodeling work at Natrona County and Kelly Walsh high schools, as well as design of a brand new high school campus in Casper.

Each of the three projects will kick off with an architect selection process designed and led by the SFC. Each project will have a five-person selection team, with two members from the SFC, two members from the district, and a fifth member selected by the group. NCS D representatives on the teams include the principal (Dean Kelly for NCHS, Brad Diller for KWHS, and Roosevelt Principal Shawna Trujillo for the new campus) and a trustee (Audrey Cotheman for NCHS, Donn McCall for KWHS, and Elizabeth Horsfor for the new campus). Work is in progress to select the fifth members.

These teams will help identify the scope of the projects, develop a request for proposals and select an architect for the project, explained Mark Antrim, associate superintendent of facilities and technology. The process is expected to take about four months.

NCHS and KWHS each have \$2.4 million for design work, while the new campus has \$5 million for design. Phase I construction for both NCHS and KWHS has been funded at \$7.2 million per project.

In the meantime, work continues to identify programming for the schools. Informed by work by the Path to 2025 visioning committee, teams are meeting to tackle some of the facilities-related programming at the three schools, including athletics, arts and technology, said Superintendent Joel Dvorak. Leadership from all of the high schools also are working to define how the schools will work together to provide the best set of options for all students in the district.

The new campus, for example, will provide a new home for Roosevelt High School and Transitions. It also will be a center for more hands-on learning. CAPS, or the Center for Advanced and Professional Studies, will offer half-day programs for students attending other district high schools. Students will be able to take courses in four academies: Academy of Creative Arts, Communication & Design; Academy of Health Sciences & Human Services; Academy of Business, Agriculture & Natural Resources; and Academy of Architecture, Construction, Manufacturing & Engineering.

"We are moving ahead and gaining momentum about all the possibilities to improve and enhance the educational experience of our secondary students," Dvorak said, "and to be able to renovate and build facilities that promote great learning environments and more relevant programming for all students."

# DESIGN PROGRESSING FOR NEW SOUTHRIDGE

By Jenni Lockett

Southridge Elementary will be the next of Natrona County's schools to get a new home through the state's capital construction program.

Design for Southridge has passed the 10 percent mark, at which point it was reviewed by the Wyoming School Facilities Commission. Design will continue this fall, with construction expected to begin this winter or spring.

Southridge students will attend their current school for the fall semester, but students and staff will move to the former Westwood Elementary School building at the semester break to make way for construction work.

The new school will be built on the current school site with no significant increase or decrease in size. Current plans call for a semi-open classroom design with discovery areas for classes to work together.

The new building is being designed by DLR Architects, in collaboration with a design team of school staff, parents and community members.

The SFC determines project priorities throughout the state based on a matrix of enrollment/capacity, educational suitability, and building condition.

Current NCS D capital construction projects funded by the SFC include the design and construction of Southridge, design and remodel of NCHS and KWHS, and design of a new high school campus.

# If you give a child a

More than 2,900 people turned out Saturday, Aug. 7, for the third annual NCS D Back to School Bash.

Children and families toured more than 70 informational booths, picking up information about schools and community organizations while playing games, winning prizes and grabbing free school supplies. The first 530 families through the door received a free copy of “No More Bullies,” the new book by André Lewis featuring NCS D’s anti-bullying policy. Children won free school supplies, CDs, gift certificates, and even a laptop! They also listened to rock concerts about reading, saw puppet shows and plays, visited animals from the Denver Zoo and the Casper FFA petting zoo, jumped in inflatable bouncers, met firefighters, checked out library books — and a few even enrolled in our schools!

This year was the first time the Bash was held at the Casper Events Center, and the new location debut turned out to be a hit. Families had easier parking and climate-controlled fun. Plus, event planners saved several thousands of dollars on equipment rental, allowing the event to proceed despite recent budget cuts.

Plans already are under way for the 2011 Back to School Bash, tentatively scheduled for Aug. 13, 2011, at the Events Center. Stay tuned for the latest details by following NCS D Back to School Bash on Facebook or checking out the NCS D Web site at [www.natronaschools.org](http://www.natronaschools.org). Vendor interest forms already are available for 2011, and there’s also an online survey to collect feedback for next year’s planning.

The Bash is sponsored by the NCS D Discover program with funding from the Natrona County one-mill recreation levy.

Story & Photos by  
Jenni Luckett

a book ...



... she'll have a Bash!

## ESTIMATE YOUR MONTHLY RATES

HEALTH CARE PREMIUM	
PREVENTIVE DENTAL PREMIUM	
OPTIONAL DENTAL PREMIUM *	
LIFE INSURANCE PREMIUM	
WELLNESS INCENTIVE (-\$40)**	
<b>TOTAL PREMIUM</b>	
EMPLOYER CONTRIBUTION (ACTIVE ONLY)	
<b>SUBTOTAL***</b>	
DEPENDENT LIFE PREMIUM****	
<b>YOUR CONTRIBUTION</b>	

### HEALTH

**\$350/\$700 DEDUCTIBLE — OPTION 1**

Employee	\$607.38
Employee + children	\$922.26
Employee + spouse	\$1,222.88
Family	\$1,406.08
Split*****	\$703.04

**\$750/\$1,500 DEDUCTIBLE — OPTION 2**

Employee	\$577.01
Employee + children	\$876.15
Employee + spouse	\$1,161.74
Family	\$1,335.78
Split*****	\$667.89

**\$1,500/\$3,000 DEDUCTIBLE (HDHP)**

**OPTION 4**

Employee	\$522.34
Employee + children	\$793.14
Employee + spouse	\$1,051.68
Family	\$1,209.24
Split*****	\$604.62

**\$2,500 DEDUCTIBLE — OPTION 3**

Employee	\$516.50
Employee + children	\$783.92
Employee + spouse	\$1,039.45
Family	\$1,195.18
Split*****	\$597.59

**EMPLOYER CONTRIBUTION LEVELS**

Employee	\$550.83
Employee + children	\$838.07
Employee + spouse	\$1,093.60
Family	\$1,249.32
Split*****	\$624.66

\* Preventive dental is required when health coverage is elected.  
 \*\* Wellness incentive is available starting in Year 2 of coverage and requires participation in wellness activities during year 1. ("Year" is Oct. 1-Sept. 30.)

### DENTAL

**PREVENTIVE DENTAL**

Employee	\$19.06
Family	\$42.12
Split	\$21.06

**OPTIONAL DENTAL**

Employee	\$10.60
Family	\$24.84
Split	\$12.42

### ACTIVE LIFE INSURANCE

AGE	COVERAGE	COST
00-34	\$50,000	\$3.60
35-39	\$50,000	\$5.60
40-44	\$50,000	\$7.60
45-49	\$50,000	\$9.10
50-54	\$50,000	\$12.10
55-59	\$50,000	\$17.60
60-64	\$32,000	\$17.03
65-69	\$21,000	\$16.23
70-74	\$14,000	\$21.60
75-79	\$9,000	\$13.89
80-84	\$6,000	\$9.27
85+	\$4,500	\$6.95

### DEPENDENT LIFE INSURANCE

	\$1.95
--	--------

### SUPPLEMENTAL OPTIONS

Vision, short-term disability, long-term disability, and long-term care are supplemental options available through the state plan. These voluntary benefits are paid 100 percent by the employee.

**Use the online rate estimator!**  
[personnel.state.wy.us/egi](http://personnel.state.wy.us/egi)

\*\*\* If "Subtotal" is negative, put zero in the box.  
 \*\*\*\* Dependent Life cannot be paid for with employer contribution.  
 \*\*\*\*\* Required if both spouses work for NCSd, a state agency, university, and/or community colleges.

## INSURANCE, CONTINUED FROM PAGE 1

An overview of the rates is available to the left, and more details are available in your plan packet, which was mailed to employees' homes in July.

\*\* Retiree plans may differ from active employee plans. Please refer to your plan packet.

### I just joined the district in August. How do these changes affect me?

Employees who join the district in August should enroll in the district plan to begin insurance coverage through the district as soon as possible. District coverage will begin Sept. 1 and continue through Sept. 30. Enrollment paperwork for the state plan should be completed by Aug. 31 to enroll in the state plan starting Oct. 1. It is important to enroll in the district plan, even for one month, to avoid gaps in insurance coverage.

### My spouse also works for a state agency that is covered through the state insurance plan (or in our district). What does this mean for our family's insurance?

If you and your spouse both work for NCSd and have children to cover with insurance, you must select the "split" plan. The rate structure is figured as half of the family premium, so each employee pays half. The family will file insurance claims under the lead employee on the district's account. Each employee may cover the other as a dependent under the dependent life insurance plan. The lead employee covers the dependent children's life insurance benefits.

If your spouse works for another state agency, your family also falls into the "split" coverage plan, as explained above. The lead employee is the one who was covered by the state plan first. The spouse who works with a state agency must complete an enrollment

form at the same time indicating a “split” plan.

### **Life insurance seems different under the state plan.**

That is true. In the past, the district has provided life insurance equal to one year of salary for benefited employees.

Under the state plan, employees must pay for life insurance (though the employer contribution will apply). The state offers a decreasing term life insurance plan for employees and a \$4,000 benefit for dependents.

You must enroll by Aug. 31, 2010, to receive the benefit.

### **What about long-term disability?**

In the past, the district offered long-term disability coverage to all employees. Though long-term disability insurance is not standard in the state plan, the district will continue covering all eligible employees.

The district will pay 100 percent of the premium for long-term disability insurance for employees who work at least 30 hours per week.

Employees who do not qualify may purchase long-term disability coverage through the state’s supplemental plans.

A short-term disability plan is available for those who do not have 90 days worth of sick time to carry them, if necessary, until a long-term disability benefit would kick in.

### **Will we still receive a wellness benefit?**

The state plan does provide a wellness benefit of \$500 per covered employee and covered dependent each year (\$600 for infants in the first year of life).

Each covered employee and covered spouse, age 50 and older, may have a *preventive colonoscopy* at no cost every five years.

The wellness benefit also can be used for vaccinations, blood screenings and other preventive services. However, **employees now will need to pay at the time of service, receive an itemized statement and file a preventive health claim for reimbursement.**

***The district will no longer offer free blood screenings, flu or pneumonia vaccinations.***

### **I noticed that the High Deductible Health Plan (HDHP) is a little different from the others.**

It is. Under this plan, the individual deductible is \$1,500 and the family deductible is \$3,000. However, if your family is covered under this plan, you must meet the family deductible (even if only one person is receiving services) before claims are paid.

The plan also is different because it does not provide a co-pay option on prescriptions. All prescriptions must be paid at 100 percent retail cost and submitted as a health claim, subject to your deductible and co-insurance.

Employees who select this plan do have the option of opening a Health Savings Account (HSA). Employees can opt to have a pre-tax payroll deduction deposited into an HSA to use for qualifying medical expenses. Employees must complete the required HSA paperwork annually and submit it to the district insurance office.

### **Are there other tax-saving options through the state plan?**

Yes. Employees may choose to participate in Flexible Spending Accounts, or FSAs. These accounts allow employees to set aside money, pre-tax, through an automatic payroll deduction, for specific purposes. Federal tax law may dictate maximum amounts of money that can be contributed to the accounts each year. In addition, these accounts must be used within the year or money will be forfeited to the state.

FSAs are available for:

\* **Health, Employee Life &**

**Dental Premiums** — Employees can complete the form once to enroll in this FSA and have their health, employee life and dental insurance premiums withheld, pre-tax, from their paychecks. Employees do not need to complete the form again in subsequent years to participate.

\* **Medical Reimbursement** — An enrollment form for this FSA must be completed annually by Nov. 30. This account allows money to be set aside, pre-tax, to reimburse employees for qualifying medical expenses.

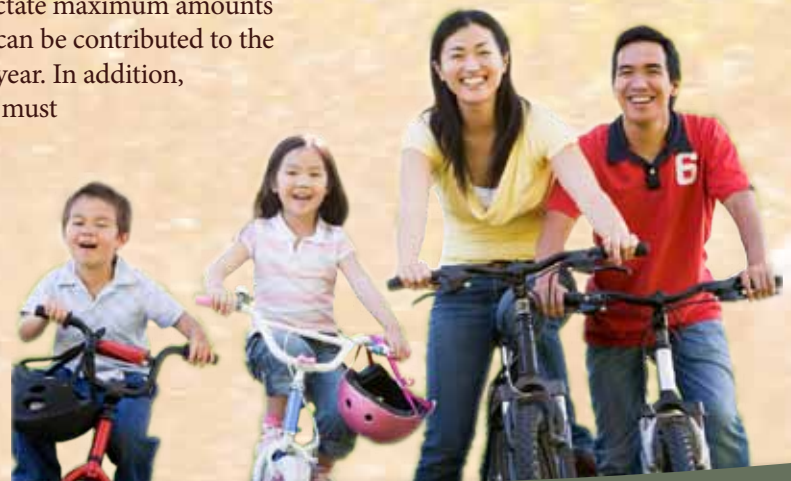
\* **Day Care Reimbursement** — An enrollment form for this FSA must be completed annually by Nov. 30. This account allows money to be set aside, pre-tax, to reimburse employees for qualifying daycare expenses.

Employees must be eligible for insurance benefits to participate in the medical reimbursement and day care reimbursement FSAs, but they do not have to be insured with the state to participate in the FSA accounts.

If you wish to participate in an FSA for the Oct. 1 - Dec. 31, 2010, plan period, forms must be completed by Aug. 31, 2010. To participate in an FSA for Jan. 1 - Dec. 31, 2011, complete forms by Nov. 30, 2010.

Employees may make changes to their FSAs if they have a qualifying event, a family or an employment status change. The change must be documented and

*Continued on next page*



# PAYROLL OFFERS REMINDERS ON PROCESSES

With nearly 2,600 people drawing a paycheck from the Natrona County School District every month, running payroll is no small feat.

There are nine-month employees and year-round employees; part-time and full-time folks; certified, classified, substitute and administrator positions; and more than a few people who work multiple jobs at different pay rates. Then there are the direct deposits, deductions for insurance, taxes, charitable donations, special accounts, and more.

Somehow, though, with only five people in the Payroll Department, we all seem to get paid the right amount, on time each month.

You can help keep the system running smoothly by following procedures properly. Here are just a few tips from payroll to make sure you understand the system:

**\* Be sure to fill out the right forms.** Though online time tracking might be in the district's not-too-

distant future, right now, we rely on paper time cards and leave forms.

Be sure to fill out the right form for your position and track your time accurately every day. Don't wait until the end of the week (or month) to fill out your time cards; you almost certainly will have inaccuracies, and filing an inaccurate timecard can actually lead to termination!

**\* Do not put your Social Security number on your time cards or leave slips.** Though some forms are still in circulation with space for your SSN, you should only use your employee ID number for identification in the district.

**\* If you have questions, call or e-mail Payroll for answers.** Helping each other is great, but nine times out of 10, word of mouth creates mistakes in completing payroll forms.

Connie Bower, manager  
253-5393



Lorna Duncan, technician  
253-6210

Janet Holden, technician  
253-5212

Debbie Holthus, technician  
253-5304

Lynnette Huber, technician  
253-5213

**\* Make sure your forms are submitted on time.** All information is due in the payroll department by the first Tuesday after the cutoff period. Certified leave and substitute teacher information is due each week.

Pay periods and paydays are as follows:

July 4-31, paid Aug. 23

Aug. 1-28, paid Sept. 23

Aug. 29-Sept. 25, paid Oct. 21

Sept. 26-Oct. 23, paid Nov. 23

Oct. 24-Nov. 20, paid Dec. 21

Nov. 21-Jan. 1, paid Jan. 24

Jan. 2-29, paid Feb. 23

Jan. 30-Feb. 26, paid March 23

Feb. 27-March 26, paid April 21

March 27-April 23, paid May 19

April 24-June 4, paid June 22

## INSURANCE,

### CONTINUED FROM PAGE 9

submitted within 60 days.

#### Can I change my mind?

The state offers two different opportunities to make changes to your insurance plans.

A "Transfer Period" is offered every year by Nov. 30 to make changes effective Jan. 1 of the next year. During a transfer period, an employee may change deductible plans, drop coverage for themselves or dependents, and change Flex Spending Account options.

"Open Enrollment" is offered every odd year by Nov. 30 to make changes effective Jan. 1 of the next year. During open enrollment, employees may pick up coverage for themselves or their dependents (spouse and/or children) without a qualifying event.

Keep in mind, though, that some supplemental plans have waiting periods! If you do not choose to enroll in the optional/wraparound dental plan in the initial sign-up period, you will have to wait three years to sign up again. If you do not choose to enroll in vision coverage in the initial sign-up period, you will have to wait two years to sign up.

#### I have more questions. How can I get help?

For more information, please contact representatives from the district insurance office:

Arlene Steward, (307) 253-5208

Monica Sayles, (307) 253-5328

Victoria Nolte, (307) 253-5207

You also can contact enrollment representatives from the state EGI at (800) 891-9241 or online at [personnel.state.wy.us/egi](http://personnel.state.wy.us/egi).

# Take care of business with MMS

By Jennifer Cousineau

Multi-Media Services (MMS) at the Central Services Facility offers Natrona County School District employees a wealth of resources to get their jobs done more efficiently and effectively, aligning perfectly with Strategic Plan Goal 5: Efficient and Effective Operations.

Please take a moment to review important tips and reminders about the services MMS offers, so you can get the most out of your district — and your school year.

## **AUDIO-VISUAL NEEDS**

Geoellen Stretesky will be happy to help with any equipment backup you may need (for projectors, screens, etc.). She also can print large-scale posters (up to 24- by 36-inches) and banners, laminate, copy CDs and DVDs, and offer you an extensive selection of diecuts.

## **COPY JOBS**

Black-and-white copying is one of the largest services offered by MMS, and the team is eager to get your job done. Although new copiers were installed in all schools and support offices last past spring, many jobs require large quantities. MMS is equipped with high-speed black-and-white and color copiers. Black-and-white print jobs are charged by the sheet, so it is to your advantage to print front and back. One- and two-sided 8.5- by 11-inch sheets cost 3 cents per copy; one- and two-sided 11- by 17-inch

sheets cost 5 cents per copy. Need some color? An 8.5- by 11-inch one-side color page costs 15 cents per copy; a two-sided page costs 25 cents per copy; and a one-page 11- x 17-inch color copy costs 50 cents.

## **MAIL SERVICE**

MMS has state-of-the-art equipment to make in- and out-of-district mail run much smoother: a folder-insertor is incredibly fast and accurate, a mail meter weighs the mail as it meters it, and a software program weeds out non-existent or incorrect addresses while adding bar codes to let Stephanie McBeath-VanDamme negotiate the best price from the U.S. Postal Service. View the full list of mail service tips at [www.natronaschools.org](http://www.natronaschools.org)> Departments>Superintendent> MultiMedia Services.

Call ahead with your mailings to ensure that you have met all USPS regulations prior to printing and copying, especially when you're working on items such as postcards or oversize packets.

Also, if you let Stephanie know a mailing is coming, she can group it with other projects to ensure everyone gets the lowest postal rates possible!

## **When sending intra-district mail, please remember the following tips:**

- ★ “To” should be located on the left side of the envelope and “from” on the right.
- ★ Cross off the previous

names before re-addressing.

★ Put the sender's and recipient's last names, plus the school or department, on the envelope.

★ If you have large items, please contact the Warehouse at extension 3-5276 for pick up and delivery.

## **PRINT JOBS**

MMS staff can print anything from diplomas to carbonless forms to business cards and letterhead that align with the district design standard. Bindery also is an important part MMS' services.

## **IMPORTANT REMINDERS**

★ With the start of school, turnaround time on jobs will slow a bit. Plan ahead one or two weeks in advance until the end of September.

★ Please remember to include a classification number and administrator's signature on the requisition form when submitting a job.

★ Most of the paper used is recyclable, so please help us care for the environment!

★ If you would like refresher training on how to use the new copiers in the schools and support offices, call Mike Rodell, MMS supervisor, at extension 3-5263, or e-mail Mike McKenna, Atlas Xerox Analyst, at [ncsd@atlasreproduction.com](mailto:ncsd@atlasreproduction.com).

★ Call MMS staff at extension 3-5263 with any questions.

**FALL YOGA CLASSES  
BEGIN NEXT MONTH**

A new fall yoga session with Lorraine Reed will begin September 8 at the old Johnson's Control building, 1044 Foster Rd.

Class will be offered Monday and Wednesday evenings from 4:30-5:30 p.m. through December 15.

Punch cards will be available at the first class. The cost is \$40 for 10 punches. The class is open to all NCSD employees, spouses and retirees.

E-mail Rachel Trujillo-Myers for more information.

**WEB SITE UPGRADE  
INCLUDES EC LINKS**

Essential curriculum is now a dynamic part of the NCSD Web site.

A recent upgrade to natronaschools.org, funded by federal stimulus dollars, has added the NCSD essential curriculum to the Web site and created the ability for teachers to make the EC their home pages when

they log into the site.

Staff members now can add their grade and content areas to their member profiles, which will automatically bring up the relevant EC for their individual classes.

Instructional facilitators were trained in the upgraded system and will be providing training for teachers at the school level.

In the meantime, you can check out the upgrade by logging into the Web site using your username (firstname\_lastname@natronaschools.org) and password (click "Forgot Password" if you don't have one).

In the "Manage My Account" area, make sure that all your pertinent information — particularly your location and phone number — are correct, and set your grade level and content area. (Some are pre-set, but double-check to make sure you get the right information!)

Next, click if you'd like to

"Use Essential Curriculum as home page on login."

Be sure to scroll down and click "Upgrade Profile" when you are finished to save all of your changes.

Don't forget that all staff members also have the ability to create detailed profile pages with school- and work-pertinent information, upload media to the Web site, publish stories on the site, and publicize events on the online calendar.

For a refresher on how to use your natronaschools.org account, go to FirstClass>District Resources> Natronaschools.org HELP or e-mail Communication\_Team@natronaschools.org.

**CONTACT INFORMATION  
FOR NEW SCHOOLS**

NCSD opened two new schools this fall.

Summit Elementary School is a brand new school community serving PreK through fifth grade.

The principal is Anne

LaPlante. The school is located at 2210 Waterford, Casper, WY 82609. Phone number is 253-3000.

CY Middle School also has a brand new facility starting this year. CY continues to serve students in sixth through ninth grade, and Dean Braughton remains the principal. The new school is located at 2900 Cyclone Dr., Casper, WY 82604. The phone number is 253-2700.

**DISCOVER PLANS  
EXCITING ENRICHMENT**

NCSD Discover will kick off another exciting school year with great enrichment opportunities for students whose teachers are in professional development.

In addition to local museums and organizations, some of this fall's featured presenters will include the Denver Museum of Nature and Science, the Denver Zoo and Spencer Bohren.

To arrange a Discover day, contact Lori Burns at extension 253-5294.