

# NATRONA

## COUNTY SCHOOLS

**Board of Trustees Meeting  
Evansville Elementary School  
452 Texas Street  
Evansville, WY 82636**

**February 22, 2010**

- I. Executive Session – 5:00 p.m. (Library)**
  - A. Legal
  - B. Personnel
  - C. Property
  
- II. School Update – 6:00 p.m. (Library)**
  
- III. Regular Session – 7:30 p.m. (Gymnasium)**
  - 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 February 8, 2010
  - D. Consent Calendar Items
    - 1. Business and Financial Items
      - a. Bills of February 12 and 19, 2010
      - b. Application for Reimbursement for Private Transportation of Isolated Students – Flinchum
      - c. Bid Award for Natrona County High School Lockers
    - 2. Personnel Item - Certified and Classified Personnel Report
  - E. Grant - Wyoming Department of Education - ARRA Consolidated Grant
  
- IV. Reports and Recommendations**
  - A. Board Budget Request – Secondary Initiative #2 – Middle Level CTE
  - B. Transportation Discussion
  - C. Board Retreat – High School Options
  
- V. Trustee Comments**
  
- VI. Other Business**
  - A. Next Board Meeting – March 15, 2010, 7:30 p.m., Central Services Facility
  
- VII. Adjournment**

# NATRONA

## COUNTY SCHOOLS

### Minutes of the Board of Trustees February 8, 2010

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Chairman Steve Degenfelder called the Board of Trustees of Natrona County School District Number One Work Session to order at 5:04 p.m. on February 8, 2010, at Central Services Facility 970 N. Glenn Road, Casper, Wyoming, 82601.

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

Members Absent: Jim Bush

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

Trustee Rita Walsh moved to go into Executive Session to discuss legal, personnel, and property issues. The motion was seconded by Shannon Jackett and carried unanimously. Trustees adjourned the Executive Session at 6:04 p.m.

**WORK SESSION:** Those noted above attended the Work Session. Trustees reconvened the Work Session at 6:08 p.m. with committee reports, Goal Team 1 update, and committee chair meeting report.

**GENERAL SESSION:** The General Session was called to order at 7:30 p.m. with the same Trustees attending. Those present stood for the Pledge of Allegiance.

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

There were no individuals requesting to address Trustees.

#### **Approval of Minutes**

Trustee Shannon Jackett moved to accept the General Session minutes of January 25, 2010. The motion was seconded by Trustee Suzanne Sandoval and carried unanimously.

Trustee Suzanne Sandoval moved to accept the Executive Session minutes of January 25, 2010. The motion was seconded by Trustee Audrey Cotherman and carried unanimously.

#### **Recognition**

The Board of Trustees recognized and congratulated the District's new National Board Certified Teachers: Kelly Rush, Park Elementary; Daryl Allen, Mountain View Elementary; Amy Radden, Evansville Elementary; Noelle Clark, Evansville Elementary; Paulette Parente-Hahn, Elementary Art; Desiree Higgins, Centennial Junior High; and Liz Becker, Kelly Walsh High School.

### **Consent Calendar**

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

1. Business and Financial Item
  - a. Bills of January 25 and February 5, 2010
  - b. Digital Copier Equipment and Service Bid
2. Personnel Item - Certified and Classified Personnel Report

Trustee Elizabeth Horsch moved to accept the consent calendar items noted above. The motion was seconded by Trustee Rita Walsh and carried unanimously.

### **Reports and Recommendations**

#### ***Proclamation – NEA Read Across America***

Chairman Steve Degenfelder read into record a proclamation for the National Education Association's *Read Across America Day* on March 2, 2010.

#### ***Path to 2025 - High School Models Report***

Superintendent Joel Dvorak, Chairman Steve Degenfelder, Trustees Horsch and McCall provided an update on the Path to 2025 project, including staff feedback received at Star Lane, Roosevelt and Midwest High Schools.

Discussion followed the ability to predict future needs, program and building configuration flexibility, ability to react to future needs, need to concentrate on how details will work, misunderstandings, implications, and the ability to prepare students for citizenship,

Board Chair Steve Degenfelder stated that follow-up sessions will be scheduled at Kelly Walsh and Natrona County during the week of February 15, 2010. Midwest, Roosevelt and Star Lane Center staff also will be invited share input. Additionally, the week of February 22, 2010, a luncheon will be scheduled to discussion high school options. The first week of March, Chairman Degenfelder will host a four-hour board retreat where trustees will discussion the high school configuration.

#### ***Board Meeting Planning Discussion***

Superintendent Joel Dvorak reported that in April, he would like the board to get together prior to the first board meeting of each month to strategically plan the formats and topics of discussion for each meeting. This will allow staff to prepare reporting and will help the board become more strategic instead of reactive.

### **Trustee Comments**

Trustee Suzanne Sandoval reported that she attended the recent Natrona County Rec Board meeting where final funding was given for a few projects. In addition, Trustee Sandoval attended the February 6, 2010 Boys and Girls Club of Central Wyoming Auction and Reverse Raffle. Finally, tickets are available for Grease and Fiddler on the Roof plays.

Trustee Donn McCall requested that the Natrona County Rec Board share funding information and minutes with Trustees. Trustee McCall thanked Barb Maguire and Diane Weiss for their dedication and hard work.

Trustee Todd Ingram apologize for his absence at the January 25, 2010 Board meeting. Trustee Ingram stated that, although he was unable to participate in the Summit Enhancement discussion and vote, a

different result would not have occurred if he was in attendance. Trustee Ingram reiterated the need for critical additional information on the Path to 2025 project.

Trustee Elizabeth Horsch stated that are may peripheral issues that are not clear on the Path to 2025 project. Trustee Horsch enjoyed tonight's Work Session and found it informative.

Trustee Audrey Cotherman congratulated the national board certified teachers and thanked Trustees for attending the Path to 2025 staff input sessions. Trustee Cotherman indicated that there are a lot more questions than before on the Path to 2025 project. She is specifically looking for connections to core curriculum. Trustee Cotherman indicated that she could be convinced to support a new high school in the future but not that pathways are a good idea.

Chairman Steve Degenfelder that the Path to 2025 staff input sessions showed that there are several components that need further detail and discussion.

**Other Business**

Dr. Dvorak stated that next Board meeting will be on February 22, 2010 at the Evansville Elementary School at 7:30 p.m.

**Adjournment**

There being no further business to come before the Board of Trustees, Chairman Steve Degenfelder adjourned the meeting at 8:23 p.m.

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Chairman

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Clerk

# Application for Reimbursement for Private Transportation or Maintenance of Isolated Pupils

(Reference: Wyoming Statute 21-4-401)

In no case can the amount claimed exceed the actual costs incurred by the pupil or his/her parent or legal guardian. Do not include any costs for which reimbursement has been or will be claimed under the special education provisions of the School Foundation Program.

**Name of Applicant** (Parent or Guardian)      **Family Address** (Street, RR, or Road, City, State, Zip)      **Phone Number**

*Jennifer Flinchum*      *19825 US Hwy 20/26 Casper 82604*

Reimbursement is Requested for the Following Pupil's) *(540) 907-5701*

Name of Pupil	Age	Grade	Name of School That Student Will Attend
<i>William P. Flinchum</i>	<i>8</i>	<i>3</i>	<i>Poison Spider School</i>

**NOTE:** Where combined transportation is provided for two (2) or more isolated pupils being transported to the same school, only one (1) reimbursement shall be made. According to state rules **NCSD#1 can only reimburse to the NEAREST bus stop or school. Whichever is closer.**

Below, please write in the **NEAREST** bus stop or school (whichever is closer):

*County Rd 208 at 20/26 10/6 →*  
*Bucknam Rd 817 → 1015*

How many round trips will you be making per day?      one or two (circle one)

NATRONA County School District #1 personnel will measure the distance from your residence to the nearest bus stop or school and calculate the distance traveled for one or two round trips, whichever you have circled above.

The total number of reimbursable miles will be determined by Wyoming Statute 21-4-401. The reimbursable miles per day will be paid at the rate of \$0.485 per mile for one school day.

**BELOW IS FOR OFFICE USE ONLY**

*8/12-10/5 / 10/6 →*

Total miles traveled *6.8 / 15.8*

Number of round trips 2

Miles per day *13.6 / 31.6*

Subtract two miles (WS 21-4-401) 4

Reimbursable miles *9.6 / 27.6*

*0.55 x .485*

Reimbursable Total \$ *5.28 / 15.18*

The following statement must be completed before your claim will be processed:

I certify that the above claims are true and correct to the best of my knowledge and belief. I understand that no person is eligible as an isolated pupil under this law unless the pupil's parents or legal guardians demonstrate to the local school board that the family's residing in the isolated location is necessary for the family's financial well being (Wyoming Statute 21-4-401 (b)). I hereby certify that my family's residence in the isolated location is necessary for the family's financial well being and, if requested, I am willing to furnish supporting documentation.

*J. Flinchum*      *11/13/09*  
Signature of Parent or Legal Guardian      Date

*[Signature]*      *11/23/09*  
Signature of Administrator      Date

*[Signature]*      *11/19/09*  
Signature of Clerical Validation      Date

Mileage Verification:  
*Lamy [Signature]*  
Shop Foreman

(for Board of Trustee Use Only)

Approved       Disapproved

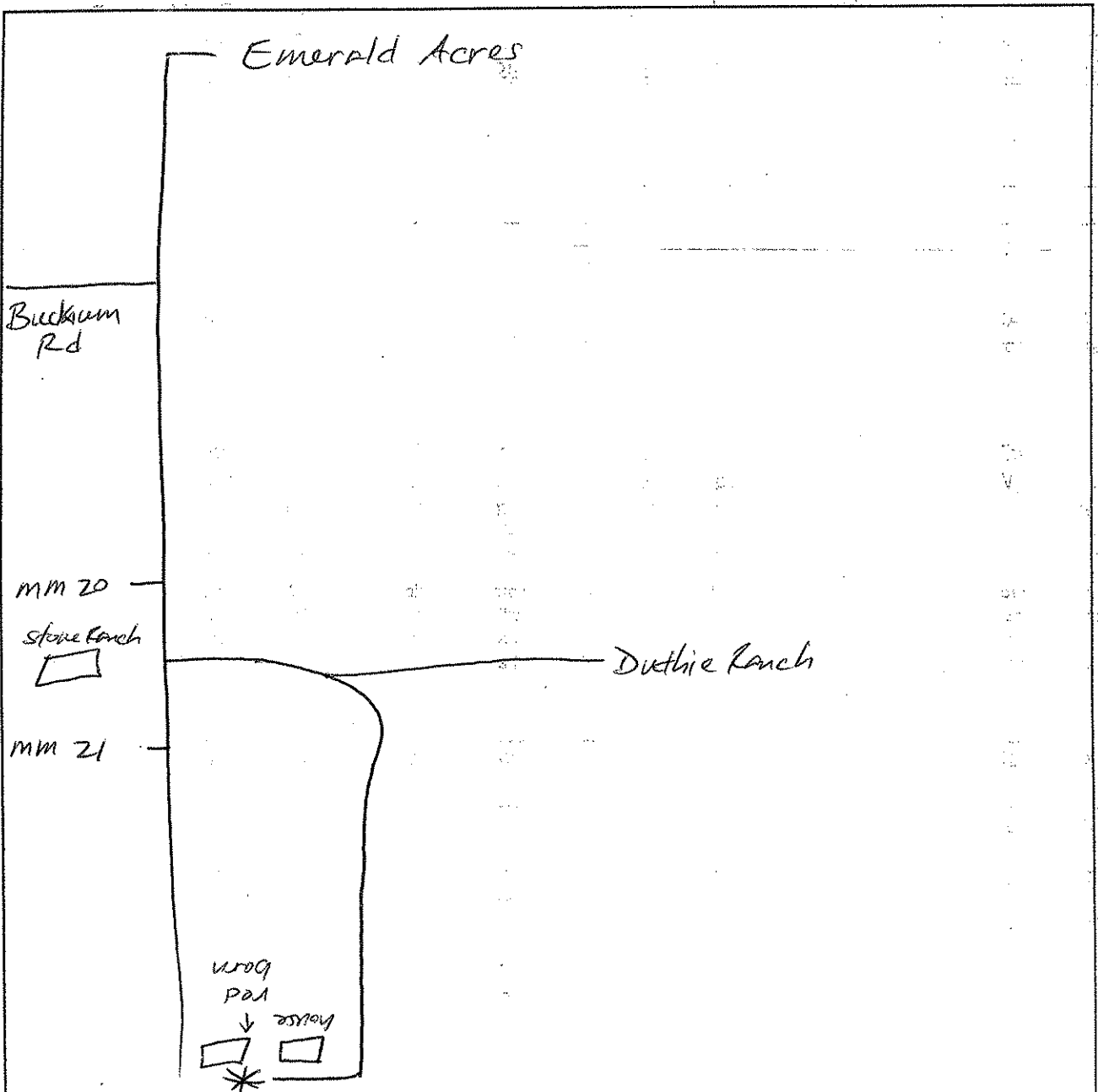
Authorized Board Signature      Date

Address: 19825 US Hwy 20/26  
Casper 82604

**Application for Reimbursement for Private Transportation of Isolated Pupils—Map**

Identify the family residence, key intersections, and the school(s) or bus stop with mileages.

Parent Name Jennifer Flinchum Student(s) Name(s) Will Flinchum





Jennifer Flinchum 19825 20/26

Beginning milage from gate	is	1632.0
to Bucknum		1635.4
to 208		1639.9

milage to Bucknum one way is 3.4 miles  
milage to 208 one way is 7.9 miles

**High Plains IC Bus Sales, LLC**

**888-674-6247**

# Natrona County School District Isolation Milage Reimbursement

Isolation Policy: The calculation for the eligible amount of isolation mileage reimbursement will be based on the school closest to the students home, and the bus stops servicing that school. In the instance that a student does not attend the school closest to their home, the reimbursement will be based on actual mileage driven limited to the reimbursement calculation based on the closest school.

Calculation for Student Attending the School Closest to their Home	
1. List the School Closest to the Student's Home	<u>Poison Spr</u>
2. List the Distance from the Student's Home to the School Listed Above (one-way)	<u>More than to the Bus Stop</u> <u>8/17-10/15</u> / <u>10/17</u> <u>Buchanan</u> / <u>County Rd 208</u> <u>3.4</u> / <u>7.9</u>
3. List the Closest Bus Stop that Services the School Listed Above	
4. List the Distance from the Student's Home to the Bus Stop Listed Above (one-way)	<u>3.4</u>
5. The Maximum Reimbursement is the Lesser of 2 or 4 above.	<u>one way</u> <u>7.9</u>

Calculation for Student Not Attending the School Closest to their Home	
6. List the School the Student Attends	
7. List the Actual Distance Driven to the School or Bus Stop (one-way)	
8. The Maximum Reimbursement is the Lesser of 5 or 7 above.	

# NATRONA

## COUNTY SCHOOLS

**TO:** Board of Trustees  
**FROM:** Joel Dvorak, Superintendent  
**DATE:** February 22, 2010  
**SUBJECT:** Bid Award for Natrona County High School Lockers

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**RECOMMENDATION:** I recommend the Board of Trustees award the bid for the Natrona County High School Lockers to S/D Inc. in the amount of \$67,464.00.

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

<u>Company</u>	<u>Amount of Bid</u>
Caspar Building Systems, Casper, WY (Installation Only)	\$40,812.14
Colorado Building Specialties, Centennial, CO	\$74,486.59
Lamont Ecosse, LLC, Denver, CO	\$79,900.80
Office Shop, Casper, WY	\$72,347.40
R. Jorgenson Co., Salt Lake City, UT	\$75,744.90
S/D Inc., Casper, WY	\$71,004.00

An amount of \$52,012.00 was approved for the purchase of the lockers by the Board of Trustees at the November 9, 2009, Board meeting. Value engineering and negotiation with the low bidder, S/D Inc., reduced their low bid from \$71,004.00 to \$67,464.00. The \$15,452.00 additional cost for the lockers will be funded by Natrona County High School or contingency on the project if sufficient funds remain ( $\$52,012.00 + \$15,452.00 = \$67,464.00$ ).

The bids were reviewed by Dennis Bay, P.E., Executive Director for Facilities and Technology; Keith Brown, Major Maintenance Manager; and Jason Gutierrez, P.E., Facilities Planning and Construction Manager.

The recommendation is to award the bid for the Natrona County High School Lockers to S/D Inc. in the amount of \$67,464.00.

Natrona County High School has agreed to fund the additional \$15,452.00 to complete the project. The increase is due to a change in scope for the numbers and sizes of lockers from the original bid. If there are project contingency funds remaining at the conclusion of the project, the District will reimburse Natrona County High School from the contingency fund balance. If all contingency funds are spent there will be no reimbursement to Natrona County High School.

# NATRONA

## COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak

DATE: February 22, 2010

SUBJECT: Personnel Items

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

I. Employment of the Following:

A. Teacher/Administrator  
None

B. Classified  
Melissa Rodgers, Instructional Assistant Title I HQ/Student Monitor at North Casper, 2/12/10  
Sonja Holladay, Cafeteria Worker at Midwest, 2/16/10

II. Promotions/Transfers

A. Teacher/Administrator  
None

B. Classified  
None

III. Resignations/Terminations

A. Teacher/Administrator  
None

B. Classified  
Lori Russell, Campus Supervisor at Fairgrounds Center, 1/28/10  
Donna Peterson, Instructional Assistant Title I HQ at North Casper, 2/5/10  
James Kostal, Administrative Manager at NCHS, 2/8/10  
Laurie McCardell, Special Education Instructional Assistant II at NCHS, 12/18/09

IV. Retirements

A. Teacher/Administrator  
None

B. Classified  
None

Early Notification Incentive Program

- A. Teacher/Administrator Resignation/Retirement 2009-2010  
Leslie Madden, Principal at Willard, reversal of Early Notification

**Dollars reimbursed to NCSD = \$1,500.00**

- B. Classified Resignation/Retirement  
None

# 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:** February 22, 2010  
**SUBJECT:** Grant Awards

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

1. The Wyoming Department of Education awarded ARRA Consolidated Grant funds in the amount of \$8,059,235 to Natrona County School District. The grants will be under the direction of the Curriculum and Instruction Department.



**Grant Notification Award**

To VIEW the GAN using PDF, please follow the instructions:

1. Press the first button on the toolbar (Export)
2. Select the File Format of Adobe Acrobat (PDF), then press OK
3. Once in Adobe Acrobat you can print file if desired.
4. Close this browser to return to the Application Select page in E-Grants.

/ 1
 Main Report
100%
Business Objects

**WYOMING DEPARTMENT OF EDUCATION (WDE) FINAL ARRA CONSOLIDATED GRANT - GRANT AWARD NOTIFICATION**

FY 2010 - Grant Award Period -  
 Natrona #1 - LEA Number 1301000

Program	July Award Amount	October Award Amount	Total Grant Award	Project ID #	CFDA #	Approving Program Manager
ARRA Title I-A - Basic	\$0.00	\$4,116,381.00	\$4,116,381.00	101301AT1A00	84.389A	Brian Wright
ARRA Schoolwide	\$0.00	\$0.00	\$0.00	101301A1SW00	84.389A	Brian Wright
ARRA Title I-D - Subpart 2	\$0.00	\$267,794.00	\$267,794.00	101301AND200	84.389A	Kenya Haynes
ARRA IDEA - Part B 611	\$0.00	\$3,520,627.00	\$3,520,627.00	101301AVIB00	84.0207A	Stephanie Weaver
ARRA IDEA - Part B 619 Preschool	\$0.00	\$154,433.00	\$154,433.00	101301AIBP00	84.173A	Stephanie Weaver

**Notice to all Sub-recipients of Federal Awards**



# NATRONA

COUNTY SCHOOLS

**TO:** Board of Trustees

**FROM:** Joel Dvorak, Superintendent

**DATE:** February 22, 2010

**SUBJECT:** Recommendation for Middle School Secondary Best Practices Board Initiative approval

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**RECOMMENDATION:** I recommend to the NCSB Board of Trustees approve the Middle School Secondary Best Practices Board Initiative for the remainder of the 2009-2010 school year for \$60,000 in the amount of \$60,000 from one-time board priority funds.

With input from middle school principals and recommendation from the Curriculum & Instruction Board Subcommittee, all requests for travel expenses have been removed and replaced with professional development with our academic and CTE teachers during summer 2010.

**RATIONALE:** CY Middle School has an imminent need for curriculum development before the beginning of the 2010-2011 school year. Other middle schools have been approached and are interested in beginning to design their 6-8 exploratory courses for implementation in 2011-2012.

# NATRONA

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The purpose of these projects/proposals is to begin implementing findings and directions of Path to 2025. These projects will identify successful, effective, best practices or innovative pilots that may be implemented at the secondary level. This proposal can be used for planning grants also.

By December 18<sup>th</sup>, submit electronic copy with name of sponsoring school(s) in file name, along with one hard copy with signatures to Vicki Foster and Julia Collier-Earl, Path to 2025. Schools will be notified by January 30<sup>th</sup>.

School Names Dean Morgan, Centennial, CY, CCA, Midwest, Poison Spider, Woods, and Frontier  
 Date December 14, 2009

Name and Signature of Contact Person \_\_\_Jamie Cordonier\_\_\_\_\_  
 (This person ensures that all steps in proposal are carried out and reports results to Teaching and Learning Dept. within at least one year from date of approval.)

Name of Project Research and Development: Engaging Middle School Students through Career Exploration

Beginning and Ending dates (up to 3 years) January 2010-June 2010

Target Population: Middle School Students

Goals of Project (include specific targets and outcomes):

1. To support teams in researching exploratory models for professional pathways.
2. To develop an action plan for implementing exploratory models for professional pathways.
3. To support teams in curriculum development.

Total Amount Requested: **\$60,000 one-time funds**

Describe alignment to the District Strategic Goals and Path to 2025 Findings & Directions (cite the number of the finding and direction):

This proposal aligns with Strategic Goal #3, Prepared Graduates: All NCSD students will graduate and be prepared for college or a high skills career.

In the Path to 2025 Findings & Directions, this proposal is aligned to the Graduate Profile. It also aligns with:

<u>Findings</u>	<u>Directions</u>
1.1	1.1.1-1.1.6
2.1	2.1.1, 2.1.2

2.3	2.3.2, 2.3.3
2.5	2.5.1
7.1	7.1.1, 7.1.4, 7.1.5
7.3	7.3.2, 7.3.3
10.1	10.1.1, 10.1.7
10.3	10.3.4
10.4	10.4.2
10.5	10.5.2
18.1	
18.3	18.3.2

## **PDSA Process**

### **STUDY**

- Research Summary supporting the proposal (including evidence of effectiveness and positive impact on student achievement):
  - Exploration of students’ “specialized interests, aptitudes, and abilities as a basis for decisions regarding vocational decisions was long ago identified as one of the essential functions of the junior high school (Gruhn & Douglass, 1947, pp. 31-32).
  - Exploratory experiences in middle schools are more important than ever for young adolescents (Brazee, 2000). There are at least three major directions for middle schools in regard to exploratory curriculum:
    - Articulate more clearly how exploratory courses are an integral and critical part of the middle school curriculum.
    - Ensure that everyone understands that exploratory and academic are complementary, not competing or opposing concepts.
    - Align exploratory offerings more closely with the regular curriculum.
    - Middle school courses enable students to explore career pathways, determine career interests and aptitudes, and develop basic technical skills in a variety of career areas (Retrieved from <http://www.cte.osceola.k12.fl.us/>, Osceola County, Florida, December 23, 2009).
  
- Field Journey Results: TBD
  
- Results of discussion of 2025 Findings and Directions:

Following a discussion of 2025 Findings and Directions, the most distinctive concepts pertaining to this proposal center around:

- Innovation
- Prototyping
- Collaboration
- Rigorous and relevant
- Exploration
- Academic integration with real-world, project-based experiences
- Relationships through smaller learning communities
- Opportunities for professional development for teachers to provide common exploratory base

- Summary from conversations with experts and other schools: TBD

**PLAN**

Implementation **PLAN** (See attached Action Plan)

**The following questions will be directed to individual schools as they implement the PDSA around professional pathways once the initial research has been completed.**

- How will the proposal be sustained and existing resources re-allocated at the end of the funding period?
- Which practices will need to be implemented, abandoned, or changed, and which resources will need to be re-allocated to insure that the initiative is successful?
- How will building administrators facilitate the change process for staff involved in the initiative?
- Who will be on the planning team (include a CSF contact)?
- Budget (Up to \$75,000)

	Building Funds	Board Funds (Up to 3 years)	On-going Cost (Include all funding sources)	One-Time Cost	Plan to Sustain Funding (How will you address decreasing resources over time?)
Salaries					
Benefits					
Purchased Services		\$10,000		\$10,000	
Materials					
Profess. Dev. (subs) <b>Daily</b> <b>Rate of Pay</b>		\$20,000 \$50,000		\$20,000 \$50,000	
Travel		\$30,000		\$30,000	
Equipment					

**DO**

- Describe responsibilities of central office contact, principals, teachers, and students:
- Action Plan

<b>Goal</b>	<b>Activity</b>	<b>Timeline</b> (Beginning and Ending Dates)	<b>Professional Development Required</b> (Delivered by whom to whom? How?)	<b>Technology/Facilities, Learning Resources Support Required</b> (hardware, software, licenses, compatibility, remodeling)	<b>Measures of Success</b> (Benchmarks, Metrics)
To develop a cutting-edge middle school exploratory program for NCSD	Research through websites, field journeys, NCAC conference participation, personal contacts with experts in the field related to 2025 Findings and Directions	January 2010-June 2010	None required	Hardware available in each school to be determined after the exploratory programs on career collections have been identified	Prepared to create a PDSA around development by individual schools
	Research best practices for delivery of integrated academic and CTE courses	January 2010-June 2010	None required		Clear vision for what a proven exemplary exploratory curriculum looks like
Develop common exploratory experiences for all middle schools	Hire consultants to offer professional development in curriculum writing	January 2010-June 2010	See Activity		

**STUDY** (Evaluation Component) Describe the measures you will gather (e.g. student performance data on PAWS, attendance, failure rate, and surveys to measure impact on teaching practice, as well as parent, student, teacher and principal feedback, etc.)

Once the Action Plan is completed and curricula written, we will begin Phase II, Implementation.

**ACT** (Recommendations for future implementation) Consider modifications, adjustments, professional development, leadership support, and other changes to the project for future implementation, etc.)

If a decision is made to continue the initiative, the school must complete the adoption request process.

Signature of Principals & Team\_\_\_\_\_

Date Received by Teaching and Learning Dept. \_\_\_\_\_

Date Reviewed by 2025 Advisory\_\_\_\_\_

Signature\_\_\_\_\_

Date Reviewed by OD/HR\_\_\_\_\_

Signature\_\_\_\_\_

Date Approved by C& I Subcommittee\_\_\_\_\_

Signature\_\_\_\_\_