

NATRONA

COUNTY SCHOOLS

**Board of Trustees Meeting
School Central Services
970 N. Glenn Road
Casper, WY 82601
REVISED**

April 25, 2011

I. Executive Session – 5:00 p.m.

- A. Legal
- B. Personnel
- C. Property

II. Work Session – 6:00 p.m.

- A. Goal Team #3 Report – Prepared Graduates – Presentation and Discussion (60 min.)
- B. Board Goals and Strategies (30 min.)

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 April 11, 2011
- D. Consent Calendar Items
 - 1. Personnel Item - Certified and Classified Personnel Report
 - 2. Business and Financial Items
 - a. Bills of April 15 and 22, 2011
 - b. Bid Ratification - Classroom Lighting Replacement – Park Elementary

IV. Reports and Recommendations

- A. Facilities Update
- B. Board Goals and Strategies

V. Trustee Comments/Committee Reports

VI. Other Business

- A. Next Board Meeting – May 9, 2011, 7:30 p.m., Paradise Valley Elementary School

VII. Adjournment

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Minutes of the Board of Trustees April 11, 2011

Chair Audrey Cotherman called the Board of Trustees of Natrona County School District Number One Work Session to order at 5:07 p.m. on April 11, 2011, at Central Services Facility, 970 N. Glenn Road, Casper, Wyoming, 82601.

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

Member Absent: Suzanne Sandoval

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 go into Executive Session to discuss legal, personnel, and property issues. The motion was seconded by Trustee Rita Walsh and carried unanimously. Trustees adjourned the Executive Session at 5:39 p.m.

WORK SESSION: Trustees reconvened the Work Session at 6:02 p.m. with a discussion of understanding the Baldrige/Compact and Board goals.

GENERAL SESSION: The General Session was called to order at 7:35 p.m., with the same Trustees attending.

Those present stood for the Pledge of Allegiance.

Persons Requesting to Address Trustees

David Martin, 5299 Saddlestring Road, Casper, WY, expressed concern with responsiveness of the District's administration to parent concerns and/or inquiries.

Approval of Minutes

Trustee Steve Degenfelder moved to approve the General Session minutes of March 28, 2011, as revised. The motion was seconded by Trustee Dave Applegate and carried unanimously.

Trustee Elizabeth Horsch moved to approve the Executive Session minutes of March 28, 2011. The motion was seconded by Trustee Rita Walsh and carried unanimously.

Consent Calendar

Superintendent Dvorak recommended the Board of Trustees approve the Consent Calendar items as follows (incorporating by reference the Superintendent's recommendations attached):

1. Personnel Items
 - i. Certified and Classified Personnel Report
 - ii. Contract Renewals
 - a. Psychologists
 - b. Administrators
 - c. Cabinet
 - d. Initial Teachers
2. Business and Financial Items
 - a. Bills of April 1 and 8, 2011
 - b. Bid Ratifications
 - i. Hallway Lighting and Ceiling Tile Replacements – Crest Hill Elementary
 - ii. Gym Floor Replacement – Willard Elementary
 - c. Grants - Central Wyoming Board of Cooperative Education Services
 - i. Computer Controlled Machining Tool
 - ii. Issues in Foreign Relations Yearlong Seminar
 - iii. World Language Articulations
 - iv. Second Chance Through GED at Casper College
 - v. The Zula Project

Trustee Pat Keefe requested to remove Personnel Contract Renewals for Psychologists, Administrators, Cabinet, and Teachers from the Consent Calendar.

Trustee Steve Degenfelder moved to approve the Consent Calendar items noted above, with the exception of the Personnel Contract Renewals. The motion was seconded by Trustee Todd Ingram. Mark Mathern, Associate Superintendent for Curriculum and Instruction, provided a summary of the Central Wyoming Board of Cooperative Education Services grants. The motion carried unanimously.

Personnel Contract Renewals

Trustee Steve Degenfelder moved to approve the 2011-12 personnel contract renewals for Psychologists, Administrators, Cabinet, and Teachers. It was also requested that a column be added noting the 2011-12 salaries. The motion was seconded by Rita Walsh. Trustee Pat Keefe expressed concern regarding approving contracts without salaries attached. Extensive discussion followed regarding the history of salary approvals and the inability to determine salaries prior to the budget development process. A suggestion was made moving forward to create a template for noting current year salaries be included in future personnel contract recommendations. The motion carried unanimously.

Reports and Recommendations

Compact Language Approval

Superintendent Dvorak recommended Trustees approve the fourth amendment to the Compact.

Original Motion

Trustee Rita Walsh moved to approve the fourth amendment to the Compact. The motion was seconded by Trustee Steve Degenfelder.

Amendment #1

Trustee Donn McCall moved to change page two, section two, second paragraph, as follows: "...will reflect the following values derived from the Baldrige Education Criteria for Performance Excellence;" The motion was seconded by Trustee Elizabeth Horsch and carried unanimously.

It was noted that the wording change is merely a clarification of text and does not substantially change the language of the Compact. If the document was changed substantially, the Compact Issues Committee would need to reconvene to review and approve.

The original motion carried unanimously.

Middle School Career Technical Education Materials Adoption – First Reading

Superintendent Dvorak reported that the Middle School Career Technical Education (CTE) Materials Adoption was before Trustees for first reading.

Mark Mathern, Associate Superintendent for Curriculum and Instruction, reported that Vicki Foster, Director of Teaching and Learning, and Jamie Cordonier, CTE Coordinator, and staff have done a tremendous amount of work in the past year to begin CTE alignment work.

Jamie Cordonier stated that the materials adoption is an extension of the CY Middle School curriculum that is currently in place. It was also noted that the licensing software would be able to transfer between student laptops. In addition, staff are working with Facilities Division to insure adequate facility changes, i.e., electrical, ventilation, etc. with budgeted funds.

Materials are available for review outside the Jefferson Room at Central Services. It was noted that this was for informational purposes only and no action was taken by Trustees.

Eastside Activity Complex Contingency

Superintendent Dvorak recommended Trustees increase the Eastside Activity Complex contingency by \$150,000 funded from one-time Board Priority Funds. It was noted that this was an addition to the agenda. The recommendation, along with detailed information, was provided to Trustees on Friday, April 1, 2011 via electronic mail. Board Counsel, Kathleen Dixon, stated that, according to Board Policy 9110, Trustees were able to consider as a three day advanced written notice was provided.

Trustee Donn McCall moved to increase the contingency fund by \$150,000 from one-time Board Priority Funds to be applied to the construction account for the Eastside Activity Complex Phase I. The motion was seconded by Trustee Steve Degenfelder.

Tom Brauer with Civil Engineering Professionals, Inc. (CEPI) provided an extensive presentation and review of the change of conditions encountered at the East Caper Activity Complex at Kelly Walsh High School. Extensive discussion followed. Trustees urged District staff to discuss funding options with City of Casper.

The motion carried (8-3 with Trustees Ingram, Keefe, Horsch voting nay).

Trustee Comments/Committee Reports

Trustee Steve Degenfelder stated that the next Board Facilities and Technology Committee meeting will be on April 19th. In addition, Trustee Degenfelder reported that he was able to visit three of the four schools he was selected to visit. The visits did not feel like inspections and school staff were enthusiastic to share information on their schools.

Trustee Pat Keefe expressed appreciation to Trustees and staff for their hard work. Everyone continues to put in a lot of hours for the District's students.

Trustee Elizabeth Horsch reported that she attended the pre-charette meeting held earlier today with District and School Facilities staff and design teams. All participants regarded the District's work as systems projects that are creating district-wide programs and expanding schools for all students that has not been seen in Wyoming in the past.

Trustee Dave Applegate reported that he visited Centennial Junior High and attended the practice assessment interviews with students, teachers, and parents. It was a very worthwhile experience.

Trustee Audrey Cotherman agreed with Trustee Horsch that with the systems approach is that it was not about buildings but rather curriculum and programs for students in the 21st century. Trustee Cotherman also said that no one in the pre-charette meeting held earlier today lost sight of this fact. Trustee Cotherman also expressed appreciation for Trustees visit their schools.

Other Business

Dr. Joel Dvorak stated that next Board meeting will be on April 25, 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 Cotherman adjourned the meeting 9:13 p.m.

Chairman

Clerk

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TO: Board of Trustees

FROM: Dr. Joel Dvorak

DATE: April 25, 2011

SUBJECT: Personnel Items

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

I. Employment of the Following:

A. Teacher/Administrator

None

B. Classified

Cecilia Cisneros, Student Monitor at Willard, 3/28/11

Charlotte Byram, Special Education Specialist at FMS, 4/5/11

Deborah Bean, District Classified Substitute, 4/6/11

Joseph McLain, District Certified Substitute, 4/4/11

Charlee Rideout, District Certified Substitute, 4/4/11

Andrea Jobe, District Classified Substitute, 4/5/11

II. Promotions/Transfers

A. Teacher/Administrator

None

B. Classified

Stephani Lee Tygard, from Custodian I at KWHS to Custodian I at Mills, 4/11/11

Robert Thompson, from Lead Custodian at CJH to Head Custodian at NCHS,
3/28/11

IV. Resignations/Terminations

A. Teacher/Administrator

Rebecca Frimml, Kindergarten Teacher at Paradise Valley, 5/27/11

Harper Park, Elementary Instructional Facilitator at Paradise Valley, 5/18/11

Devin Moan, Third Grade Teacher at Sagewood, 5/27/11

Jessica Jones, Tutor at FMS, 5/27/11

B. Classified

Pat Gustafson, Bus Driver for Transportation at CSF, 5/27/11

Melinda Clair, Secretary for Human Resources at CSF, 4/11/11

Pamela Shellard, Custodian I at DMJH, 9/24/10

Michael Mullen, District Certified Substitute, 3/30/11

Renaë Murphy, Student Monitor at Summit, 3/15/11

Angela Rowe, Bus Driver for Transportation at CSF, 3/31/11

Michael Martin, Bus Driver for Transportation at CSF, 4/29/11

V. Retirement

A. Teacher/Administrator

Diane Sanders, Instructional Assistant HQ at Willard, 5/27/11
Cynthia Hollis, Social Studies Teacher at Star Lane, 5/27/11
Noreen Stutheit, Gifted and Talented Teacher at Park, 5/27/11
Victoria Obermueller, Fourth Grade Teacher at Crest Hill, 5/27/11
John McIntosh, Math Teacher at FMS, 5/27/11
Charlene Holten, Foreign Language Teacher at DMJH, 5/27/11
Linda Butts, Elementary Guidance Counselor at North Casper, 5/27/11
Carol Lawrence, Kindergarten Teacher at Manor Heights, 5/27/11
Christine Henriksen, Math/Title One Teacher at Willard, 5/27/11
Valerie Riegert, Fourth Grade Teacher at Willard, 5/27/11

B. Classified

Dolly Brodzik, Custodian/Bus Driver for Transportation at CSF, 5/27/11
Linda Bates, Bus Assistant-Special Needs for Transportation at CSF, 5/27/11
Marjorie Bales, Student Monitor at Sagewood, 5/27/11
William Walker, Custodian II at Fort Caspar Academy, 6/30/11
Donna West, Instructional Assistant HQ/Student Monitor at North Casper, 5/27/11
Kathy Proctor, Cafeteria Worker at NCHS, 5/27/11

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TO: Board of Trustees
FROM: Joel Dvorak, Superintendent
DATE: April 25, 2011
RE: Bid Award for Park Elementary School Classroom Lighting Replacement

RECOMMENDATION: I recommend the Board of Trustees award the bid for the Park Elementary School Classroom Lighting Replacement project to Northwestern Electric in the amount of \$50,700.00.

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

<u>Company</u>	<u>Amount of Bid</u>
Casper Electric, Inc., Casper, WY	\$ 65,606.00
City Service Electric Co. Inc., Casper, WY	\$ 83,435.00
Northwestern Electric, Casper, WY	\$ 50,700.00
Sprecher Electric, Inc., Casper, WY	\$ 83,176.00
Summit Electric, LLC, Casper, WY	\$ 52,502.00

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

The recommendation is to award the bid for the Park Elementary School Classroom Lighting Replacement project to Northwestern Electric in the amount of \$50,700.00.

Major Maintenance Funding for the Park Elementary School Classroom Lighting Replacement project has been approved by the Wyoming School Facilities Commission.