

NATRONA

COUNTY SCHOOLS

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

February 28, 2011

I. Executive Session – 5:00 p.m.

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

II. Work Session – 6:00 p.m.

- A. Teacher Evaluation Model
- B. Budget Priorities
- C. Confirm Board Mission

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 February 14, 2011
- D. Consent Calendar Items
 - 1. Personnel Item - Certified and Classified Personnel Report
 - 2. Business and Financial Items
 - a. Bills of February 18 and 25, 2011
 - b. Bid Ratification - Built-in Cabinetry – Park Elementary School

IV. Reports and Recommendations

- A. Facilities Update
- B. Legislative Update

V. Trustee Comments

VI. Other Business

- A. Next Board Meeting – March 14, 2011, 7:30 p.m., Central Services Facility

VII. Adjournment

**NATRONA COUNTY SCHOOL DISTRICT
TEACHER EVALUATION FORM**

Standard 1: Collaborative Leadership

The teacher establishes and maintains leadership through collaborative relationships with students, parents and colleagues.

Goal 1: The teacher establishes and maintains collaborative relationships with students, focusing on continuous improvement for student learning.

Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	The teacher establishes and maintains collaborative relationships and expectations for the learning of students. Few students are able to demonstrate an understanding of these expectations.	The teacher establishes and maintains collaborative relationships and continuous improvement for the learning of all students. Most students are able to demonstrate an understanding of these expectations.	The teacher establishes and maintains collaborative relationships and continuous improvement for the learning of all students. All students are able to demonstrate an understanding of these expectations.	

Comments:

Goal 2: The teacher establishes and maintains positive relationships with parents, focusing on high expectations for student learning.

Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	The teacher establishes and maintains collaborative relationships with parents.	The teacher establishes and maintains collaborative relationships with parents to support the learning of most students. These relationships provide assistance in achieving individual student goals.	The teacher establishes and maintains collaborative relationships with parents to support the learning of all students. These relationships provide assistance in achieving individual student and classroom goals.	

Comments:

Standard 1 (continued)

Goal 3: The teacher establishes and maintains collaborative relationships with colleagues, focusing on continuous improvement for student learning.

Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	The teacher develops collaborative relationships with all colleagues characterized by mutual support and cooperation not yet aligned to classroom goals.	The teacher develops and maintains collaborative relationships with all colleagues, characterized by soliciting support and cooperation aligned to classroom and individual goals.	The teacher develops and maintains collaborative relationships with colleagues characterized by soliciting support and cooperation aligned to school-wide, classroom and individual student goals.	

Comments:

Suggested Evidence for Standard 1
NOTE: The evaluator and teacher shall determine appropriate evidence.

Standard 2: Facilitating Learning

The teacher guides learning through a partnership with students to ensure continuous improvement for student learning.

Goal 1: The teacher involves students in developing a classroom mission and strategies for meeting learning goals that are aligned with state standards.

Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	The teacher guides students to establish a classroom mission. The teacher establishes strategies for meeting learning goals that are aligned with state standards.	The teacher guides students to establish a classroom mission and strategies for meeting classroom-learning goals that are aligned with state standards.	The teacher and students develop a classroom mission. The teacher facilitates student selection of effective learning strategies to meet classroom learning goals that are aligned with state standards.	

Comments:

Goal 2: The teacher involves the students in developing learning processes to accomplish classroom goals.

Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	The teacher may involve students in evaluating or improving learning processes in the classroom. Students do not monitor or record their own progress.	The teacher involves students in monitoring and recording progress toward class goals as well as their own individual progress. The teacher may involve students in evaluating and improve learning processes.	The teacher establishes systems to involve students in evaluation and improvement of learning processes. Students develop monitor, and record individual performance goals, which are aligned to classroom goals.	

Comments:

Standard 2 (cont'd)

Goal 3: Student contribution toward goals is recognized and celebrated.

Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	Class and student success is occasionally recognized and celebrated, but recognition is not yet aligned to class and/or individual goals.	Class and student success is frequently recognized and celebrated. Recognition is sometimes aligned to class and/or individual goal(s).	Class and student success is frequently recognized and celebrated. Recognition and celebration are aligned to class and/or individual goal(s) and are tailored to student interests and connections beyond the class setting.	

Comments:

Suggested Evidence for Standard 2

NOTE: The evaluator and teacher shall determine appropriate evidence.

Standard 3: Reflective Practice on the Learning Process

The teacher focuses on student needs, best practices and available resources to improve student learning aligned to state/district standards.

Goal 1: The teacher establishes classroom priorities and instructional practices based on student needs.				
Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	The teacher reviews student work. The teacher adjusts his/her practice.	The teacher makes a thoughtful and accurate assessment of instructional practices and the extent to which it achieved its goals by reviewing student work. The teacher adjusts his/her practice to meet students' needs.	The teacher seeks feedback from students to establish priorities. The teacher makes a thoughtful and accurate assessment of instructional practice and the extent to which it achieved its goals. The teacher adjusts his/her practice to meet students' needs.	

Comments:

Goal 2: The teacher implements current "Best Practices" to enhance student learning.				
Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	The teacher displays limited awareness of resources available through the school or district	The teacher is fully aware of all resources available through the school or district.	The teacher, in addition to being aware of school and district resources, teacher actively seeks other materials to enhance instruction, for example, from professional organizations or through the community.	

Comments:

Suggested Evidence for Standard 3
NOTE: The evaluator and teacher shall determine appropriate evidence.

Standard 4: Classroom Culture and Environment

The teacher establishes a collaborative classroom culture and environment.

Goal 1: The teacher establishes a positive classroom culture to support students in achieving classroom and individual goals.				
Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	Teacher interactions with students demonstrate respect. Teacher → student	Teacher and student interactions demonstrate mutual respect. Teacher ↔ Student	Teacher establishes a culture where teachers and students share mutual respect, for one another. Teacher ↔ Student Student ↔ Student	

Comments:

Goal 2: The teacher manages the classroom to support students in achieving classroom and individual learning goals.				
Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	The teacher attempts to respond to student behavior, but with uneven results.	The teacher response to student behavior is appropriate and successful and respects the students' dignity.	The teacher response to student behavior is highly effective and sensitive to students' individual needs.	

Comments:

Goal 3: The teacher establishes a safe and orderly classroom environment to support students in achieving classroom and individual goals.				
Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	The classroom environment is safe and orderly, but the classroom is not physically arranged to facilitate the learning process.	The classroom environment is safe, orderly and efficiently facilitates the learning process.	The classroom environment is safe, orderly and efficiently facilitates the learning process. The teacher has established procedures to meet the individual physical and sensory needs of students.	

Comments:

Standard 4 (cont.)

Goal 4: The teacher establishes structures, procedures and behavioral expectations to support students in achieving classroom and individual goals.				
Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	<p>Some students are engaged. Transitions and routines lack structure resulting in the loss of instructional time.</p> <p>When volunteers and paraprofessionals are present they have no clearly defined duties.</p>	<p>Students are productively on task. Teacher structures transitions and routines to minimize the loss of instructional time.</p> <p>When volunteers and paraprofessionals are present they have clearly defined duties.</p>	<p>Teacher facilitates students' development of responsibility for productivity. Transitions are seamless with students assuming responsibility in ensuring their efficient operation.</p> <p>When volunteers and paraprofessionals are present they are productively and independently engaged in classroom activities.</p>	

Comments:

Goal 5: The teacher designs and evaluates lessons to improve student learning, and engage students. Appropriate accommodations are made to meet all students' learning styles and needs.				
Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	<p>The teacher attempts to elicit student participation through instructional strategies intended to match students' academic needs, but with inconsistent results.</p>	<p>The teacher elicits student participation through a variety of instructional strategies intended to match students' academic needs and diverse learning styles. Students are engaged in problem solving and higher level thinking strategies. Pacing of the lesson is appropriate for all students.</p>	<p>The teacher integrates a variety of challenging learning experiences that develop students' independent and collaborative skills. Teacher encourages students to choose, adapt, or create materials to improve their own learning. Pacing of the lesson is appropriate for all students.</p>	

Comments:

Suggested Evidence for Standard 4
NOTE: The evaluator and teacher shall determine appropriate evidence.

Standard 5: Student Data Analysis

The teacher uses assessment data to improve individual student and class performance.

Goal 1: Teacher uses classroom data to improve individual student and class performance and guide decisions.				
Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	The teacher reviews classroom data for achieving learning goal(s) and attempts to adjust instruction.	<p>The teacher analyzes and uses classroom data for achieving learning goal(s)</p> <p>Individual students have access to their own and classroom data.</p> <p>The teacher establishes and adjusts instruction based on results of the data.</p>	<p>The teacher and students analyze and use classroom data for achieving classroom and individual goal(s).</p> <p>Students are provided opportunities to select, use and evaluate strategies to improve individual and class performance.</p> <p>The teacher establishes and adjusts instruction based on the results of the data.</p>	

Comments:

Goal 2: Teacher uses comparative data to analyze and improve student and class performance.				
<input type="checkbox"/> Appropriate comparative data are not currently available.				
Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	The teacher reviews comparative data and attempts to adjust instruction.	The teacher analyzes and uses comparative data for similar classrooms within the school and/or district to monitor and adjust instruction to improve student and class performance.	<p>The teacher analyzes and uses comparative data for similar classrooms within the school, district, state, nation and/or internationally.</p> <p>The teacher monitors and adjusts instruction based on the results of the data.</p>	

Comments:

Standard 5 (cont.)

Goal 3: Student performance results are improving compared to past performance.				
Needs Improvement Comment Required	Developing	Proficient	Accomplished	Distinguished Comment If Applicable
	Multiple types of student performance data show inconsistent improvement trends, but may show isolated areas of improvement.	Multiple types of student performance data are generally improving in most areas as compared to student's past performance.	Multiple types of student performance data are consistently improving in all areas as compared to student's past performance.	

Comments:

Suggested Evidence for Standard 5
NOTE: The evaluator and teacher shall determine appropriate evidence.

Standard 6: Professional Responsibilities

NOTES:

- **To meet Standard 6, all items must be marked “Yes.”**
- Items marked “Yes” do not require explanation or comments.
- **If any item is marked “No,” then Standard 6 has not been met.**
- Any item marked “No” requires documentation of written communication regarding the unacceptable behavior, and the involvement of Human Resources.

		YES	NO	COMMENTS/EXPLANATION
a.	Demonstrates professional ethics.			
b.	Maintains confidentiality.			
c.	Follows rules, procedures, policies, statutes, regulations, and licensure standards (district, state, and/or federal).			
d.	Maintains records as required by law, district, policy, and administrative regulation.			
e.	Demonstrates a professional image of the district and the teaching profession.			
f.	Demonstrates professional oral and written communication skills.			
g.	Uses considerate and meaningful communication.			

h.	Participates in professional growth opportunities to improve student achievement and achieve professional goals.			
i.	Positively contributes as a team member in the school and within the district.			

Employee ID _____

Employee Name _____

Employee Position _____ School _____

Evaluator _____

NATRONA

COUNTY SCHOOLS

Minutes of the Board of Trustees February 14, 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 February 14, 2011, at Central Services Facility, 970 N. Glenn Road, Casper, Wyoming, 82601.

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

Absent: Todd Ingram.

Others Present: Superintendent Joel Dvorak; 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; Associate Superintendent for Business Services, Steve Hopkins; and Board Counsel Pat Dixon.

Trustee Elizabeth Horsch moved to go into Executive Session to discuss legal, personnel, and property issues. The motion was seconded by Trustee Rita Horsch and carried unanimously. Trustees adjourned the Executive Session at 5:55 p.m.

WORK SESSION: Trustees reconvened the Work Session at 6:03 p.m. with committee reports, state of the district update by Superintendent Dvorak and topics for further work by Trustees.

GENERAL SESSION: The General Session was called to order at 7:43 p.m., with the same Trustees attending with the exception of Todd Ingram.

Those present stood for the Pledge of Allegiance.

Persons Requesting to Address Trustees

RC Johnson, 450 N. Washington, Casper, Wy, expressed concerns on the implementation of the District's bullying policy.

Patty Bratton, 321 East 11th Street, Casper, Wy, encouraged the District to continue its partnerships with community organizations in the upcoming renovation and construction of the District's high schools.

Julie Browall, 3531 Gannett Street, Casper, Wy, expressed concern regarding the District's implementation of the District's bullying policy and urged for additional training for teachers and staff.

Linda Bergeron, 2352 S. Coffman Avenue, urging additional instruction on Wyoming and US Constitution.

Approval of Minutes

Trustee Rita Walsh moved to approve the General Session minutes of January 24, 2011. The motion was seconded by Trustee Donn McCall and carried unanimously.

Trustee Steve Degenfelder moved to approve the Executive Session minutes of January 24, 2011. The motion was seconded by Trustee Elizabeth Horsch 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 Item - Certified and Classified Personnel Report
2. Business and Financial Items
 - a. Bills of January 28 and February 4 and 11, 2011
 - b. Bid - Steam Kettle and Cooker – Kelly Walsh High School
 - c. Bid Ratifications
 - i. Window Replacements – Dean Morgan Junior High, Manor Heights, Mills, Park, and Pineview Elementary Schools
 - ii. Plumbing Fixture Replacements – Evansville, Mills, Pineview, and Paradise Valley Elementary Schools
 - d. Grants
 - i. US Department of Health and Human Services – S.T.O.P / Educating Parents about Alcohol and Drugs
 - ii. Chevron – Evansville Elementary School Lego, Science Club, and School Beautification Projects
 - iii. Wy Department of Education – 21st Century Community Learning Centers Cohort 5 Mercer House
 - iv. Wy Department of Education – McKinney-Vento Homeless Grant
 - v. Wy Department of Education – Federal Jobs Fund

Trustee Steve Degenfelder moved to approve the Consent Calendar items noted above. The motion was seconded by Trustee Suzanne Sandoval. Mike Bond, Executive Director for Curriculum and Instruction, provided a summary of the grants. Crystal Mueller, Associate Superintendent for Human Resource Services, provided background on the Federal Jobs Fund grant. It was noted that they are one-time only funds that are required to be used before September 30, 2012 and will be included in the conceptual budget, 2011-12 board budget development, and compact issues committee processes.

The motion carried unanimously.

Reports and Recommendations

Community Partnership Literacy Project Recommendation

Superintendent Dvorak recommended the Board of Trustees accept the bid from Schoolwide, Inc. of Bohemia, NY and implement the Family Literacy Program using one-time American Recovery and Reinvestment Act (ARRA) funds for books and literacy activities not to exceed \$296,000 (books - \$276,000; workshops for staff and parents - \$8,400; content for newspapers - \$9,200; and on-site visit - \$2,800).

Trustee Donn McCall moved to accept the bid from Schoolwide, Inc. of Bohemia, NY and implement the Family Literacy Program using one-time American Recovery and Reinvestment Act (ARRA) funds for books and literacy activities not to exceed \$296,000. The motion was seconded by Trustee Rita Walsh.

Mark Mathern, Associate Superintendent for Curriculum and Instruction, and Nathan Bekke, Editor with the Casper Star Tribune, reported that the District will be partnering with the Casper Star Tribune and other private entities to purchase books for families with children in grade K-3 in support of Goal #1. Books will be delivered to schools, then distributed to students beginning in April and will continue with one book per month until May, 2013. The Casper Star Tribune will provide space in the Wednesday newspaper each week where activities that are age-appropriate will be featured so families will be able to support development of literacy skills in their own homes. Additional content and materials supporting District goals will also be featured in this section.

The motion carried unanimously.

Proclamation – National Education Association’s Read Across America Day

Superintendent Joel Dvorak read into record a proclamation for the National Education Association’s *Read Across America Day* on March 2, 2011. Trustee Elizabeth Horsch moved to endorse the National Education Association’s *Read Across America Day*. The motion was seconded by Rita Walsh and carried unanimously.

Eastside Activity Complex Phase I Improvements

Superintendent Dvorak recommended the Board of Trustees approve the bid in the amount of \$2,389,784.23 (\$2,269,784.26 plus \$119,999.97 for the FieldTurf Revolution product) and authorize staff to negotiate a contract with Caspar Building Systems, Inc. for the Eastside Activity Complex Phase I improvements.

Trustee Donn McCall moved that the Board of Trustees authorize the appropriation from one-time board priority funds, the sum of \$2,654,784.23 for site improvements for the East Casper Activity Complex Phase I, which includes the award of the bid to Caspar Building Systems, Inc. in the amount of \$2,389,784.23 (including the FieldTurf *Revolution* product), and that the appropriated funds be offset by the amount of any funds raised by the Kelly Walsh High School Fundraising Committee towards the total expenditure. The motion further authorized staff to negotiate a contract with Caspar Building Systems, Inc. for the East Casper Activity Complex Phase I improvements. The motion was seconded by Trustee Dave Applegate and carried unanimously.

Superintendent Joel Dvorak noted that thorough discussion of this recommendation took place at the Board Budget Development meeting held earlier today.

Tom Brauer, Civil Engineering Professionals, Inc., stated that the project was advertised in late December, 2010. Seven companies responded to the bid announcement and submitted turf samples and technical data. Through a competitive bid review process on January 27, 2011, bids were reduced to four turf companies being \$68,000 apart from highest to lowest. Mr. Brauer conducted tours of 35 athletic fields in Austin, TX; Vancouver, Canada; and Denver, CO. After talking at length with

chemists and production/installation teams, it was determined the FieldTurf Revolution product lasted longer and was more durable against ultraviolet rays and abrasion resistance.

FieldTurf has offered, at no cost, to annually during the eight year warranty period, inspect, sweep, magnetize to remove loose particles, relay the rubber, and reposition fields. This will allow the fields to remain safe for student and community use. It was also noted that this is approximate \$70,000-80,000 donation to the District. FieldTurf has also agreed to provide funds to the Wyoming High School Athletics Association and host a summer camp in Casper with a Colorado professional soccer team. Fields will be completed no later than August 15, 2011. Trustee Donn McCall reported that the Board Budget Development Committee unanimously approved the expenditure.

The motion carried unanimously.

Natrona County High School Artificial Turf Replacement

Trustee Donn McCall moved that the Board of Trustees authorize the appropriation of the sum of \$541,588.00 for the Natrona County High School artificial turf replacement, which includes the award of the bid to Caspar Building Systems, Inc. in the amount of \$496,588.00 (including the FieldTurf *Revolution* product), and that staff be authorized to negotiate a contract with Caspar Building Systems, Inc. for the Natrona County High School artificial turf replacement. The appropriation of funds for the project will be \$150,000.00 from the 2010-11 ten percent major maintenance enhancement account and \$391,588.00 from the 2011-12 ten percent major maintenance enhancement account. The motion was seconded by Trustee Dave Applegate and carried unanimously.

Legislative Update

Superintendent Joel Dvorak and Steve Hopkins, Associate Superintendent for Business Services, provided a brief legislative update.

Trustee Comments

Trustee Suzanne reported that she had the opportunity to visit Southridge Elementary school. Principal Skatula and his staff were wonderful hosts. With a few bumps in the road, the school was able to move into Westwood Elementary over the holiday break. During the last cold spell, the District's Transportation Department offered warming busses for neighborhood students who were waiting for bussing to the Westwood School. During the visit, staff reviewed their instruction plans, matrix of struggling students, and evaluation processes for student's that are struggling. In addition, Trustee Sandoval requested, for the second time, an audit of board member actions/decisions/requests made outside of the board meetings/work sessions/executive sessions/board committee meetings to be put into a report prepared by the superintendent and presented at every board meeting. Examples to include but not limited to: meetings between board members and NCSD employees (purpose, action items, time), data requests/review (purpose, time).

Trustee Elizabeth Horsch reported that she attended the Mills Science Family night on Thursday, February 10, 2011. It was wonderful to see students and their families working together on the experiments. There was a wonderful turnout. Students were very well prepared for their experiments.

Trustee Steve Degenfelder expressed appreciation to fellow trustees for moving forward the District's partnership with the Casper Star Tribune on the literacy project.

Trustee Donn McCall stated that tonight's awards on Phase I of the Eastside Activity Complex, turf replacement at Natrona County High School, and window/plumbing replacements will result in approximately \$3,740,441 for local contractors. It is definitely a continued pleasure to work with Civil Engineering Professionals and Casper Building Systems for the turf replacements. Both companies have gone the extra mile and shown a true interest in the students of Natrona County. Trustee McCall also expressed appreciation for the special partnership with the Casper Star Tribune bringing other partners into the District's literacy project with the goal to engage students and prepare successful and literate graduates.

Chair Audrey Cotherman thanked Nathan Bekke, the Star Tribune, and their partners for joining the District in the literacy project. Chair Cotherman indicated, that, to her knowledge, no actions are taking place, nor have they taken place, outside of a board meeting. However, if Trustee Sandoval would offer a purpose for her inquiries and wants further discussion at a public board meeting, it would be welcomed on the agenda. Chair Cotherman expressed interest in Board Counsel being present at the next board chair agenda setting meeting on February 21, 2011 to receive greater detail of the open meeting law.

Other Business

Dr. Dvorak stated that next Board meeting will be on February 28, 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 9:07 p.m.

Chairman

Clerk

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees
FROM: Dr. Joel Dvorak
DATE: February 28, 2011
SUBJECT: Personnel Items

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

I. Employment of the Following:

A. Teacher/Administrator

Wendee Tobin, (B.S. in Education, Valley City State University, Valley City, ND, 12/10) OYO, 1 FTE Tutor at Evansville, 1/25/11

B. Classified

Rhonda Lynn Stark, District Classified Substitute, 2/7/11

Sadie St. Lawrence, District Certified Substitute, 1/31/11

Kimberly Ritter, Instruction Assistant/Student Monitor at Fort Caspar Academy, 2/3/11

Christina Foos, Refocus Room Coordinator at Bar Nunn, 1/31/11

Casey Campbell, District Classified Substitute, 2/14/11

Elizabeth Chaput, District Classified Substitute, 2/1/11

Stephanie Cundall, District Classified Substitute, 1/31/11

Victoria Brunette, Cafeteria Worker at Oregon Trail/Fort Caspar Academy, 1/27/11

Chandra Becker, District Classified Substitute, 2/1/11

Joann Burleson, District Certified Substitute, 2/9/11

Susan O'Brien, District Certified Substitute, 1/27/11

Amanda Mason, District Certified Substitute, 2/11/11

Terry Monear, District Classified Substitute, 1/26/11

II. Promotions/Transfers

A. Teacher/Administrator

Joel Burdess, (B.A. in English, University of Wyoming, Laramie Wyoming, 12/07) from Special Education Specialist at KWHS to OYO, 1 FTE Special Education Teacher for Safe Schools Suspension Lab at CSF, 1/26/11

Kari Gilbert, (B.A. in Elementary Special Education, University of Wyoming, Laramie, Wyoming, 5/94) from District Certified Substitute to OYO, .5 FTE Special Education Teacher at Paradise Valley, 11/22/10

B. Classified

Brenda Phillips, from District Classified Substitute to Special Education Instructional Assistant I at KWHS, 1/31/11

Missy Meuli, from District Certified Substitute to Special Education Instructional Assistant II at Crest Hill, 1/31/11

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IV. Resignations/Terminations

A. Teacher/Administrator

David Watson, Special Education Teacher for Safe Schools Suspension Lab at CSF,
1/28/11

B. Classified

Jamie Stockwell, Student Monitor/Bus Duty at Fort Caspar Academy, 1/28/11

Amy Smith, Student Monitor at Willard, 2/11/11

Andrew Sandusky, Bus Driver for Transportation at CSF, 2/4/11

Christy Parker Cafeteria Worker at Fort Caspar Academy, 1/10/11

V. Early Notification Incentive Program

A. Teacher/Administrator

Reva Arnold, Speech Pathologist at Mt. View and Mills, 5/27/11

Linda Fuhrman, Speech Therapist at Sagewood, 5/27/11

Maureen Stanton, School Psychologist for SESC, 6/7/11

Additional Dollars to be paid for 2010-2011=\$1,500.00

B. Classified

Constance Buck, Supervisor-Cafeteria III at NCHS, 6/30/11

Paula Hess, Lead Custodian at Oregon Trail, 6/30/11

Trudy Beavers, Special Education Instructional Assistant II/Student Monitor at
NCHS, 5/27/11

Stark Wilson, AV Repair Technician for Maintenance and Operations at CSF,
10/11/11

Ray Nash, Utility Equipment Mechanic for Maintenance and Operations at CSF,
7/31/11

Additional Dollars to be paid for 2010-2011=\$3,000.00

Grand Total to be paid=\$4,500.00

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees
FROM: Joel Dvorak, Superintendent
DATE: February 28, 2011
RE: Bid Award for Park Elementary School Built-in Cabinetry

RECOMMENDATION: I recommend the Board of Trustees award the bid for the Park Elementary School Built-in Cabinetry to Eggli Bros. Millwork, Inc. in the amount of \$17,190.00.

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

<u>Company</u>	<u>Amount of Bid</u>
Eggli Bros. Millwork, Inc., Lander, WY	\$ 17,190.00
Techcraft Company, Albuquerque, NM	\$ 23,500.00
TMI Storage Systems, Inc., Dickinson, ND	\$ 26,368.00
WoodCraft Cabinetry, Inc., Lovell, WY	\$ 32,700.00

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

The recommendation is to award the bid for the Park Elementary School Built-In Cabinetry to Eggli Bros. Millwork, Inc. in the amount of \$17,190.00.

Major Maintenance Funding for the Park Elementary School Built-In Cabinetry project has been approved by the Wyoming School Facilities Commission.