

NATRONA

COUNTY SCHOOLS

**Board of Trustees Meeting
Pineview Elementary School
639 Payne Avenue
Casper, WY 82609**

November 28, 2011

I. Executive Session – 5:00 p.m. (Room 2 Intermediate Hall)

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

II. School Presentation – 6:00 p.m.

III. Regular Session – 7:30 p.m.

- A. Pledge of Allegiance
- B. Persons Requesting to Address the Board (three minute maximum)
- C. Recognition – Continuing Contract Teachers
- D. Approval of Minutes of the Board of Trustees' General and Executive Sessions of November 14, 2011
- E. Consent Calendar Items
 - 1. Personnel Item - Certified and Classified Personnel Report
 - 2. Business and Financial Item - Bills of November 18 and 22, 2011

IV. Reports and Recommendations

- A. Gallup Report to Board
- B. Revision of Board Policy 1340/1390 Advertising, Sponsorships, Partnerships, and Gifts – Second Reading
- C. Funding for Artificial Turf Maintenance Equipment Recommendation

V. Other Business

- A. Data Tracking and Action Requests
- B. Trustee Comments
- C. Next Board Meeting – December 12, 2011, 7:30 p.m., CSF

VI. Adjournment

NATRONA

COUNTY SCHOOLS

2011-12 CONTINUING CONTRACT TEACHERS

<u>New Faculty</u>	<u>Grade/Subject</u>	<u>School</u>
Andrews, Dirk	Kindergarten	Evansville
Argent, Christina	5th Grade	Cottonwood
Arnold, Andra	4thGrade	Grant
Auen, Rainey	SPED	CYJH
Barham, Amanda	Science	NCHS
Bauers, Meghan	Kindergarten	Crest Hill
Becker, Zach	3rd Grade	Bar Nunn
Begley, Patricia	SPED	Poison Spider
Bower, Dana	Nurse	Mtn View / Mills
Bratton, Jessica	Math - 9th	NCHS
Brodine, Lisa	5th Grade	North Casper
Brown, Emily	Tutor .5	Cottonwood
Buhler, Eberle	Reading Teacher	Dean Morgan
Burgess, Audrey	Music - Strings	District
Catlin, James	Counselor - Secondary	Dean Morgan
Chavez, Jeff	Media	KWHS
Chenevert, Matthew	SpEd - APE	SESC
Christensen, Amanda	Math - 9th	NCHS
Christensen, Jessica	Kindergarten	Southridge
Cordova, Erin	Kindergarten	Midwest
Cotton, Lena	Music - Elementary	Sagewood / N Casper
Dabney-Realing, Tara	3rd Grade	Crest Hill
Delaney, Chris	Tutor	KWHS
Dresang, Christopher	Language Arts	NCHS
Dugan, Alicyn	Kindergarten	Ft. Casper
Durtsche, Marci	PE Elementary	Pineview
Ehlebracht/Rate, Marla	Nurse	Evansville/Woods
Elsen, Wendi	5th Grade	Evansville
Flanagan, Erin	Music	Midwest
Freeman, Jasmin	Kindergarten 0.5	Evansville
Frontiero, Colby	Language Arts	Dean Morgan
Fuhrman, Ryan	Science	Poison Spider
Gilbert, Nicholas	Language Arts	KWHS
Hallgren, Jolyn	K/Reading Teacher	Midwest
Harkins, Charity	1st Grade	Fort Caspar
Heuer, Kathy	SLP	Bar Nunn
Hicks, April	SPED/FLS	KWHS
Hudson, Valeri	SPED	Roosevelt
Jelskey, Jeff	Social Studies	NCHS

<u>New Faculty</u>	<u>Grade/Subject</u>	<u>School</u>
Jones, Lynn	SPED	Centennial
Kent, Kim	4th Grade	North Casper
Koehler, Thomas	Industrial Arts	NCHS
Lee, Candi	Tutor	Oregon Trail
Long, Michelle	Tutor - Bridges	Mnt. View
Marvel, Marcy	2nd Grade	Paradise Valley
Maxwell, Rosanna	4th Grade	Poison Spider
McGurrin, Kayla	Language Arts	NCHS
McPherson, Krista	SPED	SPED
Meenan, Erin	Counselor - Elementary	Grant / Mills
Monroe, Amber	SPED	Mountain View
Mooren, Caroline	2nd Grade	Ft. Caspar
Murray, Rebecca	Combo5/6	Bar Nunn
Nelson, Corinne	Music	KWHS
Owens, Ryan	Voc Ed	KWHS
Pace, Annette	6th Grade	Science
Perrett-Crouch, Heidi	Music	Willard/Pineview
Produit, Theresa	Gifted and Talented	Park
Puali, Aubrey	Preschool	North Casper / Grant
Ramage, Brandi	Counselor - Elementary	Park / Pineview
Ray, Barbara	Art	Manor/Midwest
Richards, Lucinda	SPED	Roosevelt
Romsa, Kathy	Tutor	Park
Rooney, Katrina	Music - Vocal	KWHS
Sabus, Kim	Kindergarten	FCA
Salvador, Megan Cannon	1st Grade	North Casper
Sanchez, Carolyn	Kindergarten	Mountain View
Schneider, Zach	Drama	NCHS
Schreckengost, Terry	Elem Music	Manor/Sagewood
Sedustine, Tera	1st	Southridge
VanGalder, Sandra	SPED	Midwest
Volk, Katherine Kruse	Science - Chemistry	KWHS
Vondra, Nathan	PE	Pineview /NC/Woods
Wester, Sheri	Counselor - Secondary	Centennial
Yentes, Amanda	1st Grade	Mills

NATRONA

COUNTY SCHOOLS

Minutes of the Board of Trustees November 14, 2011

Chair Audrey Cotherman called the Board of Trustees of Natrona County School District Number One meeting to order at 5:11 p.m. on November 14, 2011, at Central Services Facility, 970 N. Glenn Road, Casper, WY 82601.

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

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

EXECUTIVE SESSION: A motion was appropriately made and seconded to go into Executive Session at 5:11 p.m. Trustees adjourned the Executive Session at 6:03 p.m.

WORK SESSION: Trustees convened the Work Session at 6:08 p.m. with a discussion on high school educational specifications.

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

Melissa Ortberg, parent and PCAC Steering Committee member, 6412 Chief Washakie, Casper, WY, invited all trustees to join PCAC members at their monthly meetings.

Suzey Delger, District Nursing Coordinator, 641 West 50th Street, Casper, WY, expressed concern with the wording for Administrative Regulations 1340/1390 being ambiguous as to for-profit businesses providing contract services (i.e., vision screenings, flu shots, etc.) for district students.

Recognition

Trustees recognized and congratulated the District's foreign exchange students and NCHS Natrona Safe School Student Ambassadors.

Approval of Minutes

Trustee Elizabeth Horsch moved to approve the Executive Session minutes of October 27, 2011. The motion was seconded by Trustee Rita Walsh.

Trustee Donn McCall moved to approve the General Session minutes of October 27, 2011, as revised. The motion was seconded by Trustee Dave Applegate. The motion 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 October 28, November 4 and 11, 2011
 - b. Grant - Central Wyoming Board of Cooperative Education Services/ Casper College – Partnering to Improve Science Education

Trustee Steve Degenfelder moved to approve the Consent Calendar as presented. The motion was seconded by Trustee Elizabeth Horsch. Dr. Mark Mathern, Associate Superintendent for Curriculum and Instruction, provided a summary of the BOCES/Casper College grant.

Crystal Mueller, Associate Superintendent for Human Resources, noted that Craig Kittleson has been hired for a half-time guidance counselor position at Dean Morgan Junior High. In addition, the District has been granted an exception by the PTSB for the hiring of Kallie Papich for a special education teacher. Both positions are hard to fill position at this time of year. Trustee Pat Keefe reported that the Human Resources Committee is currently reviewing a rehire policy which should be ready for the Work Session at the next board meeting.

The motion carried unanimously.

Reports and Recommendations

Revision of Board Policy 1340/1390 Advertising, Sponsorships, Partnerships, and Gifts – First Reading

Superintendent Dvorak reported that the Board Budget Development recommends that Trustees, review on first reading, revisions Board Policy 1340/1390 Advertising, Sponsorships, Partnerships, and Gifts. Dr. Dvorak reported that, at this afternoon's Board Budget Development Committee, committee members expressed interest in deleting fundraising from this policy and creating its own specific policy.

Kelly Eastes, Chief Public Information Officer, reported that staff and legal counsel have been working on this policy for quite some time. The intent of the policy is to utilize and leverage community partnerships on varying levels to make educational opportunities for the District's students. The two policies that existed before, 1340 and 1390, which limited on how the district could raise funds for enhancements, sponsorships, etc., were combined into one policy. Mr. Eastes briefly reviewed a draft of the administrative regulations. The Board Budget Committee is in the process of revising. Chair Cotherman requested Trustees review and return comment or questions, on either the board policy or administrative regulations, directly to Mr. Eastes. The second reading of the board policy will be held on November 28, 2011.

Trustee Suzanne Sandoval inquired as to the procedure for the first reading and second and whether the readings need to be in agreement with each other. Attorney Kathleen Dixon stated that amendments or changes can occur after the first reading as long as the second and final reading has board approval. It was noted that changes need to be made three days in advance of a board meeting.

Chair Cotherman indicated that the Board will be reviewing administrative regulations and finally approving the board policy. Most of the discussion will be on the administrative regulations. No approval is required on the regulations. The discussion would be merely suggestions for staff.

Trustee Steve Degenfelder stated that the administrative regulations are for informational purposes only and Trustees will only be approving the board policy.

Trustee Todd Ingram expressed concern with the policy being too short with the meat of the policy being contained in the administrative regulations. Trustee Ingram does not believe that it is much of a policy statement.

Trustee Donn McCall stated that the Board Budget Committee reviewed the policy in depth at the October and November meetings. The committee requested that staff attach the administrative regulations for reference purposes only. Trustee McCall recalled past requests by Trustees for policies to be as short as possible.

It was noted that the discussion was for informational purposes only and no action was taken.

2012-13 Calendar Recommendation

Superintendent Dvorak recommended Trustees approve adoption of the 2012-13 school calendar recommendation.

Trustee Steve Degenfelder moved that Trustees approve adoption of the 2012-13 school calendar recommendation. The motion was seconded by Trustee Todd Ingram.

Trustee Suzanne Sandoval expressed concern that the calendar, as prepared, does not incorporate a snow day.

Superintendent Dvorak stated that putting a snow day in the calendar makes perfect sense, whether at the beginning or end of the semester. Due to Wyoming's weather, mid-April would probably be the best place. However, in looking at a draft of the calendar, there are no available days in April. Dr. Dvorak also stated that he would like to live an entire year of the calendar before continuous improvement purposes. Extensive discussion by Trustees followed regarding snow day options.

Trustee Donn McCall moved to modify the 2012-13 calendar as follows: first day of school on August 21, 2012; last day of school on May 23, 2012; and school day/professional development on May 24, 2012. Trustee Suzanne Sandoval seconded the motion. The amendment carried (7-2, nay – Walsh and Horsch). Additional discussion followed. The main motion carried (6-2, nay – Walsh, Horsch, and Cotherman).

Facility Update

Mark Antrim, Associate Superintendent for Facilities and Technology provided an elementary school facilities update.

- All the elementary process are moving forward and are not sitting idle.
- On Friday, November 18, 2011, Rich Hart with the Wy Schools Facility Department (SFD) will be meeting with principals from Park, Pineview, North Casper, and Evansville to begin work on the planning process and information the principals have been collecting regarding barriers and obstacles to delivery of their instructional programs.
- Director Ian Catellier of the SFD has stated the District can utilize major maintenance fund to request appraisals. Two approvals have been approved for these funds and will be returned in mid-December. In addition, a preliminary geotechnical report for North Casper has been ordered under an umbrella contract with the SFC.

- The District has received long awaited correspondence from the National Park Service. The request for bids will be sent on December 1, 2011 and should be returned by mid-January, 2012.

Trustee Donn McCall addressed misinformation as to Summit Elementary School being under-enrolled. It was intention of the District to strategically grow Summit to address the legislative mandate of 16:1 and additional classrooms needed to fulfill the mandate.

Other Business

Information Tracking and Action Update

Discussion followed regarding changes needed to the information and board action tracking forms.

Trustee Comments

Trustee Elizabeth Horsch provided a brief report of the Board Curriculum and Instruction Committee meeting held earlier today.

Trustee Donn McCall provided a brief report of the Board Budget Development Committee meeting held earlier today. The following adhoc committees were formed: Consultant – Trustees Walsh (chair), Cotherman, Horsch, and Degenfelder; Selling, Sponsorships, Fundraising – Trustees Degenfelder (chair), Keefe, Ingram, and Applegate; Transportation – Trustees Sandoval (chair), Keefe, Applegate, and Ingram.

Trustee Steve Degenfelder thanked Trustees and staff for their hard work on the District's facilities issues. Trustee Degenfelder also provided a brief report from his tour of Frontier Middle School.

Trustee Rita Walsh thanked staff for their hard work on gathering the information provided at this evening's Work Session. Trustee Walsh also thanked the Parent Community Advisory Council Steering Committee for introducing themselves tonight. In addition, Trustee Walsh would like to see a calendar of events sent to Trustees.

Chair Cotherman reminded Trustees to wrap up their school visits. In addition, Chair Cotherman inquired if Trustees would be available for a board retreat to discuss Superintendent and board self-evaluation and on Monday, November 28, 2011. Due to everyone's busy schedules, it was the consensus of Trustees to look at optional meeting dates.

Next Meeting

Dr. Dvorak reported that the next Board meeting will be held on November 28, at Pineview Elementary School, 639 Payne Avenue, Casper, WY, 7:30 p.m.

Adjournment

There being no further business to come before the Board of Trustees, Chair Cotherman adjourned the meeting at 9:22 p.m.

Chairman

Clerk

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak, Superintendent

DATE: November 28, 2011

SUBJECT: Revisions to Board Policy 1340/1390 – Advertising, Sponsorships, Partnerships, and Gifts – Second Reading

RECOMMENDATION: I recommend that the Board of Trustees approve, on second reading, revisions to Board Policy 1340/1390 – Advertising, Sponsorships, Partnerships, and Gifts.

RATIONALE: It has been approximately 12 years since Board policy 1340 and 1390 were revised. With the district's goal to strengthen community partnerships and improve educational opportunities for our students, we enlisted the help of legal counsel and the Board Budget Development committee to revise both policies. It was recommended that we combine into one policy.

The Administrative Regulations are attached for informational purposes only. The Board Budget Development Ad Hoc Committees will continue to work on in the upcoming month.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak

DATE: November 28, 2011

SUBJECT: Personnel Items

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

I. Employment of the Following:

A. Teacher/Administrator

None

B. Classified

Shanon Atkinson, Student Monitor at Verda James, 11/21/2011
Marc Christensen, Student Information Technology Technician at NCHS, 11/28/2011
Brad Cleverly, Student Information Technology Technician at KWHS, 11/21/2011
Diane Clausen, District Classified Substitute, 11/14/2011
Morgan DeWitt, Custodian I at Midwest, 11/16/2011
Douglas Edwards, District Certified Substitute, 11/16/2011
Susan Foster, Cafeteria Worker at CYJH, 11/14/2011
Leslie Fuhrman, District Certified Substitute, 11/15/2011
Emily Gunderson, District Certified Substitute, 11/15/2011
Jennifer Lightfoot, At Risk Coordinator at KWHS, 11/21/2011
April Lombard, District Classified Substitute, 11/11/2011
Sarah McNamee, District Certified Substitute, 11/7/2011
Pamela Norberg, District Classified Substitute, 11/9/2011
Susan Niegisch, Special Education Instructional Assistant II at Mountain View,
11/15/2011
Karen Olsen, District Certified Substitute, 11/11/2011
Rebecca Root, District Classified Substitute, 11/15/2011
Vickie Rizzi, Special Education Instructional Assistant I and Special Education
Instructional Assistant II at Cottonwood, 11/14/2011

II. Promotions/Transfers

A. Teachers/Administrator

None

B. Classified

Anita Klungness, from Special Education Instructional Assistant II for Reconnections at
SESC to Special Education Instructional Assistant I and Student
Monitor/Playground at North Casper, 11/28/2011
Valerie Lane, from District Certified Substitute to Instructional Assistant Highly Qualified
Title I at Willard, 11/14/2011

III. Resignations/Terminations

A. Teachers/Administrator

None

B. Classified

Peggy Darling-Kvernum, District Classified Substitute, 9/23/2011

Richard Mestas, District Classified Substitute, 8/24/2011

Justin Putzier, Instructional Assistant, Student Monitor/Bus, and Library Media Technician
at Fort Caspar Academy, 11/16/2011

Jill Rausch, Custodian I at Pineview, 11/25/2011

IV. Corrections

A. Teacher/Administrator

None

B. Classified

None

ADVERTISING, ~~SELLING~~, SPONSORSHIPS, PARTNERSHIPS, AND GIFTS

The Board of Trustees desire to promote positive working relationships between the District and business and community partners in order to assist and continuously improve educational opportunities.

Revised: November 14, 2011

DRAFT

From: "Audrey" <amcotherman@bresnan.net>
Sunday, November 20, 2011 8:43:45 AM
Subject: Fwd: Re: Board Policy 1340/1390 and Admin. Regs.

Kelly: I like the regs, but I do not like our policy and will propose the following:idea if not the specific wording.:

"The Board of Trustees does not promote advertising, selling, gifts from businesses, individuals or organizations that are not directly related to the educational program/or expands the capacity of the education programs or activities within the district. "

I am very much concerned about the commercialization of the schools from the lunch room to the athletic field and would like Board discussion

I would also like to know where the advertising dollars, and gifts go and who determines where they go before voting on a policy.

Thanks.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees
FROM: Joel Dvorak, Superintendent
DATE: November 28, 2011
SUBJECT: Funding for Artificial Turf Maintenance Equipment

Recommendation: I recommend the Board of Trustees approve the use of Board Priority One-Time Funds for the purchase of all purpose equipment for the Maintenance Department to use for maintenance of the artificial turf at Natrona County High School and Kelly Walsh High School.

Rationale: The Board Facilities and Technology Committee met on October 18, 2011, and approved forwarding a request to the Board Budget Development Committee in the amount of \$21,550.01 to purchase all-purpose equipment for maintenance of the artificial turf at Natrona County and Kelly Walsh High Schools. The Board Budget Development Committee met on November 14, 2011, and approved forwarding the request to the Board of Trustees.

The recommendation is to approve the use of Board Priority One-Time Funding in the amount \$21,550.01 for purchase of all-purpose equipment for maintenance of the artificial turf at Natrona County and Kelly Walsh High Schools.