

# NATRONA

## COUNTY SCHOOLS

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

**October 27, 2011**

- I. Quality Assurance Site Visit Report – 3:00 p.m.**
- II. Executive Session – 4:00 p.m.**
  - A. Legal
  - B. Personnel
  - C. Property
- II. Work Session – 5:00 p.m.**
  - A. Graduation Requirements, Goal Team #3, High School Data Review
- III. Regular Session – 6:30 p.m.**
  - A. Pledge of Allegiance
  - B. Persons Requesting to Address the Board (three minute maximum)
  - C. Recognition of Park Elementary School – Ellbogen Meritorious School Award
  - D. Approval of Minutes of the Board of Trustees’ General and Executive Sessions of October 10, 2011
  - E. Consent Calendar Items
    - 1. Personnel Item - Certified and Classified Personnel Report
    - 2. Business and Financial Items
      - a. Bills of October 14 and 21, 2011
      - b. 2011-12 Application for Reimbursement for Private Transportation of Isolated Students – Helfrick, Sanger, Shearer, and Walker
- IV. Reports and Recommendations**
  - A. Wyoming School Boards Association Update
  - B. Report on District Data Review
  - C. Facilities Update
- V. Other Business**
  - A. Data Tracking and Action Requests
  - B. Next Board Meeting – November 14, 2011, 7:30 p.m., CSF
- VI. Adjournment**

### **Park earns Ellbogen Meritorious School award**

09.30.2011

Park Elementary School has been named an Ellbogen Meritorious School. Teaching staff will accept the award from Ellbogen Foundation representatives at 2:30 p.m. Oct. 5 in the school's gym.

Park is one of three schools in the state to receive this award; It is the first school in Natrona County.

Park staff will receive a plaque and monetary award based on the number of National Board Certified (NBC) teachers in the school. The money is to be used by the entire school, not just NBC teachers.

"The [NBC] teachers certainly will be recognized at the event," Mary Garland, president of the Ellbogen Foundation, said, "but it's really about the community within the school to enhance the quality of teaching and learning for the students."

One or both of the following qualifiers must be met in order to be deemed an Ellbogen Meritorious School: 1) A minimum of 20 percent of teaching staff have been National Board Certified; 2) 80 percent of teaching staff, including the principal, submit a portfolio. Park qualified by achieving the former requirement.

For more information about Park's designation or if you have questions about the Ellbogen Meritorious School awards program, call Garland at (307) 761-1898. You also may visit [www.nbpts.org](http://www.nbpts.org) and [www.wnbci.org](http://www.wnbci.org).

# NATRONA

## COUNTY SCHOOLS

TO: Board of Trustees  
FROM: Dr. Joel Dvorak  
DATE: October 27, 2011  
SUBJECT: Personnel Items

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

I. Employment of the Following:

A. Teacher/Administrator

Dwight Burrows (M.A. in Science Education, Florida State University, Tallahassee, FL 04/95)  
1 FTE, OYO, Math Teacher and Tutor at Transitions Learning Center, 8/29/2011  
John Patton (B.S. in Biological Sciences, University of Northern Colorado, Greeley, CO, 05/08)  
1 FTE, Science Teacher at NCHS, 8/9/2011

B. Classified

Anne Belcourt, District Certified Substitute, 10/16/2011  
Michelle Bissonette, District Classified Substitute, 10/14/2011  
Natalia Brubaker, Cafeteria Worker at Fort Caspar Academy, 10/10/2011  
Anita Criden, District Certified Substitute, 10/5/2011  
Arcelia Jeunehomme, Special Education Instructional Assistant I at NCHS, 10/17/2011  
Kaitlyn Keesbery, District Certified Substitute, 10/3/2011  
Stephanie Marker, District Certified Substitute, 10/13/2011  
Merritt Monnier, Bus Driver for Transportation at CSF, 10/25/2011  
Nancy Patricelli, Head Cafeteria Worker at Fort Caspar Academy, 10/10/2011  
Lorene Peterson, District Certified Substitute, 10/14/2011  
Judy Royer, District Certified Substitute, 9/20/2011  
Amy Willard, Special Education Instructional Assistant I at Manor Heights, 10/11/2011

II. Promotions/Transfers

A. Teachers/Administrator

None

B. Classified

Jaque Gregory, from Secretary at SESC to District Certified Substitute, 10/4/2011  
Melba Blumberg, from Cafeteria Records at Pineview to NCAESS President, 10/24/2011  
Kelly Fleck, from Bus Assistant for Transportation at CSF to Student Monitor Playground/Bus at  
Sagewood 10/3/2011  
Jeanette Moore, from District Classified Substitute to Custodian I at Cottonwood, 10/3/2011  
Karin Galloway, from Office Assistant at DMJH to Office Assistant at Verda James, 10/24/2011

III. Resignations/Terminations

A. Teachers/Administrator

Lucia Steele, Preschool Teacher at Willard, 12/23/2011

B. Classified

Kari Gilbert, District Certified Substitute, 10/4/2011  
Alisha Kittinger, Instructional Assistant at Willard, 12/22/2011  
Mary Pike, Custodian I and Student Monitor at Poison Spider, 10/1/2011  
Stephanie Tygard, Custodian I at Mills, 10/31/2011

# NATRONA

COUNTY SCHOOLS

**TO:** Board of Trustees

**FROM:** Joel Dvorak, Superintendent

**DATE:** October 24, 2011

**SUBJECT:** Application for Reimbursement for Private Transportation of Isolated Students

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**RECOMMENDATION:** I recommend the Board of Trustees approve the attached applications for reimbursement of private transportation of isolated students.

**RATIONALE:** Annually, the District informs all isolated families through a letter, of the regulations of the Wyoming Department of Education with regard to transportation of isolated students.

The attached isolation applications have been reviewed for compliance with the State Regulations and Board Policy 3424. Should you have any questions please contact Steve Hopkins.

Applicants: Daniel Helfrick, Jay Sanger, Desiree Shearer, Lisa Walker.

# 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) Lisa Walker Family Address (Street, RR, or Road, City, State, Zip) 18430 Bucknum Rd, Casper WY 82604 Phone Number 202-9161

Reimbursement is Requested for the Following Pupil(s)

Name of Pupil	Age	Grade	Name of School That Student Will Attend
<u>Ty Walker</u>	<u>10</u>	<u>4</u>	<u>Poison Spider</u>

**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):

Bus # 64 (L+D) @ Cr 125 DP

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

Total miles traveled 25.2

Number of round trips 2

Miles per day 50.4

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

Reimbursable miles 46.4

.555  
x .485 = .51

Reimbursable Total \$ 23.60

\$ 25.75

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.

Lisa Walker  
Signature of Parent or Legal Guardian 8-3-11  
Date

[Signature]  
Signature of Administrator 10-13-11  
Date

[Signature]  
Signature Clerical Validation 10/13/11  
Date

Liability Verification:  
[Signature]  
Shop Foreman

(for Board of Trustee Use Only)

Approved  Disapproved

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Authorized Board Signature Date

HHN: Jannice

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

Sorry this wasn't turned in earlier. My husband was going to do it.

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. (Reference: Wyoming Statute 21-4-401)

Name of Applicant (Parent or Guardian) **Desiree Shearer** Family Address (Street, RR, or Road, City, State, Zip) **405 E. Doe Trail Casper WY 82601** Phone Number **307-277-6123**

Reimbursement is Requested for the Following Pupil's

Name of Pupil	Age	Grade	Name of School That Student Will Attend
SHAYNA SHEARER	14	9	Natrona County High
Deah Shearer	11	6	POISON SPIGEL
Draice Shearer	8	3	POISON SPIGEL

**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):

Crest Hill Garden Brook Bus Stop <sup>22</sup>PR

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

Total miles traveled 13.4

Number of round trips 2

Miles per day 26.8

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

Reimbursable miles 22.8

.555  
X.485  
.51

Reimbursable Total \$ 11.63

12.65 9/8

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.

Desiree Shearer 8-20-11

Signature of Parent or Legal Guardian

Date

[Signature]

10-13-11

Signature of Administrator

Date

Jannie C. Borenaw

10/13/2011

Signature Clerical Validation

Date

Witness Verification:

[Signature]

Shop Foreman

(for Board of Trustee Use Only)

Approved  Disapproved

Authorized Board Signature

Date

# 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.

# 307-237-

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

*Jay Sanger*      *7888 Casper Mtn Rd, Casper WY 82601*      *C 307-267-615*

Reimbursement is Requested for the Following Pupil's)

Name of Pupil	Age	Grade	Name of School That Student Will Attend
<i>Stacey Sanger</i>	<i>15</i>	<i>10</i>	<i>Kelley Walsh High School</i>
<i>Sean Miller</i>	<i>17</i>	<i>12</i>	<i>Kelley Walsh High 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):

*Crest Hill Elementary*

*Garden Creek & Mtn Rd DR*

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

(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

Total miles traveled *6.2*

Number of round trips *2*

Miles per day *12.4*

Subtract two miles (WS 21-4-401) *<4>*

Reimbursable miles *8.4*

*.555*  
*X .485 =*

Reimbursable Total \$ *4.28*

*\$4.60*

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.

Signature of Parent or Legal Guardian

Date

*8-30-11*

Signature of Administrator

Date

*10/13/2011*

Signature Clerical Validation

Date

Mileage Verification:

Shop Foreman

(for Board of Trustee Use Only)

Approved       Disapproved

Authorized Board Signature

Date

# 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**  
Daniel Helfrick 3155 Micro Rd Casper WY 82601 307-267-4046

Reimbursement is Requested for the Following Pupil's

Name of Pupil	Age	Grade	Name of School That Student Will Attend
<u>ISABELLA HELFRICK</u>	<u>11</u>	<u>6</u>	<u>DEAN Morgan Jr. High</u>

**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):  
Garden creek OKOP

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

Total miles traveled	<u>11.8</u>
Number of round trips	<u>2</u>
Miles per day	<u>23.6</u>
Subtract two miles (WS 21-4-401)	<u>&lt;4&gt;</u>
Reimbursable miles	<u>19.6</u>
	<u>.51</u> <u>X.485 .555</u>
Reimbursable Total \$	<u>10.00</u> <u>10.0875</u>

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.

Daniel Helfrick  
 Signature of Parent or Legal Guardian      Date 9-15-2011

Jennie C. Seashore  
 Signature of Administrator      Date 10-13-11

Jennie C. Seashore  
 Signature Clerical Validation      Date 10/13/2011

mileage Verification:  
Jenny Rindland  
 Shop Foreman

(for Board of Trustee Use Only)

Approved  Disapproved

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Authorized Board Signature \_\_\_\_\_ Date \_\_\_\_\_

**NATRONA COUNTY SCHOOL DISTRICT  
BOARD ACTION ITEM TRACKING**

Action Item #	Action Item	Originator	Date Initiated	Who is Responsible	Due Date	Next Forum
1	Evaluate Board work session ideas from the September 26th Work Session for inclusion into Goal #3 team activities - Goal #3 team report back to Board on how the Board's ideas have been assessed/assimilated by the Goal #3 team	Board Work Session	9/26/2011	Goal Team #3	11/14/2011	Nov. 14 Work Session
2	Summarize Board's 2012 Goals	Board Work Session	9/12/2011	Audrey/Joel	10/3/2011	????
3	NC/KW artificial turf maintenance equip purchase proposal, present to Budget Development Committee	Facilities Committee	10/18/2011	Mark A/Dennis	11/14/2011	11/14/2011
4	DM renovations, request for component funding from SFC in facilities plan	Facilities Committee	10/18/2011	Mark A	May 2012	
5	Southridge construction bids, publicize through ad and article in newspaper	Facilities Committee	10/18/2011	Dennis B	Nov/Dec 2011	
6	Status of major maintenance projects - 2011-12	Facilities Committee	10/18/2011	Dennis B	11/15/2011	11/15/2011
7	Review of all HR policies (Audrey)	Human Resources Committee	10/18/2011	Pat/Crystal		
8	Retirement re-hire policy	Human Resources Committee	10/18/2011			
9	Advertising Policy - draft administrative regs	Budget Development Committee	10/10/2011	Kelly E	11/14/2011	11/14/2011
10	Meeting with NCHS/KWHS Principals re approval for advertising by First Interstate Bank on NCHS field and CEPI; Grizzly Excavation; and Caspar Building Supply on Tom Staffileno Activity Complex scoreboard	Budget Development Committee	10/10/2011	Joel	11/14/2011	11/14/2011
11	Budget development plan and timeline revisions	Budget Development Committee	10/10/2011	Steve H	10/14/2011	

**NATRONA COUNTY SCHOOL DISTRICT  
BOARD ACTION ITEM TRACKING**

Action Item #	Action Item	Originator	Date Initiated	Who is Responsible	Due Date	Next Forum
12	Vehicle financing bid	Budget Development Committee	10/10/2011	Steve H		
13	Reports for board priority items w/footnotes	Budget Development	10/10/2011	Joel/ Steve H	11/14/2011	11/14/2011
14	K-12 Instructional Technology Policy	Adhoc Laptop Team	4/7/2011	Mark M/ Mark A	12/12/2011	Review at C&I Committee
15	Establish Unified High School Schedule	CAPS Deployment team	9/6/2011	Kelly H	TBD	Report out at the following Board Meeting
16	Establish Profession Development Schedule for CAPs	CAPS Deployment team	9/6/2011	Kelly H	3/26/2012	Report out at the following Board Meeting
17	Solidify Star Lane Partenership	CAPS Deployment team	9/6/2011	Kelly H	3/26/2012	Report out at the following Board Meeting
18	District Accreditation - Standard 2	Leader Group	10/17/2011	Joel	10/24/2011	10/27/2011
19	Develop "Board News" Communication Process	Board, Dave, Audrey	10/10/2011	Audrey/Joel	10/10/2011	10/27/2011

**NATRONA COUNTY SCHOOL DISTRICT  
BOARD ACTION ITEM TRACKING**

Action Item #	Action Item	Originator	Date Initiated	Who is Responsible	Due Date	Next Forum
	<u>Finished Items:</u>					
	??? Board to Discuss Format					

**NATRONA COUNTY SCHOOL DISTRICT  
BOARD OF TRUSTEES  
REQUEST FOR INFORMATION**

<b>Info Requested (By Whom)</b>	<b>Assigned To</b>	<b>Time Required by Staff</b>	<b>Due</b>	<b>Delivered</b>	<b>Proposed Alternative</b>
List of non-profits NCSD/Rec board contributes to (Audrey)	Steve H.	4 hrs	TBD		
Organization chart from each division (Audrey)	Crystal	1 hr	TBD		
Graduation Rates incl. 2-3 yrs beyond graduating class (post ed, GED) (Audrey)	Kelly H	3 hrs	10/27/2011		
Drop out rates, why, tracking (Audrey)	Kelly H	3 hrs	10/27/2011		
State graduation requirements, has NCSD added to those (Audrey)	Mark M	1 hr	10/27/2011		
Implications of UW entrance proposal, effect on NCSD drop out rate (Audrey)	Kelly H	6 hrs	10/27/2011		
Graduation rates for each high school separately (Dave A)	Kelly H	2 hrs	10/27/2011		
Graduation rates separately for male/female (Dave A)	Kelly H	1 hr	10/27/2011		
When do dropouts occur by grade (Dave A)	Kelly H	2 hrs	10/27/2011		
What programs are in place to address drop outs or potentials and what lines of evidence do we have that the programs are working (Dave A)	Mark M	40 hrs	TBD		
KWHS/NCHS pool usage (Donn)	Mark A	8 hrs	11/15/2011		
Examime enrollments at Frontier/CCA, general trend (Board Work Session)	Mark M				
Verizon request for tower, need additional info on options, charges, etc (Facilities Committee)	Dennis		11/15/2011		
Status of major maintenance projects 2011-12 (Facilities Committee)	Dennis		11/15/2011		

# NATRONA

## COUNTY SCHOOLS

**TO:** Board of Trustees

**FROM:** Dennis Bay, P.E., Executive Director Facilities and Technology

**DATE:** October 21, 2011

**SUBJECT:** Construction Updates

The construction updates for projects in progress as of October 21, 2011, are attached for your information.



**Natrona County School District No. 1  
Capital Construction Project Report  
October 21, 2011**

Project: Kelly Walsh High School Renovations      Project Phase: Design

Architectural and Construction Manager at Risk Firms Selection Committee:  
Donn McCall, Board of Trustees; Brad Diller, KWHS Principal; Dave Davis, KWHS  
Teacher; Nancy Nuttbrock and Tanner Norton, Wyoming School Facilities Commission

Architect: RB+B Architects, Fort Collins, CO and  
Amundsen Associates, Casper, WY  
CMAR: Sampson Construction Co., Inc., Cheyenne, WY  
Civil Engineer: Worthington Lenhart and Carpenter, Inc. (WLC), Casper, WY  
Structural Engineer: Lower & Company, PC, Casper, WY  
Mechanical/Plumbing Engineer: Engineering Design Associates (EDA), Casper, WY  
Electrical Engineer: Engineering Design Associates (EDA), Casper, WY

Milestone	Schedule Date	Comment
Architect and CMAR Selection Announced	February 2, 2011	Actual
Architectural Contract Signed	March 10, 2011	Actual
CMAR Contract Signed	March 10, 2011	Actual

1. Project Description
  - Kelly Walsh High School Renovations
  
2. Activities in Progress
  - Pre-Charrettes were held April 11 and 12, 2011
  - Charrettes were held May 3-5 and May 24-26, 2011
  - Fanning-Howey Architecture/Engineering Firm is working on Educational Specifications and Capacity Analysis, October 6 – November 10, 2011

**Natrona County School District No. 1  
Capital Construction Project Report  
October 21, 2011**

Project: Natrona County High School Renovations      Project Phase: Design

Architectural and Construction Manager at Risk Firms Selection Committee:  
Audrey Cotherman, Board of Trustees Chair; Dean Kelly, NCHS Principal; Scott Schutte; NCHS Assistant Principal; Rich Hardt and Wally Diller, Wyoming School Facilities Commission

Architect: Bassetti Architects, Seattle, WA and Amundsen Associates, Casper, WY  
CMAR: Adolphson and Peterson of Wyoming, Cheyenne, WY  
Civil Engineer: Worthington Lenhart and Carpenter, Inc. (WLC), Casper, WY  
Prime Structural Engineer: PSC Structural Solutions, Tacoma, WA  
Consulting Structural Engineer: Lower & Company, PC, Casper, WY  
Mechanical/Plumbing Engineer: Engineering Design Associates (EDA), Casper, WY  
Electrical Engineer: Engineering Design Associates (EDA), Casper, WY

Milestone	Schedule Date	Comment
Architect and CMAR Selection Announced	February 2, 2011	Actual
Architectural Contract Signed	March 10, 2011	Actual
CMAR Contract Signed	March 15, 2011	Actual

1. Project Description
  - Natrona County High School Renovations, including detailed work to preserve the integrity of the historic building while accommodating the learning needs of today’s students.
  
2. Activities in Progress
  - Pre-Charrettes were held April 11 and 12, 2011
  - Charrettes were held May 3-5 and May 24-26, 2011
  - Fanning-Howey Architecture/Engineering Firm is working on Educational Specifications and Capacity Analysis, October 6 – November 10, 2011

**Natrona County School District No. 1  
Capital Construction Project Report  
October 21, 2011**

Project: Southridge Elementary School  
1600 W. 29<sup>th</sup> Street  
Casper, WY

Project Phase: Design

Architect: DLR Group Inc., Denver, CO  
Civil Engineer: Worthington Lenhart and Carpenter, Inc. (WLC), Casper, WY  
Structural Engineer: Lower & Company, PC, Casper, WY  
Mechanical Engineer: Engineering Design Associates (EDA), Casper, WY  
Electrical Engineer: Engineering Design Associates (EDA), Casper, WY  
Plumbing Engineer: Engineering Design Associates (EDA), Casper, WY

Milestone	Schedule Date	Comment
35% Review	Dec. 6, 2010	Completed
Asbestos Abatement	April 2011	Completed
65% Review	April 4, 2011	Completed
Demolition	May 9, 2011	Completed
95% Review	May 17, 2011	Completed
Construction Bids	December, 2011	Planned
Construction Start	TBD	
Owner Move-in	TBD	

1. Project Description

- Elementary school K-5, 3/2 model
- Approximately 300 student capacity
- Approximately 45,000 square feet
- Construction of facility will be on the existing Southridge Elementary School site and will require vacation and demolition of existing building
- Students began attending school at old Westwood building January 10, 2011

2. Activities in Progress

- Southridge is currently conducting classes in Westwood Elementary
- Building demolition is complete
- Southridge bus stop remains active to transport students to Westwood
- The City site plan agreement has been completed
- Negotiations with the National Park Service for the land exchange continue
- Information requested by the State Park Service was sent on August 5, 2011 (appraisals, surveys, etc.)
- State Park Service sent the information to the National Park Service on August 31, 2011
- State Park Service is being contacted weekly by staff for updates on status of land exchange
- Mike O'Donnell, SFD legal counsel, and Jim Bell, NCSD legal counsel, are reviewing the park conversion process

**Natrona County School District No. 1  
Capital Construction Project Report  
October 21, 2011**

Project: Dean Morgan Renovations and Campus Planning Project Phase: Design

Funding Sources: Major Maintenance Funding (Estimated \$3 million, \$1 million each of next 3 years' Major Maintenance Funding)

Architect: MOA Architecture, Casper, WY and Denver, CO  
 Civil Engineer: Civil Engineering Professionals, Inc., Casper, WY  
 Electrical Engineer: Engineering Design Associates, Casper, WY  
 Mechanical Engineer: Engineering Design Associates, Casper, WY  
 Structural Engineer: TBD  
 Cost/Estimating Consultant: Parametrix, Inc., Salt Lake City, UT  
 Kitchen/Food Services Consultant: William Caruso & Associates, Denver, CO  
 Landscape Architect: Carl Thuesen, ASLA, Billings, MT  
 Roofing Consultant: CyberCon Consulting, Centennial, CO

Milestone	Schedule Date	Comment
RFP Proposals Due	August 11, 2011	Actual
Architect Approved by Board	October 10, 2011	Actual
Design Begins	November 1, 2011	Planned
Final Design Completion	April 2, 2012	Planned

1. Project Description
  - Renovation and Campus Planning
  
2. Activities in Progress
  - Pre-proposals have been received from design teams
  - Selection team members received design team submittals on September 9, 2011
  - Selection team members reviewed submittals and ranked the top 4 architectural design teams on September 16, 2011
  - Architectural design team interviews were completed on September 28, 2011
  - Recommendation to negotiate a contract with MOA Architecture design team was approved by Board of Trustees at October 10, 2011 Board Meeting

**Natrona County School District No. 1  
Major Maintenance Project Report  
October 21, 2011**

This report is based on the September 28, 2011 monthly project status report as prepared and presented by Caspar/Pope Joint Venture.

**Project: 2010-2011 Caspar/Pope Major Maintenance Status Report  
Updated September 28, 2011**

**2010-2011**

Number of 2010-2011 projects contracted with Caspar/Pope:	102
Number of projects completed:	93
Number of projects in progress:*	9
Number of projects not yet started:	0
Percent of projects completed:	91%

\*Includes Design, Cost Estimation, Bidding

**The 2011-12 Caspar/Pope Major Maintenance Project List was delivered to Caspar/Pope on September 7, 2011.**