

# **NATRONA**

COUNTY SCHOOLS

**Board of Trustees Meeting  
CY Middle School  
2900 Cyclone Drive, Casper, WY 82601**

**September 27, 2010**

- I. Building Dedication – 5:00 p.m.**
- II. Dinner – 6:00 p.m.**
- II. Executive Session – 6:30 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 - Wendy Wilson – Wyoming School Nurse of the Year
  - D. Approval of Minutes of the Board of Trustees’ General and Executive Sessions of September 13, 2010
  - E. Consent Calendar Items
    - 1. Personnel Item - Certified and Classified Personnel Report
    - 2. Business and Financial Items
      - a. Bills of September 17 and 24, 2010
      - b. Bid Awards
        - i. Furnish and Install Portables – Westwood
        - ii. Fire Alarm Replacement – Westwood
- IV. Reports and Recommendations**
  - A. Facilities Update
  - B. Recalibration Update
  - C. 2011-12 Calendar Update
- V. Trustee Comments**
- VI. Other Business**
  - A. Next Board Meeting – October 11, 2010, 7:30 p.m., CSF
- VII. Adjournment**

# NATRONA

## COUNTY SCHOOLS

### Minutes of the Board of Trustees September 13, 2010

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Chairman Steve Degenfelder called the Board of Trustees of Natrona County School District Number One Executive Session to order at 6:45 p.m. on September 13, 2010, in Media Center at Summit Elementary School located at 2210 S. Waterford Street, Casper, Wyoming, 82609.

Members Present: Steve Degenfelder, Audrey Cotherman, Todd Ingram, Donn McCall, Suzanne Sandoval, Rita Walsh, and Jim Bush.

Members Absent: Elizabeth Horsch and Shannon Jackett.

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

Trustee Rita Walsh moved to go into Executive Session to discuss legal, personnel, and property issues. The motion was seconded by Jim Bush and carried unanimously. Trustees adjourned the Executive Session at 6:57 p.m.

**GENERAL SESSION:** The General Session was called to order at 7:30 p.m., with the same Trustees attending. Trustee Elizabeth Horsch and Trustee Shannon Jackett were absent. Those present stood for the Pledge of Allegiance.

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

There were no individuals requesting to address Trustees.

#### **Approval of Minutes**

Trustee Donn McCall moved to accept the General Session minutes of August 9 and 23, 2010. The motion was seconded by Trustee Jim Bush and carried unanimously.

Trustee Donn McCall moved to accept the Executive Session minutes of August 23, 2010. The motion was seconded by Trustee Jim Bush and carried unanimously.

#### **Consent Calendar**

Trustee Donn McCall requested following bid awards be removed from the Consent Agenda to be considered separately:

1. 2010-11 Major Maintenance Projects
2. Construction Management for Major Maintenance Contract Renewal

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

1. Personnel Item - Certified and Classified Personnel Report

2. Business and Financial Items (incorporating by reference the Superintendent's recommendations attached)
  - a. Bills of August 27, September 3 and 10, 2010
  - b. Grants
    - i. U.S. Department of Education – Lifetime Fitness PE Program
    - ii. Natrona County Recreation Joint Powers Board – Wy First Lego League
    - iii. Central Wy Board of Cooperative Education Services – Robotics Program
    - iv. U.S. Department of Education – Safe Schools/Healthy Students Initiative
  - c. 2010-11 Application for Reimbursement for Private Transportation of Isolated Students
  - d. Bid Ratifications
    - i. Flooring Replacement - Westwood
    - ii. Fire Alarm Replacements – Alcova and Mountain View Elementary
    - iii. Asbestos Abatement – Westwood
    - iv. Security Cameras – KWHS and Grant Elementary

Trustee Suzanne Sandoval moved to accept the Consent Calendar items noted above. The motion was seconded by Trustee Audrey Cotherman. Trustee Donn McCall inquired whether the problems encountered last year with the security cameras in the Kelly Walsh High School student parking lot will be alleviated with the new security cameras. Keith Brown, Major Maintenance Project Manager, stated the security cameras at Kelly Walsh and Grant were not replacements but additions to their existing systems. The motion carried.

#### ***Bid Approvals***

Trustee Rita Walsh moved to approve the 2010-11 Major Maintenance Projects and Construction Management for the Major Maintenance Contract Renewal, with limiting the Old CY Middle School boiler project to engineering work only. The motion was seconded by Trustee Suzanne Sandoval.

Trustee Donn McCall verified that the District has two more years left with the current major maintenance contract vendor. Dennis Bay, Executive Director for Facilities and Technology, stated that there are two additional years left on the contract approved on January 10, 2010, which will require annual reviews.

Trustee Donn McCall inquired as to the reasoning behind why some of estimates were left blank on the major maintenance project list. Dennis Bay stated that the budgets for the work have not been determined yet. In addition, Mr. Bay distributed a summary that detailed funds that will be available to complete those projects.

Trustee Donn McCall stated that, at the last Board Facilities Committee meeting, committee members requested a detailed budget to bring the old CY Middle School up to weigh whether it was feasible to repair the building. Mr. Bay stated that the boiler project could be placed on hold but it would be necessary to complete engineering work as the boiler is the original system. It was further reported that a critical piece of information needed for determining the budget would be Casper fire and building inspection reports.

Trustee Suzanne Sandoval requested additional information on the Westwood repairs. Mr. Bay stated the work was necessary in order for Southridge to move into the building this winter.

Trustee Audrey Cotherman expressed concern as to the necessity of funding enhancement repairs and replacements at Central Services. Mr. Bay stated that the district is now able to utilize 10% enhancement funds due to completing all 1s and 2s identified by the Wyoming School Facilities Commission. In addition, Mr. Bay stated that items classified as Central Services on the major maintenance list are items that will be utilized district-wide, such as carpet, telephone systems, locksets, etc.

The motion carried unanimously.

### **Reports and Recommendations**

#### ***High School Scoping Update***

Superintendent Joel Dvorak provided an update on the submission of scoping documents to the Wyoming School Facilities Commission. These documents will be used to outline the vision for programming and building needs for the renovation of Kelly Walsh and Natrona County High School and construction of the new campus construction. The scoping documents will be released later this week to architects and design firms who are interested in participating in the architectural selection process.

Mark Mathern, Associate Superintendent for Curriculum and Instruction, along with Principals Dean Kelly, Brad Diller, and Shawna Trujillo provided background as to how space needs were determined.

Chairman Steve Degenfelder indicated that he would like to see the scoping documents include performing arts spaces, swimming pools, and indoor athletic areas in all three facilities so that they would be options in the future. Chairman Degenfelder also thanked Shawna Trujillo, Brad Diller, and Dean Kelly on their hard work and collaborative efforts. It was noted that Trustees would schedule a retreat to discuss fiscal plans as the District is entering a new phase of construction, along with a discussion of possible community expectations.

Trustee Donn McCall indicated that the design work for the Eastside Outdoor Athletic Complex has been completed and is ready to be bid. This would alleviate the need for architects to include in their submissions

Trustee Audrey Cotherman indicated that she would like Trustees to hold a workshop to clarify where the District is headed. It is important to let the public know that the District is just at a starting point with its vision for the future. Trustee Cotherman indicated that it is important for Trustees to receive information prior to reading items in the newspaper.

#### ***Calendar Update***

Trustee Rita Walsh provided a brief calendar update. A larger representative group will be meeting on September 15, 2010 to consider revisions to the District school calendar for the 2011-12 school year. The scope of revisions have been narrowed to modifying winter institute and bridges, explore a later start date in August for students, and valuing the interest of balancing the number of student contact days each semester. It was noted that revisions will be reviewed at the October 11, 2010 board meeting.

Trustee Steve Degenfelder expressed interest at the District having discussions around an expanded school day or school year.

Trustee Todd Ingram expressed concern whether a five year calendar cycle is appropriate and if adjustments should be made on an annual or biannual basis.

### ***Insurance Update***

Crystal Mueller, Associate Superintendent for Human Resources, distributed and provided an update on the District's new insurance plan.

### **Trustee Comments**

Trustee Donn McCall distributed the annotated agenda and provided a brief report from this month's Budget Development Committee meeting. In addition, Trustee McCall thanked Anne LaPlante and the Summit team for providing a wonderful dedication ceremony highlighting Summit's students.

Trustee Audrey Cotherman distributed the annotated agenda and provided a brief report from this month's Board Human Resources Committee.

Trustee Rita Walsh distributed the annotated agenda and provided a brief report from this month's Curriculum and Instruction Committee.

Trustee Todd Ingram expressed appreciation to Summit architects and construction team for the design and construction of an impressive building. Trustee Ingram also thanked Dr. Dvorak for the wonderful collaborative efforts in producing the scope documents for the renovations of Kelly Walsh and Natrona County High Schools and construction of the new campus.

Trustee Suzanne Sandoval thanked Summit staff for showcasing their new building and for spending three years on its vision. In addition, Trustee Sandoval thanked Human Resources for their hard work in the transition to a new insurance program.

Chairman Steve Degenfelder thanked Summit for their great achievements and demonstrating public accountability. Chairman Degenfelder expressed interest in scheduling a work session to review the administrator and teacher evaluation process.

### **Other Business**

Dr. Dvorak stated that next Board meeting will be on September 27, 2010, at CY Middle School at 7:30 p.m. It was noted that there will be no Work Session due to the building dedication.

### **Adjournment**

There being no further business to come before the Board of Trustees, Chairman Steve Degenfelder adjourned the meeting 9:03 p.m.

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Chairman

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Clerk

# NATRONA

## COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak

DATE: September 27, 2010

SUBJECT: Personnel Items

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

I. Employment of the Following:

A. Teacher/Administrator

Rebecca Frimml, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 12/01) 1 FTE Kindergarten Teacher at Paradise Valley, 9/15/10

B. Classified

Cassie Carr, District Certified Substitute, 9/3/10

Amanda Farver, District Certified Substitute, 9/8/10

Michelle Flynn, District Certified Substitute, 9/7/10

Renaë Murphy, Student Monitor at Summit, 9/7/10

Tobie Shinkle, Cafeteria Worker at Fort Caspar Academy, 9/15/10

Jacqueline Sirmans, Cafeteria Worker at Fort Caspar Academy 9/9/10

Caleb Smith, District Certified Substitute, 9/7/10

II. Promotions/Transfers

A. Teacher/Administrator

None

B. Classified

Annette Ambrosino, from Registrar at RHS to Registrar at KWHS, 8/18/10

Jesse Apland, from District Certified Substitute to Cafeteria Worker at Fort Caspar Academy, 9/3/10

Amber Christianson, from District Certified Substitute to Instructional Assistant HQ at Willard, 8/23/10

Pamela Clark, from District SODA to Student Support Services SODA at Safe School Suspension Lab, 8/18/10

Mary Diesburg, from District Classified Substitute to Instructional Assistant HQ at North Casper, 9/15/10

Stacy Hourt, from Special Education Instructional Assistant II at Cottonwood to Special Education Instructional Assistant I/Library Media Technician at Cottonwood, 8/18/10

Holly Ann Jackson, from District Certified Substitute to Refocus Room Coordinator at CJH, 8/31/10

Stephanie Kinsel, from District Certified Substitute to Instructional Assistant at Powder River, 8/18/10

Linda Suttee, from Head Cafeteria Worker at FMS to Assistant Cafeteria Manager at FMS, 9/2/10

IV. Resignations/Terminations

A. Teacher/Administrator  
None

B. Classified

Iлона Grosz, Special Education Instructional Assistant I at KWHS, 9/24/10

Julie Jacobs, Cafeteria Worker/Server at Fort Caspar Academy, 9/6/10

Jeanette Rollins, Special Education Instructional Assistant I at University Park, 5/26/10

Katy Sedmak, Student Support Technician at NCHS, 5/28/10

Ronald Sucher, Special Education Instructional Assistant II at KWHS, 9/3/10

Cindy White, Instructional Assistant HQ/Student Monitor at North Casper, 9/17/10

V. Retirements

A. Teacher/Administrator  
None

B. Classified

Lynn Patterson, Registrar at KWHS, 9/8/10

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## COUNTY SCHOOLS

**TO:** Board of Trustees  
**FROM:** Joel Dvorak, Superintendent  
**DATE:** September 23, 2010  
**RE:** Bid Award for Westwood Elementary School Fire Alarm System Replacement

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**RECOMMENDATION:** I recommend the Board of Trustees award the bid for the Westwood Elementary School Fire Alarm System Replacement to Anchor Electric, Inc. in the amount of \$49,219.00.

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

<u>Company</u>	<u>Amount of Bid</u>
Anchor Electric, Inc., Casper, WY	\$ 49,219.00
Biggs Electric, LLC, Casper, WY	\$ 61,117.00
Casper Electric, Inc., Casper, WY	\$ 54,827.00
Modern Electric Co., Casper, WY	\$ 62,399.00
Northwestern Electric, Casper, WY	\$ 50,972.00
Sprecher Electric, Inc., Casper, WY	\$ 60,319.00

The bids were reviewed by Bret Benes, Caspar/Pope Joint Venture Project Manager and Carol Giese, Administrative Specialist to District Project Manager.

The recommendation is to award the bid for the Westwood Elementary School Fire Alarm System Replacement to Anchor Electric, Inc. in the amount of \$49,219.00.

Major Maintenance Funding for the Westwood Elementary School Fire Alarm Replacement project has been approved by the Wyoming School Facilities Commission.

# NATRONA

## COUNTY SCHOOLS

**TO:** Board of Trustees

**FROM:** Joel Dvorak, Superintendent

**DATE:** September 27, 2010

**RE:** Bid Award for Furnish and Install Portables at Westwood Elementary School

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**RECOMMENDATION:** I recommend the Board of Trustees award the bid to Furnish and Install New Portables for Westwood Elementary School to Satellite Shelters, Inc. in the amount of \$213,894.00.

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

<u>Company</u>	<u>Amount of Bid</u>
Advanced Modular Space, Inc., Loveland, CO	\$ 232,137.00
American Portable Building, Corp, Denver, CO	\$ 242,877.00
Satellite Shelters, Inc., Minneapolis, MN	\$ 213,894.00
Williams Scotsman, Inc., Baltimore, MD	\$ 244,455.06

The bids were reviewed by Keith Brown, District Project Manager and Carol Giese, Administrative Specialist for the District Project Manager.

The recommendation is to award the bid for the Westwood Elementary School Furnish and Install Portable Project to Satellite Shelters, Inc. in the amount of \$213,894.00.

Funding for the portables will be provided by the Wyoming School Facilities Commission through the Southridge Elementary School Capital Construction project.