

# NATRONA

COUNTY SCHOOLS

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

**March 14, 2011**

**I. Executive Session – 5:00 p.m.**

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

**II. Work Session – 6:00 p.m.**

- A. Central Wyoming Board of Cooperative Education Services (BOCES) Update (25 minutes)
- B. Goal Team Report - #1 Literacy (30 minutes)

**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 28, 2011
- D. Consent Calendar Items
  - 1. Personnel Item - Certified and Classified Personnel Report
  - 2. Business and Financial Items
    - a. Bills of March 4 and 11, 2011
    - b. Bid Ratification – Pocket Lunch Table – Willard Elementary

**IV. Reports and Recommendations**

- A. Disposal of Tract of Land in Town of Midwest Recommendation

**V. Trustee Comments/Committee Reports**

**VI. Other Business**

- A. Next Board Meeting – March 28, 2011, 7:30 p.m., Central Services Facility

**VII. Adjournment**

# NATRONA

## COUNTY SCHOOLS

### Minutes of the Board of Trustees February 28, 2011

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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 28, 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, Todd Ingram, and Elizabeth Horsch.

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

Trustees appropriately moved to go into Executive Session to discuss legal, personnel, and property issues. Trustees adjourned the Executive Session at 6:30 p.m.

**WORK SESSION:** Trustees reconvened the Work Session at 6:37 p.m. with a discussion of 2011-12 budget priorities and board mission.

**GENERAL SESSION:** The General Session was called to order at 7:37 p.m., with the same Trustees attending.

Those present stood for the Pledge of Allegiance.

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

Patty Kimble, Co-Chair for Build a Pool Committee, 3229 Monte Vista, Casper, WY, stated that the committee would like to partner with the District in the renovation/construction of the Kelly Walsh and Natrona County High School pools.

#### **Approval of Minutes**

Trustee Rita Walsh moved to approve the General Session minutes of February 14, 2011. The motion was seconded by Trustee Donn McCall and carried unanimously.

Trustee Steve Degenfelder moved to approve the Executive Session minutes of February 14, 2011, as corrected. The motion was seconded by Trustee Todd Ingram 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 February 18 and 25, 2011

b. Bid Ratification - Built-in Cabinetry – Park Elementary School

Trustee Todd Ingram moved to approve the Consent Calendar items noted above. The motion was seconded by Trustee Rita Walsh. Trustee Suzanne Sandoval inquired as to the status of rebuilding Park Elementary. Mark Antrim, Associate Superintendent for Facilities and Technology, stated that planning funds have been included in this legislative session for the rebuilding of the school. However, it will depend on revenue streams. The bid is only for basic cabinetry needs. The motion carried unanimously.

**Reports and Recommendations**

***Facilities Update***

Mark Antrim, Associate Superintendent for Facilities and Technology, reported that the architectural design and construction manager at risk contracts are in the process of being finalized with the original bid awardees. Upon completion, the District will be able to release the contract amounts. Charette participants and schedules are also in the process of being finalized. Pre-charette activities will be starting at the end of March with charettes. As requested by Trustees, the front end of the activities will include community input sessions. At the March 7, 2011, meeting with Wyoming School Facilities Commission additional charette details will be able to be fleshed out.

Jamie Cordonier, the District's Coordinator of Career Technical Education, stated that approximately 50 teachers met for three days the first week in February to work on detailed programming for the high school academies. Mr. Cordonier reviewed drafts of the Academy Organizational Charts that detail the required and recommended pathway electives. Extensive discussion followed regarding Trustee questions.

***Legislative Update***

Superintendent Joel Dvorak stated that the legislative session will be wrapping up on Thursday, March 3, 2011 and provided a brief legislative update.

**Trustee Comments**

Trustee Steve Degenfelder distributed the annotated agenda from the Facilities and Technology Committee meeting held on February 22, 2011 and provided a brief update. Trustee Degenfelder thanked everyone for their hard work during this year's legislative session. The next committee meeting will be held on Tuesday, March 16, 2011.

Trustee Todd Ingram indicated that he was glad to be back and working with Trustees again.

Trustee Donn McCall thanked Steve Degenfelder for his work on the State's supplemental budget appropriation.

Trustee Elizabeth Horsch reported that the Natrona County High School Girls Nordic Ski Team won the state title.

Chair Audrey Cotheman thanked Superintendent Dvorak for his hard work during the legislative session.

**Other Business**

Dr. Dvorak stated that next Board meeting will be on March 14, 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 8:48 p.m.

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Chairman

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Clerk

DRAFT

# NATRONA

## COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak

DATE: March 14, 2011

SUBJECT: Personnel Items

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

I. Employment of the Following:

A. Teacher/Administrator  
None

B. Classified

Emily Arias, District Certified Substitute, 2/3/11

Aaron Bounds, District Certified Substitute, 3/2/11

Tracie Calkin, Special Education Instructional Assistant I at Poison Spider, 2/23/11

Kendra Cathcart, District Classified Substitute, 2/25/11

Toni Grosso, Cafeteria Worker at CYMS, 2/21/11

Pamela Glasser, District Certified Substitute, 2/21/11

Iлона Grosz, District Certified Substitute, 2/2/11

Bryan Honken, District Certified Substitute, 3/3/11

Melanie Hitchen, Student Monitor at Star Lane, 2/21/11

Kathryn Kierzkowski, Special Education Instructional Assistant II at Willard, 2/3/11

Pamela Kerr, Special Education Instructional Assistant I at Evansville, 2/23/11

Kathleen Kurka, District Certified Substitute, 2/18/11

Wheaton Kremke, District Certified Substitute, 3/1/11

Misha Mabey, District Classified Substitute, 1/25/11

Matthew Neely, Special Education Instructional Assistant II at Crest Hill, 1/31/11

Justin Skinner, District Certified Substitute, 2/22/11

Megan Smith, District Certified Substitute, 3/1/11

Cynthia Schauss, District Classified Substitute, 3/1/11

Julie Stegelman, Special Education Instructional Assistant III at Manor Heights,  
2/11/11

II. Promotions/Transfers

A. Teacher/Administrator  
None

- B. Classified  
Christine Eggleston, from Cafeteria Worker at Fort Caspar Academy to District  
Classified Substitute, 3/4/11

IV. Resignations/Terminations

- A. Teacher/Administrator  
Gail Schenfisch, English Language Learner Teacher at Evansville, 7/31/10
- B. Classified  
Bernice Mason, District Classified Substitute, 2/11/11  
Charlotte Willis, District Classified Substitute, 2/22/11

V. Corrections

- A. Teacher/Administrator  
None
- B. Classified  
Stark Wilson, listed on 2/28/11 Board Report under Early Notification, Effective  
Date 10/11/11, should be Effective Date 10/31/11

# NATRONA

## COUNTY SCHOOLS

**TO:** Board of Trustees

**FROM:** Joel Dvorak, Superintendent

**DATE:** March 14, 2011

**RE:** Bid Award for Willard Elementary School Pocket Lunch Tables Replacement

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**RECOMMENDATION:** I recommend the Board of Trustees award the bid for the Willard Elementary School Pocket Lunch Tables Replacement to Palmer Hamilton, LLC in the amount of \$39,717.40

**RATIONALE:** Palmer Hamilton, LLC, Elkhorn, WI, was the only company to submit a bid which was in the amount of \$39,717.40.

The bid was reviewed by Keith Brown, District Project Manager and Mike Pyska, District Food Service/Warehouse Supervisor.

Major Maintenance Funding for the Willard Pocket Lunch Tables Replacement project has been approved by the Wyoming School Facilities Commission.

# NATRONA

COUNTY SCHOOLS

## SUPERINTENDENT'S OFFICE

970 N. GLENN RD. \* CASPER, WY 82601 \* FAX: (307) 253-5333\* WWW.NATRONASCHOOLS.ORG

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**TO:** Board of Trustees

**FROM:** Joel Dvorak, Superintendent

**DATE:** March 14, 2011

**SUBJECT:** Disposal of Tract of Land in the Town of Midwest

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**RECOMMENDATION:** I recommend the Board of Trustees authorize staff to convey a tract of land in the Town of Midwest owned by Natrona County School District to the Town of Midwest without consideration.

**RATIONALE:** The lots were appraised in March of 2009 and a member of the Midwest community was interested in purchasing the property; however, after considering the appraisals, decided they were no longer interested.

The Board Facilities and Technology Committee discussed the property at its December 14, 2010, meeting and recommends the donation of the property to the Town of Midwest.

Jim Bell, Natrona County School District legal counsel, will develop the contract and set up the closing for the conveyance of the property.

# NATRONA

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## COUNTY SCHOOLS

**TO:** Board of Trustees

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

**DATE:** March 14, 2011

**SUBJECT:** Construction Updates

The construction updates for projects in progress as of March 4, 2011, are attached for your information.

**Natrona County School District No. 1  
Capital Construction Project Report  
March 14, 2011**

Project: New High School Campus (RHS/CAPS, Star Lane) Project Phase: Contract Negotiation

Architectural Firm Selection Committee:  
Elizabeth Horsch, Board of Trustees; Shawna Trujillo, Roosevelt High School Principal;  
Lauren Volk and Paul Meyer, Wyoming School Facilities Commission

Architect: Cunningham Group, Minneapolis, MN and  
MOA Architecture, Casper, WY  
Civil Engineer: Civil Engineering Professionals, Casper, WY  
Structural Engineer: Structural Solutions, Martin/Martin, Cheyenne, WY  
Mechanical/Plumbing Engineer: Engineering Design Associates, Casper, WY  
Electrical Engineer: Engineering Design Associates, Casper, WY  
Construction: TBD

Milestone	Schedule Date	Comment
Architect Selection Announced	February 2, 2011	Actual

1. Project Description
  - New High School Campus for Roosevelt High School, Transitions (Credit Recovery Program), Star Lane Center and new Center for Advanced Professional Studies (CAPS)
2. Activities in Progress
  - Wyoming School Facilities Commission (WSFC) is negotiating a contract with the architectural firm

**Natrona County School District No. 1  
Capital Construction Project Report  
March 14, 2011**

Project: Kelly Walsh High School Renovations      Project Phase: Contract Negotiation

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: WLC Engineering, Casper, WY  
Structural Engineer: Lower & Co., Casper, WY  
Mechanical/Plumbing Engineer: Engineering Design Associates, Casper, WY  
Electrical Engineer: Engineering Design Associates, Casper, WY

Milestone	Schedule Date	Comment
Architect and CMAR Selection Announced	February 2, 2011	Actual

1. Project Description
  - Kelly Walsh High School Renovations
2. Activities in Progress
  - Wyoming School Facilities Commission (WSFC) is negotiating a contract with the architectural and construction manager at risk (CMAR) firms

**Natrona County School District No. 1  
Capital Construction Project Report  
March 14, 2011**

Project: Natrona County High School Renovations      Project Phase: Contract Negotiation

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: Adolfsen and Peterson of Wyoming, Cheyenne, WY  
Civil Engineer: WLC Engineering, Casper, WY  
Structural Engineer: Lower & Co., Casper, WY  
Mechanical/Plumbing Engineer: Engineering Design Associates, Casper, WY  
Electrical Engineer: Engineering Design Associates, Casper, WY

Milestone	Schedule Date	Comment
Architect and CMAR Selection Announced	February 2, 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
  - Wyoming School Facilities Commission (WSFC) is negotiating a contract with the architectural and construction manager at risk (CMAR) firms

**Natrona County School District No. 1  
Capital Construction Project Report  
March 14, 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., 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	Actual
Asbestos Abatement	March 2011	Tentative
Demolition	April 2011	Tentative
Construction Start	Spring 2011	Planned
Owner Move-in	Summer 2012	Planned

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
  - DLR has received notice from SFC to proceed to contract documents phase
  - Southridge is currently conducting classes in Westwood elementary
  - Asbestos testing is underway in Southridge building for removal prior to demolition
  - Southridge bus stop remains active to transport students to Westwood
  - Bids for demolition of Southridge building have been advertised and will be opened on March 8, 2011
  
3. Schedule Status
  - Agreement is being finalized with the City of Casper for the lease of the Southridge Park property

**Natrona County School District No. 1  
Capital Construction Project Report  
March 14, 2011**

Project: Kelly Walsh High School Swimming Pool Renovation

Revised Cost Estimate: \$258,400 (2/16/11)

Funding Source: Major Maintenance 2010-11 10% Enhancement Dollars

Technical Evaluation  
Provided by: Burbach Aquatics, Inc., Platteville, Wisconsin

Cost Estimates  
Provided by: Burbach Aquatics, Inc., Platteville, Wisconsin

Milestone	Schedule Date	Comment
Phase I Report	November 2010	Actual
Scope of Construction approved by NCSD	December 2010	Actual
Phase II Professional Service Began	Mid-December 2010	Actual
Complete Phase II Plans and Specifications	Mid-February 2011	Actual
Commence Public Bidding	Mid-March 2011	Planned
Open Bids	Mid-April 2011	Planned
Commence Construction	Mid-May, 2011	Planned
Substantial Completion of Construction	Mid-July, 2011	Planned
District Occupancy	Mid August 2011	Planned

1. Project Description
  - Phase I Report Evaluation of Kelly Walsh High School Swimming Pool
  - Phase II Recommendations for renovations needed to extend the life of the pool for 25 years
  - Provide timeline for repair/renovation of the pool
  
2. Activities in Progress
  - Phase I Evaluation was submitted to NCSD on December 14, 2010
  - The Board of Trustees asked staff to reduce the scope of the project to make minimal repairs because the pool would be replaced during the renovation of the school.
  - A revised cost estimate for the project was received on February 16, 2011.

**Natrona County School District No. 1  
Capital Construction Project Report  
March 14, 2011**

Project: Eastside Activity Complex, Phase I Project Phase: Design

Funding Sources: Eastside Activity Complex, Phase I: \$2,710,325.00 (\$2,010,325.00 - Board Priority One Time Funds; \$700,000.00 – Kelly Walsh High School Parent Fundraising Committee)

Construction: Caspar Building Systems, Inc.  
 Turf Supplier: FieldTurf using *Revolution* Product  
 Civil Engineer: Civil Engineering Professionals, Inc. (CEPI), Casper, WY  
 Electrical Engineer: West Plains Engineering, Casper, WY  
 Landscape Architect: Carl Thuesen, Billings, MT  
 Geotechnical: Tetra Tech, Casper, WY

Milestone	Schedule Date	Comment
Construction Bid Opening	January 27, 2011	Actual
Construction Start	February 28, 2011	Actual
Construction Completion	Fall 2011	Planned

1. Project Description
  - Two artificial turf activity fields
  - Precast retaining walls along east and south sides of activity fields
  - Electrical improvements including lighting for the two fields
  - Concrete pathway adjacent to the fields for pedestrian and emergency vehicle access
  - Landscaping around the artificial turf fields
  - Irrigation improvements for irrigating the proposed landscaping
  - Existing parking lot improvements
  
2. Activities in Progress
  - CEPI has prepared bidding and construction documents and advertised for bid
  - Bid documents include pricing for Natrona County High School Cheney Alumni Field Artificial Turf Replacement
  - Bid was approved by the Board of Trustees on February 14, 2011
  - Construction began on February 28, 2011

**Natrona County School District No. 1  
Capital Construction Project Report  
March 14, 2011**

Project: NCHS Cheney Alumni Field Artificial Turf Replacement  
930 South Elm  
Casper, WY

Funding Sources: \$541,588.00 – (\$150,000 – 2010-11 Major Maintenance 10% Enhancement Funds and \$391,588 from Projected 2011-12 Major Maintenance 10% Enhancement Funds)

Construction: Caspar Building Systems, Inc., Casper, WY  
Turf Supplier: FieldTurf using *Revolution* Product  
Civil Engineer: Civil Engineering Professionals, Inc. (CEPI), Casper WY

Milestone	Schedule Date	Comment
Construction Start	TBD	
Construction Completion	August 15, 2011	Planned

1. Project Description

- Remove and replace existing synthetic turf field
- Remove and replace E-Layer
- Replace granular fill under turf
- Install gate for access to field during construction
- Rubberized track surfacing on existing concrete (field and end zone curbs and slab in front of stadium to reduce slip hazard)

2. Activities in Progress

- CEPI has prepared bidding and construction documents and advertised for bid
- Bid was approved by the Board of Trustees on February 14, 2011

**Natrona County School District No. 1  
Major Maintenance Project Report  
March 14, 2011**

This report is based on the March 4, 2011 monthly project status report as prepared and presented by Caspar/Pope Joint Venture.

**Project: 2009-2010 Caspar/Pope Major Maintenance Status Report  
Updated March 4, 2011**

**2009-2010**

Number of 2009-2010 projects contracted with Caspar/Pope:	107
Number of projects completed:	105
Number of projects in progress:*	2
Number of projects not yet started:	0
Percent of projects completed:	98%

**Project: 2010-2011 Caspar/Pope Major Maintenance Status Report  
Updated March 4, 2011**

**2010-2011**

Number of 2010-2011 projects contracted with Caspar/Pope:	98
Number of projects completed:	14
Number of projects in progress:*	48
Number of projects not yet started:	36
Percent of projects completed:	14%

\*Includes Design, Cost Estimation, Bidding

**Natrona County School District No. 1**  
**Major Maintenance**  
**February 22, 2011**

3/7/2011  
7:58 AM

**Cash Report**

**Major Maintenance 2010-2011**

Beginning Balance - July 1, 2010	\$ 8,746,425.57
Interest to-date	\$ 11,844.08
Revenue -2010/2011 Allocation from State, July 2010	\$ 5,969,868.09
Expenditures to-date	<u>\$ (7,558,185.93)</u>
Ending Balance (Includes Enhancement Dollars)	\$ 7,169,951.81

**Major Maintenance 10% Enhancement**

Beginning Balance	\$ 596,986.81
Expenditures to-date	<u>\$ (224,861.54)</u>
Ending Cash Balance	\$ 372,125.27

**Major Maintenance 8% Enhancement**

Monies have been expended