

NATRONA

COUNTY SCHOOLS

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

January 9, 2012

I. Executive Session – 5:00 p.m.

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

II. Work Session – 6:00 p.m.

- A. Review Grants
- B. Policy
- C. Board Systems Check/Goals/Strategies/Action Steps

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 December 12, 2011
- D. Consent Calendar Items
 - 1. Personnel Item – Certified and Classified Personnel Report
 - 2. Business and Financial Items
 - a. Bills of December 16, 23, 30, 2011 and January 6, 2012
 - b. Bid Ratifications
 - i. Auxiliary Air Handling Unit Replacement – Midwest Gymnasium
 - ii. Carpet Replacement – Alcova, Grant, Mills, Mountain View, Oregon Trail, Paradise Valley, Powder River, University Park, and Woods Elementary Schools and Roosevelt High School
 - c. Grant Awards
 - i. Central Wyoming Board of Cooperative Education Services – Cabin Project and Adventures in Archive
 - ii. US Department of Health and Human Services – Drug Free Community Support and S.T.O.P. Program
 - d. 2011-12 Application for Reimbursement for Private Transportation of Isolated Students – Chupas and Gates

IV. Reports and Recommendations

- A. Diversity Philosophy – Second Reading

V. Other Business

- A. Trustee Comments
- B. Next Board Meeting – January 23, 2012, 7:30 p.m.

VII. Adjournment

NATRONA

COUNTY SCHOOLS

Minutes of the Board of Trustees December 12, 2011

Chair Audrey Cotherman called the Board of Trustees of Natrona County School District Number One meeting to order at 4:46 p.m. on December 12, 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: Trustee Steve Degenfelder moved to go into Executive Session at 4:46 p.m. to discuss legal, personnel, and property issues. The motion was seconded by Trustee Elizabeth Horsch. Trustees adjourned the Executive Session at 6:10 p.m.

WORK SESSION: Trustees convened the Work Session at 6:12 p.m. with a board self-evaluation.

GENERAL SESSION: The General Session was called to order at 7:30 p.m. with the same Trustees attending. Those present stood for the Pledge of Allegiance.

Election of Board Officers

Trustee Elizabeth Horsch moved to nominate a slate of officers as follows: Chair – Trustee Rita Walsh, Vice Chair – Trustee Donn McCall; Treasurer – Trustee Dave Applegate; and Clerk – Trustee Suzanne Sandoval. The motion was seconded by Trustee Steve Degenfelder. Hearing no more nominations, the motion carried unanimously.

Agenda Modification

Trustee Steve Degenfelder moved to waive Board Policy 9110 requiring a three-day written notice of items to be considered by the Board. This motion would apply to the following: Considering a motion to authorize the Superintendent to pursue an Memorandum of Understanding between the District and the Wyoming School Facilities Department (SFD) and Commission (SFC) to advance planning and implementation of construction and renovation of Kelly Walsh High School, Natrona County High School, and CAPS facility without waiving the district's right to pursue its legal remedies related to the SFC's November 17, 2011 decisions. These include the SFC's rejection of the district's request to build square footage for 4100 (versus 3527) high school students, and the district's request to build and renovate the high school facilities simultaneously rather than in the extended staging plan adopted by the SFC.

The motion also suspends Board Policy 9110 for the purpose of considering a motion authorizing district legal counsel to take those steps necessary to preserve and timely pursue the district's right to appeal the SFC's decision on both issues. These items will be added under (E) and (F) under Reports

and Recommendations. The motion was seconded by Trustee Suzanne Sandoval. The motion carried unanimously.

Persons Requesting to Address Trustees

Marty Swartley, 951 Recluse Court, Casper, WY; congratulated new board officers. In addition, Ms. Swartley expressed support for the District's high school projects and hoped the legislature and Governor Mead appropriates additional funds for these projects. She also wished students at Roosevelt High School success with their new coffee shop as it provides practical business experience.

Recognition

Trustees recognized and congratulated Kalob Fisher from North Casper Elementary School and David Hunter Lane from Manor Heights Elementary school for winning the district's holiday card contest.

In addition, Trustees recognize the 2011 Excelling and Improving Schools.

- Improving
 - Poison Spider – Reading, Writing/Language (elementary), Math (elementary and middle)
- Excelling
 - Evansville – Math
 - FCA – Reading ,Writing/Language, Math
 - Manor – Writing/language
 - Mills – Reading
 - Oregon Trail - Reading ,Writing/Language, Math
 - Park – Reading, Math
 - Sagewood - Reading ,Writing/Language, Math
 - University Park - Reading ,Writing/Language, Math
 - Willard Learning Center (elementary) –Math
 - Woods – Reading, Math
 - CCA - Reading ,Writing/Language, Math
 - Woods Learning Center (Middle) – Reading, Math

Approval of Minutes

Trustee Elizabeth Horsch moved to approve the Executive Session minutes of November 28, 2011. The motion was seconded by Trustee Todd Ingram. The motion carried unanimously.

Trustee Steve Degenfelder moved to approve the General Session minutes of November 28, 2011, as revised. The motion was seconded by Trustee Audrey Cotherman. The motion carried unanimously.

Consent Calendar

Trustee Donn McCall requested that Item 3(e) – Grant Awards be removed from the Consent Agenda and be considered separately.

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. Establishment of Time and Place for 2012 Board Meetings
3. Business and Financial Items
 - a. Bills of December 2 and 9, 2011
 - b. Approve Continued Use of Facsimile Signatures

- c. Bid Award – Plasma Cutter for NCHS Welding Program
- d. Bid Ratification - HVAC System, Ceilings, and Lighting Replacement – Crest Hill

Trustee Todd Ingram moved to approve the Consent Calendar as presented. The motion was seconded by Trustee Steve Degenfelder. It was noted that Trustees have requested the second meeting of each month be hosted by district schools. The motion carried unanimously.

- 3. Business and Financial Items
 - e. Grant Awards - Wy Department of Education – Title I School Improvement Grants
 - 1. Mountain View Elementary School
 - 2. Frontier Middle School

Trustee Donn McCall moved to approve the Consent Calendar (3e) as presented. The motion was seconded by Trustee Steve Degenfelder. Mark Mathern, Associate Superintendent for Curriculum and Instruction, provided a summary of the grants. The motion carried unanimously.

Reports and Recommendations

We Read Update

Superintendent Dvorak welcomed Nathan Bekke, Suzie McMurry, Dale Bohren, and Bill Nelson, who provided a *We Read* program update. The District's challenge is to change community values in Casper to have all third graders reading at or above grade level by 2014. The community has partnered with the District that is spectacular and will be a model for the rest of the state of Wyoming.

Superintendent Dvorak recognized Trustee Steve Degenfelder and Nathan Bekke for being instrumental in making this program take place in the community.

Audit Report

Steve Hopkins, Associate Superintendent for Business Services, provided a report on the District's audit that was completed in December, 2011. The Wyoming Department of Audit has finished the special education audit and will be working on two other components. It was noted that no action was required on this report.

Trustee Donn McCall expressed appreciation to Steve Hopkins and the District's business office staff for their hard work and dedication.

Update on Data Tracking and Action Requests

Superintendent Dvorak stated that staff have taken the feedback offered by Trustees and split the data information request to have committee work listed on individual pages and added an "interest" column. Dr. Dvorak requested Trustee provide additional feedback to him or to Chair Walsh.

Trustee Dave Applegate expressed appreciation for the improvement on the reports.

Trustee Audrey Cotheman reiterated her concern that the information listed are not board actions and requested that the reports be corrected to reflect the same.

Policy Matters

K-12 Instructional Technology Policy 6600

Superintendent Dvorak stated that the Curriculum and Instruction Committee recommends that the Board of Trustees review, on first reading, a new K-12 Instructional Technology Policy 6600.

Mark Mathern, Associate Superintendent for Curriculum and Instruction, reported that the policy was discussed at today's board committee meetings. The Facilities and Technology Committee will review on December 14, 2011.

Extensive discussion followed regarding what should or should not be included in board policy and administrative regulations.

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

Human Resource Policies

Superintendent Dvorak stated that the Human Resources Committee recommends that the Board of Trustees review, on first reading, the following board policies: (1) revision of Board Policy 4100 – Appointment; (2) revision of Board Policy 4110 – Personnel Files, (3) new Board Policy 4700 – Diversity Philosophy; and (4) new Board Policy 4800 – Hiring, Retention, and Promotion.

Trustee Pat Keefe reported that the Human Resources Committee has a goal to review existing personnel policies. Legal Counsel will be reviewing the policies as they are revised.

Extensive discussion followed regarding Board Policy 4800 – hiring, retention, and promotion.

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

Memorandum of Understanding with the Wy School Facilities Department

Trustee Elizabeth Horsch moved that Trustees authorize Superintendent Dvorak to pursue a Memorandum of Understanding between the Natrona County School District and the Wyoming Facilities Department (SFD) and the Wyoming Facilities Commission (SFC) to advance planning and implementation of construction and renovation of Kelly Walsh High School, Natrona County High School, CAPS/Roosevelt High School without waiving the District's right to pursue legal remedies related to the SFC's November 17, 2011 decisions. These decisions include the SFC's rejection of the District's request to build square footage for 4,100 (versus 3,527) high school students, and the District's request to build and renovate the high school facilities simultaneously rather than in an extended staging plan adopted by the SFC.

The motion was seconded by Trustee Dave Applegate and carried unanimously.

Informal Review of NCSD High School Projects

Trustee Donn McCall moved that Trustees authorize the District's legal counsel to pursue all steps necessary to preserve the District's right to pursue its legal remedies in seeking informal review and, as necessary, appeal of the Wyoming Facilities Commission's (SFC) November 17, 2011 decisions including its rejection of the District's request to build square footage for 4,100 (versus 3,527) high school students, and the District's request to build and renovate the high school facilities simultaneously rather than in an extended staging plan adopted by the SFC.

The motion was seconded by Trustee Elizabeth Horsch and carried unanimously.

Other Business

Trustee Comments

Chair Rita Walsh stated that Trustees and Dr. Dvorak will continue their work on the superintendent's evaluation at a later date.

Trustee Pat Keefe congratulated the newly elected board officers and thanked Trustee Cotherman for her hard work and dedication to the students of Natrona County.

Trustee Todd Ingram thanked Superintendent Dvorak for his work with the School Facilities Department. Trustee Ingram stated that it is unfortunate that the District is facing having to take funds away from students and teachers to pursue relief on facility issues. Trustee Ingram looks forward to a formal review process so that a factual record makes it impossible to conjure a denial.

Trustee Audrey Cotherman thanked the individuals that spent so much time developing the policies that were reviewed at tonight's meeting.

Trustee Steve Degenfelder thanked Trustee Cotherman for her board services. Trustee Degenfelder reported that the Facilities and Technology Committee will meet on December 14, 2011.

Trustee Donn McCall expressed appreciation to Trustee Cotherman for her board services and creating positive interactions between and among board members. Trustee Donn McCall wished Trustees, staff, and community members a happy holiday season.

Chair Rita Walsh also thanked Trustee Cotherman for her leadership during the past year.

Next Meeting

Dr. Dvorak reported that the next Board meeting will be held on January 9, 2012, at Central Services Facility, 970 North Glenn Road, Casper, WY, 7:30 p.m.

Superintendent Dvorak recognized Trustee Sandoval for achieving a Level II Distinction by the Wyoming School Board Association.

Adjournment

There being no further business to come before the Board of Trustees, Chair Walsh adjourned the meeting at 9:34 p.m.

Chairman

Clerk

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak

DATE: January 9, 2012

SUBJECT: Personnel Items

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

I. Employment of the Following:

A. Teacher/Administrator - None

B. Classified

Jennie Bauchert, District Certified Substitute, 12/14/2011
Connie Bell-Mayers, District Certified Substitute, 12/7/2011
Nancy Bronder, District Certified Substitute, 12/2/2011
Sandra Elliot, District Certified Nurse Substitute, 11/10/2011
Jordan Fakelman, District Certified Substitute, 12/5/2011
April Gartin, Instructional Assistant, Student Monitor, Student Monitor/Bus Duty and
Elementary Library Technician at Fort Caspar Academy, 12/8/2011
Karen Grissom, District Classified Substitute, 12/9/2011
Jonna Grube, District Certified Substitute, 12/12/2011
Jean Harris, District Classified Substitute, 12/12/2011
Mary Hernandez, Special Education Instructional Assistant II at KWHS, 12/15/2011
Roberta Jackson, District Classified Substitute, 12/12/2011
Karissa Kever, Instructional Assistant Title I Highly Qualified at Mountain View, 12/16/2011
Jenny Knox, District Certified Substitute, 12/13/2011
Ashley Landes, District Certified Substitute, 12/7/2011
Sandra McDaniel, District Certified Substitute, 12/2/2011
Jennifer Osborne, District Classified Substitute, 12/13/2011
Natalie Robinson, Mandarin Instructional Assistant, 12/6/2011
Cora Rowland, District Classified Substitute, 12/5/2011
Ashley Stephens, District Classified Substitute, 12/29/2011
Theresa Sidman, Special Education Instructional Assistant I and Student Monitor at
Manor Heights, 12/1/2011
Amanda Tatman, District Classified Substitute, 12/19/2011
Brittany Tracy, District Certified Substitute, 12/9/2011
Amanda Waldron, Special Education Instructional Assistant II for Reconnections at
Special Education Service Center, 12/16/2011
Bridget Wolden, District Certified Substitute, 12/20/2011
Aubrey Valdez, District Classified Substitute, 12/19/2011
Rebecca Vega, Cafeteria Worker at Fort Caspar Academy, 12/5/2011

II. Promotions/Transfers

A. Teacher/Administrator

Jessie Atkinson, from Vocational Ed Teacher at KWHS to Vocational Ed Teacher at KWHS and District Certified Substitute, 11/21/2011

Melissa Hoard, from Special Education Instructional Assistant I at CJH to Title I Teacher at Mountain View, 1 FTE, OYO, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 12/04) 12/12/2011

Tracie Rebich, from District Certified Substitute to Preschool Teacher at Willard, 1 FTE, OYO, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 05/11) 1/3/2012

B. Classified

Shawn Axworthy, from District Classified Substitute to Special Education Instructional Assistant I at Verda James, 1/3/2012

Sheila Cothren, from District Classified Substitute to Special Education Instructional Assistant II at Casper Classical Academy, 12/8/2011

Amber French, from Elementary Library Media Technician at RHS to Program Specialist for the Science Depot, 12/1/2011

Angela Lehmbeck, from District Classified Substitute to Student Monitor/Playground, Student Monitor/Bus Duty and Instructional Assistant Highly Qualified Title I at Pineview, 12/19/2011

Maria Locker, from District Certified Substitute to Special Education Instructional Assistant I for DMJH, 1/3/2012

III. Resignations/Terminations

A. Teacher/Administrator - None

B. Classified

Lisa Britton, District Classified Substitute, 11/28/2011

Hanna Gaddis, District Classified Substitute, 12/7/2011

Keli Hammon, Lead Custodian at CJH, 9/15/2011

Angie Hoven, Special Education Specialist at SESC, 5/27/2011

Christy Keele, District Certified Substitute, 12/12/2011

Levi Kerstiens, Maintenance Service Specialist at CSF, 12/27/2011

Valerie Lane, Instructional Assistant Title I Highly Qualified, 12/22/2011

IV. Retirements

A. Teacher/Administrator - None

B. Classified

Dawn Evans, Administrative Assistant for Facilities and Technology and Business Services at CSF, 2/3/2012

V. Corrections

A. Teacher/Administrator - None

B. Classified - None

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Joel Dvorak, Superintendent

DATE: January 9, 2012

RE: Bid Award for Midwest School Auxiliary Gym Air Handling Unit Replacement

RECOMMENDATION: I recommend the Board of Trustees award the bid for the Midwest School Auxiliary Gym Air Handling Unit replacement to Bronco Enterprise, Inc. dba Casper Tin Shop in the amount of \$69,200.00.

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

<u>Company</u>	<u>Amount of Bid</u>
Bronco Enterprises, Inc. dba Casper Tin Shop, Casper, WY	\$ 69,200.00
Sheet Metal Specialties, Inc., Casper, WY	\$ 69,400.00

The bids were reviewed by Brian Ames, West Plains Engineering, Inc. Mechanical Engineer; Bret Benes, Caspar/Pope Joint Venture Project Manager; Keith Brown, District Project Manager; and Holly Loucks, Caspar/Pope Joint Venture, Project Coordinator.

The recommendation is to award the bid for the Midwest School Auxiliary Gym Air Handling Unit replacement project to Bronco Enterprise, Inc. dba Casper Tin Shop in the amount of \$69,200.00.

Major Maintenance Funding for the Midwest School Auxiliary Gym Air Handling Unit replacement project has been approved by the Wyoming School Facilities Department.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Joel Dvorak, Superintendent

DATE: January 9, 2012

RE: Bid Award for Alcova, Grant, Mills, Mountain View, Oregon Trail, Paradise Valley, Park, Powder River, University Park and Woods Elementary Schools and Roosevelt High School Carpet Replacement

RECOMMENDATION: I recommend the Board of Trustees award the bid for the Alcova, Grant, Mills, Mountain View, Oregon Trail, Paradise Valley, Park, Powder River, University Park and Woods Elementary Schools and Roosevelt High School Carpet Replacement to Don's Mobile Carpet in the amount of \$133,176.98.

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

<u>Company</u>	<u>Amount of Bid</u>
Construction Dynamics, LLC, Casper, WY	\$ 162,000.00
Don's Mobile Carpet, Casper, WY	\$ 133,176.98
Hub Flooring, LLC, Casper, WY	\$ 136,362.00

The bids were reviewed by Bret Benes, Caspar/Pope Joint Venture Project Manager; Keith Brown, District Project Manager; and Holly Loucks, Caspar/Pope Joint Venture, Project Coordinator.

The recommendation is to award the bid for the Alcova, Grant, Mills, Mountain View, Oregon Trail, Paradise Valley, Park, Powder River, University Park and Woods Elementary Schools and Roosevelt High School Carpet Replacement projects to Don's Mobile Carpet in the amount of \$133,176.98.

Major Maintenance Funding for the Alcova, Grant, Mills, Mountain View, Oregon Trail, Paradise Valley, Park, Powder River, University Park and Woods Elementary Schools and Roosevelt High School Carpet Replacement projects have been approved by the Wyoming School Facilities Department.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Joel Dvorak, Superintendent

DATE: January 9, 2012

SUBJECT: Application for Reimbursement for Private Transportation of Isolated Students

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: Michael Chupas and Jodi & Todd Gates.

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.

307-315-4467
307-235-4681

Name of Applicant (Parent or Guardian) **Family Address** (Street, RR, or Road, City, State, Zip) **Phone Number**
 Michael Chupas 11303 Ridgerview Rd, Evansville, WY 82636

Reimbursement is Requested for the Following Pupil's)

Name of Pupil	Age	Grade	Name of School That Student Will Attend
Madison Chupas	10yr	5th	Summit Elementary
Louder Chupas	7yr	2nd	Summit Elementary
Marisol Chupas	6yr	1st	Summit Elementary

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):

Cole Creek (2.3mi DP)
 Blue Rock & Gule from our house

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 pe 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 5
 Number of round trips 2
 Miles per day 10
 Subtract two miles (WS 21-4-401) 4
 Reimbursable miles 6
 X .485
 Reimbursable Total \$ 3.33

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 [Signature] Date 10/20/11

Signature of Administrator [Signature] Date 12-28-11

Signature Clerical Validation _____ Date _____

Fileage 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.

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

Jodi & Todd Gates, 50000 Dry Creek Rd, Alcova, WY 82620 307-554-6095

Reimbursement is Requested for the Following Pupil(s)

Name of Pupil	Age	Grade	Name of School That Student Will Attend
Kree Gates	13	8	Poison Spider
Kye Gates	8	3	Alcova
Kade Gates	7	2	Alcova

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):
 321 + 220 Junction DP 12-22-11

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.

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.

Jodi Gates 9-30-11
 Signature of Parent or Legal Guardian Date

[Signature] 12-28-11
 Signature of Administrator Date

[Signature] 12/27/11
 Signature Clerical Validation Date

League Verification:
[Signature]
 Shop Foreman

BELOW IS FOR OFFICE USE ONLY

Total miles traveled 27

Number of round trips 1

Miles per day 27

Subtract two miles (WS 21-4-401) 2

Reimbursable miles 25

X .555

Reimbursable Total \$ 13.87

(for Board of Trustee Use Only)

Approved Disapproved

Authorized Board Signature Date

Rec'd NOV 9, 2011

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak, Superintendent

DATE: January 9, 2012

SUBJECT: Board Policy 4700 – Diversity Philosophy – Second Reading

RECOMMENDATION: The Human Resources Committee recommends that the Board of Trustees approve, on second reading, Board Policy 4700 – Diversity Philosophy.

RATIONALE: Natrona County School District has embraced the value of diversity. The Human Resources Board Committee has discussed the value of Trustees publically acknowledging the value of diversity through policy.

The Human Resources Board Committee forwards the following rationale for adopting this policy: 1) the policy aligns with the organizations commitment to eliminate bullying, equal employment practices, and as a district value; 2) there is strength in a diverse community; and 3) the policy could be a teaching tool for students and parents.

Diversity Philosophy

The Natrona County School District Board of Trustees supports and encourages efforts to promote diversity awareness within the district and throughout the community.

DRAFT

NATRONA

COUNTY SCHOOLS

SUPERINTENDENT'S OFFICE

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

TO: Board of Trustees
FROM: Dr. Joel Dvorak, Superintendent
DATE: January 9, 2012
SUBJECT: Grant Awards

RECOMMENDATION: I recommend that the Board of Trustees accept the following grants:

1. The BOCES Board approved the following grants to Natrona County School District working in partnership with Casper College:

Cabin Project \$33,000
Project Directors: NCSD – Robert Hill and Casper College – Mark Steinle, Jim Sears

Adventures in Archive \$1,415
Project Directors: NCSD – Martha Karavitis and Casper College – Teresa Hedgpeth
2. The US Department of Health and Human Services awarded the Drug Free Community Support grant in the amount of \$125,000 to Natrona County School District working in partnership with the Natrona County Prevention Coalition (NCPC). The grant will be under the direction of Mike Jennings, Student Support Safe Schools Director, Curriculum and Instruction Department.
3. The US Department of Health and Human Services granted the third year of the STOP (Educating Parents of 4th, 5th and 6th Graders About Alcohol and Drugs) to Natrona County School District working in partnership with Natrona County Prevention Coalition. The grant is in the amount of \$49,980 and will be under the direction of Mike Jennings, Student Support Safe Schools Director, Curriculum and Instruction Department.

Joel Dvorak, Ed. D.
Superintendent of Schools
(307) 253-5222



November 28th, 2011



Re: Cabin Project

ID: 71204

Project Co-Directors: NCS D – Robert Hill
Casper College – Mark Steinle, Jim Sears

The BOCES Board has approved the amount of \$33,000 to fund the Cabin Project year two grant request.

The procedures for exercising your approved grant are as follows:

- All equipment, supplies, travel costs, and services contracts, etc. must be purchased with a BOCES LPO, when possible. On an LPO, the grant director will sign as the authorized employee. Submit all purchasing documents to Janet Hoyt who will code them to the correct grant. If an item cannot be purchased with a BOCES LPO, it may be purchased with CC funds or NCS D funds. Please discuss this with the BOCES Manager in advance.
- Be sure to put the above grant ID number on all paperwork and turn it in to the BOCES Office two weeks prior to the monthly board meeting to assure prompt payment. Checks are only processed once a month. The board meeting schedule can be found at www.caspercollege.edu/boces and click on the Board Meeting Schedule link.

If you have any questions or would like additional information, please feel free to contact me at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Janet Hoyt".

Janet Hoyt, LCSW
BOCES Manager
Gateway Building 318
307-268-3309

ec: Kathy Nottingham
Marilee Pickering
Theresa McCoy
Katie McMillan

**Central Wyoming Board of Cooperative Educational
Services
Application for B.O.C.E.S. Grant**

FY: _____ 2011 _____
October November February
February April
Written by: CC NCSD

The Mission of BOCES

Central Wyoming Board of cooperative Educational Services (BOCES) exists to provide the citizens of Natrona County and Central Wyoming quality educational services which cannot be provided as effectively or efficiently by the Natrona County Schools or Casper College when provided independently. The primary mission of BOCES is three-fold:

- a. to meet the educational needs of the community by training adult learners in programs leading to undergraduate and graduate education degrees earned in Casper,
- b. to meet the educational needs of high school students through cooperative articulated programs in technical and academic areas where students earn college credit while still enrolled in high school, and
- c. to meet the ongoing needs of the community by serving as a catalyst for the development and implementation of innovative programs benefiting both educational institutions, the business community, and the general citizenry.

Project Title: 2nd Year Collaborative Cabin Project

Target Audience: Transition Learning Center (TLC) and Casper College (CC) Construction Technology students

Number to be served: 81 NCSD and CC students

Amount Requested \$33,000.00

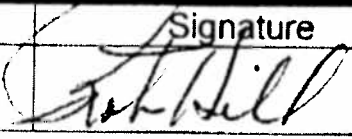
Project Dates: Fall of 2011 through Summer of 2012

How does the project meet the BOCES mission statement?

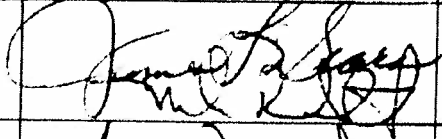
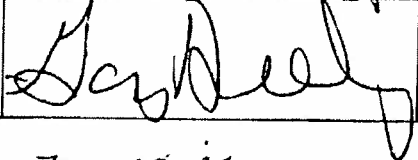
This project continues the excellent and beneficial collaboration between CC and NCSD Construction Technology instructors and students. Community businesses also participate through the supply of building materials and classroom participation as guest lecturers/demonstrators. Community residents participate through the public auction to sell the cabin upon completion. A new dimension has been added to this collaborative program that transforms the learning process into an uninterrupted educational experience.

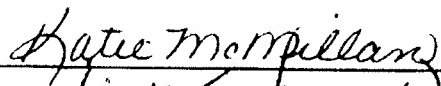
Please obtain the appropriate signatures:

**Project Co-Directors:
Natrona County School District #1**

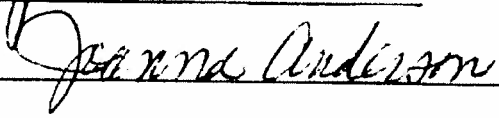
Name & Title	Signature	School/Dept
Robert Hill, Instructor		Transitions Learning Center

Casper College

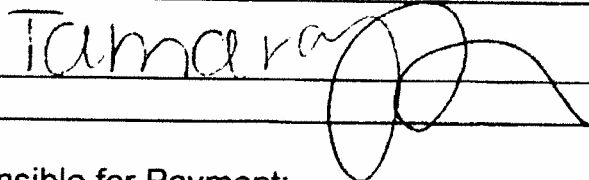
Name & Title	Signature	School/Dept
Mark Steinle, Instructor Jim Sears, Instructor		CC Construction Tech.
Gary Donnelly, Instructor		CC Business

CC Grants Office: 

CC School Dean: 

CC Vice President of Student Services:  10-11-11

NCSD Associate Superintendent: _____

Building Administrator: 

FISCAL AGENT Responsible for Payment: _____ Signature: _____
--

November 28th, 2011



Re: Adventures in Archives

ID: 71205

Project Co-Directors: NCSD – Martha Karavitis
Casper College – Teresa Hedgpeth

The BOCES Board has approved the amount of \$1,415 to fund the Adventures in Archives grant request.

The procedures for exercising your approved grant are as follows:

- All equipment, supplies, travel costs, and services contracts, etc. must be purchased with a BOCES LPO, when possible. On an LPO, the grant director will sign as the authorized employee. Submit all purchasing documents to Janet Hoyt who will code them to the correct grant. If an item cannot be purchased with a BOCES LPO, it may be purchased with CC funds or NCSD funds. Please discuss this with the BOCES Manager in advance.
- Be sure to put the above grant ID number on all paperwork and turn it in to the BOCES Office two weeks prior to the monthly board meeting to assure prompt payment. Checks are only processed once a month. The board meeting schedule can be found at www.caspercollege.edu/boces and click on the Board Meeting Schedule link.

If you have any questions or would like additional information, please feel free to contact me at any time.

Sincerely,

A handwritten signature in black ink that reads "Janet Hoyt".

Janet Hoyt, LCSW
BOCES Manager
Gateway Building 318
307-268-3309

cc: Kathy Nottingham
Marilee Pickering
Theresa McCoy
Katie McMillan

Central Wyoming Board of Cooperative Educational
Services
Application for B.O.C.E.S. Grant

FY: 2011
October February April
Written by: CC NCSD

The Mission of BOCES

Central Wyoming Board of cooperative Educational Services (BOCES) exists to provide the citizens of Natrona County and Central Wyoming quality educational services which cannot be provided as effectively or efficiently by the Natrona County Schools or Casper College when provided independently. The primary mission of BOCES is three-fold:

- a. to meet the educational needs of the community by training adult learners in programs leading to undergraduate and graduate education degrees earned in Casper,
- b. to meet the educational needs of high school students through cooperative articulated programs in technical and academic areas where students earn college credit while still enrolled in high school, and
- c. to meet the ongoing needs of the community by serving as a catalyst for the development and implementation of innovative programs benefiting educational institutions, the business community, and the general citizenry.

Project Title: Adventures in Archives

Target Audience: Mills, Poison Spider & Summit Elementary Third Graders and Jr. and High School History Clubs

Number to be served: Approximately 400 students

Amount Requested: \$1,415.00

Project Dates: December, 2011 through May, 2012

How does the project meet the BOCES mission statement?

This project meets the BOCES mission through activities that have important educational and life-long value for K-12 and CC work-study/intern students. This cooperative program offers history, research, communication and technology that will meet or exceed state standards in core areas. Furthermore, this project introduces students to the important resource of archives, research strategies and historical information, events and people that will help them to understand the connections between the past, the present and the future. Students will use the skills they learn throughout their educational experiences and perhaps their personal and professional lives.

What community needs does this project fulfill?

This project offers local students educational experiences in the learning of local history and understanding the extremely important value of collecting, storing, researching and analyzing people, places, and events. Students will gain skills and strategies that can be utilized in many different capacities within their lives. They will learn to appreciate the past and learn how it affects them today and in the future. As our students become adult members of our community, they will use the skills they learned and the knowledge they have gained to make better decisions for our local community and state.

Please obtain the appropriate signatures:

Project Co-Directors:

Natrona County School District #1

Name & Title	Signature	School/Dept
Martha Karavitis		NCSD Librarian/Media Technician, Summit Elementary

Casper College

Name & Title	Signature	School/Dept
Teresa Hedgpeth (Teri)	<i>Teri Hedgpeth</i>	CC Western History Center Archivist

CC Grants Office: *Katie McMullan*

CC Department Chair: *Stacy Mahler - 10/10/11*

CC Division Chair or Appropriate VP: _____

CC Vice President of ~~Academic Affairs~~ ^{Student Services}: *Journa Anderson 10/11/11*

NCSD Associate Superintendent: _____

Building Administrator: _____

SIGNATURE Page for Martha Karavitis

What community needs does this project fulfill?

This project offers local students educational experiences in the learning of local history and understanding the extremely important value of collecting, storing, researching and analyzing people, places, and events. Students will gain skills and strategies that can be utilized in many different capacities within their lives. They will learn to appreciate the past and learn how it affects them today and in the future. As our students become adult members of our community, they will use the skills they learned and the knowledge they have gained to make better decisions for our local community and state.

Please obtain the appropriate signatures:

Project Co-Directors:

Natrona County School District #1

Name & Title	Signature	School/Dept
Martha Karavitis	<i>Martha Karavitis</i>	NCS D Librarian/Media Technician, Summit Elementary

Casper College

Name & Title	Signature	School/Dept
Teresa Hedgpeth (Teri)	<i>Teri Hedgpeth</i>	CC Western History Center Archivist

CC Grants Office: _____

CC Department Chair: *Stacy Mahler - 10/0/11*

CC Division Chair or Appropriate VP: _____

CC Vice President of Academic Affairs: _____

NCS D Associate Superintendent: _____

Building Administrator: _____

FISCAL AGENT Responsible for Payment: _____
 Signature: _____

Total Project Budget

	B.O.C.E.S.		Other Funding Sources		
	Compensation	Fringe	Source	Amount	% of Total Budget
Human Services Compensation					
A. Project Director					
B. Administrative					
C. Other Key Participants					
D. Contracts					
TOTAL					
Support Services					
A. Travel/Per Diem					
B. Phone/Postage					
C. Supplies/Printing	\$1,415.00				
D. Publicity					
E. Materials					
F. Rental Space					
G. Equipment					
H. Other					
TOTAL	\$1,415.00				

Itemized Budget: Qube Cart XL- \$50.00 x 2= \$100.00; CC Bookstore Cards for student incentives \$10.00 ea. x 100 = \$1,000.00; G Archives Kit for display and in class use- \$8.75 ea x 4= \$75.00; Archival Methods White Cotton Gloves (small)-\$10.00/doz. X 4= \$40.00; Archival copies for display and student handouts = \$200.00.
Total Budget = \$1,415.00

PROJECT DETAILS

1. Brief description of the project and its activities:

This pilot project will take the Western History Center Archives (WHC) into Mills, Poison Spider, and Summit elementary third grade classrooms and junior and senior high History clubs at Dean Morgan Jr. High, Kelly Walsh and Natrona County high schools where students will be introduced to the world of historical archives. Students will gain an awareness of this valuable primary resource and learn how to use the tools for their research projects throughout their continuing educational experiences. Teri Hedgpeth, Western History Center Archivist, will take historical materials and supplies into NCSD classrooms to introduce them to the extensive materials in the collection.

The third graders are selected for this pilot program because this grade level begins learning about state history starting with Wyoming counties. Students are introduced to research and the WHC will assist them in their first steps to research and preservation through this program. Mini-lessons tracing the history of Natrona County will introduce students to the Center and how to use it. Additionally, visits to junior and high school history clubs activities will be geared towards the State/National History Day program so students who choose to participate in State/National History Day will be prepared for the competition. These students will gain skills and knowledge in using the Center as a primary resource. All students will visit the Center for a tour and use the tools and resources they have learned about in class to assist them on a predetermined, age-appropriate research project. Students will also be issued a punch card to track their visits to the Western History Center and after three visits per NCSD school year they will receive a \$10 gift card from the CC bookstore. If students keep their punch card and have not redeemed or filled it they may come in during the next school to research a project during the next school year and the WHC will accept that card for redemption.

The number of schools is limited to three elementary schools and the History clubs because this is a pilot project and attempting to reach every third grade classroom and junior/senior high history students in a year is impossible. We chose these particular elementary schools based on discussion and school interest. We selected history clubs because this helps students to better understand and know where and how to find primary resources. This project will also assist them in creating competitive State/National History Day projects.

2. List the goals of the project:

The main goal of this project is to foster awareness and improve student knowledge and understanding of what an archival center is, what the CC Western History Center has a primary resource center, and how it can be used by NCSD students.

A second goal is to help students understand the inherent values in archival information, the archival process and how the past shapes the present and future.

3. List the expected outcomes of the project:

The outcomes of this pilot project are to give students the skills, strategies and understanding of primary sources while fostering an awareness of archives, records, history and how the Center can be used in their research projects, with an emphasis on understanding how the past affects and shapes the present and the future. Furthermore, third grades students will be introduced to research methods that will help them to succeed in their continued educational experiences. For the jr. and sr. high students they will have access to a world class primary research resource that will assist them in gaining a deeper knowledge about the world, past, present and future. This project will assist students in creating competitive State/National History Day projects.

An assessment of the project by the teachers of each class/club will be implemented to determine if this pilot program meets its goals and other important assessment information. Casper College Director of Assessment, Kathleen Thatcher will assist in creating the best assessment tool for this particular project.

4. List the project co-directors, and duties and responsibilities of each:

Teri Hedgpeth, CC Western History Center Archivist, will create a variety of information packets and other relevant materials that will take students on a project of historical discovery. She will visit the classrooms giving students insight into the world of research, teaching them how to find and use the primary resources that connect the past to the present to the future, working with students on their projects. Teri will also consult with the NCSD teachers to create grade-appropriate research projects that will allow the students to experience the many different tools and resources at the Center.

Martha Karavitis, Librarian/Media Technician at Summit Elementary is the co-director and will work with NCSD third grade teachers in coordinating this project for the selected classes and clubs. Additionally, she will work with the NCSD teachers and Teri to create age-appropriate research projects for students, providing extra resources, knowledge and support.

5. What are the requirements of this project in terms of:

	Give Specific Detail	Approval from Appropriate Person
Facilities	3 NCSD 3 rd grades, Jr. & Sr High History Clubs & WHC	
Services	N/A	
Professional Development	N/A	
Recruitment	N/A	
Retention	N/A	

Faculty/Staff	Teri Hedgpeth, CC and Mary Karavistis, Summit 3 rd grades, Jr. & Sr. High History Club Sponsors/Coaches	
---------------	--	--

HISTORY

6. If the project has been funded previously by BOCES or other entities, summarize the benefits from the program, including numbers served by the program.

This is a new program.

7. History of Project Funding

YEAR	AMOUNT	SOURCE

EVALUATION

8. Describe how you will evaluate the effectiveness of the program:

An assessment of the project by the teachers of each class will be created and implemented to determine if this pilot program meets its goals, and offer information that will determine the effectiveness on students. The CC Assessment Director will assist with the creation of this measuring tool. If this program continues, we plan to track what the students gained through this project by future research projects and History Day performances. Finally, this program will be assessed throughout so adjustments can be made according to our findings. We will continually communicate and reflect upon how each session individually and collectively over the course of the class participation to ensure we are giving students the best information in the best manner.

9. What are your plans to secure permanent funding for this program in the future?

This project will not require continued grant funding as needed materials are part of the WHC collections. Use of these materials will no longer require funding.

1. DATE ISSUED (Mo./Day/Yr.) 09/09/2011 2. CFDA NO. 93.276

3. SUPERSEDES AWARD NOTICE dated / / except that any additions or restrictions previously imposed remain in effect unless specifically rescinded.

4. GRANT NO. 5 H79 SP011598-08 5. ADMINISTRATIVE CODES SP-H79/DFC

6. PROJECT PERIOD From 09/30/2005 Through 09/29/2014

7. BUDGET PERIOD From 09/30/2011 Through 09/29/2012

DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE

SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION

COPY

NOTICE OF GRANT AWARD
AUTHORIZATION (Legislation/Regulation)
DFC Act 1997 (PL105-20) reauth
PL 109-469)

8. TITLE OF PROJECT (OR PROGRAM) (Limit to 58 spaces)
Natrona County Prevention Coalition

9. GRANTEE NAME AND ADDRESS
a. NATRONA COUNTY SCHOOL DISTRICT NO. 1
b. 970 N. Glenn Road
c.
d. Casper
e. WY 82601

10. DIRECTOR OF PROJECT (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR) (LAST NAME FIRST AND ADDRESS)
Dyer, Jennifer
NCPC Chair
535 W. Yellowstone
Casper, WY 82601

11. APPROVED BUDGET (Excludes PHS Direct Assistance)

I PHS Grant Funds Only

II Total project costs including grant funds and all other financial participation (Select one and place NUMERAL in box.)

a. Salaries and Wages	\$	54,000
b. Fringe Benefits	\$	16,945
c. Total Personnel Costs	\$	70,945
d. Consultant Costs		0
e. Equipment		0
f. Supplies		5,000
g. Travel		3,800
h. Patient Care - Inpatient		0
i. - Outpatient		0
j. Alterations and Renovations		0
k. Other		7,723
l. Consortium/Contractual Costs		34,950
m. Trainee Related Expenses		0
n. Trainee Stipends		0
o. Trainee Tuition and Fees		0
p. Trainee Travel		0
q. TOTAL DIRECT COSTS	\$	122,418
r. INDIRECT COSTS (Rate .00 % of S&W/TADC)	\$	2,582
s. TOTAL APPROVED BUDGET	\$	281,250
t. SBR Fee	\$	
u. Federal Share	\$	125,000
v. Non-Federal Share	\$	156,250

12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE

a. Amount of PHS Financial Assistance (from item 11u)	\$	125,000
b. Less Unobligated Balance From Prior Budget Periods	\$	0
c. Less Cumulative Prior Award(s) This Budget Period	\$	0
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	\$	\$125,000

13. RECOMMENDED FUTURE SUPPORT (SUBJECT TO THE AVAILABILITY OF FUNDS AND SATISFACTORY PROGRESS OF THE PROJECT)

YEAR	TOTAL COSTS (DIRECT and INDIRECT)	YEAR	TOTAL COSTS (DIRECT and INDIRECT)
a. 09	125,000	d.	
b. 10	125,000	e.	
c.	N/A	f.	

14. APPROVED DIRECT ASSISTANCE BUDGET (IN LIEU OF CASH):

a. Amount of PHS Direct Assistance	\$
b. Less Unobligated Balance From Prior Budget Periods	\$
c. Less Cumulative Prior Award(s) This Budget Period	\$
d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION	\$ N/A

15. PROGRAM INCOME SUBJECT TO 45 CFR PART 74, SUBPART F, OR 45 CFR 92.25, SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES: (Select One and Place LETTER in box.)

a. DEDUCTION
b. ADDITIONAL COSTS
c. MATCHING
d. OTHER RESEARCH (Add/Deduct Option)
e. OTHER (See REMARKS)

B

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE PHS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:

a. The grant program legislation cited above. b. The grant program regulation cited above.
c. The award notice including terms and conditions, if any, noted below under REMARKS.
d. PHS Grants Policy Statement including addenda in effect as of the beginning date of the budget period.
e. 45 CFR Part 74 or 45 CFR Part 92 as applicable.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS: (Other Terms and Conditions Attached - Yes No)

GMS: Gibson, Natalie K (240)276-2585 PO: Olson, Charlotte (240)276-2541

PHS GRANTS MANAGEMENT OFFICER: (Signature) (Name-Typed/Print) (Title)

Simmons, Virginia Grants Management Officer, SAMHSA

17. OBJ. CLASS. 41.45	18. CRS - EIN 1836000543A1	19. LIST NO:		
20.a. FYCAN 2011C96R655	b. DOCUMENT NO. H9SP11598A	c. ADMINISTRATIVE CODE	d. AMT. ACTION FIN. ASST. \$125,000	e. AMT. ACTION DIR. ASST.
21.a.	b.	c.	d.	e.
22.a.	b.	c.	d.	e.

1. DATE ISSUED (Mo./Day/Yr.) 06/13/2011 | 2. CFDA NO. 93.243

3. SUPERSEDES AWARD NOTICE dated / / except that any additions or restrictions previously imposed remain in effect unless specifically rescinded.

4. GRANT NO. 5 H79 SP015261-04 | 5. ADMINISTRATIVE CODES SP-H79/DFC-STOP

Formerly:

6. PROJECT PERIOD Mo./Day/Yr. Mo./Day/Yr.
From 09/30/2008 Through 09/29/2012

7. BUDGET PERIOD Mo./Day/Yr. Mo./Day/Yr.
From 09/30/2011 Through 09/29/2012

DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE

SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION

COPY

NOTICE OF GRANT AWARD
AUTHORIZATION (Legislation/Regulation)
PHS Act (42 U.S.C. 290bb-25b), S

8. TITLE OF PROJECT (OR PROGRAM) (Limit to 58 spaces)
Educating Parents of 4th, 5th, and 6th Graders About Alcohol and Drugs

9. GRANTEE NAME AND ADDRESS

a. NATRONA COUNTY SCHOOL DISTRICT NO. 1

b. 970 North Glenn Road

c.

d. Casper

a. WY 82601

10. DIRECTOR OF PROJECT (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR) (LAST NAME FIRST AND ADDRESS)
Crank, Jennifer
NCPC Chair
42 CY Avenue
Casper, WY 82601

11. APPROVED BUDGET (Excludes PHS Direct Assistance)		12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE	
I PHS Grant Funds Only		a. Amount of PHS Financial Assistance (from item 11u) \$ 49,980	
II Total project costs including grant funds and all other financial participation (Select one and place NUMERAL in box.)		b. Less Unobligated Balance From Prior Budget Periods \$ 0	
a. Salaries and Wages \$ 24,439		c. Less Cumulative Prior Award(s) This Budget Period \$ 0	
b. Fringe Benefits \$ 5,313		d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION \$ 49,980	
c. Total Personnel Costs \$ 29,752		13. RECOMMENDED FUTURE SUPPORT (SUBJECT TO THE AVAILABILITY OF FUNDS AND SATISFACTORY PROGRESS OF THE PROJECT):	
d. Consultant Costs 0		YEAR TOTAL COSTS (DIRECT AND INDIRECT) YEAR TOTAL COSTS (DIRECT AND INDIRECT)	
e. Equipment 0		a. N/A d.	
f. Supplies 700		b. e.	
g. Travel 0		c. f.	
h. Patient Care - Inpatient 0		14. APPROVED DIRECT ASSISTANCE BUDGET (IN LIEU OF CASH):	
i. Outpatient 0		a. Amount of PHS Direct Assistance \$	
j. Alterations and Renovations 0		b. Less Unobligated Balance From Prior Budget Periods \$	
k. Other 2,000		c. Less Cumulative Prior Award(s) This Budget Period \$	
l. Consortium/Contractual Costs 17,528		d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION \$ N/A	
m. Trainee Related Expenses 0		15. PROGRAM INCOME SUBJECT TO 45 CFR PART 74, SUBPART F, OR 45 CFR 92.25, SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES: (Select One and Place LETTER in box)	
n. Trainee Stipends 0		a. DEDUCTION	
o. Trainee Tuition and Fees 0		b. ADDITIONAL COSTS	
p. Trainee Travel 0		c. MATCHING	
q. TOTAL DIRECT COSTS → \$ 49,980		d. OTHER RESEARCH (Add/Deduct Option)	
r. INDIRECT COSTS (Rate .00 % of SAWTADC) \$ 0		e. OTHER (See REMARKS)	
s. TOTAL APPROVED BUDGET \$ 49,980		16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE PHS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:	
t. SBIR Fee \$		a. The grant program legislation cited above. b. The grant program regulation cited above.	
u. Federal Share \$ 49,980		c. The award notice including terms and conditions, if any, noted below under REMARKS.	
v. Non-Federal Share \$ 0		d. PHS Grants Policy Statement including addenda in effect as of the beginning date of the budget period.	
REMARKS: (Other Terms and Conditions Attached - <input type="checkbox"/> Yes <input type="checkbox"/> No)		e. 45 CFR Part 74 or 45 CFR Part 92 as applicable.	
		In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.	

GMS: Gibson, Natalie K (240) 276-2585 PO: Olson, Charlotte (240) 276-2541

PHS GRANTS MANAGEMENT OFFICER: (Signature) (Name-Typed/Print) (Title)

Simmons, Virginia Grants Management Officer, SAMHSA

17. OBJ. CLASS. 41.45	18. CRS - EIN 1836000543A1	19. LIST NO.
20.a. FYCAN 2011C96P119	b. DOCUMENT NO. H9SP15261A	c. ADMINSTRATIVE CODE
21.a.	b.	d. AMT. ACTION FIN. ASST. \$49,980
22.a.	b.	e. AMT. ACTION DIR. ASST.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees
FROM: Dennis Bay, P.E., Executive Director Facilities and Technology
DATE: January 9, 2012
SUBJECT: Construction Updates

The construction updates for projects in progress as of January 6, 2012, are attached for your information.

**Natrona County School District No. 1
Capital Construction Project Report
January 6, 2012**

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

Architectural Firm Selection Committee:

Elizabeth Horsch, Board of Trustees; Shawna Trujillo, Roosevelt High School
Principal; Lauren Volk and Paul Meyer, Wyoming School Facilities Department (SFD)

Architect: Cuningham Group, Minneapolis, MN and
MOA Architecture, Casper, WY

Civil Engineer: Civil Engineering Professionals, Inc. (CEPI), Casper, WY

Structural Engineer: Structural Solutions, Martin/Martin, Cheyenne, WY

Mechanical/Plumbing Engineer: Engineering Design Associates (EDA), Casper, WY

Electrical Engineer: Engineering Design Associates (EDA), Casper, WY

Construction: TBD

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

- 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 Educational Specifications and Capacity Analysis Report was completed November 10, 2011
- SFD presented the Fanning Howey Report to the Wyoming School Facilities Commission (SFC) and the SFC approved Scenario 2b on November 17, 2011
- NCSD staff and SFD staff are working to establish the schedule for re-engaging the architectural design teams

**Natrona County School District No. 1
Capital Construction Project Report
January 6, 2012**

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 Department (SFD)

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 Educational Specifications and Capacity Analysis Report was completed November 10, 2011
 - SFD presented the Fanning Howey Report to the Wyoming School Facilities Commission (SFC) and the SFC approved Scenario 2b on November 17, 2011
 - NCSD staff and SFD staff are working to establish the schedule for re-engaging the architectural design teams

**Natrona County School District No. 1
Capital Construction Project Report
January 6, 2012**

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 Department (SFD)

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 Educational Specifications and Capacity Analysis Report was completed November 10, 2011
 - SFD presented the Fanning Howey Report to the Wyoming School Facilities Commission (SFC) and the SFC approved Scenario 2b on November 17, 2011
 - NCSD staff and SFD staff are working to establish the schedule for re-engaging the architectural design teams

**Natrona County School District No. 1
Capital Construction Project Report
January 6, 2012**

Project: Southridge Elementary School
1600 W. 29th 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	TBD	
Construction Start	TBD	
Owner Move-in	TBD	

1. Project Description

- Elementary school K-5, 3/2 model
- Approximately 300 student capacity
- Approximately 45,500 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
- The National Park Service has approved the park conversion
- NCSD staff is working with the School Facilities Department (SFD) to release project for bidding

**Natrona County School District No. 1
Capital Construction Project Report
January 6, 2012**

Project: North Casper Elementary School
Address to be Determined
Casper, WY

Project Phase: Planning

Architect: TBD
Civil Engineer: TBD
Structural Engineer: TBD
Mechanical Engineer: TBD
Electrical Engineer: TBD
Plumbing Engineer: TBD

Milestone	Schedule Date	Comment
Appraisals of City Property	December 2, 2011	Complete
Preliminary Geotechnical	December 20, 2011	Complete
Phase 1 Environmental	December 20, 2011	Complete
Survey Proposal	TBD	Awaiting SFD Approval
Archaeological Assessment	TBD	Awaiting SFD Approval

1. Project Description

- Elementary school K-5; District is planning for 4/3 model
- Approximately 384 student capacity
- Approximately 53,211 square feet

2. Activities in Progress

- Appraisals of proposed City Property west of the Boys and Girls Club location have been completed and sent to School Facilities Department (SFD)
- Preliminary geotechnical investigation and Phase 1 Environmental have been completed
- Proposals for survey and archaeological assessment were forwarded to the SFD on December 27, 2011, for approval

**Natrona County School District No. 1
Capital Construction Project Report
January 6, 2012**

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	Actual
Final Design Completion	February 2012	Planned
Phase I Bid Package	March 5, 2012	Planned

1. Project Description
 - Renovation and Campus Planning

2. Activities in Progress
 - Design kickoff meeting was held at Dean Morgan on November 1, 2011
 - Project estimate for Phase I (Summer 2012) is being reviewed by District staff

**Natrona County School District No. 1
Major Maintenance Project Report
January 6, 2012**

This report is based on the December 27, 2011 monthly project status report as prepared and presented by Caspar/Pope Joint Venture.

**Project: 2010-2011 Caspar/Pope Major Maintenance Status Report
Updated December 27, 2011**

<u>2010-2011</u>	This Month	Last Month
Number of 2010-2011 projects contracted with Caspar/Pope:	102	102
Number of projects completed:	96	94
Number of projects in progress:*	8	8
Number of projects not yet started:	0	0
Percent of projects completed:	94%	92%

*Includes Design, Cost Estimation, Bidding

**Project: 2011-2012 Caspar/Pope Major Maintenance Status Report
Updated December 27, 2011**

<u>2011-12</u>		
Number of 2011-2012 projects contracted with Caspar/Pope	59	60
Number of projects completed:	6	3
Number of projects in progress:*	32	30
Number of projects not yet started:	21	27
Percent of projects completed:	10%	5%

*Includes Design, Cost Estimation, Bidding