

NATRONA

COUNTY SCHOOLS

**Board of Trustees Meeting
Paradise Valley Elementary School
22 Magnolia Road
Casper, WY 82604**

May 9, 2011

I. Executive Session – 5:00 p.m.

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

II. School Update – 6:00 p.m.

III. Regular Session – 7:30 p.m.

- A. Pledge of Allegiance
- B. Persons Requesting to Address the Board (three minute maximum)
- C. Recognition – NCHS Nordic Ski Team
- D. Approval of Minutes of the Board of Trustees' General and Executive Sessions of April 25, 2011
- E. Consent Calendar Items
 - 1. Personnel Item - Certified and Classified Personnel Report
 - 2. Business and Financial Items
 - a. Bills of April 29 and May 6, 2011
 - b. Bid Ratifications
 - i. Electrical Power Distribution Upgrade – Grant Elementary
 - ii. Gymnasium Air Handling Unit Replacement – NCHS
 - iii. Asbestos Abatement of Hallway Floors - Midwest Elementary and Jr. High and North Casper
 - iv. Asbestos Abatement of Classroom Floors and Windows – Pineview
 - v. Swimming Pool Repairs – KWHS
 - vi. Infill Existing Whirlpools - NCHS
 - c. Grants
 - i. STARTALK Casper China Kids Summer Program
 - ii. Fresh Fruits and Vegetables Program Awards - Bar Nunn, Cottonwood, Evansville, Grant, Manor Heights, Midwest Elementary, Mills, Mountain View, North Casper, Paradise Valley, Park, Pineview, Sagewood, Southridge, Summit, University Park, Willard, and Woods Learning Center

IV. Reports and Recommendations

- A. SSHS Discipline and Student Survey Data Update
- B. Middle Level CTE Curriculum Adoption – Second Reading
- C. Social Studies Curriculum Adoption – First Reading
- D. Wy School Boards Update
- E. Trustee Travel Approval

V. Trustee Comments/Committee Reports

VI. Other Business

- A. Next Board Meeting – June 13, 2011, 7:30 p.m., Central Services Facility

VII. Adjournment

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees
FROM: Joel Dvorak, Superintendent
DATE: May 9, 2011
RE: Bid Award for NCHS Gym Air Handling Unit Replacement

RECOMMENDATION: I recommend the Board of Trustees award the bid for the Natrona County High School Gym Air Handling Unit Replacement project to Sheet Metal Specialties, Inc. in the amount of \$50,000.00.

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

<u>Company</u>	<u>Amount of Bid</u>
JJ's Advanced Thermal Solutions, Inc., Casper, WY	\$ 79,820.00
Sheet Metal Specialties, Inc., Casper, WY	\$ 50,000.00

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

The recommendation is to award the bid for the Natrona County High School Gym Air Handling Unit Replacement project to Sheet Metal Specialties, Inc. in the amount of \$50,000.00.

Major Maintenance Funding for the Natrona County High School Gym Air Handling Unit Replacement project has been approved by the Wyoming School Facilities Commission.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Joel Dvorak, Superintendent

DATE: May 9, 2011

RE: Bid Award for Kelly Walsh High School Swimming Pool Repairs

RECOMMENDATION: I recommend the Board of Trustees award the bid for the Kelly Walsh High School Swimming Pool Repairs project to Mid American Pool Renovation, Inc. in the amount of \$102,820.00.

RATIONALE: Mid American Pool Renovation, Inc., Grandview, MO, was the only company to submit a bid which was in the amount of \$102,820.00.

The bid was reviewed by Dennis E. Bay, P.E., Executive Director of Facilities and Technology; Keith Brown, District Project Manager; and Bruce English, Caspar/Pope Joint Venture Project Manager.

10% Enhancement Major Maintenance Funding for the Kelly Walsh High School Swimming Pool Repairs project has been approved by the Wyoming School Facilities Commission.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees
FROM: Joel Dvorak, Superintendent
DATE: May 9, 2011
RE: Bid Award for Grant Elementary School Electrical Power Distribution Upgrade

RECOMMENDATION: I recommend the Board of Trustees award the bid for the Grant Elementary School Electrical Power Distribution Power Upgrade project to City Service Electric Co., Inc. in the amount of \$31,133.00.

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

<u>Company</u>	<u>Amount of Bid</u>
Atlantic Electric, Inc., Casper, WY	\$ 55,260.00
Casper Electric, Inc., Casper, WY	\$ 38,950.00
City Service Electric Co. Inc., Casper, WY	\$ 31,133.00
Northwestern Electric, Casper, WY	\$ 58,290.00
Sprecher Electric, Inc., Casper, WY	\$ 71,988.00

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

The recommendation is to award the bid for the Grant Elementary School Electrical Power Distribution Upgrade project to City Service Electrics Co., Inc. in the amount of \$31,133.00.

Major Maintenance Funding for the Grant Elementary School Electrical Power Distribution Upgrade project has been approved by the Wyoming School Facilities Commission.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Joel Dvorak, Superintendent

DATE: May 9, 2011

RE: Bid Award for Natrona County High School Infill Existing Whirlpools

RECOMMENDATION: I recommend the Board of Trustees award the bid for the Natrona County High School Infill Existing Whirlpools project to Pope Construction, Inc. in the amount of \$34,400.00.

RATIONALE: Pope Construction, Inc. Casper, WY, was the only company to submit a bid which was in the amount of \$34,400.00.

The bid was reviewed by Bret Benes, Caspar/Pope Joint Venture Project Manager and Keith Brown, District Project Manager.

Major Maintenance Funding for the Natrona County High School Infill Existing Whirlpools project has been approved by the Wyoming School Facilities Commission.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Joel Dvorak, Superintendent

DATE: May 9, 2011

RE: Bid Award for Midwest Elementary and Jr. High Schools Hallway Floors
Asbestos Abatement

RECOMMENDATION: I recommend the Board of Trustees award the bid for the Midwest Elementary and Jr. High Schools Hallway Floors Asbestos Abatement project to Safetech, Inc. in the amount of \$16,900.00.

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

<u>Company</u>	<u>Amount of Bid</u>
Enviro Engineering, Casper, WY	\$ 20,750.00
Environmental Abatement Services of Denver, Inc., Englewood, CO	\$ 40,880.00
Horsley Specialties, Inc., Rapid City, SD	\$ 19,913.00
Morrow Holdings, LLC dba Rick Removal, LLC, Fort Collins, CO	\$ 38,500.00
Robinson Contracting, Inc., Casper, WY	\$ 25,355.00
Safetech, Inc., Billings, MT	\$ 16,900.00

The bids were reviewed by Keith Brown, District Project Manager; and Cynthia Sharon, C. Sharon and Associates.

The recommendation is to award the bid for the Midwest Elementary and Jr. High Schools Hallway Floors Asbestos Abatement project to Safetech, Inc. in the amount of \$16,900.00.

Major Maintenance Funding for the Midwest Elementary and Jr. High Schools Hallway Floors Asbestos Abatement project has been approved by the Wyoming School Facilities Commission.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Joel Dvorak, Superintendent

DATE: May 9, 2011

RE: Bid Award for North Casper Elementary School Hallway Floors Asbestos Abatement

RECOMMENDATION: I recommend the Board of Trustees award the bid for the North Casper Elementary School Hallway Floors Asbestos Abatement project to Horsley Specialties, Inc. in the amount of \$19,731.00.

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

<u>Company</u>	<u>Amount of Bid</u>
Enviro Engineering, Casper, WY	\$ 23,000.00
Horsley Specialties, Inc., Rapid City, SD	\$ 19,731.00
Morrow Holdings, LLC dba Rick Removal, LLC, Fort Collins, CO	\$ 30,880.00
Robinson Contracting, Inc., Casper, WY	\$ 23,710.00
Safetech, Inc., Billings, MT	\$ 22,500.00

The bids were reviewed by Keith Brown, District Project Manager; and Cynthia Sharon, C. Sharon and Associates.

The recommendation is to award the bid for the North Casper Elementary School Hallway Floors Asbestos Abatement project to Horsley Specialties, Inc. in the amount of \$19,731.00.

Major Maintenance Funding for the North Casper Elementary School Hallway Floors Asbestos Abatement project has been approved by the Wyoming School Facilities Commission.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees
FROM: Joel Dvorak, Superintendent
DATE: May 9, 2011
RE: Bid Award for Pineview Elementary School Classroom Floors Asbestos Abatement

RECOMMENDATION: I recommend the Board of Trustees award the bid for the Pineview Elementary School Classroom Floors Asbestos Abatement project to Safetech, Inc. in the amount of \$26,500.00.

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

<u>Company</u>	<u>Amount of Bid</u>
Enviro Engineering, Casper, WY	\$ 35,800.00
Environmental Abatement Services of Denver, Inc., Englewood, CO	\$ 39,929.00
Horsley Specialties, Inc., Rapid City, SD	\$ 27,170.00
Morrow Holdings, LLC dba Rick Removal, LLC, Fort Collins, CO	\$ 48,056.00
Robinson Contracting, Inc., Casper, WY	\$ 29,900.00
Safetech, Inc., Billings, MT	\$ 26,500.00

The bids were reviewed by Keith Brown, District Project Manager; and Cynthia Sharon, C. Sharon and Associates.

The recommendation is to award the bid for the Pineview Elementary School Classroom Floors Asbestos Abatement project to Safetech, Inc. in the amount of \$26,500.00.

Major Maintenance Funding for the Pineview Elementary School Classroom Floors Asbestos Abatement project has been approved by the Wyoming School Facilities Commission.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees
FROM: Joel Dvorak, Superintendent
DATE: May 9, 2011
RE: Bid Award for Pineview Elementary School Window Replacement
Asbestos Abatement

RECOMMENDATION: I recommend the Board of Trustees award the bid for the Pineview Elementary School Window Replacement Asbestos Abatement project to Robinson Contracting, Inc. in the amount of \$19,158.00.

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

<u>Company</u>	<u>Amount of Bid</u>
Horsley Specialties, Inc., Rapid City, SD	\$ 37,650.00
Morrow Holdings, LLC dba Rick Removal, LLC, Fort Collins, CO	\$ 28,075.00
Robinson Contracting, Inc., Casper, WY	\$ 19,158.00
Safetech, Inc., Billings, MT	\$ 31,800.00

The bids were reviewed by Keith Brown, District Project Manager; and Cynthia Sharon, C. Sharon and Associates.

The recommendation is to award the bid for the Pineview Elementary School Window Replacement Asbestos Abatement project to Robinson Contracting, Inc. in the amount of \$19,158.00.

Major Maintenance Funding for the Pineview Elementary School Window Replacement Asbestos Abatement project has been approved by the Wyoming School Facilities Commission.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak, Superintendent

DATE: May 9, 2011

SUBJECT: Fresh Fruit and Vegetable Program Awards 2011-12

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

1. The Wyoming Department of Education has issued a grant in the amount of \$14,412.28 for the Fresh Fruit and Vegetable Program for the School Year 2010-2011. The grant will be under the direction of Rene Rickabaugh, Principal of Bar Nunn Elementary.
2. The Wyoming Department of Education has issued a grant in the amount of \$19,422.80 for the Fresh Fruit and Vegetable Program for the School Year 2010-20101 The grant will be under the direction of Mari Stoll, Principal of Cottonwood Elementary.
3. The Wyoming Department of Education has issued a grant in the amount of \$17,396.07 for the Fresh Fruit and Vegetable Program for the School Year 2011-2012. The grant will be under the direction of Jim Stark, Principal of Crest Hill Elementary School.
4. The Wyoming Department of Education has issued a grant in the amount of \$17,001.99 for the Fresh Fruit and Vegetable Program for the School Year 2010-2011. The grant will be under the direction of Mike Britt, Principal of Evansville Elementary.
5. The Wyoming Department of Education has issued a grant in the amount of \$24,996.30 for the Fresh Fruit and Vegetable Program for the School Year 2010-2011. The grant will be under the direction of Randall Larson, Principal of Fort Caspar Academy.

6. The Wyoming Department of Education has issued a grant in the amount of \$13,173.73 for the Fresh Fruit and Vegetable Program for the School Year 2010-2011. The grant will be under the direction of Tom Mesecher, Principal of Grant Elementary.
7. The Wyoming Department of Education has issued a grant in the amount of \$18,240.54 for the Fresh Fruit and Vegetable Program for the School Year 2011-2012. The grant will be under the direction of Kent Thompson, Principal of Manor Heights Elementary School.
8. The Wyoming Department of Education has issued a grant in the amount of \$5,348.31 for the Fresh Fruit and Vegetable Program for the School Year 2010-2011. The grant will be under the direction of Chris Tobin, Principal of Midwest Elementary.
9. The Wyoming Department of Education has issued a grant in the amount of \$10,584.02 for the Fresh Fruit and Vegetable Program for the School Year 2010-2011. The grant will be under the direction of Coebie Taylor-Logan, Principal of Mills Elementary.
10. The Wyoming Department of Education has issued a grant in the amount of \$13,624.11 for the Fresh Fruit and Vegetable Program for the School Year 2011-2011. The grant will be under the direction of Tom Rodabaugh, Principal of Mountain View Elementary.
11. The Wyoming Department of Education has issued a grant in the amount of \$13,398.92 for the Fresh Fruit and Vegetable Program for the School Year 2010-2011. The grant will be under the direction of Phillip Hubert, Principal of North Casper Elementary.
12. The Wyoming Department of Education has issued a grant in the amount of \$22,688.08 for the Fresh Fruit and Vegetable Program for the School Year 2010-2011. The grant will be under the direction of Aaron Wilson, Principal of Paradise Valley Elementary.
13. The Wyoming Department of Education has issued a grant in the amount of \$14,806.37 for the Fresh Fruit and Vegetable Program for the School Year 2010-2011. The grant will be under the direction of Doris Waddell, Principal of Park Elementary.
14. The Wyoming Department of Education has issued a grant in the amount of \$17,170.88 for the Fresh Fruit and Vegetable Program for the School Year 2010-2011. The grant will be under the direction of Chris Carruth, Principal of Pineview Elementary.
15. The Wyoming Department of Education has issued a grant in the amount of \$15,988.63 for the Fresh Fruit and Vegetable Program for the School Year 2010-

2011. The grant will be under the direction of Lynn Kahler, Principal of Sagewood Elementary.
16. The Wyoming Department of Education has issued a grant in the amount of \$15,369.35 for the Fresh Fruit and Vegetable Program for the School Year 2010-2011. The grant will be under the direction of Rick Skatula, Principal of Southridge Elementary.
 17. The Wyoming Department of Education has issued a grant in the amount of \$8,219.50 for the Fresh Fruit and Vegetable Program for the School Year 2011-2012. The grant will be under the direction of Anne LaPlante, Principal of Summit Elementary School.
 18. The Wyoming Department of Education has issued a grant in the amount of \$12,385.55 for the Fresh Fruit and Vegetable Program for the School Year 2010-2011. The grant will be under the direction of Brian Balfour, Principal of University Park Elementary.
 19. The Wyoming Department of Education has issued a grant in the amount of \$13,455.22 for the Fresh Fruit and Vegetable Program for the School Year 2010-2011. The grant will be under the direction of Leslie Madden, Principal of Willard Elementary.
 20. The Wyoming Department of Education has issued a grant in the amount of \$8,500.99 for the Fresh Fruit and Vegetable Program for the School Year 2011-2012. The grant will be under the direction of John Bolender, School Administrator, Woods Learning Center.



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Bar Nunn Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Bar Nunn Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 256, making your total grant award \$14,412.28. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$1,601.36 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$12,810.92 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Cottonwood Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Cottonwood Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 345, making your total grant award \$19,422.80. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$2,158.09 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$17,264.71 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Crest Hill Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Crest Hill Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 309, making your total grant award \$17,396.07. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$1,932.90 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$15,463.18 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Evansville Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Evansville Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 302, making your total grant award \$17,001.99. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$1,889.11 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$15,112.88 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Ft. Caspar Academy, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Ft. Caspar Academy has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 444, making your total grant award \$24,996.30. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$2,777.37 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$22,218.93 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Grant Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Grant Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 234, making your total grant award \$13,173.73. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$1,463.75 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$11,709.98 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction

Hathaway Building, 2nd Floor, 2300 Capitol Avenue

Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Manor Heights Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Manor Heights Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 324, making your total grant award \$18,240.54. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$2,026.73 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$16,213.82 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
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Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Midwest School, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Midwest School has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 95, making your total grant award \$5,348.31. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$594.26 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$4,754.05 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Mills Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Mills Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 188, making your total grant award \$10,584.02. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$1,176.00 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$9,408.02 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction

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Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Mountain View Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Mountain View Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 242, making your total grant award \$13,624.11. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$1,513.79 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$12,110.32 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
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Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
North Casper Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! North Casper Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 238, making your total grant award \$13,398.92. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$1,488.77 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$11,910.15 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
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Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Paradise Valley Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Paradise Valley Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 403, making your total grant award \$22,688.08. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$2,520.90 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$20,167.19 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

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Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Park Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Park Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 263, making your total grant award \$14,806.37. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$1,645.15 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$13,161.22 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Pineview Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Pineview Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 305, making your total grant award \$17,170.88. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$1,907.88 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$15,263.01 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
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Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Sagewood Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Sagewood Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 284, making your total grant award \$15,988.63. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$1,776.51 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$14,212.11 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Southridge Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Southridge Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 273, making your total grant award \$15,369.35. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$1,707.71 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$13,661.64 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing equipment.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Summit Elementary School, Natrona County School District # 1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Summit Elementary School has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 146, making your total grant award \$8,219.50. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$913.28 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$7,306.23 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
University Park Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! University Park Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 220, making your total grant award \$12,385.55. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$1,376.17 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$11,009.38 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Willard Elementary, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Willard Elementary has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 239, making your total grant award \$13,455.22. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$1,495.02 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$11,960.19 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

TO: Steve Hopkins, Associate Superintendent/Business Services
Woods Learning Center, Natrona County School District #1

FROM: Roxann Greenlee, Nutrition Programs Consultant

DATE: April 20, 2011

SUBJECT: Fresh Fruit and Vegetable Program Award ****REVISED****

***I failed to make enrollment revisions for K-12 schools to reflect only their K-6 enrollment figures in the first award letter. Because of this error, those of you with K-12 schools will see a decreased award amount due to decreased enrollment figures. Due to the same error, the overall enrollment figures decreased causing the per student rate to increase, so everyone else will see an increased award amount.*

Congratulations! Woods Learning Center has been chosen to receive a Fresh Fruit and Vegetable Program grant for School Year 2011-2012. The grant is being awarded at a rate of \$56.297977 per student. The number of enrolled students is 151, making your total grant award \$8,500.99. Because this grant runs through two federal fiscal years the award is also broken out into two separate award amounts.

The first grant award begins July 1, 2011 and must be obligated or spent by September 30, 2011. *This award amount is \$944.55 which is equal to one-ninth of your total award for the school year.*

The second grant award begins October 1, 2011 and must be obligated or spent by June 30, 2012. *This award amount is \$7,556.44 which is equal to eight-ninths of your total award for the school year.*

If you would like to decrease the second fiscal year award and increase the first fiscal year award, please contact me by May 13, 2011.

We also need to ensure that you understand all the requirements for the program established by the U.S. Department of Agriculture. We have attached a web link of the *Fresh Fruit and Vegetable Program Handbook for Schools* for your use. The address is <http://www.fns.usda.gov/cnd/ffvp/>. Please take time to read the handbook. Please note that the uses of dried fruits, fresh juices, or fruit dips of any kind are not reimbursable items. Please also note a new requirement that the previously sent form be completed and the request approved prior to purchasing *equipment*.

At the beginning of next school year we will conduct mandatory training, most likely via WEN video. If you cannot attend this training, alternate arrangements will be made.

If you have any questions, please call me at 307.777.6398 or email rgreen@educ.state.wy.us.

Cc: School Principal and Food Service Director

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: May 9, 2011
SUBJECT: Grant Awards

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

- I. The National Security Agency has selected the "STARTALK Casper China Kids Summer Program" for funding as part of the STARTALK 2011 program. The grant in the amount of \$43,248 will be under the direction of Vicki Foster, Curriculum and Instruction Department of Natrona County School District.

L-2011.188
January 24, 2011

Natrona County School District
Ms. Shellie Kirk
970 North Glenn Road
Casper, WY 82602

Congratulations! I am very pleased to inform you that the proposal from your organization, "STARTALK Casper China Kids Summer Program," has been selected for funding as part of the STARTALK 2011 program. The amount of your award will be \$43248.00. You will be receiving your grant paperwork directly from NSA. **It is important to note that you may not begin spending on this award until it becomes official.** This entails receiving the grant documents from NSA, returning a signed copy of the agreement to NSA, and receiving a counter-signed copy from NSA. **The date that the agreement is countersigned by NSA is your official start date. Expenses incurred prior to the start date will not be eligible for reimbursement.**

We expect that your award will be in place by mid-to-late April, assuming a several-day turnaround on the faxing or e-mailing of signed and countersigned agreements. Please consider the time it may take your organization to review and return a signed copy of the agreement to NSA in calculating an estimated start date for your institution.

In the meantime, NFLC will work with the selected institutions to ensure that the Summer 2011 STARTALK programs are ultimately successful. There are STARTALK procedures and practices that must be followed upon acceptance of your award. Please read the following carefully:

- The STARTALK Spring Conference for program directors and lead instructors will be held on Friday and Saturday, April 29 and 30, in Albuquerque, New Mexico. A Fall Conference will be held in Washington, DC on Friday and Saturday, October 21 and 22, 2011. Please mark your calendars now. Attendance at these meetings is critical to the success of your program. Please remember that you must have your award in place (countersigned and returned to you) before you make arrangements to attend the April meeting, in order to have your STARTALK grant fund your travel and lodging.
- STARTALK has created a curriculum template for both teacher and student programs. We require that all curriculum plans be submitted in this format for review several weeks before your program begins.
- STARTALK Central maintains a database on funded programs for use in research and planning. These data are also extremely important in analyzing the impact of the STARTALK initiative. You will be required to support the gathering of these data from your students via web-based surveys. Your institution may have specific procedures



and regulations for obtaining permissions and authorizations for data-gathering. Please inform yourself of the procedures.

- Use of an online version of LinguaFolio will be required, where feasible, in programs for students in grades 6 and higher.
- Curricula and materials that are developed with funding from STARTALK will go into the public domain to be shared online via <http://startalk.umd.edu>.
- Please check the expiration date of your Central Contractor Registration (CCR) and renew your registration, if necessary. **You must currently be registered in the CCR before your grant can be awarded.** The registration should be in effect for the duration of your award: April 2011 through February 2012.
<https://www.bpn.gov/CCRSearch/Search.aspx>

Your Program Director will be receiving several important communications from STARTALK Central in the next months; please let us know if there are any changes in the Program Director as listed in your proposal. Again, our warmest congratulations and our best wishes for a very successful program this summer!

Best regards,

Catherine W. Ingold
Director

CC:
Ms. Ann Tollefson



Building A Multilingual Nation



NATIONAL SECURITY AGENCY
9800 SAVAGE ROAD
FORT GEORGE G. MEADE, MD 20755-6720

In Reply Refer to
MPO - BA323 (EKA)

OFFICE OF CONTRACTING
ATTN: BA323 (EKA) FANX III

GRANT

CFDA: 12.900
REQUISITION NO.: 00115115
GRANT NUMBER: H98230-11-1-0089
GRANTEE: Natrona County School District
970 North Glenn Road
Casper, WY 82602

GRANT PURPOSE AND PROJECT TITLE: The purpose of this grant is to provide support for language initiatives. The title of this grant is "STARTALK Casper China Kids Summer Program".

The Grantee agrees to obtain concurrence of the Grantor for any major deviations from the planned work. Reference Section 4, ADHERENCE TO ORIGINAL PROGRAM OBJECTIVES, of the General Provisions, when considering any changes in the direction of the effort.

PRINCIPAL INVESTIGATOR(S): Dr. Vicki Foster

PERIOD OF PERFORMANCE: THIS EFFORT WILL CONTINUE THROUGH 28 February 2012,
COMMENCING THE DATE THE GOVERNMENT EXECUTES THIS
DOCUMENT ON PAGE 5.

TOTAL AMOUNT OF THIS ACTION: \$43,248.00

APPROPRIATION DATA: 9710100.4500 111558 4100 S18119
CABXX XXXXX 0000013406 001
0000013406001

OBLIGATE: \$43,248.00

AUTHORITY: PUBLIC LAW 97-258 AND
PUBLIC LAW 97-89

APPLICABLE DOCUMENTS INCORPORATED
BY REFERENCE: Code of Federal Regulations, 2 CFR Part
220; 2 CFR Part 230; 2 CFR 225; and 2
Part 230

352.290-9011 REQUIRED ACQUISITION RESOURCE CENTER (ARC) REGISTRATION (OCT 2003)

(a) Definitions. As used in this clause –

- (1) "Acquisition Resource Center (ARC) Business Registry" means the primary Maryland Procurement Office (MPO) repository for contractor information required for the conduct of business with MPO.
- (2) "Registered in the ARC Business Registry" means that all mandatory information is included in the ARC Business Registry.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the ARC Business Registry prior to award, during performance, and through payment of any contract resulting from this solicitation, except for awards to foreign vendors for work performed outside the United States.

(2) Lack of registration in the ARC Business Registry shall make an offeror ineligible for award.

(3) MPO established a goal of registering all contractors in the ARC Business Registry to provide a market research tool and to facilitate communication between the MPO and the contractor community. Offerors that are not already registered in the ARC should apply for registration immediately upon receipt of this solicitation.

(c) The Contractor is responsible for the accuracy and completeness of the data within the ARC, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. The Contractor agrees to periodically update information when previously provided information changes. To remain registered in the ARC Business Registry after the initial registration, the Contractor is required to confirm annually on or before the anniversary of the initial registration that the information is accurate and complete.

(d) Offerors that are not already registered in the ARC Business Registry shall register via the Internet at: <http://www.nsaarc.net/>

(End of Clause)

PAYMENTS: In accordance with 2 CFR 215.22 Payment Requirements, reimbursement for obligations incurred shall be made by Treasury check upon submission of invoices by the recipient. Payment shall be made within thirty (30) days after receipt of the billing, unless the billing is improper.

Invoices hereunder shall be submitted by the recipient in an original and four (4) copies to:

Office of Naval Research
1107 NE 45th Street
Suite 350
Seattle, WA 98105-4631

After Certification, each interim invoice/voucher shall be forwarded by ONR for payment to:

CONTRACTS - ACCOUNTS PAYABLE
Finance and Accounting Office
PO Box 400 (H98230-11-1-0089)
Fort George G. Meade, MD 20755-6000

Send a copy of the invoice to the following concurrently with submission of invoice to ONR:

National Security Agency ATTN: Diane Varieur, E05, Suite 6809 9800 Savage Road Fort George G. Meade, MD 20755-6809	and	Maryland Procurement Office ATTN: BA323 (Ellen Albertini) FANX III 9800 Savage Road, Suite 6812 Ft. George G. Meade, MD 20755-6720
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The Grantee's remittance address shall be clearly set forth on each invoice.

GOVERNMENT PROGRAM MANAGER: The program manager representing the Government under this grant shall be:

Diane Varieur who can be reached on (410) 854-1948

GOVERNMENT ADMINISTRATIVE POINT OF CONTACT:

Ellen Albertini who can be reached on (410) 854-7104.

TERMS AND CONDITIONS OF PERFORMANCE: The conduct of the research, participation of personnel and the use of funds for direct and indirect expenses under the grant shall be in accordance with the following documents, which are not listed in order of precedence

- a. Attachment No. 1: Proposal entitled "STARTALK Casper China Kids Summer Program"
- b. Attachment No. 2: Budget
- c. Attachment No. 3: General Provisions for NSA Grants and Cooperative Agreements, Revised February 2011

TECHNICAL REPORTING REQUIREMENTS: Performance Reports (technical) shall be prepared and submitted in accordance with the General Provisions of this Grant entitled "Reports of Work", Provision 16. The minimum requirements for performance reports under this agreement shall be semi-annual progress reports and a cumulative final report (to encompass all aspects of performance), in lieu of the last semi-annual report for the final year, when performance is completed.

A Performance Report is required and shall be submitted within 60 days after the close the project. This report will be required as the final report.

Financial Status Reports shall be prepared and submitted in accordance with the General Provisions of this Grant entitled "Financial Status Reports", Provision 17.

For grants in which the performance period is more than one year, thirty days prior to the expiration of each performance period covered by this award, the grantee shall report to the grantor any funds that will not be expended during this period, in accordance with Provision 26 of the General Provisions of this Grant.

Property reports shall be submitted as required by 2 CFR 215-.71 -73.

Reports shall be submitted to the addresses with the number of copies set forth in Attachment No. 4. The recipient is responsible for proper distribution.

ATTACHMENTS:

Attachment No. 1: Proposal entitled "STARTALK Casper China Kids Summer Program"

Attachment No. 2: Budget

Attachment No. 3: General Provisions for NSA Grants
and Cooperative Agreements,
Revised February 2011

Attachment No. 4: Report Distribution List

Attachment No. 5: Military Recruiting on Campus

Attachment No. 6: Representation and Certification Regarding Non-Affiliation with
Association of Community Organizations For Reform Now (ACORN)
or Its Subsidiaries

ACCEPTED FOR THE GRANTEE:

SIGNATURE: Justin A. Foster Ph.D.
NAME: Natrona County
ADDRESS: School District No. 1
970 N Glenn Rd.
Casper, WY 82601
DATE: 4/20/11

**UNITED STATES OF AMERICA FOR
THE NATIONAL SECURITY AGENCY**

BY: Ellen K. Albertini
ELLEN K. ALBERTINI
Grants/Contracting Officer
DATE: 4/22/11

Mark Walker
Curriculum + Instruction