

# NATRONA

COUNTY SCHOOLS

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

**REVISED  
December 12, 2011**

**I. Executive Session – 4:30 p.m.**

1. Legal
2. Personnel
3. Property

**II. Work Session – 6:00 p.m.**

- A. Board Self Assessment

**III. Regular Session – 7:30 p.m.**

- A. Pledge of Allegiance
- B. Election of Board Officers
  1. Chairman
  2. Vice-Chairman
  3. Treasurer
  4. Clerk
- C. Persons Requesting to Address the Board (three minute maximum)
- D. Recognition
  1. Winners of District Holiday Card Contest
    - a. Kalob Fisher – North Casper Elementary
    - b. David Hunter Lane – Manor Heights Elementary
  2. 2011 Excelling and Improving Schools
- E. Approval of Minutes of the Board of Trustees’ General and Executive Sessions of November 28, 2011
- F. Consent Calendar Items
  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
    - e. Grant Awards -
      - i. Wy Department of Education – Title I School Improvement Grants
        1. Mountain View Elementary School
        2. Frontier Middle School

<<OVER>>

**IV. Reports and Recommendations**

- A. We Read Update
- B. Reports on Audits
- C. Update on Data Tracking and Action Requests
- D. Policy Matters
  - a. K-12 Instructional Technology Policy – First Reading
  - b. Hiring, Retention, Promotion – First Reading
  - c. Diversity Philosophy – First Reading
  - d. Appointment – First Reading
  - e. Personnel File – First Reading

**V. Other Business**

- A. Trustee Comments
- B. Next Board Meeting – January 9, 2012, 7:30 p.m., CSF

**VII. Adjournment**

# 2010-11 NCSD DATA REVIEW

	READING					MATH					LANGUAGE USE/ WRITING				
	2008	2009	2010	2011	CHANGE	2008	2009	2010	2011	CHANGE	2008	2009	2010	2011	CHANGE
BAR NUNN				-1					0					-1	
COTTONWOOD				0					0					0	
CREST HILL				0					0					0	
EVANSVILLE				-1					+1					0	
FORT CASPAR				0					0					0	
GRANT				-1					-1					0	
MANOR HEIGHTS				0					0					+1	
MIDWEST				0					0					0	
MILLS				0					0					0	
MOUNTAIN VIEW				0					0					0	
NORTH CASPER				0					0					0	
OREGON TRAIL				0					0					+1	
PARADISE VALLEY				0					0					0	
PARK				+1					+1					0	
PINEVIEW				-1					0					0	
POISON SPIDER				+1					+1					0	
SAGEWOOD				+1					0					0	
SOUTHRIDGE				0					0					0	
UNIVERSITY PARK				0					0					0	
VERDA JAMES				0					0					0	
WILLARD				0					0					0	
WOODS				0					+1					0	
CCA				0					+1					0	
CENTENNIAL				0					-1					-1	
CY				-1					0					0	
DEAN MORGAN				0					0					0	
FRONTIER				0					0					0	
MIDWEST				-1					0					0	
POISON SPIDER				-1					+1					-1	
WOODS				+1					0					-1	

<b>KEY</b>	EXCELLING	UNCLASSIFIED
	FOCUS	
	DISTRICT FOCUS AREA	POSITIVE/NEGATIVE
		NO CHANGE

Reading 2011: Sept. 14, 15, 16; 14 members  
 Reading 2010: Nov. 10, 2010; 10 members  
 Reading 2009: Sept. 1, 2009; 13 members  
 Reading 2008: Aug. 26, 2008; 12 members

Math 2011: Sept. 14, 15, 16; 14 members  
 Math 2010: Nov. 15, 2010; 9 members  
 Math 2009: Sept. 2, 2009; 17 members  
 Math 2008: Aug. 29, 2008; 14 members

Language 2011: Sept. 14, 15, 16; 14 members  
 Language 2010: Nov. 11, 2010; 10 members  
 Language 2009: Sept. 3, 2009; 11 members  
 Language 2008: Sept. 12, 2008; 11 members

# NATRONA

COUNTY SCHOOLS

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

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Chair Audrey Cotherman called the Board of Trustees of Natrona County School District Number One meeting to order at 5:03 p.m. on November 28, 2011, at Pineview Elementary School, 639 Payne Avenue, Casper, WY 82609.

**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 Suzanne Sandoval moved to go into Executive Session at 5:03 p.m. The motion was seconded by Trustee Steve Degenfelder. Trustees adjourned the Executive Session at 6:04 p.m.

**SCHOOL UPDATE:** Pineview Elementary staff provided Trustees with a school tour, scavenger hunt, and 4<sup>th</sup> grade musical performance at 6:10 p.m.

**GENERAL SESSION:** The General Session was called to order at 7:32 p.m. with the same Trustees attending. Those present stood for the Pledge of Allegiance.

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

There were no persons requesting to address Trustees.

### **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. It was requested that a *Report from the Wyoming School Facilities Commission Meeting* to be added under Reports and Recommendations as Item D. The motion was seconded by Trustee Dave Applegate and carried unanimously.

### **Recognition**

Trustees recognized and congratulated the District's continuing contract teachers.

### **Approval of Minutes**

Trustee Suzanne Sandoval moved to approve the Executive Session minutes of November 14, 2011. The motion was seconded by Trustee Steve Degenfelder.

Trustee Suzanne Sandoval moved to approve the General Session minutes of November 14, 2011. The motion was seconded by Trustee Steve Degenfelder. The motion carried unanimously.

### **Consent Calendar**

Superintendent Dvorak recommended the Board of Trustees approve the Consent Calendar items as follows (incorporating by reference the Superintendent's recommendations attached):

1. Personnel Item - Certified and Classified Personnel Report
2. Business and Financial Item - Bills of November 18 and 22, 2011

Trustee Donn McCall moved to approve the Consent Calendar as presented. The motion was seconded by Trustee Suzanne Sandoval. The motion carried unanimously.

### **Reports and Recommendations**

#### ***Gallup Report to Board***

Dr. Valarie Calderon from Gallup Consulting provided a summary of the 2011 employee and student engagement surveys.

#### ***Student Survey***

- Natrona County Schools participated in the Gallup Student Poll.
- Data and scorecards were posted November 22, 2011.
- The Gallup Student Poll is for students in grades five through twelve.
  - NCSD had 5,549 students participate in the 2011 GSP
  - NCSD had 3,534 students participate in the 2010 GSP
- Schools will focus on creating hope, building engagement, and boosting wellbeing in students.
- Hope, engagement, and wellbeing are three valid and reliable constructs related to student outcomes.

#### ***Employee Survey***

- A significantly higher percentage of Natrona County Schools employees are engaged in 2011 than were in 2010.
- About 4 in 10 employees at Natrona County Schools are engaged.
  - These employees are involved and very enthusiastic about working in NCSD.
  - People feel more connected to one another and to the organization at NCSD.
- There was positive movement for *all* 12 items and the overall satisfaction item from 2010.
- Gallup will review data with the cabinet tomorrow.
- Gallup and Natrona County Schools will continue the important staff and faculty development around engagement with upcoming principal and manager training. Data informs around progress, but dialogue and action changes the environment.
- On December 21, Gallup consultants will guide NCSD leaders through additional impact planning and best practice training.
- Gallup and Natrona County schools will also engage in a strategy to identify and develop the strengths of leaders.
- Strengths-based organizations tend to be more engaged and about 8 in 10 U.S. students polled who say their school is committed to building the strengths of each student qualify as engaged.

It was noted that this was an informational item only and no action was taken.

***Revision of Board Policy 1340/1390 Advertising, Sponsorships, Partnerships, and Gifts – Second Reading***

Trustee Donn McCall moved that the Board of Trustees postpone indefinitely the second reading of the proposed revision of Board Policy 1340/1390 on Advertising, Sponsorships, Partnerships, and Gifts, and that the matter of the revision of Board Policy 1340/1390 be referred to the Advertising, Sponsorships, and Partnerships ad hoc subcommittee of the Board Budget Development and Business Services Committee for additional work. The motion was seconded by Trustee Rita Walsh. Trustee Donn McCall noted that it came to his attention that issues relating to religious, political aspects, also to tie policy directly to type of sponsorships or partnerships to support of educational mission and curricular and co-curricular. The motion carried unanimously.

***Funding for Artificial Turf Maintenance Equipment Recommendation***

Superintendent Dvorak recommended the Board of Trustees approve the use of Board priority one-time funds for the purchase of all-purpose equipment for the Maintenance Department to use for maintaining the artificial turf at Natrona County and Kelly Walsh High Schools in the amount of \$21,550.01.

Trustee Steve Degenfelder moved to approve the use of Board priority one-time funds for the purchase of all-purpose equipment for the Maintenance Department to use for maintaining the artificial turf at Natrona County and Kelly Walsh High Schools in the amount of \$21,550.01. The motion was seconded by Trustee Dave Applegate.

Dennis Bay, Executive Director for Facilities and Technology, reported that the purchase would replace older pieces of equipment and enable the District to use the new equipment at all of the district's schools, including the Kelly Walsh and Natrona County High School fields, the new Natrona County High School track infield, and greens at CY Middle School.

Trustee Pat Keefe inquired as to the type of equipment. Mr. Bay reported that the equipment is similar to a gator and has added attachments such as a weed sprayer and plow. It was noted that with the added attachments, the equipment would be able to be utilized year round, instead of just four or five months out of the year.

Trustee Donn McCall inquired as to the whether the purchase would extend the life of the artificial turf. Mr. Bay reported that it is anticipated that the purchase would extend the life of the turf beyond the warranty of eight years and reduce District staff man-hours.

The motion carried unanimously.

***Report from the Wyoming School Facilities Commission Meeting***

Superintendent Dvorak provided a report from this afternoon's Wyoming School Facilities Commission (SFC) informal review of the Kelly Walsh High School swimming pool repairs and artificial turf replacement at Natrona County High School. The SFC supported the Wyoming School Facilities Department's recommendation to deny the District's use of major maintenance funds for the repair/replacement.

Next possible steps include the District agreeing with the SFC denial, initiate a formal review through the Wyoming administrative hearing process, and/or move to District of Wyoming Supreme Court.

Trustee Steve Degenfelder moved that Trustees direct legal counsel move forward with a formal review and administrative appeal of the Wyoming School Facilities Commission's denial of the request to use regular major maintenance funds for the Kelly Walsh High School swimming pool repairs and artificial turf replacement at Natrona County High School. The motion was seconded by Trustee Donn McCall and carried unanimously.

Extensive discussion followed.

### **Other Business**

#### ***Information Tracking and Action Update***

Trustee Suzanne Sandoval moved to revise the board tracking forms to its original version and include a column for *Interest*. The motion was seconded by Trustee Dave Applegate. Extensive discussion followed regarding changes needed to the information and board action tracking forms.

Trustee Dave Applegate expressed a difference of opinion regarding what constitutes board action. Trustee Applegate believes that the intent of the form was to track board and committee work. It would provide a granular look at all action and would alleviate items falling through the cracks.

Chair Audrey Cotherman stated that unless the board is tracking a recommendation for action, it should not be on the Board's action list.

Trustee Elizabeth Horsch suggested that each committee have a separate sheet on the tracking form.

A motion was appropriately made and seconded to cut off debate. The motion carried (8-1, nay – McCall).

The original motion carried.

Superintendent Dvorak summarized the changes as follows: revert to the board tracking forms to its original version, include all committee work, with each committee having its own page, and adding a column to define interest.

#### ***Trustee Comments***

Trustee Dave Applegate thanked Pineview staff for their wonderful hospitality. It is enjoyable to visit schools, especially grade schools.

Trustee Elizabeth Horsch expressed appreciation for Pineview's hard work. Teachers have a full plate and they should be applauded for their dedication to their students.

Trustee Todd Ingram stated that he has not been able to participate in the recent SFC meetings. Trustee Ingram has had an opportunity to watch colleagues and staff put hundreds of hours in an attempt to work with the SFC. He is deeply shocked at the hours and money that have been spent in determining that the most cost effective remedy for Natrona County students and seeing the consultant's recommendation rejected by the SFC. While only one voice, Trustee Ingram believes that the District may only be able to get a fair hearing in a court of law.

Trustee Donn McCall thanked Pineview for their hard work. The treasure hunt was wonderful to participate in. Trustee McCall stated that Pineview is doing an excellent job in working with their facility challenges.

Trustee Rita Walsh thanked Pineview for hosting tonight's board meeting. Trustee Walsh noted that, if Wyoming and Washington, DC are putting children last, Pineview continues to put their children first.

Trustee Steve Degenfelder stated that he was impressed with the alignment in Pineview's different grades. It was wonderful to see students move from grade to grade without facing something new each year. Trustee Degenfelder inquired as to whether Pineview would like to be considered for a pilot project for year-round school which would slow the downturn of learning with extended breaks. It was reported that the next Facilities and Technology Board Committee meeting will be held on Tuesday, December 20, 2011. Trustee Degenfelder expressed frustration in spending numerous hours on behalf of the District's students to have the evidence presented disregarded by the SFC.

Trustee Pat Keefe thanked Chris Carruth and her staff for a wonderful board meeting turnout. The experience of the 4<sup>th</sup> graders singing was wonderful.

Trustee Suzanne Sandoval stated that Trustees would all benefit from a review of the Campbell County 4 decision and how it has changed the legal landscape. Trustee Sandoval thanked Pineview for hosting tonight's meeting.

Chair Cotherman expressed enjoyment at being at Pineview tonight. Chair Cotherman stated that the Casper College president has asked for a joint meeting, similar to the one held several years ago.

***Next Meeting***

Dr. Dvorak reported that the next Board meeting will be held on December 12, 2011, at Central Services Facility, 970 North Glenn Road, Casper, WY, 7:30 p.m.

**Adjournment**

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

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Chairman

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Clerk

# NATRONA

## COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak

DATE: December 12, 2011

SUBJECT: Personnel Items

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

I. Employment of the Following:

A. Teacher/Administrator  
None

B. Classified

Shawn Axworthy, District Classified Substitute, 11/30/2011  
Terrill Baker, Custodian I and Student Monitor/Bus at Powder River, 11/21/2011  
Tyelynn Brock, Special Education Instructional Assistant II at Mountain View,  
11/28/2011  
Cindy Foos, District Classified Substitute, 11/30/2011  
Lindsey Glasscock, Custodian I at CYJH, 11/28/2011  
Traci Kennedy, District Certified Substitute, 11/29/2011  
Stacey Moore, District Classified Substitute, 11/30/2011  
Tracie Rebich, District Certified Substitute, 11/28/2011  
Lauren Tamburri, Refocus Room Coordinator at Grant, 12/2/2011  
Lisa Torczon, District Classified Substitute, 11/28/2011  
Lisa Tyson, Special Education Instructional Assistant II at KWHS, 11/29/2011  
Janie Woolson, District Certified Substitute, 11/8/2011

II. Promotions/Transfers

A. Teachers/Administrator

Jill Bader, from Special Education Instructional Assistant I at NCHS to Instructional  
Facilitator at KWHS, 1 FTE (M.A. in Computers in Education, Lesley College,  
Cambridge, MA, 08/86)

B. Classified

Sharon Armstrong, from Student Monitor, Student Monitor/Play, and Instructional  
Assistant Title I Highly Qualified at Pineview to Cafeteria Records Assistant at  
Pineview, 10/26/2011  
Sandi Bachmeier, from Cafeteria Worker at FMS to Cafeteria Worker at DMJH,  
11/28/2011  
Lynn Benabise, from Cafeteria Worker at Fort Casper to Bus Assistant/Special needs for  
Transportation at CSF, 11/21/2011  
Becky Lawyer, from Head Cafeteria Worker at CJH to District Classified Substitute,

11/9/2011

Stephanie Mestas, from Special Education Instructional Assistant I at DMJH to Office Assistant at DMJH, 11/15/2011

Linda Morrison, from District Classified Substitute to Cafeteria Worker at DMJH, 11/28/2011

Leslie Savoy, from Lunch Server, Instructional Assistant, Special Education Instructional Assistant I, and Student Monitor/Playground at Park to Special Education Instructional Assistant II at CJH, 11/14/2011

III. Resignations/Terminations

A. Teachers/Administrator

None

B. Classified

None

IV. Corrections

A. Teacher/Administrator

None

B. Classified

None

# NATRONA

COUNTY SCHOOLS

## SUPERINTENDENT'S OFFICE

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

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**TO:** Board of Trustees  
**FROM:** Joel Dvorak, Superintendent  
**DATE:** December 12, 2011  
**SUBJECT:** Board Meeting Dates for 2011

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**RECOMMENDATION:** I recommend that the Board of Trustees approve the following dates for official Board meetings in 2012.

I further recommend that these meetings begin at 7:30 p.m. in the Multi-purpose room at NCSD Central Services Office located at 970 N. Glenn Road unless otherwise noted. Special meetings will be called by the Board of Trustees as needed and will be properly advertised.

January	9 23	July	18 (Budget Hearing)
February	13 27 (Willard)	August	13 27
March	12 26 (University Park)	September	10 24 (Summit)
April	9 23 (KWHS)	October	8 22
May	14	November	12 26
June	11	December	10

**NATRONA**  
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**TO:** Board of Trustees  
**FROM:** Dr. Joel Dvorak, Superintendent  
**DATE:** December 12, 2011  
**SUBJECT:** EXTENDED USE OF THE CURRENT FACSIMILE SIGNATURES

**RECOMMENDATION:** I recommend the Board of Trustees pass a motion to allow continued use of the current plates for the check signing machine.

**RATIONALE:** With the election of Board officers, we will need to obtain signatures for new signature facsimile plates for the check signing machine. The estimated time is to be 5-6 weeks.

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

# NATRONA

COUNTY SCHOOLS

**TO:** Board of Trustees  
**FROM:** Dr. Joel Dvorak, Superintendent  
**DATE:** December 12, 2011  
**SUBJECT:** Plasma Cutter – NCHS Welding Program

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**RECOMMENDATION:** In accordance with Board Policy, the following summary of bids which have been opened by the Purchasing Department, are submitted and recommended for approval by the Board of Trustees.

Airgas-Intermountain, Inc./Casper, WY	\$28,044.95
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**RATIONALE:** I recommend that the low bid be accepted on the Plasma Cutter.

Airgas-Intermountain, Inc./Casper, WY Recommended Award	\$28,044.95
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Career and Technical Training/Windsor, CO	\$34,898.00
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Joel Dvorak, Ed.D. . Superintendent

Central Services . 970 N. Glenn Road . Casper, WY 82601 . 307-253-5222 . Fax 307-253-5333

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COUNTY SCHOOLS

## SUPERINTENDENT'S OFFICE

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**TO:** Board of Trustees  
**FROM:** Dr. Joel Dvorak, Superintendent  
**DATE:** December 12, 2011  
**SUBJECT:** Grant Awards

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

1. The Wyoming Department of Education awarded a Title I School Improvement grant to Mountain View Elementary School. The grant is in the amount of \$76,091 and will be under the direction of Tom Rodabaugh, Mountain View Elementary Principal, Curriculum and Instruction Department of Natrona County School District.
2. The Wyoming Department of Education awarded a Title I School Improvement grant to Frontier Middle School. The grant is in the amount of \$115,891 and will be under the direction of Danna Anderson, Frontier Middle School Principal, Curriculum and Instruction Department of Natrona County School District.

WYOMING DEPARTMENT OF EDUCATION (WDE) FINAL TITLE I SCHOOL IMPROVEMENT - GRANT AWARD NOTIFICATION

FY 2011 - Grant Award Period -

Natrona #1 - LEA Number 1301000

Your application for the Title I School Improvement Grant has been approved.

Program	July Award Amount	October Award Amount	Total Grant Award	Project ID #	CFDA #	Approving Program Manager
Title I - School Improvement	\$0.00	\$115,891.00	\$115,891.00	111301T1SIA0	84.010A	Clementina Jimenez

**Notice to all Sub-recipients of Federal Awards**

Notice is hereby given to all sub-recipients of federal awards that a single audit, or program specific audit if appropriate, in accordance with OMB Circular A-133, is required if the sub-recipient expends \$500,000 or more a year total in federal awards. "Total federal awards" includes all federal funds expended by the sub-recipient during its fiscal year, whether received through the Department of Education or other agencies.

**WYOMING DEPARTMENT OF EDUCATION (WDE) FINAL TITLE I SCHOOL IMPROVEMENT - GRANT AWARD NOTIFICATION**

FY 2011 - Grant Award Period -

Natrona #1 - Mountain View School Improvement - LEA Number 1301001

Your application for the Title I School Improvement Grant has been approved.

Program	July Award Amount	October Award Amount	Total Grant Award	Project ID #	CFDA #	Approving Program Manager
Title I - School Improvement	\$0.00	\$76,091.00	\$76,091.00	111301T1SIA0	84.010A	Clementina Jimenez

**Notice to all Sub-recipients of Federal Awards**

Notice is hereby given to all sub-recipients of federal awards that a single audit, or program specific audit if appropriate, in accordance with OMB Circular A-133, is required if the sub-recipient expends \$500,000 or more a year total in federal awards. "Total federal awards" includes all federal funds expended by the sub-recipient during its fiscal year, whether received through the Department of Education or other agencies.

# NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak, Superintendent

DATE: December 12, 2011

SUBJECT: First Reading on Various Board Policies  
Board Policy 4100 – Appointment  
Board Policy 4110 – Personnel Files  
Board Policy 4700 – Diversity Philosophy  
Board Policy 4800 – Hiring, Retention, Promotion

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RECOMMENDATION: The Human Resources Committee recommends that the Board of Trustees review, on first reading, the following board policies:

Board Policy 4100 – Appointment (revision)  
Board Policy 4110 – Personnel Files (revision)  
Board Policy 4700 – Diversity Philosophy (new)  
Board Policy 4800 – Hiring, Retention, Promotion (new)

RATIONALE: This recommendation is a result of a systematic review of board policy as directed by the Chair Audrey Cotherman.

## APPOINTMENT

Equal Opportunity Employment

It is the policy of this District to provide equal opportunities for employment, retention and advancement of all people regardless of race, color, creed, national origin, ~~political affiliation,~~ ~~sex~~ gender, age, or ~~handicap~~ disability.

~~The purpose of this policy is to accomplish the following:~~

- ~~1. To provide all students with an opportunity to relate to and learn with members of various racial and ethnic backgrounds and to increase and enhance intercultural understanding.~~
- ~~2. To provide equal opportunities to all students for participation in all of the educational programs under the direction of the school system, including extracurricular activities.~~
- ~~3. To insure equal opportunities for the employment, promotion and transfer of all persons.~~

~~This Board encourages all personnel in the Natrona County School District to assist in accomplishment of this goal through their personal commitment to the concept of equal opportunity for all people, regardless of race, color, creed, national origin, political affiliation, sex, age, or handicap.~~

Therefore, this Board directs that the following statement be included in major publications which are disseminated by the District in order to insure that all personnel policies relevant to recruitment, employment and promotions of employees of the Natrona County School District will provide equal opportunities for all persons.

~~“Natrona County School District does not discriminate on the basis of race, color, creed, national origin, political affiliation, sex gender, age, or handicap disability in admission or access to, or in treatment or employment in its educational programs or activities.”~~

~~The compliance officer is the District Director of Athletics Associate Superintendent of Human Resources.~~

~~Attachments:~~

- ~~1. Title IX Grievance Procedure Form (3 pages)~~

Adopted: 1975

Revised: 12/11/89

Revised: June 1, 2000

Readopted: October 23, 2000

PERSONNEL FILES

It is the policy of Natrona County School District to maintain personnel files. ~~These p~~Personnel files shall be maintained at the Central Services Facility ~~as well as~~ and informal personnel files at the building sites where the employee performs duties as appropriate.

~~A personnel file at the Central Service Facility shall be known as an employee's Formal Personnel File.~~

~~A personnel file at the building site shall be known as an employee's Informal Personnel File.~~

~~Nothing contained herein shall govern or restrict maintenance of personal notes by the supervisor(s) of an employee and/or additional files by the Business Office, Insurance Office, Claims Offices, or the office of the District's legal counsel.~~

Adopted: February 28, 1994  
Reviewed: June 1, 2000  
Readopted: October 23, 2000

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

Hiring, Retention, and Promotion Policy

The Natrona County School District Board of Trustees encourages the hiring, retention, and promotion of qualified and talented staff. Natrona County School District #1 hiring practices provide equal opportunity, promote excellence, and reflect the values of openness, transparency, and opportunity for improvement and advancement. Employees who retire from Natrona County School District #1, and are eligible for Wyoming Retirement benefits, may be considered along with other qualified applicants for positions for which they are qualified after a period of 30 days.

DRAFT

# NATRONA

## COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak, Superintendent

DATE: December 12, 2011

SUBJECT: New Board Policy 6600 - K-12 Instructional Technology Policy – First Reading

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**RECOMMENDATION:** The Curriculum and Instruction Committee that the Board of Trustees review, on first reading, a new K-12 Instructional Technology Policy 6600.

**RATIONALE:** It is intended by the Board that technology be integrated into instruction to implement and enrich the educational program of the district. The Board of Trustees of Natrona County School District recognizes that selection and use of technology hardware and software is a vital component of the school district's educational program and these resources are required in order to support student learning and achievement in the 21st century.

The K-12 Instructional Technology Adhoc Committee will be soliciting feedback from other Board standing committees. Changes will be incorporated based on feedback received.

## K-12 INSTRUCTIONAL TECHNOLOGY POLICY

### Objectives of Policy

The policy of the Board of Trustees of Natrona County School District is to:

- use the ISTE (International Society for Technology in Education) standards for students, teachers and administrators as a general guideline.
- provide and maintain 21st century technology tools for students, recognizing that access to these resources promote equal opportunity for student learning.
- provide professional development for all faculty which will enable them to promote and demonstrate the safe and effective use of 21st century technology tools and resources, create learning environments based on best practice, and enhance student learning aligned to the essential curriculum.
- provide robust infrastructure and support of technology for successful teaching and learning.
- partner with students in implementing this policy to benefit from their expertise as digital natives.

# NATRONA

## COUNTY SCHOOLS

**TO:** Board of Trustees

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

**DATE:** December 12, 2011

**SUBJECT:** Construction Updates

The construction updates for projects in progress as of December 5, 2011, are attached for your information.

**Natrona County School District No. 1  
Capital Construction Project Report  
December 5, 2011**

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  
December 5, 2011**

Project: Kelly Walsh High School Renovations      Project Phase: Design

Architectural and Construction Manager at Risk Firms Selection Committee:  
Donn McCall, Board of Trustees; Brad Diller, KWHS Principal; Dave Davis, KWHS  
Teacher; Nancy Nuttbrock and Tanner Norton, Wyoming School Facilities 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  
December 5, 2011**

Project: Natrona County High School Renovations      Project Phase: Design

Architectural and Construction Manager at Risk Firms Selection Committee:  
Audrey Cotherman, Board of Trustees Chair; Dean Kelly, NCHS Principal; Scott Schutte; NCHS Assistant Principal; Rich Hardt and Wally Diller, Wyoming School Facilities 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  
December 5, 2011**

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

Project Phase: Design

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

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

1. Project Description

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

2. Activities in Progress

- Southridge is currently conducting classes in Westwood Elementary
- Building demolition is complete
- Southridge bus stop remains active to transport students to Westwood
- The City site plan agreement has been completed
- 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  
December 5, 2011**

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 14, 2011	Planned

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)
  - Proposals for site survey have been sent to SFD
  - Preliminary geotechnical investigation will be completed by December 14, 2011

**Natrona County School District No. 1  
Capital Construction Project Report  
December 5, 2011**

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

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

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

Milestone	Schedule Date	Comment
RFP Proposals Due	August 11, 2011	Actual
Architect Approved by Board	October 10, 2011	Actual
Design Begins	November 1, 2011	Actual
Final Design Completion	February 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
  - Phase I Bid package release is scheduled for March 5, 2012

**Natrona County School District No. 1**  
**Major Maintenance Project Report**  
**December 5, 2011**

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

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

**2010-2011**

Number of 2010-2011 projects contracted with Caspar/Pope:	102
Number of projects completed:	94
Number of projects in progress:*	8
Number of projects not yet started:	0
Percent of projects completed:	92%

\*Includes Design, Cost Estimation, Bidding

**Project: 2011-2012 Caspar/Pope Major Maintenance Status Report**  
**Updated November 28, 2011**

**2011-12**

Number of 2011-2012 projects contracted with Caspar/Pope	60
Number of projects completed:	3
Number of projects in progress:*	30
Number of projects not yet started:	27
Percent of projects completed:	5%

\*Includes Design, Cost Estimation, Bidding

# NATRONA

COUNTY SCHOOLS

**TO:** Board of Trustees  
**FROM:** Joel Dvorak, Superintendent  
**DATE:** January 9, 2012  
**RE:** Bid Award for Crest Hill Elementary School HVAC System and Ceilings and Lighting Replacement

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**RECOMMENDATION:** I recommend the Board of Trustees award the bid for the Crest Hill Elementary School Hallway HVAC System and Ceilings and Lighting replacement to Sheet Metal Specialties, Inc. in the amount of \$749,700.00.

**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	\$ 766,232.00
Sheet Metal Specialties, Inc., Casper, WY	\$ 749,700.00

The bids were reviewed by Bret Benes, Caspar/Pope Joint Venture Project Manager; Keith Brown, District Project Manager; and Jak Peden-Hollinger, Engineering Design Associates.

The recommendation is to award the bid for the Crest Hill Elementary School HVAC System and Ceilings and Lighting replacement to Sheet Metal Specialties, Inc. in the amount of \$749,700.00.

Major Maintenance Funding for the Crest Hill Elementary School HVAC System and Ceilings and Lighting replacement project has been approved by the Wyoming School Facilities Department.