

NATRONA

COUNTY SCHOOLS

**Board of Trustees Meeting
Central Services Facility
970 N. Glenn Street
Casper, WY 82601**

August 9, 2010

I. Executive Session – 5:00 p.m.

II. Work Session – 6:00 p.m.

- A. Committee Reports (30 minutes)
- B. Goal Team #4 Update / Healthy Staff-Students – Crystal Mueller (30 minutes)
- C. High School Design Team Selection Process (30 minutes)

III. Regular Session – 7:30 p.m.

- A. Pledge of Allegiance
- B. Persons Requesting to Address the Board (three minute maximum)
- C. Approval of Minutes of the Board of Trustees' General and Executive Sessions of July 21, 2010
- D. Consent Calendar Items
 - 1. Business and Financial Items
 - a. Bills of July 23, 30 and August 6, 2010
 - b. Bid Ratifications
 - i. Mobile Bleacher Replacement – KWHS
 - ii. Angle Frame Bleacher Replacement – KWHS
 - c. Bid Approvals
 - i. Dairy, Pizza, Bakery, and Ala Carte Foods
 - ii. Cafeteria Serving Line – NCHS
 - d. Grants
 - i. Wyoming Department of Education – TANF Grant
 - ii. Wyoming Department of Education – NASA Summer of Innovation
 - e. 2010-11 Application for Reimbursement for Private Transportation of Isolated Students – Mayfield, Borah, Sullivan, Floate
 - 2. Personnel Items
 - a. Certified and Classified Personnel Report
 - b. Assistant Director for Special Education Services *Tabled from 7/21/10*
 - c. Assistant Principal for CY Middle School
 - d. Assistant Principal for CY Middle School Transition
 - e. Assistant Principal for Midwest K-12

IV. Reports and Recommendations

- A. Enrollment Update
- B. Hiring Process Update

V. Trustee Comments

VI. Other Business

- A. Next Board Meeting – August 23, 2010, 7:30 p.m., Central Services Facility

VII. Adjournment

District Goal Team 4: Safe and Health People

Our Goal: NCSd will maintain environments that are safe and health for everyone.

Vickie Skates, School Administrative Manager
 Katrina Lorenzen, Student Wellness Coordinator
 Syd Webb, Employee Compensation and Occupational Health Manager
 Gayle Schnorenberg, Administrative Specialist
 Carol Boal, Nurse
 Suzey Delger, Head Coordinator
 Bard Diller, Principal
 Marty Wood, Safe School/Student Support Director
 Cheri Grutkowski, Teacher
 Chris Metzger, Teacher
 Kim Ibach, SShS Grant Coordinator
 Arlene Steward, Employee Group Insurance Manager
 Scott Honken, District Facilities Manager
 Crystal Mueller, Associate Superintendent for HR (Facilitator)

Areas of Measurement	Tasks Completed:
<p>Student Engagement</p> <p>Staff Engagement</p>	<p>February 2009 Small group met to set direction</p> <p>February – June 2009 Larger group meet define the work; refining the data available.</p> <p>June 22, 2009 Presented to the Board of Trustees</p> <p>June – August 2009 Added norms and mission, started looking at available data</p> <p>September 2009 Review Gallup tool for stakeholder Perception</p> <p>December 2009 Board approved Bullying policy</p> <p>August 2009 – May 2010 Pilot Behavior Strategies (PBIS, Behavior Tier, Curriculum)</p>
Tasks TO BE Completed	
<p>Gallup – August 9 Gallup representative at NCSd, Tentative survey dates September 27 to October 11, Gallup training November 1-3</p> <p>Bullying model – Bullying book, continue behavior strategies model</p> <p>Next meeting: August 30, 2010</p>	

NATRONA

COUNTY SCHOOLS

Minutes of the Board of Trustees July 21, 2010

Chairman Steve Degenfelder called the Board of Trustees of Natrona County School District Number One Executive Session to order at 6:35 p.m. on July 21, 2010, in the Fairdale Room at Central Services Facility located at 970 N. Glenn Road, Casper, Wyoming, 82601.

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

Others Present: Superintendent Joel Dvorak; Associate Superintendent for Human Resource Services, Crystal Mueller; Executive Director for Human Resource Services, Kelly Hornby; 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 Mike Bond; Associate Superintendent for Business Services Steve Hopkins; and Board Counsel Kathleen Dixon.

Trustee Shannon Jackett moved to go into Executive Session to discuss legal, personnel, and property issues. The motion was seconded by Jim Bush and carried unanimously. Trustees adjourned the Executive Session at 7:32 p.m.

GENERAL SESSION: The General Session was called to order at 7:35 p.m. with the same Trustees attending. Those present stood for the Pledge of Allegiance.

Persons Requesting to Address Trustees

No persons requesting to address Trustees.

Approval of Minutes

Trustee Todd Ingram moved to accept the General Session minutes of June 28, 2010. The motion was seconded by Trustee Jim Bush and carried unanimously.

Trustee Elizabeth Horsch moved to accept the Executive Session minutes of June 28, 2010. The motion was seconded by Trustee Rita Walsh and carried unanimously.

Consent Calendar

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

1. Business and Financial Items
 - a. Bills of June 28, 2010 through July 16, 2010
 - b. Bid Ratifications
 - i. Stadium Sound System Renovation – NCHS
 - ii. Fire Alarm Replacements– Centennial, University Park, Woods
 - iii. Video Security Systems – Bar Nunn, Centennial, Fairgrounds Center
 - iv. Security/Video System – Dean Morgan
 - c. Appointment of Budget Officer and Designation of Financial Representatives
 - d. Designation of Official Depositories
 - e. Designation of Official Newspapers
2. Personnel Item – Certified and Classified Personnel Report

Trustee Audrey Cotherman requested that the Recommendation for the University Park Principal and Assistant Director of Special Education be pulled from the Consent Agenda.

Trustee Audrey Cotherman moved to accept the consent calendar items noted above. The motion was seconded by Trustee Donn McCall. Discussion followed regarding replacements being health and safety related. Associate Superintendent for Facilities and Technology, Mark Antrim, reported that the District received confirmation from the School Facilities Commission that the District has completed all #1s and #2s, except for those items that will be completed during the high school renovations and Southridge construction. The motion carried unanimously.

Personnel Item - Principal Recommendation – University Park

Trustee Shannon Jackett moved to approve the hire of Brian Balfour as Principal at University Park Elementary School. The motion was seconded by Donn McCall and carried 8-1 (nay –Sandoval).

Personnel Item - Assistant Director for Special Educational Services

Trustee Audrey Cotherman moved to table the hire of Michael Jennings as Assistant Director for Special Education Services until August 9, 2010 to address the following questions:

1. Why is the position is needed?
2. Is this a new position or the filling of a vacant assistant director position in Special Education?
3. Number of staff in Special Education in the Jefferson building.
4. The duties of each of these staff as well as the proposed Assistant Director.
5. The source of funding for the Assistant Director.
6. The process by which positions are approved, methods of recruitment, and interviewing, hiring and orientation process.
7. How will this position expand or enhance services to special education children or their teachers?

The motion was seconded by Trustee Jim Bush. The motion to table the hire of the Assistant Director for Special Education Services until August 9, 2010 carried 5-4 (Aye – Trustees Cotherman, Bush, Walsh, Ingram, McCall; Nay – Trustee Horsch, Sandoval, Jackett, and Degenfelder).

Kelly Walsh High School Freshman Facilitator Recommendation

Superintendent Dvorak recommended the Board of Trustees approve the hiring of a Freshman Facilitator for Kelly Walsh High School to be paid out of the Board Priority Secondary Transformation Budget.

Associate Superintendent for Curriculum and Instruction, Mark Mathern, reported that the Freshman Facilitator will coordinate academics, athletics, music, and drama with administrators, counselors, instructional facilitators, and teachers to implement learning strategies specifically designed for freshman students.

It was further reported that this is a three year request for a classified position with a cost estimate of approximately \$32,988 plus benefits. Funding is included in the secondary transformation budget and will be the second project funded from this budget. In addition, it was noted that Natrona County High School is entering year two of their project.

Trustee Elizabeth Horsch moved to approve the hiring of a Freshman Facilitator for Kelly Walsh High School to be paid out of Board Priority Secondary Transformation Budget. The motion was seconded by Rita Walsh. Discussion followed regarding funding and comparison to Natrona County High School ninth grade work. It was noted that Natrona County High School does not have a 9th grade facilitator. However, they have used funds for tutoring and work around additional reading components. The motion carried unanimously.

WSBA meeting update

Trustee Shannon Jackett reported that she attended a Wyoming School Board Association meeting on Friday, July 16, 2010. Trustee Jackett read a thank you from Dan Espland, Converse County Superintendent, to Donn McCall for his work addressing access to concurrent and dual credit programs in Wyoming.

Recess from Regular Meeting

Trustee Suzanne Sandoval moved to recess the regular meeting to go into the public hearing on the 2010-11 budget. The motion was seconded by Trustee Shannon Jackett and carried.

Public Hearing on 2010-11 Budget

Chairman Steve Degenfelder opened the public hearing to consider the 2010-11 Budget at 8:00 p.m.

Budget Report

Associate Superintendent for Business Services Hopkins noted that the Budget is the work of many and was developed in accordance with Board Policy. He gave a brief overview of the 2010-11 budget noting that total revenues come to approximately \$257,480,286. Of the total budget dollars, \$171,119,591 is being allocated to the General Fund for instruction and District operations. A copy of the 2010-11 Budget is available in the Business Services Office for review.

Public Comment

There were no public comments.

Board Comments

Trustee Audrey Cotherman thanked staff for their hard work. Trustee Cotherman indicated that she felt the budget development process went smoothly and included everyone. In addition, Trustee Cotherman requested that the District continue to review all expenditures and examine potential savings.

Trustee Elizabeth Horsch thanked staff for their dedication. Trustee Horsch stated that the unease she felt at the beginning of the budget development process was reduced as the process moved forward this year.

Trustee Shannon Jackett thanked all stakeholder groups for their participation and collaborative work.

Trustee Donn McCall indicated that he is confident that with additional processes in place, budget development will continue to run smoothly in the future, despite the national crisis.

Trustee Todd Ingram stated that, with more than 80% of the District's budget being spent on teacher salaries and benefits, he hopes they feel adequately compensated compared to colleagues across the country.

Chairman Steve Degenfelder indicated that, by the District moving to the state health insurance plan, it helped allow the District to allocate step and education increases for staff.

There being no further comments, Chairman Steve Degenfelder closed the public hearing at 8:25 p.m.

Reports and Recommendations

2010-11 Budget Adoption

Trustee Donn McCall moved to adopt the 2010-11 Budget for the period of July 1, 2010 through June 30, 2011, including adoption of the Budget Appropriation and Levy Resolution, as set forth on page three of 2010-11 budget. The motion was seconded by Rita Walsh and carried unanimously.

Trustee Comments

Trustee Sandoval reported that Pearson publicized an apology for technology problems Wyoming Districts experienced with its online testing software. In addition, Trustee Sandoval noted that she has been seen on the District's playgrounds with her shoes off enjoying the new equipment. CY Junior High continues to move into their new building with Summit Elementary nearing completion.

Trustee Donn McCall noted that Summit Elementary is scheduled to move into their new building in early August. Trustee McCall noted that it is impressive that there are no utility lines into the building and has its own physical plant with solar generators and 41 geothermal wells. In addition, construction will come in under budget and the school will have the most diverse geographic demographics in the District.

Trustee Audrey Cotherman indicated that she is pleased to be sitting on the NCHS architect selection team.

Trustee Jim Bush reported that Summit Elementary student population is full, as allocated.

Trustee Elizabeth Horsch distributed the approved budget for the Wyoming Board of Cooperative Education Services and provided a brief summary.

Trustee Rita Walsh reported that the Calendar Ad Hoc Committee has met once and will meet again on Monday, July 26, 2010.

Chairman Steve Degenfelder read an excerpt from a 1924 NCHS Yearbook that was donated to the Natrona County Public Library.

Other Business

Dr. Dvorak stated that next Board meeting will be on August 9, 2010, at the Central Services Facility at 7:30 p.m.

Adjournment

There being no further business to come before the Board of Trustees, Chairman Steve Degenfelder adjourned the meeting 8:39 p.m.

Chairman

Clerk

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees
FROM: Joel Dvorak, Superintendent
DATE: August 9, 2010
RE: Bid Award for Kelly Walsh High School Mobile Bleacher Replacement

RECOMMENDATION: I recommend the Board of Trustees award the bid for the Kelly Walsh High School Mobile Bleacher Replacement to Seating Constructors USA in the amount of \$55,000.00

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

<u>Company</u>	<u>Amount of Bid</u>
Century Industries, Sellersburg, IN	\$ 63,486.00
Kay Park Recreation Corp, Janesville, IA	\$ 63,096.00
Seating Constructors USA, Brooksville, FL	\$ 55,000.00

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

The recommendation is to award the bid for the Kelly Walsh High Mobile Bleacher Replacement to Seating Constructors USA in the amount of \$55,000.00

Major Maintenance Funding for the Kelly Walsh High School Mobile Bleacher Replacement project has been approved by the Wyoming School Facilities Commission.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees
FROM: Joel Dvorak, Superintendent
DATE: August 9, 2010
RE: Bid Award for Kelly Walsh High School Angle Bleacher Replacement

RECOMMENDATION: I recommend the Board of Trustees award the bid for the Kelly Walsh High School Angle Bleacher Replacement to DGJD, Inc. in the amount of \$39,160.00

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

<u>Company</u>	<u>Amount of Bid</u>
DGJD, Inc., Jefferson, CO	\$ 39,160.00
Picture Perfect Playgrounds, Ashton, ID	\$ 41,888.00
Seating Constructors USA, Brooksville, FL	\$ 38,200.00
Schultz Industries, Inc. dba Sturdisteel Company, Waco, TX	\$ 39,780.00

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

The recommendation is to award the bid for the Kelly Walsh High Angle Bleacher Replacement to DGJD, Inc. in the amount of \$39,160.00. Picture Perfect Playgrounds and Seating Constructors USA bids were disqualified as they did not meet the bid requirements.

Major Maintenance Funding for the Kelly Walsh High School Angle Bleacher Replacement project has been approved by the Wyoming School Facilities Commission.

NATRONA

COUNTY SCHOOLS

-MEMO-

TO: Board of Trustees
FROM: Dr. Joel Dvorak, Superintendent
DATE: August 9, 2010
SUBJECT: Dairy Products

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.

2% White Milk 1/2 Pint	Meadow Gold Dairy/ Billings, MT	\$.242 per pint
1% White Milk 1/2 Pint	Meadow Gold Dairy/ Billings, MT	\$.231 per pint
1% Choc Milk 1/2 Pint	Meadow Gold Dairy/ Billings, MT	\$.25 per pint
Skim Milk 1/2 Pint	Meadow Gold Dairy/ Billings, MT	\$.229 per pint
2% White Milk 1Gallon	Meadow Gold Dairy/ Billings, MT	\$3.416 per gallon
School Shake Mix	Meadow Gold Dairy/ Billings, MT	\$4.07each
Cottage Cheese 80 oz.	Meadow Gold Dairy/ Billings, MT	\$7.50 each
Yogurt, 6 oz.	Meadow Gold Dairy/ Billings, MT	\$.43each

Joel Dvorak, Ed.D. . Superintendent

RATIONALE: I recommend that this bid be accepted on the Dairy Products with the Escalator/De-Escalator Clause:

All prices shall be firm for thirty (30) days from the date of the bid opening, after which prices may escalate or de-escalate in accordance with changes in raw ingredients costs to the manufacturer, but at no time will the price be changed without at least two weeks prior written notification to the School Food Service Department of such change. Raw milk price increases will be supported by a copy of the State of Montana Milk control Announcement of Class prices for 3.5% milk and butterfat differentials attached to the price change notification. For each full \$.30 per hundred weight increase or decrease, the price shall increase or decrease \$.002 per half-pint of milk. The present cost of raw milk in our area is \$18.21 per hundred weight.

Non-milk price increases shall be supported by a copy of the vendor price increase/decrease attached to the price change notification. This bid is based on raw ingredient costs in effect as of July 1, 2010.

Meadow Gold is the only bidder.

NATRONA

COUNTY SCHOOLS

-MEMO-

TO: Board of Trustees
FROM: Dr. Joel Dvorak, Superintendent
DATE: August 9, 2010
SUBJECT: Bakery Bid

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.

Hot Dog Buns, White	Interstate Brands/ Billings, MT	\$.0732 per bun
Hot Dog Buns, Whole Wheat	Interstate Brands/ Billings, MT	\$.105 per bun
English Muffins	Interstate Brands/ Billings, MT	\$.89 per pkg.
Dinner Rolls, White	Interstate Brands/ Billings, MT	\$.84 per pkg.
Dinner Rolls, Whole Wheat	Interstate Brands/ Billings, MT	\$.99 per pkg.
Hamburger Buns White	Interstate Brands/ Billings, MT	\$.081 per bun
Hamburger Buns Whole Wheat	Interstate Brands/ Billings, MT	\$.10 per bun
Sandwich Bread, White	Interstate Brands/ Billings, MT	\$.83 per loaf
Sandwich Bread, Whole Wheat	Interstate Brands/ Billings, MT	\$1.02 per loaf
Steak Buns	Interstate Brands/ Billings, MT	\$.83 per pkg.

Joel Dvorak, Ed.D. . Superintendent

RATIONALE: I recommend that the low bids be accepted on the Bakery bid except where low bid does not meet specifications.

Hot Dog Buns, White	
Interstate Brands Corp./Billings, MT	\$.0732 per bun
Recommended Award	
Sara Lee Food/Commerce City, CO	\$.0844 per bun
Food Services of America/Billings, MT	\$.095 per bun
Hot Dog Buns, Whole Wheat	
Food Services of America/Billings, MT	\$.095 per bun
All or none bid.	
Interstate Brands Corp./Billings, MT	\$.105 per bun
Recommended Award	
Sara Lee Food/Commerce City, CO	\$.12 per bun
English Muffins	
Interstate Brands Corp./Billings, MT	\$.89 per pkg.
Recommended Award	
Food Services of America/Billings, MT	\$1.24 per pkg.
Sara Lee Food/Commerce City, CO	\$1.28 per pkg.
Dinner Rolls, White	
Interstate Brands Corp./Billings, MT	\$.84 per pkg.
Recommended Award	
Sara Lee Food/Commerce City, CO	\$1.12 per pkg.
Food Services of America/Billings, MT	\$1.44 per pkg.
Dinner Rolls, Whole Wheat	
Interstate Brands Corp./Billings, MT	\$.99 per pkg.
Recommended Award	
Sara Lee Food/Commerce City, CO	\$1.12 per pkg.
Food Services of America/Billings, MT	\$1.84 per pkg.
Hamburger Buns, White	
Interstate Brands Corp./Billings, MT	\$.081 per bun
Recommended Award	
Sara Lee Food/Commerce City, CO	\$.0959 per bun
Food Services of America/Billings, MT	\$.095 per bun
Hamburger Buns, Whole Wheat	
Food Services of America/Billings, MT	\$.095 per bun
All or none bid.	
Interstate Brands Corp./Billings, MT	\$.10 per bun
Recommended Award	
Sara Lee Food/Commerce City, CO	\$.123 per bun

Joel Dvorak, Ed.D. . Superintendent

Bread, Sandwich, White		
Interstate Brands Corp./Billings, MT		\$.83 per pkg.
Recommended Award		
Food Services of America/Billings, MT		\$.855 per pkg.
Sara Lee Food/Commerce City, CO		\$1.19 per pkg.
Bread, Sandwich, Whole Wheat		
Food Services of America/Billings, MT		\$.85 per pkg.
All or none bid.		
Interstate Brands Corp./Billings, MT		\$1.02 per pkg.
Recommended Award		
Sara Lee Food/Commerce City, CO		\$1.15 per pkg.
Steak Buns		
Interstate Brands Corp./Billings, MT		\$.83 per pkg.
Recommended Award		
Food Services of America/Billings, MT		\$.90 per pkg.
Sara Lee Food/Commerce City, CO		\$2.34 per pkg.

Joel Dvorak, Ed.D. . Superintendent

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

NATRONA

COUNTY SCHOOLS

-MEMO-

TO: Board of Trustees
FROM: Dr. Joel Dvorak, Superintendent
DATE: August 9, 2010
SUBJECT: A La Carte Drinks Bid

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.

Water, Spring	Coca Cola High Country/Casper	\$9.00 case
Vitamin Water	Coca Cola High Country/Casper	\$22.00 case
Juice 16 oz.	Coca Cola High Country/Casper	\$22.00 case
Powerade	Coca Cola High Country/Casper	\$19.00 case

RATIONALE: I recommend that the low bids be accepted on the A La Carte Drink bid except where low bid does not meet specifications.

Water, Spring		
Coca Cola High Country/Casper		\$ 9.00 case
Recommended Award		
Wyoming Beverage/Casper		\$10.00 case
Vitamin Water		
Coca Cola High Country/Casper		\$22.00 case
Recommended Award		
Wyoming Beverage/Casper		\$24.20 case
Juice 16 oz.		
Coca Cola High Country/Casper		\$22.00 case
Recommended Award		
Wyoming Beverage/Casper		\$24.20 case

Joel Dvorak, Ed.D. . Superintendent

Powerade	
Wyoming Beverage/Casper	\$12.00 case
All or none bid.	
Coca Cola High Country/Casper	\$19.00 case
Recommended Award	
Lemonaide	
Coca Cola High Country/Casper	\$18.00 case
Recommended Award	
Wyoming Beverage/Casper	\$21.50 case

Joel Dvorak, Ed.D. . Superintendent

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

NATRONA

COUNTY SCHOOLS

-MEMO-

TO: Board of Trustees
FROM: Dr. Joel Dvorak, Superintendent
DATE: August 9, 2010
SUBJECT: Pizza Bid

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.

Pizza Hut	\$5.75 per Pizza
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RATIONALE: I recommend that the Pizza Bid be awarded to the low bidder for Elementary Schools, Secondary Schools, Summer Feeding and Summer School sites.

Pizza Hut/Casper	\$5.75 per Pizza
Recommended Award	
Papa John's/Casper	\$6.38 per Pizza

Joel Dvorak, Ed.D. . Superintendent

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees
FROM: Dr. Joel Dvorak, Superintendent
DATE: August 9, 2010
SUBJECT: Serving Line – NCHS Cafeteria

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.

Knapp Supply/Casper	\$92,195.04
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RATIONALE: I recommend that the low bid be accepted on the Serving Line for NCHS.

United Restaurant /Colorado Springs, CO 5% Out of State Bidder Applies - \$93,696.75	\$89,235.00
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Knapp Supply/Casper Recommended Award	\$92,195.04
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Standard Restaurant Equip/Salt Lake City, UT	\$119,198.70
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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: August 9, 2010
SUBJECT: Grant Awards

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

1. The Wyoming Department of Education has awarded the TANF grant to Natrona County School District in the amount of \$845,000. The grant award is to be divided between two fiscal years and will be under the direction of Emily King, TANF Project Administrator, Curriculum and Instruction Department.
2. The Wyoming Department of Education has issued a NASA Summer of Innovation supplemental grant to the Natrona County School District working in partnership with Natrona County Prevention Coalition. The grant will be under the direction of Marty Wood, Student Support Safe Schools Director, Curriculum and Instruction Department.

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



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050
Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

Grant Award: \$ 845,000

June 15, 2010
Dr. Joel Dvorak
Natrona County School District # 1
22 Magnolia Street
Casper, WY 82604

Dear Dr. Dvorak,

Congratulations on submitting a successful TANF Preschool Collaborative grant application. Your TANF Preschool grant proposal has been funded in the amount of \$ 845,000 to be divided between federal FY 10 and FY 11. A required meeting will be held by WEN on September 1st from 3:00 to 5:00 PM for Administrators.

The stated purpose of the TANF Preschool grant is to fund programs to provide preschool for local underserved preschool children who are at risk due to family income that falls at or below 185% of the federal poverty level. Programs are expected to maintain all reports for children who meet the grant eligibility requirements. Preschools must also provide a high quality learning program as defined by the National Association for the Education of Young Children Accreditation.

As a condition of this grant approval, a revised budget must be submitted showing allocations in all budget items for each TANF classroom based on the number of enrolled and eligible TANF students, and following the grant budget guidelines. Due to a determination of federal TANF rules by Department of Family Services, no funds can be allocated to administrative expenses.

Professional development funds must be used to increase the early childhood knowledge of teachers through college courses and early childhood endorsement/certification through the Professional Teaching Standards Board. Your budget must meet all requirements in the grant guidelines for reimbursement through the Department of Family Services, including allocations to TANF based on the number of children served in each classroom and maintenance of attendance as reported in your approved grant.

TANF Preschool funding cannot support all of the services for low-income children and their families, however, collaboration with local early childhood and social service programs ensures that existing services in your community can provide these supports. Each local program is expected to work with the local CDC to ensure that all children in TANF preschools receive a comprehensive developmental screening to include social emotional.

The TANF grant administrator will be sending your contract as well as monitoring your TANF preschool grant in the coming grant year starting October 1, 2010.

Regards,

Anita Sullivan
Early Childhood Consultant



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050
Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

MEMORANDUM

Date: June 29, 2010

To: **Jen Crank**
Natrona County School District #1
425 CY Avenue
Casper, WY 82601

From: Amber Ash, 21st Century Community Learning Centers Program Manager *AA*
Health, Safety & Nutrition Unit

RE: NASA Summer of Innovation Award Letter – Supplemental Funds

Your NASA Summer of Innovation supplemental award funds for 2010 will be available for distribution on July 1. The project period is for a term of three (3) years, specifically for the period June 1, 2010, to and including May 31, 2013. The Grantee is in the first year of the project period. The current budget period is from the 1st day of June, 2010, to and including the 31st day of May 2011.

National Aeronautics and Space Administration (NASA) Summer of Innovation: Powering STEM Education in Wyoming with Wind Energy CFDA # NASA, 00.000					
LEA	Total Allocation	Grant Award Period	Project I.D. #	FY	WDE Budget Category
1301000	\$5,871.36	2010-2013	091301NASA00	09	09 6303 E32
Fiscal Agent = Natrona County School District #1					

Additional funding is contingent upon satisfactory progress under the terms and conditions of the award and availability of funds. Funding obligations of the grantor are contingent upon its receipt of applicable State and Federal funds.

Grantee will utilize the Wyoming Department of Education’s Grants Management System (GMS) to request reimbursements. Reimbursement requests must be received two (2) business days prior to the processing date (see schedule).

Please note that it is of extreme importance that you submit any program, budget, or personnel changes in writing using the forms and have them approved before implementing the change. We support the decisions you make to encourage student success within your community, but it is imperative for us to be made aware of changes and to ensure program compliance.

In addition to items explicitly outlined in this award letter, your community is also bound by the original grant application and grant parameters. Additionally, please sign and return the Annual Award Acknowledgement and Assurances document provided to you with this award letter as soon as possible. This document recognizes the acceptance of your annual award and the adherence to statutes, executive orders, rules, regulations, and policies associated with this grant, including appropriate OMB Circulars, EDGAR, and the 21st Century Community Learning Centers Non-Regulatory Guidance.

The Grantor, its auditor, the University of Wyoming, the Head of the Federal Grantor Agency and the Comptroller General of the United States, or any duly authorized representatives, shall have access to any books, documents, papers, records (including computer records), annual audits and/or personnel of the Grantee which are pertinent to this subgrant for the purpose of monitoring, auditing, or examination and may make excerpts, copies and transcripts.

Grantee must retain and make available all financial records, supporting documentation, statistical records, evaluation and program performance data, member information and personnel records for five (5) years from the date of the submission of the final Federal Financial Report. If an audit is started prior to the expiration of the 5-year period, the records must be retained until the audit findings involving the records have been resolved and final action taken.

The Grantee acknowledges that the NASA Summer of Innovation program is a supplemental 21 CCLC program. Grantees are required to submit all required 21 CCLC reports as well as back-up documentation as deemed appropriate by the Wyoming Department of Education.

If, for any reason, the Grantee fails to fulfill its obligations in a timely and proper manner, or violates this subgrant, the Grantor may terminate this subgrant by giving written notice to the Grantee specifying the effective date of termination. In such event, the Grantee will not be relieved of liability for damages sustained by the Grantor. In addition to or in lieu of termination, the Grantor may immediately suspend payments until the exact amount of damages is determined and paid to the Grantor or the cause of suspension is cured by appropriate action.

Failure of Grantor to enforce at any time any of the provisions of this subgrant, shall in no way be construed to be a waiver of such provisions, nor in any way affects the validity of this subgrant or any portion thereof, or the right of the Grantor to thereafter enforce each and every such provision.

If you have questions at any time, please contact Amber Ash (307-777-5332) or aash@educ.state.wy.us.

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.

In order to identify sub-recipients requiring an audit, your organization may be required to participate in a survey conducted by the Department of Education to gather information pertaining to federal funds expended by the sub-recipient, from sources other than the Department. The survey will be conducted during state fiscal year 2003 and yearly thereafter. A complete copy of OMB Circular A-133 is available on this website:

<http://www.whitehouse.gov/omb/circulars/a133/a133.html>

Budget Setup

NASA Summer of Innovation Program



Program Manager Information		
Name of Person Completing Report: Amber Ash		
Agency: Wyoming Department of Education		
Title: 21 CCLC Program Manager		
Date: June 9, 2010		
Grantee Information		
Budget Fiscal Year: 2009-2010		
NASA SOI Grantee: Jen Crank, Natrona County School District #1		
LEA#: 1301000		
Address: 425 CY Avenue		
City: Casper	State: WY	Zip: 82601
Approval Status		
Approved <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Comments: Supplemental Funds Award (Add \$ for Snacks, Lunch on July 9, and Lunch on July 20). Snacks based on \$71.40 per student for 68 students for a total of \$4,855.20. Lunch calculated at \$6.16 per student for 68 students for a total of \$418.88 per lunch or \$837.76 for two lunches. Lunch for one project coordinator, three teachers, and three undergraduates at \$10 per person per day for two days for a total of \$140. \$100 stipend for high school student.		
Signature		

Budget Setup Worksheet

Current Budget	NASA SOI
100 Series	
200 Series	
300 Series	\$100.00
400 Series	\$5,771.36
500 Series	
600 Series	
Total	\$5,871.36

Application for Reimbursement for Private Transportation or Maintenance of Isolated Pupils

(Reference: Wyoming Statute 21-4-401)

In no case can the amount claimed exceed the actual costs incurred by the pupil or his/her parent or legal guardian. Do not include any costs for which reimbursement has been or will be claimed under the special education provisions of the School Foundation Program.

Name of Applicant (Parent or Guardian) Carly Sullivan Family Address (Street, RR, or Road, City, State, Zip) 15229 Bates Creek Ln Casper, WY 82604 Phone Number 267-2824

Reimbursement is Requested for the Following Pupil(s)

Name of Pupil	Age	Grade	Name of School That Student Will Attend
<u>Kylie Sullivan</u>	<u>8</u>	<u>3</u>	<u>Red Creek</u>

NOTE: Where combined transportation is provided for two (2) or more isolated pupils being transported to the same school, only one (1) reimbursement shall be made. According to state rules NCSD#1 can only reimburse to the NEAREST bus stop or school. Whichever is closer.

Below, please write in the NEAREST bus stop or school (whichever is closer):

Red Creek
Friday to Alkova

How many round trips will you be making per day? one or two (circle one)

one or two
(circle one)

NATRONA County School District #1 personnel will measure the distance from your residence to the nearest bus stop or school and calculate the distance traveled for one or two round trips, whichever you have circled above.

The total number of reimbursable miles will be determined by Wyoming Statute 21-4-401. The reimbursable miles per day will be paid at the rate of \$0.485 per mile for one school day.

BELOW IS FOR OFFICE USE ONLY

Total miles traveled 8.7

Number of round trips 2

Miles per day 17.4

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

Reimbursable miles 13.4

~~0.50~~ ~~X.485~~

Reimbursable Total \$ 6.70

V005317

The following statement must be completed before your claim will be processed:

I certify that the above claims are true and correct to the best of my knowledge and belief. I understand that no person is eligible as an isolated pupil under this law unless the pupil's parents or legal guardians demonstrate to the local school board that the family's residing in the isolated location is necessary for the family's financial well being (Wyoming Statute 21-4-401 (b)). I hereby certify that my family's residence in the isolated location is necessary for the family's financial well being and, if requested, I am willing to furnish supporting documentation.

Signature of Parent or Legal Guardian [Signature] Date 7-19-10

Signature of Administrator [Signature] Date 7/22/10

Signature Verification: [Signature]
Shop Foreman

(for Board of Trustee Use Only)

Approved Disapproved

Authorized Board Signature _____ Date _____

Application for Reimbursement for Private Transportation or Maintenance of Isolated Pupils

(Reference: Wyoming Statute 21-4-401)

In no case can the amount claimed exceed the actual costs incurred by the pupil or his/her parent or legal guardian. Do not include any costs for which reimbursement has been or will be claimed under the special education provisions of the School Foundation Program.

Name of Applicant (Parent or Guardian) Ed and Nickole Floate **Family Address (Street, RR, or Road, City, State, Zip)** 18200 US Hwy 20-26 W Casper, WY 82604 **Phone Number** 251.5285

Reimbursement is Requested for the Following Pupil(s)

Name of Pupil	Age	Grade	Name of School That Student Will Attend
<u>Jaiden Floate</u>	<u>11</u>	<u>6</u>	<u>Poison Spider</u>

NOTE: Where combined transportation is provided for two (2) or more isolated pupils being transported to the same school, only one (1) reimbursement shall be made. According to state rules NCSD#1 can only reimburse to the NEAREST bus stop or school. Whichever is closer.

Below, please write in the NEAREST bus stop or school (whichever is closer):

City Rd 208

How many round trips will you be making per day? one or (two) (circle one)

NATRONA County School District #1 personnel will measure the distance from your residence to the nearest bus stop or school and calculate the distance traveled for one or two round trips, whichever you have circled above.

The total number of reimbursable miles will be determined by Wyoming Statute 21-4-401. The reimbursable miles per day will be paid at the rate of \$0.485 per mile for one school day.

BELOW IS FOR OFFICE USE ONLY

Total miles traveled 13.4

Number of round trips 2

Miles per day 26.8

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

Reimbursable miles 22.8

~~0.50 x .485~~

Reimbursable Total \$ 11.40

V006718

The following statement must be completed before your claim will be processed:

I certify that the above claims are true and correct to the best of my knowledge and belief. I understand that no person is eligible as an isolated pupil under this law unless the pupil's parents or legal guardians demonstrate to the local school board that the family's residing in the isolated location is necessary for the family's financial well being (Wyoming Statute 21-4-401 (b)). I hereby certify that my family's residence in the isolated location is necessary for the family's financial well being and, if requested, I am willing to furnish supporting documentation.

Nickole Floate 20 July 10
Signature of Parent or Legal Guardian Date

[Signature] _____
Signature of Administrator Date

Kelli Tucker 7/23/10
Signature Clerical Validation Date

Liability Verification:
[Signature]
Shop Foreman

(for Board of Trustee Use Only)

Approved Disapproved

Authorized Board Signature _____ Date _____

Application for Reimbursement for Private Transportation or Maintenance of Isolated Pupils

(Reference: Wyoming Statute 21-4-401)

In no case can the amount claimed exceed the actual costs incurred by the pupil or his/her parent or legal guardian. Do not include any costs for which reimbursement has been or will be claimed under the special education provisions of the School Foundation Program.

Name of Applicant (Parent or Guardian) Ingrid K. Borah **Family Address (Street, RR, or Road, City, State, Zip)** 8995 Aspen Casper WY 82401 **Phone Number** 234-0842

Reimbursement is Requested for the Following Pupil's)

Name of Pupil	Age	Grade	Name of School That Student Will Attend
MARIAH K BORAH	14 1/2	9	NCHS

NOTE: Where combined transportation is provided for two (2) or more isolated pupils being transported to the same school, only one (1) reimbursement shall be made. According to state rules NCSD#1 can only reimburse to the NEAREST bus stop or school. Whichever is closer.

Below, please write in the NEAREST bus stop or school (whichever is closer):
Casper Mt - Garden Creek

How many round trips will you be making per day? one or (two) (circle one)

NATRONA County School District #1 personnel will measure the distance from your residence to the nearest bus stop or school and calculate the distance traveled for one or two round trips, whichever you have circled above.

The total number of reimbursable miles will be determined by Wyoming Statute 21-4-401. The reimbursable miles per day will be paid at the rate of \$0.485 per mile for one school day.

BELOW IS FOR OFFICE USE ONLY

Total miles traveled 12.4
 Number of round trips 2
 Miles per day 24.8
 Subtract two miles (WS 21-4-401) - 4 --
 Reimbursable miles 20.8
 0.50×485
 Reimbursable Total \$ 10.40

V010373

The following statement must be completed before your claim will be processed:
 I certify that the above claims are true and correct to the best of my knowledge and belief. I understand that no person is eligible as an isolated pupil under this law unless the pupil's parents or legal guardians demonstrate to the local school board that the family's residing in the isolated location is necessary for the family's financial well being (Wyoming Statute 21-4-401 (b)). I hereby certify that my family's residence in the isolated location is necessary for the family's financial well being and, if requested, I am willing to furnish supporting documentation.

Ingrid K. Borah 7-18-10
 Signature of Parent or Legal Guardian Date

[Signature] 7/20/10
 Signature of Administrator Date

Age Verification:
[Signature]
 Shop Foreman

(for Board of Trustee Use Only)

Approved Disapproved

Authorized Board Signature _____ Date _____

Application for Reimbursement for Private Transportation or Maintenance of Isolated Pupils

(Reference: Wyoming Statute 21-4-401)

In no case can the amount claimed exceed the actual costs incurred by the pupil or his/her parent or legal guardian. Do not include any costs for which reimbursement has been or will be claimed under the special education provisions of the School Foundation Program.

Name of Applicant (Parent or Guardian) Lynn Mayfield **Family Address (Street, RR, or Road, City, State, Zip)** 43787 Light Plant Rd. Midwest, WY 82643 **Phone Number** 307-262-0993

Reimbursement is Requested for the Following Pupil's)

Name of Pupil	Age	Grade	Name of School That Student Will Attend
<u>Kall Mayfield</u>	<u>7</u>	<u>2</u>	<u>Midwest School</u>
<u>Jace Mayfield</u>	<u>5</u>	<u>K</u>	<u>Midwest School</u>

NOTE: Where combined transportation is provided for two (2) or more isolated pupils being transported to the same school, only one (1) reimbursement shall be made. According to state rules NCSD#1 can only reimburse to the NEAREST bus stop or school. Whichever is closer.

Below, please write in the NEAREST bus stop or school (whichever is closer):

Midwest School

How many round trips will you be making per day? one or two (circle one)

NATRONA County School District #1 personnel will measure the distance from your residence to the nearest bus stop or school and calculate the distance traveled for one or two round trips, whichever you have circled above.

The total number of reimbursable miles will be determined by Wyoming Statute 21-4-401. The reimbursable miles per day will be paid at the rate of \$0.485 per mile for one school day.

The following statement must be completed before your claim will be processed:

I certify that the above claims are true and correct to the best of my knowledge and belief. I understand that no person is eligible as an isolated pupil under this law unless the pupil's parents or legal guardians demonstrate to the local school board that the family's residing in the isolated condition is necessary for the family's financial well being (Wyoming Statute 21-4-401 (b)). I hereby certify that my family's residence in the isolated condition is necessary for the family's financial well being and, if requested, I am willing to furnish supporting documentation.

Lynn J Mayfield 7-19-10
Signature of Parent or Legal Guardian Date

[Signature] 7/22/10
Signature of Administrator Date

Signature Verification: [Signature]
Shop Foreman

BELOW IS FOR OFFICE USE ONLY

Total miles traveled 12

Number of round trips 2

Miles per day 24

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

Reimbursable miles 20

0.50 x 485

Reimbursable Total \$ 10.00

V005365

(for Board of Trustee Use Only)

Approved Disapproved

Authorized Board Signature Date

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak

DATE: August 9, 2010

SUBJECT: Personnel Items

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

I. Employment of the Following:

A. Teacher/Administrator

Katherine Deakins, (B.S. in Education & Human Development, Texas A&M University, College Station, TX, 5/10) 1 FTE Kindergarten Teacher at Southridge, 8/4/10

Lannis Haldeman, (M.A. in Education, Weber State University, Ogden, UT, 8/99) 1 FTE Second Grade Teacher at Southridge, 8/4/10

Janelle Haworth, (M.A. in Education/Curriculum and Instruction, University of Phoenix, Phoenix, AZ, 4/06) 1 FTE BASS Teacher at Frontier, 8/4/10

Diane McGinley, (M.A. in Education, Gwynedd-Mercy College, Gwynedd Valley, PA, 8/03) .50 Instructional Facilitator at North Casper, 8/4/10

Kortnie Palumbo, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 5/10) 1 FTE Fifth Grade Teacher at Southridge, 8/4/10

Megan Russell, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 5/09) 1 FTE Third/Fourth Grade Teacher at Mills, 8/4/10

Kenda Spicher, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 5/10) 1 FTE Kindergarten Teacher at Fort Caspar Academy, 8/4/10

Jefferie Thielbar, (B.A. in Biological Science Education, University of Wyoming, Laramie, WY, 5/10) 1 FTE Science Teacher at FMS, 8/4/10

Shelby Walkinshaw, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 12/08) 1 FTE, OYO, Tutor at Evansville, 8/4/10

Jennifer Walthers, (B. S. in Education, Black Hills State University, Spearfish, SD, 5/05) 1 FTE Special Education Teacher at Pineview, 8/4/10

Amanda Wentz, (B.A. in Elementary Education, University of Wyoming, Laramie, WY, 5/09) 1 FTE Tutor at Evansville, 8/4/10

B. Classified
None

II. Promotions/Transfers

A. Teacher/Administrator

Lisa Birkett, from District Instructional Facilitator to ESL Teacher at North Casper, 8/11/10

David Golen, from Instructional Facilitator at CJH to District Technology Instructional Facilitator at CSF, 7/16/10
Jennifer DeVore, (B.A. in Special Education, University of Wyoming, Laramie, WY, 5/96) from Student Monitor at Southridge to 1 FTE Special Education Teacher at KWHS, 8/4/11
Brent Jurgenson, (B.A. in Social Studies, University of Wyoming, Laramie, WY, 5/10) from District Certified Substitute to 1 FTE Social Studies Teacher at CJH, 8/4/10
Rachel Walker, (B.A. in Education, Washington State University, Pullman, WA, 12/06) from District Certified Substitute to .40 FTE Kindergarten Teacher at Pineview, 8/4/10

B. Classified

Ashley Hanyes, from Office Assistant/Student Monitor at Fort Caspar Academy to Office Manager Elementary at Summit, 6/9/10
Teresa Wissler, from Server/Breakfast/Lunch at Park to Cafeteria Records Assistant at Summit, 8/18/10
Shelly A. Tygard, from Certified Substitute for the District to Special Education Instructional Assistant III at FMS, 8/18/10
Cindy Jackelen, from Special Education Instructional Assistant II at Manor Heights to Special Education Instructional Assistant I at RHS, 7/1/10
Annette Ivens, from Substitute On Daily Assignment at KWHS to Special Education Instructional Assistant I at RHS, 8/18/10
Monica Stevens-Kopp, from Special Education Instructional Assistant I at Park to Special Education Instructional Assistant I at RHS, 8/18/10

III. Leaves of Absence

A. Teacher/Administrator

Sheryl Iszler, District Social Worker, 2010-2011

Classified

None

IV. Resignations/Terminations

A. Teacher/Administrator

Stacy Vaughn, Second Grade Teacher at Pineview, 5/28/10
Shelly Rice, Third Grade Teacher at Fort Caspar Academy, 5/28/10

B. Classified

Kathleen Elliot, Special Education Instructional Assistant I/Student Monitor at Sagewood, 6/25/10
Janet Williams, Library Media Technician at DMJH, 5/28/10
Cynthia Kemp, Student Advocate for Safe School Suspension Lab, 5/28/10

Steffenie Kant, Instructional Assistant at Powder River, 5/28/10
Angela Sitachitta, Elementary Physical Education Teacher at Midwest, 5/28/10

V. Substitutes

- A. Certified
None
- B. Classified
None

VI. Retirements

- A. Teacher/Administrator
None
- B. Classified
Judith Wood, Bus Driver at Transportation, 5/28/10

VII. Deceased

- A. Teacher/Administrator
None
- B. Classified
Lawrence Forsberg, Jr., Warehouse/Delivery Worker, 7/2/10

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak, Superintendent

DATE: August 9, 2010

SUBJECT: Recommendation for Assistant Director for Special Education Services

RECOMMENDATION: I recommend that the Board of Trustees approve the hire of Michael Jennings for Assistant Director for Special Education Services

RATIONALE: The Assistant Director position was posted. Six applicants submitted letters of interest. Four interviews were conducted. Participants in the interview process were Tammie Bertelson, Mark Mathern, Sheila Dunn, Chris Carruth, Ann Price, Jim Pharr, and Charmin Scott. Kelly Hornby and Verba Echols facilitated the Targeted Selection Process.

Mr. Jennings served as a Science and Social Studies teacher in Natrona County School District (NCSD) at CY Junior High School 1993-2001. He was the administrator at Mountain View Elementary School from 2001 to 2002 and Centennial Junior High School 2002-2005. Mr. Jennings began as assistant principal at CY Junior High School in 2005 and currently holds that position.

Mr. Jennings received a Bachelor degree in Secondary Education from the University of Wyoming. He received his Masters degree in Administration from Chadron State College.

At the July 16, 2010 board meeting, Trustees requested further information regarding the Special Education Position. The seven questions asked were responded to in a fourteen page document presented at the August 9, 2010 board meeting.

Trustee Information Request: Special Education and Recommended Assistant Director Position

On July 21, the Board of Trustees tabled, until the next meeting, the superintendent’s recommendation to hire an Assistant Director of Special Education. The Board requested the following information about the position:

1. Why this position is needed.

With the re-structuring of the C&I Department, NCSD is able to reallocate resources to best meet the needs of students with disabilities. With a staff of 453 spread across the District, it is challenging to provide solid customer service for special education teachers and support staff, maintain employee relationships, respond in a timely manner, provide a curricular focus for students with Individual Education Program (IEP)s, and improve deficits identified by the Wyoming’s Department of Education in the areas of FAPE (Free and Appropriate Public Education) and LRE (Least Restrictive Environment). Three data sources were used to drive the decision to open the position: A) WDE’s Special Education Annual Review, B) the OA (Organizational Assessment) done by Krenick and Associates in 2008 and 2009, and C) C&I’s Customer Service Survey.

A. The WDE’s 2008 and 2009 Special Education Focused Monitoring results designated NCSD as a district that “Needs Interventions.” Using 16 indicators, the WDE identified two areas needing improvement because NCSD has comparatively high percentage of students with disabilities placed in self contained environments and because NCSD has comparatively low PAWS proficiency rates for students with disabilities. Areas to improve include: ensuring students are placed in the Least Restrictive Environments, addressing drop out rates of students with IEPs, and providing students with IEPs greater access to the general education curriculum. The following indicators have been identified by the WDE as areas for improvement:

Indicator: Graduation Rates for Students with IEPs

- 2010 WDE Graduation Rate Target - 49%
- 2009 State Graduation Rate - 59.72%
- 2009 NCSD Graduation Rate - 51.35%

Indicator: Drop Out Rates for Students with IEPs

- 2010 WDE Drop Out Rate Target - <13.6%
- 2009 State Drop Out Rate - 7.8%
- 2009 NCSD Drop Out Rate - 11.53%

Indicator: Percentage of Students with IEPs who are Proficient or Advanced

	<u>Elementary Schools</u>		<u>Middle Schools</u>		<u>High Schools</u>	
	<u>Lang. Arts</u>	<u>Math</u>	<u>Lang. Arts</u>	<u>Math</u>	<u>Lang. Arts</u>	<u>Math</u>
NCSD - 2009	26.95%	45.91%	15.05%	20.39%	16.36%	12.5%
2010 AYP Targets	53.60%	49.20%	56.33%	50.20%	65.60%	57.20%

Indicator: - Least Restrictive Environment

Regular Classroom - Removed from regular class less than 21% of the day
 WDE Target - 57.40%
 NCSD - 53.31%

Separate Classroom - Removed from regular class greater than 60% of the day
 WDE Target - <9.44%
 NCSD - 15.01%

Separate Facility - Served in Public or Private separate schools, residential placements, or homebound or hospital placements

Trustee Information Request: Special Education and Recommended Assistant Director Position

WDE Target - <2.43%
NCSD - 1.17%

The next steps in the monitoring process include a Corrective Action Plan that has been developed, and a verification visit by the WDE will occur in February, 2011 at which time files will be reviewed and interviews conducted.

B. The following quotations from the 2009 OA show a need to improve NCSD customer service:

- Not all staff feel supported by central office administrators.
- The lack of an aligned K-12 curriculum is creating issues for staff and students.
- Although efforts have been made to improve communication, many gaps still exist.
- Stakeholders don't feel that their voice is being heard in the district.
- While a lot of operational data is being collected, it is not being used for continuous improvement.
- Customer service has become the focus.
- While there is a lot of professional development being offered, follow-up to ensure implementation and fidelity is inconsistent.

C. Results from Principals on the C&I Customer Service Survey indicate improvement from the Fall, 2009 to Spring, 2010; however, there is still evidence of a need to improve understanding and responsiveness to building needs:

Special Education Results from Principals on C&I Customer Service Surveys		
	Fall, 2009	Spring, 2010
Positive Responses to "This department's understanding of what my school needs to improve student outcomes"	56.0%	74.3%
Positive Responses to "This department's responsiveness to our school's needs ..."	36.0%	70.6%

2. Is this a new position or the filling of a vacant assistant director position in Special Ed?

This position comes from not filling a Special Education Coordinator position, which is paid through the general fund (\$77,024) and reimbursed by the WDE. The additional cost for the Assistant Director is estimated at \$31,810. Title VIB funding will be used to fund the additional portion of this position.

3. Number of people in Special Ed in the Jefferson building

Forty-seven staff members are housed at the Special Education Services Center (SESC), formally Jefferson Elementary. [The Special Education Department consists of 105 teachers, 70 related service providers, 273 assistants, five secretarial staff members, and one administrator.]

4. The duties of each of these people as well as the proposed Assistant Director

Assistant Director for Special Education (see Appendix A)

Director OF Special Education- Use leadership, supervisory and administrative skills to provide sound educational programs for students who require special education services.

SPED FLS/ILS Coordinator- Develop, Implement, and sustain a high quality specialized instructional program throughout NCSD #1 in accordance with IDEA, Wyoming State Rules and Regulations, and District Special Education policies and procedures, and to provide technical assistance and staff training to special education teachers to improve the delivery of instruction to all students with disabilities.

SPED BASS Coordinator-Develop, implement, and sustain a high-quality specialized instructional program throughout NCSD #1 in accordance with IDEA, Wyoming State Rules and Regulations, and District Special

Trustee Information Request: Special Education and Recommended Assistant Director Position

Education policies and procedures. Provide technical assistance and staff training to special education teachers to improve the delivery of instruction to all students with disabilities.

Adaptive PE Teacher- Adaptive Physical Education is a service provided to encourage, as well as enhance, development of physical fitness, strength, mobility, and flexibility for students with varying degrees of special needs as specifically designed IEP goals. A.P.E. works to provide a diversified program of developmental motor skills, object control skills, games, team sports, and rhythmic activities to students who may not safely, adequately, or successfully, participate in the unrestricted activities of the general physical education program.

Audiologist- Audiological management relative to hearing conversation, which includes hearing screening and diagnostic assessment; provision of habilitative/rehabilitative services; collaboration in educational planning for students with hearing loss; identification of students with hearing problems; habilitation/rehabilitation of communicative problems and instructional services related to hearing impairment; prevention and communicative problems and instructional services related to hearing impairment; prevention and awareness of hearing loss; follow-up, referral, and monitoring and technical assistance and evaluation.

Behavior Interventionist-The job of Behavior Interventionist – Middle Level is done for the purpose/s of working with students and staff (teachers, administrators, social workers, CWCC, and related services) to improve school-wide practices, classroom management effectiveness, and individual student support systems; to assist students and staff in implementing and maintaining the school-wide Positive Behavior Supports (PBS) program that promotes student success in the educational setting; to develop positive relationships with staff, families, and the community while monitoring and mentoring students; and to facilitate the teaching of skills in social appropriateness, anger management, conflict resolution, and bully proofing to individuals, small groups, and classroom students.

Instructional Strategist-The Instructional Strategist will be assigned on an itinerant basis to elementary schools in consultation with Special Education Coordinators, Special Education Director, Principals, and school personnel.

Occupational Therapist-In the educational system, occupational therapy is a related service in which the therapist functions as a member of a multidisciplinary team whose purpose is to provide an appropriate educational program for students with disabilities. The occupational therapist (OT) evaluates and provides services to children who have developmental delays, neurological, orthopedic, emotional and learning dysfunctions. The OT, as a related service provider, helps to facilitate attainment of the child's educational goals, including functional skills necessary to benefit from the educational program.

Physical Therapist-Promote the education of students identified as having physical therapy needs by providing screening, evaluation, intervention, and/or consultation services and by providing information to and establishing relationships with educational personnel, family, and community agencies, regarding program planning for identified students.

Vision Specialist-Provide assessment, instruction and program recommendations for students with visual disabilities. Instructional areas may include use of adaptive equipment and materials, Braille, Nemeth Code, Large Print and/or CCTV's Assistive Technology, etc. Provide Support Services and consultation for other staff members and parents.

Administrative Specialist- The job of Administrative Specialist was established for the purpose/s of providing complex administrative and secretarial support to assigned administrative personnel; representing assigned area(s); coordinating activities of assigned area(s) and administrative personnel; ensuring confidentiality and compliance of activities under area of responsibility with financial, legal and administrative requirements; and providing information, recommendations and/or direction as may be requested by assigned administrator. This job reports to Director and/or Administrator.

Assistive Technologist Special Education -The job of Assistive Technologist Special Education was established for the purpose/s of assisting in assessment and recommendations on assistive technology in

Trustee Information Request: Special Education and Recommended Assistant Director Position

conjunction with professionals from various disciplines; providing technical support and training on specific technology equipment to students, families, staff and related providers; coordinating evaluation, acquisition, testing and installation of assistive devices and technology solutions; maintaining inventory records; and serving as a resource to school personnel requiring assistance with assistive technology topics. This job reports to Director of Special Education.

Audiometric Technician -The job of Audiometric Technician was established for the purpose/s of assisting in the hearing conservation program by administering individual hearing screening assessment to pupil in assigned schools; compiling and maintaining related records and reports according to standards established or prescribed by the school district audiologist. This job reports to Principal.

Certified Occupational Therapy Assistant -The job of Certified Occupational Therapy Assistant (COTA) was established for the purpose/s of providing occupational therapy and evaluations/consultations to meet students educational needs; communicating with Occupational and Physical Therapists; training staff in the use of materials and equipment; and providing direct occupational therapy services to eligible students within District. This job reports to Director of Special Education.

Custodian I -The job of Custodian I was established for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure. This job reports to Custodian II and/or Principal.

Office Assistant - The job of Office Assistant - School was established for the purpose/s of assisting the School Office Manager, Administrators, and/or staff with a wide variety of duties, as assigned, including public relations and school-related office and clerical duties; ensuring accurate attendance accounting, reporting and documentation in regard to assigned building; operating a variety of photocopy and bindery equipment; and providing general clerical support, information and/or direction as may be requested at assigned school site. This job reports to Administrator or School Office Manager.

Physical Therapy Assistant- Work specifically under the direction and supervision of the occupational/physical therapist or licensed/certified physical/occupational assistant serving the schools, students, and staff of Natrona County School District #1.

Parent Resource Center Assistant -The job of Parent Resource Center Assistant was established for the purpose/s of coordinating and implementing support for families of children with disabilities; providing information regarding services and support within the community; researching and acquiring a broad array of community resources to support instructional programming; and facilitating positive family, school and student relationships. This job reports to Director of Special Education.

Secretary -The job of Secretary was established for the purpose/s of providing a variety of responsible secretarial and clerical duties in support of the assigned office; and providing information and assistance to students, faculty, staff, and the general public. This job reports to Administrator or Manager.

Special Education Instructional Assistant I - The job of Special Education Instructional Assistant I was established for the purpose/s of assisting in the supervision and instruction of special needs students, under the general supervision of a certified staff, in an instructional environment; assisting students in performing their academic studies; monitoring students; and providing clerical support to teacher. This job reports to Principal.

Special Education Instructional Assistant II - The job of Special Education Instructional Assistant II was established for the purpose/s of assisting in the supervision and instruction of behavioral and social skills (BASS) or functional life skills (FLS) special education students under the supervision of a certified staff; observing and documenting student progress; implementing plans for instruction; and assisting students by providing for special health care needs. This job reports to Principal.

Trustee Information Request: Special Education and Recommended Assistant Director Position

Special Education Instructional Assistant III - The job of Special Education Instructional Assistant III was established for the purpose/s of assisting in the supervision and instruction of students with severe physical, cognitive or vision disabilities under the supervision of a certified staff; observing and documenting student progress; and assisting students by providing for special health care needs. This job reports to Principal.

Teacher on Special Assignment (TOSA) - The job of TOSA is a district staff position with the responsibility of working with district administrators, coordinators, school teams, principals, teachers, Instructional Facilitators, and others to facilitate and enhance the integration of technology into curricular areas with the goals of changing instructional practices, improving learning, and developing 21st Century skills.

5. The source of funding for the Assistant Director

71% of the position comes from current general fund allocation.

29% of the position comes from Title VIB.

6. The process by which positions are approved, methods of recruitment, and the interviewing, hiring, and orientation process.

- Job Posting Form (see Appendix B)
- Targeted Selection Process (see Appendix C)
- Hiring Processes (see Appendix D)
- Orientation process (see Appendix E)

For the special education assistant director there were five qualified applicants, four candidates were interviewed (two in district and two out of district).

7. How will this position expand or enhance services to special education children or their teachers?

This position will:

- Increase the visibility of district special education administrators in buildings and classrooms. Visits provide opportunities to listen, communicate, and build relationships with staff.
- Increase the connectivity of district administrators with special education staff members.
- Increase identification of best and work with special education teachers on best practice use with students with IEPs.
- Increase opportunities for special education administration to recognize quality services of classroom teachers, related service providers, and special education assistants.
- Increase the special education staff understanding of what each school needs to improve student outcomes.
- Increase the special education department's responsiveness to each school's needs.
- Increase the presence of district administrators in challenging IEP meetings.
- Increase opportunities to monitor fidelity of implementation of changes in special education rules and regulations including the re-structuring of BASS classrooms.

APPENDIX A: ASSISTANT DIRECTOR OF SPECIAL EDUCATION JOB DESCRIPTION

JOB TITLE ASSISTANT DIRECTOR OF SPECIAL EDUCATION	DIVISION CURRICULUM & INSTRUCTION	REPORTS TO DIRECTOR OF SPECIAL EDUCATION
SALARY (Adm./Director Schedule)	LENGTH OF WORK YEAR 260 Days	DATE July 29, 2010

SCOPE OF RESPONSIBILITIES

The purpose of the position of Assistant Director of Special Education is to assist the Director of Special Education with the operation of special education programs in Natrona County School District #1 (NCSD); and to use leadership, supervisory, and administrative skills in providing sound educational programs for students who require special education services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Important and essential duties may include, but are not limited to, the following:

- Assists in the direction and management of all special education programs and services for the purpose of meeting student needs.
- Assists in providing necessary time, resources, and materials for the purpose of supporting staff in the accomplishment of special education goals.
- Assists in the monitoring the implementation of special education programs for the purpose of contributing to the maintenance of high quality services.
- Assumes decision-making responsibility in the absence of the Director of Special Education for the purpose of ensuring efficient operation of special education programs.
- Conducts special education meetings for the purpose of informing and updating staff about policy changes, new programs, current best practices, and other pertinent information regarding special education.
- Coordinates and organizes curricular materials and strategies for the purpose of evaluating, improving and adjusting instruction.
- Determines need and location for all special education programs for the purpose of ensuring the provision of appropriate facilities.
- Develops budget recommendations and provides expenditure control for the purpose of ensuring compliance with department goals and objectives.
- Directly supervises, assigns, and evaluates special education teachers in conjunction with building principals.
- Ensures positive student growth and promotes lifelong learning through recruitment of staff, employee evaluation, staff training, increased inclusion opportunities, implementation of PAWS Alt, and standards based classrooms.
- Evaluates, on an ongoing basis, the special education curriculum, procedures, and individual student needs and achievements for the purpose of ensuring student needs and goals are attained.

ESSENTIAL DUTIES AND RESPONSIBILITIES continued

- Facilitates accommodation and modification training to supplement regular classroom instruction for the purpose of meeting student educational and behavioral needs.
- Interprets assessment results for the purpose of providing consultation and recommendations for programs and services.
- Interprets policies and procedures for the purpose of providing recommendations concerning issues of compliance and assists in the compliance and maintenance of legally required reports and records, etc.
- Provides recommendations relative to teacher and assistant personnel placements for the purpose of meeting building needs in alignment with department goals and objectives.
- Supervises and coordinates classroom special education programs.

MINIMUM QUALIFICATIONS

Skills:

- Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments, operating standard office equipment, planning and managing projects, preparing and maintaining accurate records, using pertinent software applications, demonstrated interpersonal skills, and oral and written communication skills.

Knowledge:

- Knowledge is required to perform algebra and/or geometry; read technical information; compose a variety of documents; and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: familiarity with special education services, curriculum, and programs for children and families.

Abilities:

- Ability is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also

required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups, maintaining a high level of confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team and developing strong relationships with all NCSD departments; working with detailed information/data, and working with frequent interruptions.

SUPERVISORY RESPONSIBILITIES

- This position directly supervises Special Education Teachers in conjunction with building administrators.

EDUCATION and/or EXPERIENCE

- Master's Degree from an accredited college or university with major coursework in education or educational administration is required.
- Administration Certification with Special Education Endorsement through Wyoming Professional Teachers Standards Board (PTSB)

PHYSICAL DEMANDS

Under 1/3 of the time:

Sit
Climb or balance
Stoop, crouch
Crawl – distance 2-5 feet
Kneel – duration at one time – 5 minutes-30 minutes
Taste or smell

1/3 to 2/3 of the time:

Stand, walk
Twist – body part – above waist
Rotate – body part – above waist

Over 2/3 of the time:

Use hands to finger, handle or feel
Reach with hands and arms
Talk or hear
Push or pull less than 50 pounds

WEIGHT REQUIREMENTS

Under 1/3 of the time:

Lift up to 25 – 50 pounds

Over 2/3 of the time:

Lift up to 10 pounds

VISION REQUIREMENTS

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three dimensional vision, ability to judge distances and spatial)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

HEARING DEMANDS

Noise Levels:

- Moderate noise levels will be present (example: business office computers, printers, light traffic)

Hearing Demands:

- Ability to discriminate verbal commands and environmental safety sounds.
- Ability to be employed where moderate degrees of hearing loss are unimportant (e.g. able to converse, talk, and make notes in meetings, hears warning bells/sounds, tone of running motors, answer phone over high noise levels, etc.)

WORK ENVIRONMENT

Under 1/3 of the time:

Exposure to the following may occur:

Wet or humid conditions (non-weather)

Trustee Information Request: Special Education and Recommended Assistant Director Position

- Work near moving mechanical parts
- Work in high precarious places
- Fumes or airborne particles
- Toxic or caustic chemicals
- Outdoor weather conditions
- Extreme cold (non-weather)
- Extreme heat (non-weather)
- Risk of electrical shock
- Work with explosives
- Risk of radiation
- Vibration

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): _____

Employee Signature: _____ **Date:** _____

APPENDIX B: JOB POSTING FORM

NATRONA

COUNTY SCHOOLS

Job Posting Form

(Please mail, e-mail or fax this form back to Employee Services)

ALL OPENINGS MUST BE POSTED FOR FIVE BUSINESS DAYS

(Administrator must interview within 30 days from closing date or you will need to repost.)

Date: _____

School: _____

Position: Job Code: Class Code: Hours Daily: _____

Position: Job Code: Class Code: Hours Daily: _____

Position: Job Code: Class Code: Hours Daily: _____

Position: Job Code: Class Code: Hours Daily: _____

Please use accurate position titles, class codes and job codes as listed on salary schedule

Name of person you are replacing: _____

- Separation form has been submitted to Employee Services or
- Change form has been submitted to Employee Services

Temporary: Benefited:

*Check if this is a new position:

All new positions must be approved by the Superintendent, Assoc. Sup. of HR and Assoc. Sup of Business

- Superintendent
- Assoc. Sup of HR
- Assoc. Sup of Business

Openings must be posted for FIVE days unless permission is granted from Crystal or Kelly

Dates Posted: _____

Date Closed: _____

*If this is a new position, please indicate account number or funds the employee is to be paid from: _____

- Also post this position at:
- Casper Star (paid by school)
 - WASPA
 - Casper College
 - University of Wyoming
 - Chadron State College
 - Other _____

Principal's Signature _____

APPENDIX C: TARGET SELECTION PROCESS

TARGETED SELECTION PROCESS

Key position opens up

Press conference and notify Cabinet and the Board of Trustees (if applicable)

Post position for at least two weeks

Advertise position on the outside and within (unless otherwise stated)

Administrator selects appropriate people for position that is open in their building

Administrative positions coordinated by Human Resources and the staff selects participants

If position is district-wide, Human Resources coordinate participates with cooperation with the association.

Equal number of parents and staff at building level (involve PTO member)

No more than eight on the interview team

Set up meeting with the employees of the organization for administrative position

Set up 8 hour for training and formation of interview questions.

Set up targeted selection date scheduling for all day and into the night

Human Resources prepares the binders for participants

Have current job description

Get feedback from those stakeholders that will be involved in the process

Find out what worked in the past and where the program is going

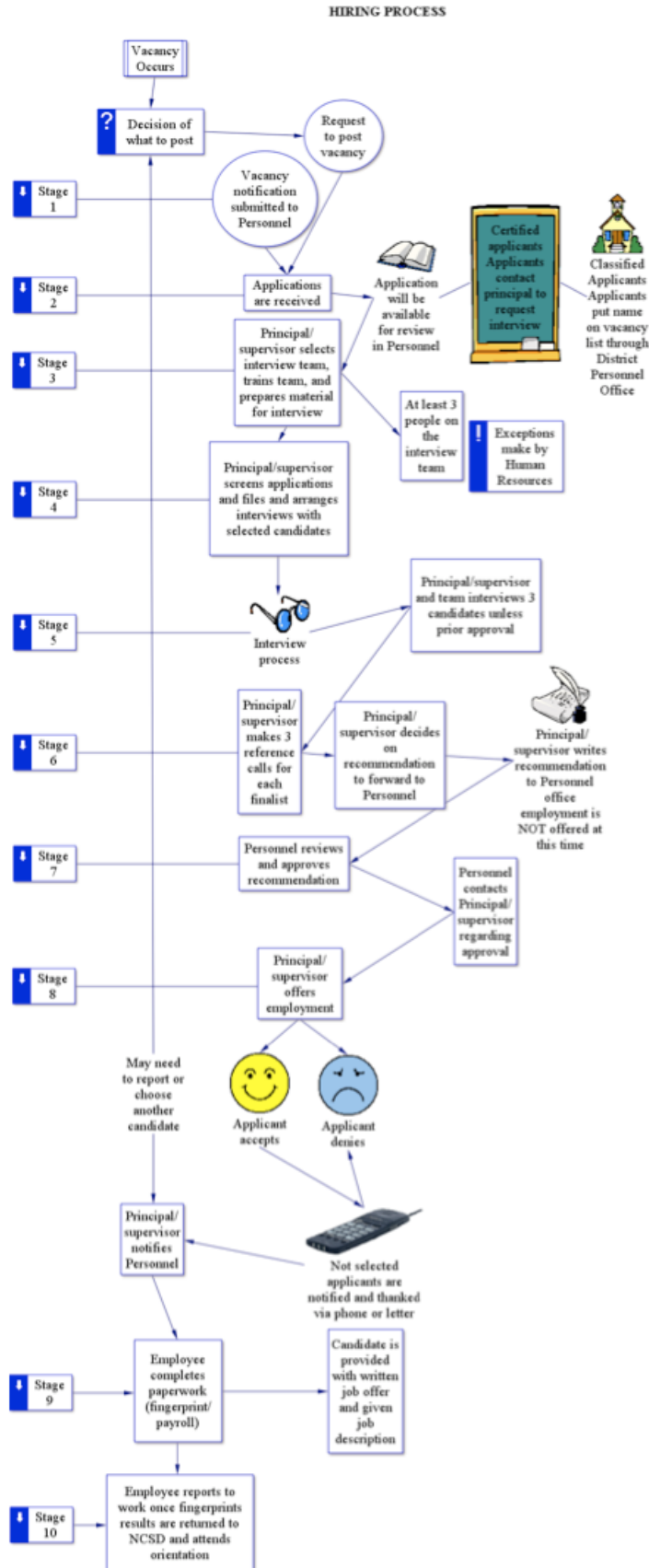
References – Administrator for building

Facilitator of the targeted selection for district or administrator positions

Recommendations are put in the long format for the board

Take material out of books and put it all in a box (one copy of everything but at least one of everything)

APPENDIX D: HIRING PROCESS



APPENDIX E: ORIENTATION PROCESS

Orientation for New employees		
New Classified Employees	New Certified Employees	New Administrators Employees
<p>When the employees sign job offer they are given a date when to attend new employee orientation.</p> <p>Employee starts work and is given rules and expectations of the school/department</p> <p>Employee attends district orientation (including compact training) within 90 days and completes all required training as defined by the job description(s)</p>	<p>If the new certified staff begins accepts position prior to first week of new teacher orientation – Employee is oriented to school, attends specific building training, and district orientation (new certified employee) breakfast.</p> <p>If the employee does not attend the initial orientation he/she follows the classified</p> <p>New certified staff attends monthly inservices presented by Organizational Development Staff. Each certified staff is assigned a mentor who meets with the certified staff regularly. Certified staff attends school specific trainings presented by Instructional facilitators</p> <p>The certified staff completes a porfolio to document and reflect on growth</p>	<p>If the new administrator is hired prior Leadership Training day in August, Administrator attends Leadership Training Day in August</p> <p>New administrator attends administrator cohort each month</p> <p>New administrator meets with evaluator twice a year and when needed</p> <p>In addition new administrator attends monthly principal meetings, superintendent small group meetings, and monthly inservices</p>

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak, Superintendent

DATE: August 9, 2010

SUBJECT: Recommendation for Assistant Principal at CY Middle School

RECOMMENDATION: I recommend that the Board of Trustees approve the hire of Kevin Pagett for Assistant Principal at CY Middle School for one year.

RATIONALE: With the approval of Michael Jennings as Assistant Director for Special Education, an opening was created at CY Middle School. The opening was late in the hiring process so for the final year an administrator was placed into the position for the 2010-2011 school year.

Mr. Pagett started teaching at Natrona County School District (NSCD) from 1992 – 1998 at Mountain View Elementary School. Beginning in 1998, he was a Teacher on Special Assignment (TOSA) in which he participated in developing and implementing technology instruction for teachers. He returned to teaching in the classroom from 2001 to 2003 at Cresthill Elementary School. Most recently, Mr. Pagett is in the TOSA position, which has evolved to a Technology/Instructional Facilitator in the District.

Mr. Pagett received a Bachelor degree in Elementary Education from University of Wyoming. He received his Masters degree in Computers in Education from Leslie College. He received his Principal Endorsement from University of Wyoming.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak, Superintendent

DATE: August 9, 2010

SUBJECT: Recommendation for Assistant Principal at CY Middle School

RECOMMENDATION: I recommend that the Board of Trustees approve the hire of Lisa Allen for Assistant Principal at CY Middle School for one year.

RATIONALE: The Assistant Principal position at CY Middle School was created to assist the administration transition to a new building. This is the third year of the transition. The previous assistant principal, Michael Britt was approved as the principal for Evansville Elementary School. The opening was late in the hiring process so for the final year an administrator was placed into the position for the 2010-2011 school year.

Ms. Allen started teaching at Snow Canyon Middle School in Saint George, Utah in 1994. She was a special education and art teacher at T.H. Bill Junior High School then a special education and commercial art teacher at Weber High School from 1998 to 2001 both schools are in Ogden, Utah. In 2001, she moved to Natrona County School District teaching art at East Junior High School. She transferred to Kelly Walsh High School in 2003 to teach special education. Since 2008, Ms. Allen has been the instructional facilitator at Kelly Walsh High School.

Ms. Allen received a Bachelor degree in Special Education from the Weber State University. She received her Masters degree in Education and Leadership & Administration from Southern Utah University. She is endorsed as an administrator K-12.

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak, Superintendent

DATE: August 9, 2010

SUBJECT: Recommendation for Assistant Principal at Midwest K-12 School

RECOMMENDATION: I recommend that the Board of Trustees approve the hire of Ralph Obray for Assistant Principal at Midwest K-12 School and Dean of Students.

RATIONALE: A .5 FTE administrator position and .5 FTE Dean of Students was posted. Five applicants submitted letters of interest. Three interviews were conducted. Participants in the interview process were Chris Tobin, Paula Chapman, Sarah Gibson, and Marcie Kutzer .

Mr. Obray started teaching and coaching at Butte County High School in Arco, ID from 1998 - 2004 then Athletic Director 2001 -2004. He taught Science at Elko High School in Elko, NV from 2004 to 2006. He was hired by Natrona County School District (NCSD) in 2006 as Kelly Walsh Athletic Director. The 2009 – 2010 school year he has been the high school principal at Dubois High School in Dubois, Wyoming.

Mr. Obray received a Bachelor degree in Physical Education from the Brigham Young University. He received his Masters degree in Education Administration from Grand Canyon University. He is endorsed as a Principal K-12.

Natrona County School District 2010-2011 Projected Enrollment Numbers

	8/3/2010										1										2										3										4										5										6																
	Number of Sections	Class size	CAP	Current Enrollment	Dis Prog	GT	Retentions	Virtual	Avail	Waitlist	Number of Sections	Class size	CAP	Current Enrollment	Dis Prog	GT	Retentions	Virtual	Avail	Waitlist	Number of Sections	Class size	CAP	Current Enrollment	Dis Prog	GT	Retentions	Virtual	Avail	Waitlist	Number of Sections	Class size	CAP	Current Enrollment	Dis Prog	GT	Retentions	Virtual	Avail	Waitlist	Number of Sections	Class size	CAP	Current Enrollment	Dis Prog	GT	Retentions	Virtual	Avail	Waitlist	Number of Sections	Class size	CAP	Current Enrollment	Dis Prog	GT	Retentions	Virtual	Avail	Waitlist																	
Bar Nunn Elementary (2/1.5)	2.0	18	36	35			1	1.0	1	2.0	17	34	34						0.0	1	2.0	17	34	34	1					0.5	2	2.0	17	34	29	1					5.5	0	2.0	26	52	43	4					11.0		1.0	26	26	32	4					(4.0)	2	1.0	26	26	20	2					7.0			
Cottonwood Elementary(3/2)	3.0	17	51	53	5	2		0.5	29	3.0	17	51	53	4					0.0	2	3.0	17	51	51	1					0.5	6	3.0	17	51	52	3					0.5	4	1.5	26	39	42	6					0.0	1	2.5	26	65	59	2					7.0														
Crest Hill Elementary(3/2)	3.0	18	54	54	5			1.5		3.0	17	51	51						0.0	1	4.0	17	68	64	2					5.0		3.0	17	51	49						2.0	4	2.0	26	52	43	1					9.5		2.0	26	52	49	2					4.0														
Evansville Elementary(3/2)	3.0	17	51	46				5.0	2	3.0	17	51	45		1				6.0		3.0	17	51	50						1.0	1	3.0	17	51	44						7.0		2.0	21	42	40						2.0		2.0	19	38	35						3.0														
Fort Caspar Academy(4/3)	4.0	22	88	86		1		2.0	13	4.0	22	88	80		2				8.0	1	3.0	22	66	65		1				1.0	3	4.0	22	88	84		1				4.0		2.0	28	56	49						7.0		2.0	28	56	55						1.0	1													
Grant Elementary(2/1.5)	2.0	18	36	36				0.0	4	2.0	17	34	32		1				2.0		2.0	17	34	34						0.0	2	2.0	17	34	28						1.0	1	2.0	23	46	40						6.0		1.0	26	26	16						1.0	1													
Manor Heights Elementary(3/2)	3.0	18	54	56	5	2		0.5	4	3.0	17	51	51	1					0.5	7	3.0	17	51	51	1					0.5	5	3.0	17	51	53	3	3				(0.5)	1	2.0	26	52	56	5					(1.5)	5	1.0	26	26	10						1.0	1													
Midwest Elementary(1/1)	1.0	17	17	10				7.0		1.0	17	17	9						8.0		1.0	17	17	10						7.0		1.0	17	17	11						6.0		1.0	26	26	9						17.0		1.0	26	26	9						16.0														
Mills Elementary(2/1.5)	2.0	18	35	33				2.0		2.0	17	34	27						7.0	2	2.0	17	34	29						5.0		1.0	17	17	23						(6.0)	4	1.5	17	25.5	25						0.5	2	1.5	17	25.5	19						6.5														
Mountain View Elementary(3/2)	2.0	18	36	36				0.0	3	3.0	17	51	54	6	1				0.0	3	3.0	17	51	45	9	1				10.5		2.0	17	34	35	2					0.0	1	1.0	18	18	19	2					0.0	1	2.0	18	36	32	2					5.0														
North Casper Elementary(2/1.5)	2.0	17	34	33		1		1.0	2	2.0	17	34	33						1.0		2.0	17	34	37		1				(3.0)	7	2.0	17	34	31		1				3.0		2.0	21	42	39						3.0		2.0	19	38	37						1.0														
Oregon Trail Elementary(3/2)	3.0	18	54	54				0.0	1	3.0	17	51	51						0.0		3.0	17	51	50						1.0		3.0	17	51	44						7.0		2.0	26	52	46						6.0		2.0	26	52	48						4.0														
Paradise Valley Elementary(4/3)	3.0	18	54	51		2		3.0		4.0	17	65	59		1				6.0	1	3.0	17	57	56						1.0		4.0	17	65	62		1				3.0	1	3.0	26	78	70						8.0		3.0	26	78	73						5.0														
Park Elementary(2/1.5)	2.0	17	34	37	3			0.0	26	2.0	17	34	36		2				0.0	5	2.0	17	34	38		3				(1.0)	14	2.0	17	34	43		8				(1.0)	3	1.5	26	39	51		9	1			(2.0)	6	1.5	26	39	40		3				2.0	2													
Pineview Elementary(2/1.5)	2.0	17	34	35		1		(1.0)	13	4.0	17	68	61		1				8.0		4.0	17	68	70		9				7.0	0	4.0	17	68	58		5				15.0	0	1.0	26	26	30						1.0	0	1.0	26	26	27		3				2.0														
Poison Spider School(2/1.5)	1.5	17	25.5	20				5.5		1.5	17	25.5	29						(3.5)	0	1.5	17	25.5	26						(0.5)		1.5	17	25.5	20						5.5		1.0	26	26	22						4.0		1.0	26	26	26						0.0	2													
Sagewood Elementary(3/2)	3.0	18	54	53				1.0		3.0	17	51	51						0.0	3	3.0	17	51	48						1.0	0	3.0	17	51	46						5.0		2.0	26	52	51						1.0		2.0	26	52	37						16.0														
Southridge Elementary(3/2)	3.0	18	54	53		1		1.0	3	3.0	17	51	51						0.0	1	3.0	17	51	47						4.0		2.0	17	34	34						0.0	1	2.0	26	52	39						13.0	1	2.0	26	52	52						0.0	5													
Summit Elementary (4/3)	4.0	17	68	66				2.0	2	1.0	17	17	17						0.0	7	1.0	17	17	17						0.0	3	1.0	17	17	18						(1.0)	6	0.5	26	13	16						(3.0)	9	0.5	26	13	10						3.0	5													
University Park Elementary(2/1.5)	2.0	17	34	34		1		0.0	34	2.0	17	34	34		2				0.0	9	2.0	17	34	35						(1.0)	10	2.0	17	34	33						1.0	1	2.0	20	40	33						7.0	2	2.0	20	40	31						9.0														
Verda James Elementary(4/3)	4.0	17	68	67		1		1.0	10	4.0	17	68	67						1.0	10	4.0	17	68	68						0.0	1	4.0	17	68	63						5.0	1	3.0	26	78	72						6.0	2	3.0	26	78	71						7.0	1													
Willard Elementary(2/1.5)	2.0	18	36	37	2			0.0	1	2.0	17	34	36	4					0.0	7	2.0	17	34	35	2					0.0	6	2.0	17	34	31	2					4.0	0	2.0	22	44	40	5					6.5	1	2.0	18	36	34	1					2.5														
Woods Learning Center(1/1)	1.0	17	17	17				0.0	15	1.0	17	17	17						0.0	12	1.0	17	17	16						1.0	7	1.0	17	17	17						0.0	1	1.0	17	17	17						0.0	5	1.0	17	17	17						0.0	9													
Uncommitted School	0.0	17	0	1+1				(2.0)		0.0	17	0	0						0.0		0.0	17	0	0						0.0		0.0	17	0	0						0.0		0.0	26	0	0+0						0.0		0.0	26	0	0+0						0.0														
Totals			1023.5	1002	17	13	0	31.0				1011.5	978	15	8	0	44.0					999	976	16	12	3	1	43.5					960.5	908	11	13				72.0					955.5	885	23	14				97.0					969.5	887	15	6	0	1	97.0					207	165	2	13	0	56.0				
Total Sections	57.5										58.5										57.5										55.5										40.0										41.0										8.0																
Alcova Elementary School	0										2										2										3										0										0										0																
Powder River Elementary	0										2										0										1										0										0										0																
Red Creek Elementary	1										0										1										1										0										0										0																
Willow Creek Elementary	0										0										1										1										1										1										0																
Rural Totals	1										4										4										6										1										2										0																
Grand Total Elementary	1003										982										980										914										886										889										165																

Formula for District Programs = Cap - (Current Enrollment - District Programs divided by 2 (because FLS, ILS, and BASS = 1/2 a student) + Retentions)

Formula for Retentions = Cap - Current Enrollment

Formula for Gifted and Talented = Cap - (Current Enrollment - Gifted and Talented)

8/3/2010

NAME	00	01	02	03	04	05	06	07	08	09	10	11	12	Total
Alcova School		2	2	3										7
Bar Nunn Elementary	35	34	34	29	43	32	20							227
Casper Classical Academy							67	65	87	32				251
Centennial Junior High School							154	172	219	67				612
Cottonwood Elementary	53	53	51	52	42	59								310
Crest Hill Elementary	54	51	64	49	43	49								310
CY Junior High School							199	228	188	93				708
Dean Morgan Junior High School						2	277	279	267	38				863
Evansville Elementary	46	45	50	44	40	35								260
Fort Caspar Academy	86	80	65	84	49	55	27							446
Frontier Middle School							49	70	55				2	176
Grant Elementary	36	32	34	28	33	40								203
Kelly Walsh High School									1	300	390	396	374	1461
Manor Heights Elementary	56	51	51	53	56	53	16							336
Midwest School	10	9	10	11	9	10	9	11	8	20	14	22	14	157
Mills Elementary	33	27	29	23	25	19								156
Mountain View Elementary	36	54	45	35	19	32								221
Natrona County High School								1	1	350	521	461	369	1703
North Casper Elementary	33	33	37	31	39	37								210
Oregon Trail Elementary	54	51	50	44	46	48								293
Paradise Valley Elementary	51	59	56	62	70	73	21							392
Park Elementary	37	36	38	43	51	40	28							273
Pineview Elementary	35	61	70	58	30	27	4							285
Poison Spider School	20	29	26	20	22	26	23	27	31					224
Powder River Elementary School		2		1		1								4
Red Creek Elementary School	1		1	1										3
Roosevelt High School										15	32	59	41	147
Sagewood Elementary	53	51	48	46	51	37								286
Southridge Elementary	53	51	47	34	39	52								276
Summit Elementary	66	17	17	18	16	10								144
University Park Elementary	34	34	35	33	33	31								200
Verda James Elementary	67	67	68	63	72	71								408
Willard Elementary	37	36	35	31	40	34								213
Willow Creek Elementary School			1	1	1	1								4
Woods Learning Center	17	17	16	17	17	17	17	16	18					152
TOTAL	1003	982	980	914	886	891	911	869	875	915	957	938	800	11921