

# NATRONA

## COUNTY SCHOOLS

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

**February 8, 2010**

**I. Executive Session – 5:00 p.m.**

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

**II. Work Session – 6:00 p.m.**

- A. Committee Reports
- B. Goal Team Report - #1 Literacy (Mike Bond - 30 minutes)
- C. Board Committee Chair Meeting Report

**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 January 25, 2010
- D. Recognition of Board Certified Teachers
- E. Consent Calendar Items
  - 1. Business and Financial Item
    - a. Bills of January and February 5, 2010
    - b. Digital Copier Equipment and Service Bid
  - 2. Personnel Item - Certified and Classified Personnel Report

**IV. Reports and Recommendations**

- A. Proclamation – NEA Read Across America
- B. High School Models Report
- C. Board Meeting Planning Discussion

**V. Trustee Comments**

**VI. Other Business**

- A. Next Board Meeting – February 22, 7:30 p.m., Evansville Elementary School

**VII. Adjournment**

# NATRONA

## COUNTY SCHOOLS

### Minutes of the Board of Trustees January 25, 2010

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Chairman Steve Degenfelder called the Board of Trustees of Natrona County School District Number One Work Session to order at 5:05 p.m. on January 25, 2010, at Roosevelt High School located at 140 East K Street, Casper, Wyoming, 82601.

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

Members Absent: Todd Ingram.

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; Associate Superintendent for Curriculum and Instruction, Mark Mathern; Executive Director for Curriculum and Instruction, Mike Bond; Associate Superintendent for Business Services, Steve Hopkins; Associate Superintendent for Special Projects, Julia Collier; 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 Trustee Rita Walsh and carried unanimously. Trustees adjourned the Executive Session at 6:04 p.m.

**WORK SESSION/SCHOOL UPDATE:** Those noted above attended the School Update. Trustees reconvened the Work Session at 6:22 p.m. with a school update from Roosevelt High School staff including a presentation of their Sparks Reading Program pilot and Recovery High School Proposal.

**GENERAL SESSION:** The General Session was called to order at 7:36 p.m. with the same Trustees attending. Those present stood for the Pledge of Allegiance.

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

There were no individuals requesting to address Trustees.

#### **Approval of Minutes**

Trustee Elizabeth Horsch moved to accept the General Session minutes of January 11, 2010. The motion was seconded by Trustee Audrey Cotherman and carried unanimously.

Trustee Rita Walsh moved to accept the Executive Session minutes of January 11, 2010. The motion was seconded by Trustee Jim Bush and carried unanimously.

#### **Consent Calendar**

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

1. Business and Financial Item - Bills of January 8, 15, 22, 2010
2. Personnel Item - Certified and Classified Personnel Report

Trustee Elizabeth Horsch moved to accept the consent calendar items noted above. The motion was seconded by Trustee Audrey Cotherman and carried unanimously.

**Acceptance of Gifts/Grants**

***Wyoming Department of Education***

Superintendent Dvorak recommended the Board of Trustees accept a grant from the Natrona County Recreation Joint Powers Board for the District's ProStart Program in the amount of \$235,812. Mike Bond, Executive Director for Curriculum and Instruction, reported that the grant will be under the direction of the Technology and Vocational Education Coordinator and the Transitions Coordinator.

Trustee Donn McCall moved to accept a grant from the Natrona County Recreation Joint Powers Board for the District's ProStart Program in the amount of \$235,812. The motion was seconded by Trustee Shannon Jackett and carried unanimously.

**Reports and Recommendations**

***Recommendation for Intermediate Guaranteed Maximum Price (IGMP) for the Child Development Center Preschool at Summit Elementary School***

Superintendent Dvorak recommended the Board of Trustees accept the Intermediate Guaranteed Maximum Price for the Child Development Center Preschool at Summit Elementary School in the amount of \$999,867.00 and authorize District staff to execute a contract for the construction.

Trustee Suzanne Sandoval moved to accept the Intermediate Guaranteed Maximum Price for the Child Development Center Preschool at Summit Elementary School in the amount of \$999,867.00 and authorize District staff to execute a contract for the construction. The motion was seconded by Trustee Elizabeth Horsch and carried unanimously.

***Recommendation for Summit Elementary Start-up Costs and Facility Enhancements***

Superintendent Dvorak recommended the Board of Trustees fund the following start up costs and facility enhancements for Summit Elementary School from the Board Priority Budget:

Start Up Costs:

- |  |              |                                |
|--|--------------|--------------------------------|
| • Library Collection                           | \$150,000.00 | Board Priority One-Time Budget |
| • Instructional Computers for Students & Staff | \$30,000.00  | Board Priority On-Going Budget |

Facility Instructional Enhancements:

- |                             |              |                                |
|-----------------------------|--------------|--------------------------------|
| • Wyoming Floor Map         | \$38,128.43  | Board Priority One-Time Budget |
| • PE Floor Graphic          | \$42,808.88  | Board Priority One-Time Budget |
| • Outdoor Learning Area     | \$7,000.00   | Board Priority One-Time Budget |
| • Convergence Lines         | \$116,159.48 | Board Priority One-Time Budget |
| • Wind Turbine              | \$29,207.65  | Board Priority One-Time Budget |
| • Power and Weather Station | \$116,260.78 | Board Priority One-Time Budget |

Anne LaPlante, Principal at Summit Elementary School, reported that the library collection will be acquired, and funded, over a three year period to match the implementation cycle of the school's curriculum as follows: \$75,000 from 2009-10; \$50,000 from 2010-11; and \$25,000 from 2011-12. Instructional computers will be deployed through the high access model that has been implemented throughout the district. The amount represents the annual on-going lease cost to include Summit in the high access model.

Trustee Audrey Cotherman moved to fund the start up for Summit Elementary School from the Board Priority Budget as detailed above. The motion was seconded by Trustee Rita Walsh and carried unanimously.

It was further reported that, to avoid delays on the project, instructional enhancements will need to be constructed, in sequence, with the overall building construction. Overall construction has reached the point where these enhancements, if approved, need to begin in the next few weeks. Anne LaPlante indicated the preference of indoor convergence lines over indoor/outdoor convergence lines, if needed.

Extensive discussion followed regarding prioritization, educational value of instructional enhancements, warranty and maintenance costs, changes in State of Wyoming School Facilities Commission (SFC) rules requiring costs savings being returned to the state, other funding opportunities, equity concerns, and fiscal responsibility.

Trustee Donn McCall moved to approve the following instructional enhancements for Summit Elementary School (Wyoming floor map, \$38,128.43; P.E. floor graphic, \$42,808.88; outdoor learning area, \$7,000.00; and inside convergence lines, \$20,000) in the amount of \$107,937.31. The motion was seconded by Trustee Shannon Jackett. Extensive discussion continued. The motion failed 4-4 (in favor – Trustees McCall, Jackett, Degenfelder, and Horsch; nay – Trustees Cotherman, Bush, Walsh, and Sandoval).

Trustee Suzanne Sandoval moved to approve funding for PE floor graphic for Summit Elementary School in the amount of \$42,808.88. The motion was seconded by Trustee Shannon Jackett. The motion failed 4-4 (in favor – Trustees McCall, Degenfelder, Sandoval, and Jackett; nay – Trustees Cotherman, Horsch, Bush, and Walsh).

#### ***Major Maintenance Project List and Contract Update***

Mark Antrim, Associate Superintendent for Facilities and Technology, provided an update on the District's major maintenance project list. In addition, the Facilities Division is working with Business Services to improve accounting practices which will include a project-by-project monthly reconciliation. District legal counsel is finalizing the major maintenance contract with Caspar-Pope Joint Venture.

#### ***Path to 2025 – Update from Meetings with High Schools***

Superintendent Joel Dvorak reported that last week's Path to 2025 staff input meetings at Kelly Walsh and Natrona County High School on high school options went very well. The following themes came out of the meetings: everyone felt NC and KW need to be renovated and a new high school should be built; there seemed to be a need for more clarity on definitions; many seemed to want to know the nuts and bolts around professional pathways; there appeared to be concern over equity on athletics and activities; and Kelly Walsh had questions around a ninth grade program. In addition, it appeared that options one and two seemed to garner more favor than option three.

Upcoming action steps in February include engaging high school staff in conversation with the board, conducting retreats, having principals help in organizing community meetings and meetings with Midwest, Roosevelt Star Lane and Transitions staff.

Chairman Steve Degenfelder said he would like to have Trustees make a decision on the direction of the project by the end of February.

### **Trustee Comments**

Trustee Donn McCall thanked Roosevelt staff for hosting the board meeting, along with their presentation on the Sparks Reading Program pilot and Recovery High School Proposal. Trustee McCall congratulated Roosevelt on their hard work.

Trustee Audrey Cotherman thanked Roosevelt for their hospitality and wonderful inspiration.

Trustee Elizabeth Horsch reported that she recently attended a WSBA workshop on improving student achievement. Trustee Horsch reminded Trustees that if the district is to improve student achievement, changes must be made among individuals making the decisions.

Trustee Shannon Jackett presented Chairman Steve Degenfelder a certificate for becoming a certified board member on behalf the Wyoming School Boards Association. Trustee Jackett expressed her disappointment that the District values athletics over academics in their denial of enhancements for Summit Elementary School.

Trustee Suzanne Sandoval thanked Roosevelt for providing an excellent dinner and school update. The school's efforts have made a direct impact on the students within the District. Trustee Sandoval requested that Trustees review the Roosevelt's Recovery High School Proposal in further detail.

Trustee Rita Walsh thanked Summit Elementary School for their hard work, dedication, and enthusiasm.

Trustee Jim Bush thanked Roosevelt their school update. In addition, Trustee Bush provided a brief report on the Ad Hoc Budget Committee's activities.

Chairman Steve Degenfelder reported that he will be sending correspondence to the District's legislators within the next week in preparation for the upcoming legislative session in February. In addition, Chairman Degenfelder stated that Dr. Dvorak is in the process of preparing a response to recent correspondence from Dr. Jim McBride, Wyoming Department of Education.

### **Other Business**

Dr. Dvorak stated that next Board meeting will be on February 8, 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 at 9:16 p.m.

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Chairman

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Clerk

# NATRONA

COUNTY SCHOOLS

-MEMO-

**TO:** Board of Trustees  
**FROM:** Dr. Joel Dvorak, Superintendent  
**DATE:** February 8, 2010  
**SUBJECT:** 5 Year Digital Copier Equipment and Service RFP

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

Atlas Reproduction/Casper \$347,174.02

**RATIONALE:** I recommend that the low bid be accepted on the 5 Year Digital Copier Equipment and Service RFP.

Atlas Reproduction/Casper \$347,174.02  
Recommended Award

Capital Business Systems/Cheyenne, WY  
Lanier Copiers  
Baystone Financial Services - Financing \$390,463.25  
Capital Business Systems – Financing \$427,631.15  
Cannon Copiers  
Baystone Financial Services – Financing \$401,610.13  
Capital Business Systems – Financing \$439,654.86

Office Shop, Inc./Cowley, WY  
Option 1 \$716,346.38  
Option 2 \$699,610.88

Joel Dvorak, Ed.D. . Superintendent

A selection committee consisting of Steve Hopkins, Associate Superintendent Business Services, Mike Pyska, Supervisor of Purchasing, Mike Rodell, Multi Media Manager, Kelly Eastes, Community Relations Manager and Dawn Ciocarlan, Purchasing Specialist reviewed all bids in detail. The Committee considered price, equipment proposed, service and maintenance, and the firm's capacity to meet the RFP specifications. It is the committee's recommendation the lowest bid meeting specifications on the 5 Year Digital Copier Equipment and Service RFP be awarded to Atlas Reproduction.

Joel Dvorak, Ed.D. . Superintendent

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

# NATRONA

## COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak

DATE: February 8, 2010

SUBJECT: Personnel Items

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

I. Employment of the Following:

A. Teacher/Administrator

Peggy Chapman, (M.A. in Elementary Education, University of Phoenix, Phoenix, AZ, 7/05) .5 FTE Tutor at Grant, 1/4/10

Sandra Lever, (M.A. in Education and Curriculum and Instruction, University of Phoenix, Phoenix, AZ, 1/03), 1 FTE Math Teacher at CJH, 1/8/10

Gail Schenfisch, (M.S. in Education, Western Oregon State College, Monmouth, OR, 6/89) .54 FTE English Language Learner Teacher at Evansville, 1/12/09

B. Classified

Ashley Haynes, Office Assistant/Student Monitor/Instructional Assistant at Fort Caspar Academy, 2/3/10

Pamela Baldwin, Cafeteria Worker at NCHS, 1/14/10

Phillip Hammon, Custodian I at NCHS, 1/14/10

Starlene Bobbitt, Head Cafeteria Worker at NCHS, 1/15/10

II. Promotions/Transfers

A. Teacher/Administrator

None

B. Classified

None

III. Resignations/Terminations

A. Teacher/Administrator

None

B. Classified

Russell Poer, Special Education Instructional Assistant I at Manor Heights, 1/15/10

Joan Brust, Bus Driver for Transportation, 12/18/09

IV. Retirements

A. Teacher/Administrator  
None

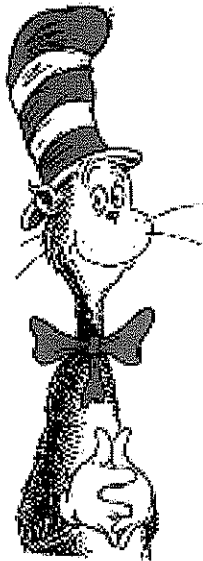
B. Classified

Early Notification Incentive Program

A. Teacher/Administrator Resignation/Retirement 2009-2010  
Janice Schulz, Special Education Teacher at SESC, 5/20/10

B. Classified Resignation/Retirement 2009-2010  
None

**Additional Dollars to be paid for 2009-2010= \$500.00**



WHEREAS, the citizens of Natrona County School District #1 stand firmly committed to promoting reading as the catalyst for our students' future academic success, their preparation for America's jobs of the future, and their ability to compete in a global economy; and

WHEREAS, the Natrona County School District #1 has provided significant leadership in the area of community involvement in the education of our youth, grounded in the principle that educational investment is the key to the community's well being and long-term quality of life; and

WHEREAS, "**NEA's Read Across America**," a national celebration of Dr. Seuss's 106th birthday on March 2, 2010, promotes reading and adult involvement in the education of our community's students;

THEREFORE BE IT RESOLVED that the Natrona County School District Board of Trustees calls on the citizens of Natrona County to assure that every child is in a safe place reading together with a caring adult on March 2, 2010;

AND BE IT FURTHER RESOLVED that this body enthusiastically endorses "**NEA's Read Across America**" and recommits our community to engage in programs and activities to make America's children the best readers in the world.

signed \_\_\_\_\_

signed \_\_\_\_\_

Natrona County School District No. 1  
Capital Construction Project Report  
February 5, 2010

Project: CY Middle School  
2900 Cyclone Blvd.  
Casper, WY

Project Phase: Construction

Architect: RB+B Architecture, Fort Collins, CO  
CMAR: Groathouse Construction, Inc., Casper, WY  
Civil Engineer: WLC, Inc., Casper, WY  
Structural Engineer: Lower & Company, PC, Casper, WY  
Mechanical Engineer: Engineering Design Associates (EDA), Casper, WY  
Electrical Engineer: Engineering Design Associates (EDA), Casper, WY  
Plumbing Engineer: Engineering Design Associates (EDA), Casper, WY

Milestone	Schedule Date	Comment
Construction Start	October 2008	Actual
Owner Move-in	August 2010	Planned

1. Project Description
  - Replacement middle school, grades 6 through 8
  - Approximately 750 student capacity
  - Approximately 117,000 square feet
2. Activities in Progress
  - Carpet installation continues
  - Painting and finishes in gyms continues
  - Door and window installation continues
  - Flooring in kitchen and bathrooms continues
3. Schedule Status
  - Construction is on schedule
  - Overall construction is 75% complete

Access via the web camera at the site:

<http://oxblue.com/pro/open/groathouse/cymiddleschool>

Natrona County School District No. 1  
Capital Construction Project Report  
February 5, 2010

Project: Summit Elementary School  
2210 South Waterford Street  
Casper, WY

Project Phase: Construction

Architects: RB+B Architecture, Fort Collins, CO; Lee Skolnick, New York, New York  
CMAR: Adolfson & Peterson Construction, Aurora, CO  
Civil Engineer: Civil Engineering Professionals, Inc. (CEPI), Casper, WY  
Structural Engineer: Lower & Company, PC, Casper, WY  
Mechanical Engineer: Engineering Design Associates (EDA), Casper, WY  
Electrical Engineer: Engineering Design Associates (EDA), Casper, WY  
Plumbing Engineer: Engineering Design Associates (EDA), Casper, WY

Milestone	Schedule Date	Comment
Construction Start	June 22, 2009	Actual
Owner Move-in	August 2010	Planned

1. Project Description
  - Elementary school K-5, 4/3 model
  - Approximately 400 student capacity
  - Approximately 55,600 square feet
  
2. Activities in Progress
  - Interior framing continues
  - Mechanical and plumbing installation continues
  - Roofing work continues
  - Exterior masonry continues
  
4. Schedule Status
  - Construction is on schedule
  - Construction is 40% complete

Access via the web camera at the site:  
<http://projects.a-p.com/eastside/>

Natrona County School District No. 1  
Capital Construction Project Report  
February 5, 2010

Project: Child Development Center Pre-Kindergarten      Project Phase: Construction  
Summit Elementary School  
2210 South Waterford Street  
Casper, WY

Architects: RB+B Architecture, Fort Collins, CO; Lee Skolnick, New York, New York  
CMAR: Adolfson & Peterson Construction, Aurora, CO  
Civil Engineer: Civil Engineering Professionals, Inc. (CEPI), Casper, WY  
Structural Engineer: Lower & Company, PC, Casper, WY  
Mechanical Engineer: Engineering Design Associates (EDA), Casper, WY  
Electrical Engineer: Engineering Design Associates (EDA), Casper, WY  
Plumbing Engineer: Engineering Design Associates (EDA), Casper, WY

Milestone	Schedule Date	Comment
Construction Start	February 2010	Actual
Owner Move-in	August 2010	Tentative

1. Project Description
  - Three classroom addition
  - Approximately 3,700 square feet
  - Funded by Child Development Center
  
2. Activities in Progress
  - Design is complete
  - Final bids are being received
  - Foundation work is scheduled to begin February 2010
  
4. Schedule Status
  - TBD

Natrona County School District No. 1  
Construction Project Report  
February 5, 2010

Project: East Casper Activity Complex at KWHS                      Project Phase: Design  
3500 East 12<sup>th</sup> Street  
Casper, WY

Civil Engineer: Civil Engineering Professionals, Inc. (CEPI), Casper, WY  
Contractor: TBD  
Architect: GSG Architecture, Casper, WY  
Structural Engineer: Lower & Company, PC, Casper, WY  
Mechanical Engineer: West Plains Engineering, Casper, WY  
Electrical Engineer: West Plains Engineering, Casper, WY  
Plumbing Engineer: West Plains Engineering, Casper, WY  
Geotechnical Engineer: Tetra-Tech, Casper, WY  
Landscape Architect: Carl Thuesen, Billings, MT

September 2009 CEPI Cost Estimate = \$8,608,385  
Design Fee = \$220,000

Milestone	Schedule Date	Comment
Construction Start	TBD	
Project Complete	TBD	

1. Project Description
  - Complete design of athletic fields, tennis courts, track & field additions, multiuse building and recreational pathways
  
2. Activities in Progress
  - Design continues
  - Geotechnical consultant has completed soil borings and sampling
  
3. Schedule Status
  - Design is 70% complete
  - Design completion: May 1, 2010

Natrona County School District No. 1  
Construction Project Report  
February 5, 2010

Project: NCHS Locker Room Project                      Project Phase: Construction  
          930 South Elm  
          Casper, WY

Architect: GSG Architecture, Casper, WY  
Contractor: Caspar Building Systems  
Civil Engineer: Civil Engineering Professionals, Inc. (CEPI), Casper, WY  
Structural Engineer: Lower & Company, PC, Casper, WY  
Mechanical Engineer: West Plains Engineering, Casper, WY  
Electrical Engineer: West Plains Engineering, Casper, WY  
Plumbing Engineer: West Plains Engineering, Casper, WY

Milestone	Schedule Date	Comment
Construction Start	November 30, 2009	Actual
Project Complete	May 10, 2010	Planned

1. Project Description
  - Design and construct new locker rooms adjacent to NCHS Football Stadium
  - Stadium will be available for use during construction
  
2. Activities in Progress
  - Foundation work is complete
  - Masonry work continues
  - Locker bids were opened on January 28, 2010
  - Locker bids were higher than estimated, cost reduction options are being considered
  
3. Schedule Status
  - Construction is on schedule
  - Overall construction is 10% complete

Natrona County School District No. 1  
Construction Project Report  
February 5, 2010

Project: NCHS Track Storage Building  
930 South Elm  
Casper, WY

Project Phase: Construction

Architect: GSG Architecture, Casper, WY  
Project Manager: NCHS  
Civil Engineer: NA  
Structural Engineer: NA  
Mechanical Engineer: NA  
Electrical Engineer: NA  
Plumbing Engineer: NA

Milestone	Schedule Date	Comment
Project Start	July, 2008	Actual
Project Complete	TBD	

1. Project Description
  - NCHS expanded the project to include concessions, restrooms, and 2<sup>nd</sup> floor announcer's/timing booth
  - NCSD Board of Trustees provided funding of \$72,290 for construction
2. Activities in Progress
  - Minor trim items remain to be completed
3. Schedule Status
  - Final inspection by the City of Casper and Natrona County Health Department is planned upon the completion of minor trim items

Natrona County School District No. 1  
Capital Construction Project Report  
February 5, 2010

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

Project Phase: Pre-Planning

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

Milestone	Schedule Date	Comment
Construction Start	TBD	
Owner Move-in	TBD	

1. Project Description
  - Elementary school K-5, 3/2 model
  - Approximately 306 student capacity
  - Approximately 45,000 square feet
  - Construction of facility will be on the existing Southridge Elementary School site, and will require vacation and demolition of existing building
  - Students will attend school at another facility
2. Activities in Progress
  - Architectural and Engineering Services Letters of Interest conference was held on January 19<sup>th</sup>
  - Deadline for Letters of Interest is February 10<sup>th</sup>
  - School Facilities Committee process to shortlist interested professionals will occur on February 18<sup>th</sup>
3. Schedule Status
  - Architect selection through the SFC selection process is set for completion in April 2010

Natrona County School District No. 1  
Construction Project Report  
February 5, 2010

Project: NCHS Stadium Structural Repair & Report      Project Phase: 2<sup>nd</sup> Phase  
930 South Elm      Investigation & repair method  
Casper, WY

Investigative Engineer:      Wiss, Janney, Elstner, Associates, Inc., Lakewood, CO

Phase 2 Costs:      \$31,000.00

Phase 2 completed October 2, 2009; consisting of “mock-up” repair of approximately 800 SF of existing concrete. New repair method has been tested by the Investigative Engineer. Repair method has been accepted by WJE.

Phase 3:

- Comprehensive investigation of entire stadium, report, and repair specifications
- Contract negotiations are expected to be finalized shortly.
- Funding source from Board of Trustees