

NATRONA

COUNTY SCHOOLS

Board of Trustees Meeting
Roosevelt High School
140 East K Street
Casper, WY 82601

January 25, 2010

I. Executive Session – 5:00 p.m.

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

II. School Update – 6:30 p.m.

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 11, 2010
- D. Consent Calendar Items
 - 1. Business and Financial Item - Bills of January 8, 15, 22, 2010
 - 2. Personnel Item - Certified and Classified Personnel Report
- G. Acceptance of Grants
 - 1. Natrona County Recreation Joint Powers Board – NCS D Pro Start

IV. Reports and Recommendations

- A. Recommendation for Intermediate Guaranteed Maximum Price (IGMP) for the Child Development Center Preschool at Summit Elementary School
- B. Recommendation for Summit Elementary Start-up Costs and Facility Enhancements
- C. Major Maintenance Project List and Contract Update
- D. Path to 2025 – Update from Meetings with High Schools

V. Committee Reports/Trustee Comments

VI. Other Business

- A. Next Board Meeting – February 8, 7:30 p.m., CSF

VII. Adjournment

NATRONA

COUNTY SCHOOLS

Minutes of the Board of Trustees January 11, 2010

Chairman Steve Degenfelder called the Board of Trustees of Natrona County School District Number One Work Session to order at 5:04 p.m. on January 11, 2010, in the Fairdale Room at Central Services Facility located at 970 N. Glenn Road, Casper, Wyoming, 82601.

Members Present: Steve Degenfelder, Audrey Cotherman, Donn McCall, Rita Walsh, Elizabeth Horsch, Jim Bush, Shannon Jackett, Suzanne Sandoval, and 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; 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 Elizabeth Horsch moved to go into Executive Session to discuss legal, personnel, and property issues. The motion was seconded by Trustee Todd Ingram and carried unanimously. Trustees adjourned the Executive Session at 5:15 p.m.

WORK SESSION: Those noted above attended the Work Session. Trustees reconvened the Work Session at 6:20 p.m. with a budget update, Board committee reports, and discussion of 2010 priorities.

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

Persons Requesting to Address Trustees

The following individuals provided a brief update on the Youth Empowerment Council outreach activities: Jake Powell, 2430 Allison Place, Casper, WY; Jordan Coleman, 1232 Center Street, Casper, WY; and Emily Toulouse, 3035 E. First Street, Casper, WY.

Approval of Minutes

Trustee Audrey Cotherman moved to accept the General Session minutes of December 14, 2009. The motion was seconded by Trustee Shannon Jackett and carried unanimously.

Trustee Jim Bush moved to accept the Executive Session minutes of December 14, 2009. 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 Item - Bills of December 18, 23, 31 and January 4
2. Personnel Item - Certified and Classified Personnel Report

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

Acceptance of Gifts/Grants

Wyoming Department of Education

Superintendent Dvorak recommended the Board of Trustees accept the consolidated grant from the Wyoming Department of Education in the amount of \$11,429,402. Mike Bond, Executive Director for Curriculum and Instruction, reported that the grant will be under the direction of the Curriculum and Instruction Department.

Title I funds are used to provide additional educational opportunities in schools with a high concentration of children from low-income families. The intent is to help these children meet the same high standards that all children are expected to achieve. (**\$5,286,327**); Grant Managers: Angela Hensley and Janelle Ehrich

Title I D funds are used for support of neglected and delinquent students. Dollars provide some funding for school response officers, suspension lab, Personal and Social Responsibility Classes, Tutoring of troubled youth, and tracking students on probation for school enrollment and achievement. (**\$474,723**); Grant Manager: Marty Wood

Title IIA funds used for staff development to address the needs of highly qualified teachers and highly qualified principals and assistant principals in schools. (**\$1,833,443**); Grant Manager: Cheryl Gettings

Title II D funds used for implementation and support for technology in elementary and secondary schools. (**\$95,381**); Grant Manager: Cheryl Gettings

Title III funds used to ensure that students with Limited English Proficiency meet the same high standards that all children are expected to achieve. (**\$33,635**); Grant Manager: Mel Hamilton

Title IVA funds Drug Free Schools program. Provides Drug and Alcohol prevention training for staff and students, Central Wyoming Counselors provide therapeutic counseling to students, Alert Now System, support for Youth Empowerment Council mentoring, Suicide prevention training (**\$142,533**); Grant Manager: Marty Wood

Perkins (Vocational Education) funds integration of vocational and academic classes at grades 9-12, including staff development. (**\$322,200**); Grant Manager: Jamie Cordonier

Title VIB (Special Ed) funds are used for training and support of both regular and special education staff to target needs of students with disabilities, identify children with suspected disabilities, and develop and implement transition programs for students with disabilities who are 16 and older. (**\$3,229,480**); Grant Manager: Norm Cox

VIB 619 (Special Ed) funds are used for the transition of children with disabilities from pre-school to Kindergarten. Funds are used for teacher and teacher assistant salaries for a 6-week program during the summer before the children begin Kindergarten, and for transition supplies. (**\$11,680**); Grant Manager: Norm Cox

Trustee Audrey Cotherman moved to accept a grant from the Wyoming Department of Education in the amount of \$11,429,402. The motion was seconded by Trustee Jim Bush and carried unanimously.

Sara Suyematsu Endowment/Casper College Foundation

Superintendent Dvorak recommended the Board of Trustees accept a grant from the Sara Suyematsu endowment through the Casper College Foundation in the amount of \$6,500. Mike Bond, Executive Director for Curriculum and Instruction, reported that the grant will provide assistance for educational opportunities for District nurses. The grant will be under the direction of Carol Boal, Curriculum and Instruction Department. Trustee Audrey Cotherman moved to accept the grant from the Sara Suyematsu endowment through the Casper College Foundation in the amount of \$6,500. The motion was seconded by Trustee Jim Bush and carried unanimously.

Reports and Recommendations

2008-2009 Audit Report

Steve Hopkins, Associate Superintendent for Business Services, reported that representatives from Porter, Muirhead, Cornia, and Porter recently reported to the Board Services Committee on the annual financial and compliance report.

Alexandria Wilkinson reported that the audit firm issued an unqualified opinion and there were no findings. They have issued a management letter with comments. She added that they appreciate the help and cooperation from the District Business Office personnel during the audit process. The audit report was filed with the State of Wyoming as required by law.

The District's total combined net assets were \$172,693,278 on June 30, 2009 which compares to \$146,241,047 at the beginning of the fiscal year, an increase of \$26,452,232 (18%). During the year, the District's expenses for governmental activities were \$183,112,874. The District's total revenue generated in taxes, other revenues, and transfers for governmental activities was \$153,563,828. The District's governmental funds total expenses were \$210,091,597. The District's total governmental funds revenue was \$206,906,034, of which \$40,145,944 was generated in taxes.

It was noted that no action was required.

Wyoming High School Athletics Association (WHSAA) Bid

Tim Ray, District Athletic Director, and Monte McNamee, Member of Proud to Host the Best Committee, provided an update on the Wyoming High School Athletics Association bid to host upcoming athletic tournaments. Trustees acknowledge the hard work of the volunteers and their dedication to the community.

Major Maintenance Contractor Recommendation

Superintendent Dvorak recommended the Board of Trustees authorize staff to execute a contract with Caspar/Pope Joint Venture for Construction Manager/Design Builder for major maintenance projects for three years – 2009-10; 2010-11; and 2011-12, with annual review.

After a brief discussion, Trustee Elizabeth Horsch moved to authorize staff to execute a contract with Caspar/Pope Joint Venture for Construction Manager/Design Builder for major maintenance projects for three years – 2009-10; 2010-11; and 2011-12, with annual review. The motion was seconded by Donn McCall and carried unanimously.

Trustee Comments

Trustee Suzanne Sandoval stated that the District should extend an invitation to Dr. Jim McBride to discuss the Wyoming Department of Education's alignment request. In addition, Trustee Sandoval invited Trustees to begin an email exchange on the Youth Empowerment Council's funding request.

Trustee Elizabeth Horsch distributed the annotated agenda and provided a brief report from this month's Board Facilities Committee meeting.

Trustee Audrey Cotherman requested that Trustee take a brief pause to remember two great friends of education - Tom Walsh and Tom Stook.

Trustee Donn McCall thanked Trustees for their participation and discussion at the Budget Board Committee held earlier today. In addition, Trustee McCall acknowledged Tom Stook and Tom Walsh for their dedication and significant changes to the community.

Trustee Jim Bush indicated that he attended the recent coaches appreciation luncheon. Further, Trustee Bush suggested that district level staff work on float for the July parade.

Trustee Rita Walsh requested that the District pursue the feasibility of board becoming paperless.

Trustee Steve Degenfelder indicated that he will be asking Trustees to join him in few retreats in next couple of months to discuss high school configuration and calendar options. In addition, Trustee Degenfelder reported that he had made slight changes to the Board committee appointments.

Other Business

Dr. Dvorak stated that next Board meeting will be on January 25, 2010 at Roosevelt High School 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 8:21 p.m.

Chairman

Clerk

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Dr. Joel Dvorak

DATE: January 26, 2010

SUBJECT: Personnel Items

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

I. Employment of the Following:

A. Teacher/Administrator
None

B. Classified
Michael Peppersack, IT Network Technician at CSF, 1/7/10
Philadelphia Moody, Custodian I at CJH, 12/15/09
Stephanie Cundall, Custodian I at NCHS, 1/7/10

II. Promotions/Transfers

A. Teacher/Administrator
None

B. Classified
None

III. Resignations/Terminations

A. Teacher/Administrator
None

B. Classified
Jaylene Tremel, Athletics and Activities Facilitator at FMS/Casper Classical Academy, 1/8/10
Rachele Kaneshiro, Instructional Assistant HQ at North Casper, 12/18/09

IV. Retirements

A. Teacher/Administrator
None

B. Classified
Judy Maynard, Bus Driver for Transportation, 12/18/09

V. Early Notification Incentive Program

A. Teacher/Administrator Resignation/Retirement 2009-2010
Craig Carlsen, Fifth Grade Teacher at Southridge, 5/29/10
Dianne Park, Family and Consumer Science Teacher at DMJH, 5/29/10

B. Classified Resignation/Retirement 2009-2010
Luella Hinderliter, Special Education Instructional Assistant II at RHS, 5/29/10

Additional Dollars to be paid for 2009-2010= \$2,500.00

A. Teacher/Administrator Resignation/Retirement 2010-2011
Betty Wolfe, Language Arts Teacher at KWHS, 5/31/11
Jeanne Spawn District Coordinator-Gifted and Talented Program for Curriculum and Instruction, 6/30/11
Cheryl Jones, Instructional Facilitator-Secondary at DMJH, 5/31/11

Classified Resignation/Retirement 2010-2011
Mary Baldwin, Warehouse/Delivery Worker for Multi Media Services, 9/8/12

Additional Dollars to be paid for 2010-2011= \$4,500.00

VI. Corrections

A. Teacher/Administrator
Christine Frude, listed under Teacher/Administrator Resignation/Retirement 2009-2010 last day 5/20/10, should be last day 6/30/10

B. Classified
Helen Wilking, listed under Classified Resignation/Retirement 2009-2010
\$1,000.00, should be \$875.00

Additional Dollars to be paid for 2009-2010 should be \$9,875.00

NATRONA

COUNTY SCHOOLS

SUPERINTENDENT'S OFFICE

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

TO: Board of Trustees
FROM: Dr. Joel Dvorak, Superintendent
DATE: January 25, 2010
SUBJECT: Grant Awards

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

1. The Natrona County Recreation Joint Powers Board awarded a grant to the Natrona County School District Pro Start program for kitchen equipment. The grant in the amount of \$235,812 was awarded in October 2008 and was to be disbursed over a two year period. The grant will be under the direction of Jamie Cordonier, Career, Technology and Vocational Education Coordinator and Shawna Trujillo, Transitions Coordinator, Curriculum and Instruction Department.

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TO: Board of Trustees

FROM: Joel Dvorak, Superintendent

DATE: January 25, 2010

SUBJECT: Intermediate Guaranteed Maximum Price for Child Development Center Preschool at Summit Elementary School

RECOMMENDATION: I recommend the Board of Trustees accept the Intermediate Guaranteed Maximum Price (IGMP) for the Child Development Center Preschool at Summit Elementary School as developed by Adolfsen and Peterson Construction in the amount of \$999,897.00 and authorize staff to execute a contract for the construction.

RATIONALE: The Intermediate Guaranteed Maximum Price of \$999,897 for the Child Development Center Preschool at Summit Elementary School includes all necessary construction work to complete the project.

The recommendation is to accept the Intermediate Guaranteed Maximum Price in the amount of \$999,897.00 for the Child Development Center Preschool at Summit Elementary School contingent upon approval of funding from the Child Development Center and authorize staff to execute a contract for the construction. The contract will be reviewed by Jim Bell, Natrona County School District legal counsel.

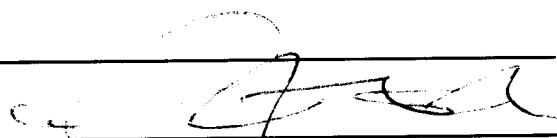


Summit Pre-K Addition
 12/28/2009
 iGMP Estimate

Owner: Natrona County School District
 Architect: RB+B Architects & Lee Skolnick Architects
 Estimator: Anthony Durst

Duration(MO): 8
 Project SQFT: 3850

Project Summary Sheet

Division #	Description	Total \$	% of Const.	Const. \$'s / SF
Division #0	General Conditions	\$0	0.00%	\$0.00 /SF
Division #1	General Requirements	\$1,678	0.17%	\$0.44 /SF
Division #2	Sitework	\$88,480	8.76%	\$22.98 /SF
Division #3	Concrete	\$72,229	7.15%	\$18.76 /SF
Division #4	Masonry	\$65,796	6.52%	\$17.09 /SF
Division #5	Metals	\$86,170	8.53%	\$22.38 /SF
Division #6	Wood and Plastics	\$45,475	4.50%	\$11.81 /SF
Division #7	Thermal and Moisture Protection	\$126,554	12.53%	\$32.87 /SF
Division #8	Doors and Windows	\$73,135	7.24%	\$19.00 /SF
Division #9	Finishes	\$133,063	13.18%	\$34.56 /SF
Division #10	Specialties	\$11,411	1.13%	\$2.96 /SF
Division #11	Equipment	\$0	0.00%	\$0.00 /SF
Division #12	Furnishings	\$1,890	0.19%	\$0.49 /SF
Division #13	Special Construction	\$0	0.00%	\$0.00 /SF
Division #14	Conveying Systems	\$0	0.00%	\$0.00 /SF
Division #15	Mechanical	\$221,267	21.91%	\$57.47 /SF
Division #16	Electrical	\$71,024	7.03%	\$18.45 /SF
Division #17	Technology & Communication	\$11,727	1.16%	\$3.05 /SF
Subtotal (Direct Cost of Work):		\$1,009,898		\$262.31 /SF
	Erosion Control Bond/Engineering/Permit :	\$0	0.00%	\$0.00 /SF
	Construction/Bidding Contingency :	\$20,198	2.00%	\$5.25 /SF
	Escalation & Inflation Allowance :	\$0	0.00%	\$0.00 /SF
	Utility Tap & Development Fees :	\$0	0.00%	\$0.00 /SF
	Building Permit & Plan Check Fees :	\$4,374	0.36%	\$1.14 /SF
	Builders Risk Insurance :	\$1,255	0.10%	\$0.33 /SF
	Sub Bonding Insurance :	\$12,603	1.25%	\$3.27 /SF
	Comprehensive General Liability Insurance :	\$10,483	1.00%	\$2.72 /SF
	Performance, Labor & Material Bond :	\$9,104	0.76%	\$2.36 /SF
	Use Taxes :	\$0	0.00%	\$0.00 /SF
	A&P's Fee :	\$42,921	4.25%	\$11.15 /SF
	Design Fee :	\$73,500	6.13%	\$19.09 /SF
	FF&E :	\$11,500	0.96%	\$2.99 /SF
	Preconstruction Services :	\$4,081	LS	\$1.06 /SF
Total Construction Costs :		\$1,199,916		
Accepted VE Costs :		(\$200,049)		
IGMP Construction Costs :		\$999,867		\$259.71 /SF
NCSD Signature _____				
AP Wyoming Signature 				

NATRONA

COUNTY SCHOOLS

TO: Board of Trustees

FROM: Joel Dvorak, Superintendent

DATE: January 25, 2010

SUBJECT: Recommendation for Summit Elementary Start-up Costs and Facility Enhancements

RECOMMENDATION: I recommend 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 |

Rationale:

Through an excellent collaborative process, both Summit Elementary School and District staff have identified start up costs for opening of the school this fall. Additionally, through the facility design process, instructional enhancements were also identified. The comprehensive list of startup costs, facility enhancements, and this related recommendation were reviewed in detail with the Board Budget Committee on January 11, 2010. They praised the staff for their efforts in accommodating the majority of the startup costs through existing budgets.

- Start Up Costs – All start up costs, except the two items listed above, will be funded from existing district and school budgets. The library collection is to 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 is being implemented throughout the district. The amount represents the annual on-going lease cost to include Summit in the high access model.
- Facility Enhancements – 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.