

POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25

BOARD OF TRUSTEES

Special Meeting for the Purpose of a Work Session

Tuesday, May 13, 2014 – 1:30 p.m. – Board Room at the Education Service Center

NOTICE: Board of Trustees will Convene a Special Meeting to Take Action on Issuing Contracts, Setting Salaries for Classified and Administrative Staff, Authorizing Release of Emergency Levy Funds and to Reconsider a Bid Award in the Board Room immediately following the Work Session.

AGENDA

WORK SESSION TOPICS:

- 1. Convene Work Session**
- 2. Purchase of ISU Property Adjacent to Franklin Middle School**
- 3. Results of Private Bond Sale to Refinance the District's Bond**
- 4. Notice of Hearing on Enrollment Cap Increase for The Academy, Inc.**
- 5. Wellness/Insurance & Budget Committee Updates / Enrollment Projections and Budget Preparation for 2014-15**
- 6. Elementary Computer Upgrade**
- 7. Draft Policy 7132 – Use of Social Media**
- 8. Explanation of Special Meeting:** *Issue Contracts for Certificated Teaching Staff for 2014-15 School Year; Salary Increase for Classified Staff for 2014-15 School Year; Salary Increase for Administrative Staff for 2014-15 School Year; Equalization of Salaries; Authorize Release of Emergency Levy Funds; Reconsider Bid Award for Hawthorne Middle School Entry Vestibule Remodel*
- 9. Public Comment**

Board Protocols for Public Comment will be followed at all Board Meetings. Patrons wishing to address the Board will fill out Form AD 2 – Request to Appear before the Board and present it to the Board Chair or Board Secretary prior to the meeting. Because of the diversity of issues, members of the Board may not respond to delegations. Instead, issues are recorded and referred to the proper staff member for follow-up. The Board is informed of these efforts by the staff member responding to concerns.

Board Operating Principles #22 & 23:
22) The Board will follow the chain of command referring others to present their issues, problems, or proposals to the person who can properly and expeditiously address the issues; **23)** Board members will refrain from communications which create conditions of bias should a problem or complaint become the subject matter of a hearing before the Board.
- 10. Adjourn Work Session and Convene Special Meeting for Action**
 - a. Issue Contracts for Certificated Teaching Staff for 2014-15 School Year**
 - b. Direct Equalization of Salaries**
 - c. Authorize Release of Emergency Levy Funds in the Amount of \$108,182.96 for:** *SBAC Test Proctors for 2014-15, iPad Minis for Middle and High Schools; Additional Wifi Equipment and ICS Printing Budget for 3 High Schools*
 - d. Reconsider Bid Award for Hawthorne Middle School Entry Vestibule Remodel**
- 11. Adjourn Special Meeting**

NOTE: A complete agenda can be found on the District's Website: www.sd25.us under School Board / Board Agendas / Work Session Agenda 5-13-14.

TOPIC	PRESENTER	DISCUSSION/INFORMATION
<p>1. Convene Work Session</p> <p>2. Purchase of ISU Property Adjacent to Franklin Middle School (15 min)</p>	<p>Ms. Gebhardt <i>Board Chair</i></p> <p>Mr. Reed <i>Director of Business Operations</i></p> <p>Ms. Vagner <i>Superintendent</i></p> <p>Mr. Roger Egan <i>ISU Director of Financial Policies, Procedures & Special Projects</i></p> <p>Dr. Kent Tingey <i>ISU VP for University Advancement</i></p>	<p>Topic: Purchase of ISU Property Adjacent to Franklin Middle School</p> <p>Policy Question: Board responsible for overall operations of the District.</p> <p>Background Information: Included in the packet is information pertinent to the request to purchase the ISU property adjacent to Franklin Middle School. Mr. Reed, Ms. Vagner, Mr. Egan and Dr. Tingey will be present to speak to this request and will review the information and answer any questions at the time of the meeting.</p> <p>Administrator Recommendations: The Board will be asked to consider taking action to approve the purchase of ISU property adjacent to Franklin Middle School at its May 20, 2014 Regular Board Meeting.</p>

TOPIC	PRESENTER	DISCUSSION/INFORMATION
<p>3. Results of Private Bond Sale to Refinance the District's Bond (10 min)</p>	<p>Mr. Reed <i>Director of Business Operations</i></p> <p>Mr. Alan Westenskow <i>Vice President, Zion's Bank</i></p>	<p>Topic: Results of Private Bond Sale to Refinance the District's Bond</p> <p>Policy Question: Board responsible for financial oversight of the District.</p> <p>Background Information: Included in the packet is information relative to the results of a private bond sale conducted by Zion's Bank. Mr. Alan Westenskow from Zion's Bank and Mr. Reed will be in attendance to review the results of the private sale and will answer any questions at the time of the meeting.</p> <p>Administrator Recommendations: None at this time.</p>

TOPIC	PRESENTER	DISCUSSION/INFORMATION
<p>4. Notice of Hearing on Enrollment Cap Increase for The Academy, Inc. (5 min)</p>	<p>Ms. Vagner <i>Superintendent</i></p>	<p>Topic: Notice of Hearing on Enrollment Cap Increase for The Academy, Inc.</p> <p>Policy Question: Board responsible for overall operations of the District.</p> <p>Background Information: Included in the packet is a letter from the Idaho State Public Charter School Commission notifying the District of The Academy, Inc.'s request to increase its enrollment cap for the 2014-15 school year by 155 students. Also included in the packet is a proposed response from the District opposing the request. Ms. Vagner will speak to this request and will answer any questions at the time of the meeting.</p> <p>Administrator Recommendations: The Board will be asked to direct submission of the letter to the Idaho State Public Charter School Commission opposing the enrollment cap increase request from The Academy, Inc. at the time of the meeting.</p>

TOPIC	PRESENTER	DISCUSSION/INFORMATION
<p>5. Wellness / Insurance & Budget Committee Updates / Enrollment Projections and Budget Preparation for 2014-15 (10 min)</p>	<p>Mr. Smart <i>Director of Employee Services</i></p>	<p>Topic: Wellness/Insurance & Budget Committee Updates / Enrollment Projections and Budget Preparation for 2014-15</p> <p>Policy Question: Board responsible for overall operations of the District.</p> <p>Background Information: Included in the packet are materials relative to enrollment projection and 2014-15 budget preparation. Mr. Smart will be in attendance to report on the work of the Wellness/Insurance & Budget Committees and to review the enrollment and budget information and will answer any questions at the time of the meeting.</p> <p>Administrator Recommendations: The Board will be asked to adopt the 2014-15 budget at its June 17, 2014 Regular Board Meeting.</p>

TOPIC	PRESENTER	DISCUSSION/INFORMATION
<p>6. Elementary Computer Upgrade (10 min)</p>	<p>Mr. Smart <i>Director of Employee Services</i></p>	<p>Topic: Elementary Computer Upgrade</p> <p>Policy Question: Board responsible for overall operations of the District.</p> <p>Background Information: Due to the amount of money that was saved on technology related CIP projects this year, the technology department is requesting to use some of the savings to upgrade the newly approved elementary computers by adding memory and updated processors to the computers. The cost to upgrade the computers is approximately \$20,000 and would be paid for out of the School Plant Facilities Fund.</p> <p>Administrator Recommendations: The Board will be asked to approve the elementary computer upgrades at the May 20, 2014 Regular Board Meeting.</p>

TOPIC	PRESENTER	DISCUSSION/INFORMATION
<p>7. Draft Policy 7132 – Use of Social Media (10 min)</p>	<p>Ms. Vagner <i>Superintendent</i></p>	<p>Topic: Draft Policy 7132 – Use of Social Media</p> <p>Policy Question: Board adopts policy.</p> <p>Background Information: Included in the packet is draft Policy 7132 – Use of Social Media. The draft policy has been revised numerous times in anticipation of presentation to the Board. Ms. Vagner will review the proposed policy and will answer any questions at the time of the meeting.</p> <p>Administrator Recommendations: The Board will be asked to consider hearing the policy on first reading at its May 20, 2014 Regular Board Meeting.</p>

TOPIC	PRESENTER	DISCUSSION/INFORMATION
<p>8. Explanation of Special Meeting: (20 min)</p>	<p>Mr. Reed <i>Director of Business Operations</i></p>	<p>Topic: Explanation of Special Meeting: <i>Issue Contracts for Certificated Teaching Staff for 2014-15 School Year; Salary Increase for Classified Staff for 2014-15 School Year; Salary Increase for Administrative Staff for 2014-15 School Year; Equalization of Salaries; Authorize Release of Emergency Levy Funds; Reconsider Bid Award for Hawthorne Middle School Entry Vestibule Remodel</i></p> <p>Policy Question: Board responsible for overall operations of the District.</p> <p>Background Information: Included in the packet is a list of certificated teaching staff that are recommended for hire for the 2014-15 school year. Dr. Howell will be in attendance to review the list. He will also speak to the proposed .84% pass through salary increase for the classified staff and administrative staff and will answer any questions at the time of the meeting. Ms. Vagner will be in attendance to speak to the opportunity to address equity and equalize Director salaries as a result of attrition, a goal that the administration has been attempting to accomplish for eight years. Included in the packet is the budget detail for the release of Emergency Levy Funds which was discussed at the April Work Session and inadvertently left off of the April Board agenda. Mr. Wegner will briefly review this information and will answer any questions at the time of the meeting. Also included in the packet is a revised bid memorandum for the Hawthorne Middle School Vestibule Remodel. The bid was awarded at the April Board Meeting and was found to have an error after the fact. Mr. Reed will speak to this information and will answer any questions at the time of the meeting.</p> <p>Administrator Recommendations: The Board will be asked to issue contracts for certificated teaching staff for the 2014-15 school year; direct the equalization of director salaries; authorize the release of Emergency Levy Funds; and to reconsider the bid award for the Hawthorne Middle School entry vestibule remodel during the Special Meeting for Action immediately following the Work Session.</p>

TOPIC	PRESENTER	DISCUSSION/INFORMATION
<p>9. Public Comment</p>		<p>Public Comment Protocols: Board Protocols for Public Comment will be followed at all Board Meetings. Patrons wishing to address the Board will fill out Form AD 2 – Request to Appear before the Board and present it to the Board Chair or Board Secretary prior to the meeting. Because of the diversity of issues, members of the Board may not respond to delegations. Instead, issues are recorded and referred to the proper staff member for follow-up. The Board is informed of these efforts by the staff member responding to concerns. <u>Board Operating Principles #22 & 23:</u> 22) The Board will follow the chain of command referring others to present their issues, problems, or proposals to the person who can properly and expeditiously address the issues; 23) Board members will refrain from communications which create conditions of bias should a problem or complaint become the subject matter of a hearing before the Board.</p>
<p>10. Adjourn Work Session and Convene Special Meeting for Action</p>	<p>Chair Gebhardt <i>Board Chair</i></p>	<p>Topic: Adjourn Work Session and Convene Special Meeting for Action:</p> <p>a. Issue Contracts for Certificated Teaching Staff for 2014-15 School Year The Board will consider issuing contracts for Certificated Teaching Staff for the 2014-15 school year at the time of the meeting. Board Direction/Action:</p> <p>b. Direct Equalization of Salaries The Board will consider directing the equalization of salaries at the time of the meeting. Board Direction/Action:</p> <p>c. Authorize Release of Emergency Levy Funds in the Amount of \$108,182.96 for: SBAC Test Proctors for 2014-15, iPad Minis for Middle and High Schools; Additional Wifi Equipment and ICS Printing Budget for 3 High Schools The Board will consider authorizing the release of Emergency Levy Funds in the amount of \$108,182.96 for the above listed items at the time of the meeting. Board Direction/Action:</p> <p>d. Reconsider Bid Award for Hawthorne Middle School Entry Vestibule Remodel The Board will need a motion to withdraw the bid award to Rivers West Construction and to reconsider the bid award for the Hawthorne Middle School Entry Vestibule Remodel. Board Direction/Action: The Board will then need a second motion to award the bid as presented at the time of the meeting. Board Direction/Action:</p>
<p>11. Adjourn</p>	<p>Chair Gebhardt <i>Board Chair</i></p>	