

**MINUTES OF THE SPECIAL MEETING/WORK SESSION TO BENCHMARK THE STRATEGIC PLAN:
*Business Operations; Employee Services; Wellness; Human Resources; DISCUSS THE APPRAISAL AND
SALE CONTRACT FOR THE LDS CHURCH PROPERTY ADJACENT TO FRANKLIN MIDDLE SCHOOL; AND
HIGH SCHOOL ACTIVITY AND ATHLETIC EVENT ENTRY FEE PROPOSAL***

**POCATELLO/CHUBBUCK SCHOOL DISTRICT No. 25
BOARD OF TRUSTEES**

**Board Room at the Education Service Center
3115 Pole Line Road
Pocatello, ID 83201
3:00 p.m.**

Tuesday, May 19, 2015

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Janie Gebhardt, Chair
Jackie Cranor, Vice Chair
Dave Mattson, Clerk

Jim Facer, Assistant Treasurer
Paul Vitale, Member
Mary M. Vagner, Superintendent

OTHERS PRESENT:

Bart Reed, Director of Business Operations
Carl Smart, Director of Employee Services
Doug Howell, Director of Human Resources
Jan Harwood, Director of Secondary Education
Travis Bell, Athletic Director, Highland High School

Welcome, Call to Order and Statement of Purpose

Chair Gebhardt welcomed everyone and called the meeting to order at 3:03 p.m. She said the purpose of the meeting was to complete the benchmarking of the Strategic Plan for Business Operations, Employee Services, Wellness and Human Resources; to discuss the appraisal and Sale Contract for the LDS Church property adjacent to Franklin Middle School and to discuss the high school activity and athletic event entry fee proposal for Highland High School.

Benchmark the Strategic Plan: *Business Operations; Employee Services; Wellness; Human Resources*

Ms. Vagner said the administration benchmarked elements of the Strategic Plan at the May 12, 2015 Work Session. She said the remaining Directors would benchmark their various sections.

Business Operations

Mr. Reed said one of the goals included in the Business Operations Strategic Plan was to complete the renovation of C Wing at Highland High School. He said the renovation included new plumbing, carpet, windows and to improve the aesthetics of the school. He said the renovation helped renew pride in the school and comments were very positive. He said Phase 2 of the project was to complete Upper and Lower B Wing. He said another major project that was completed was the parking lot at Tyhee Elementary. He said the project created more patron and staff parking and improved safety by relocating the bus turnaround to the back of the school. He said during the District's Transportation Department audit by the State Department, the auditors were complimentary of the change. He said another component of the Strategic Plan was to review the big picture of enrollment capacity and school boundaries to ensure the District was maintaining building capacity targets of 85% capacity. He said it could be a challenge because school locations were permanent and the community continued to grow. He said the District was in good shape for at least the next four years. He said on average most schools were between 80 and 90% capacity. He said the middle schools were the most crowded right now. He said Highland High School had also grown substantially over the last couple of years. He said the administration would continue to monitor building and enrollment capacity. He said another element that was added to the Strategic Plan was to look at the implementation of technology for the long term. He said the cost of installing technology was a challenge, but was vital to the educational process. He said the CIP Committee did agree to increase the amount of funding that

was allocated to the implementation of technology in the schools. He said the District had begun upgrading the phone systems to a digital system. He said the Committee would continue to monitor technology allocations and make any necessary adjustments. He said another component of the Plan included monitoring extracurricular travel costs. He said the price of fuel had gone down considerably this year which helped, but in looking at the long term the District needed to find a way to consolidate travel requests. He said originally the administration intended to create a travel fleet instead of chartering busses, but it would be more expensive to create and maintain a fleet than to charter. He said the administration was in the process of reworking the long term plan for extracurricular travel. He said another portion of the Plan that was regularly monitored was specialized transportation for special services. He said the District had seen a dramatic increase in the number of special services students over the last couple of years and the administration would have to analyze the routes to ensure they were efficient, timely and cost effective. He said the District may need to purchase additional busses to meet the needs. He said the administration continued to monitor Charter School enrollment to determine any impact to the District's enrollment. He said this year the District anticipated losing 150 students overall. He said the administration was grateful for the community's support of the Supplemental Levy. He said the levy was increased by \$750,000 this year for the next two years. He said it went a long way in balancing the budget but even with the increase the District had to find \$850,000 to cut from the proposed budget in order to balance. He said the administration monitored the budget on a daily basis. He said it had become extremely difficult to stay within budget over the last few years. He said in the past the District had about a \$500,000 cushion which would be closer to \$100,000 this year. He said for the District that was extremely tight and there was no room for error. He said should student enrollment come in lower than projections it would dramatically impact the budget. He said the Strategic Plan and CIP Plan were five year rolling plans to identify priorities and upcoming projects in order to avoid expensive surprises. Ms. Cranor asked where the District was at with the sale of Bonneville and Washington Elementary buildings. Mr. Reed said it had been a part of the plan for a number of years now but was finally on the agenda for a more formal CIP discussion in the fall. He said there had been a number of inquiries regarding the purchase of the Bonneville building, but no serious offers. He said the facility was pretty old and a more realistic option for the District was to build a new elementary which would be part of the CIP discussion.

Employee Services; Wellness

Mr. Smart said the Strategic Plan addressed continuity and kept the District on track. He said the Pay Manual was revised annually and would be brought for Board consideration next month. He said the District would upgrade the APECS system in October. He said both PERSI and ISEE reporting were required by the state. He said ISEE reporting would change again this year with the new administration at the State Department. He said the department had its first successful submission of PERSI earlier in the month. He said it was the first time that professional staff were included in the submission. He said Mr. Reed had already addressed the budget components of the plan. He said the balanced budget materials would be presented to the Board during the Regular Board Meeting. He said the Insurance Carriers and Coverages were reviewed with the Board during the May 12, 2015 Work Session. He said the Wellness/Insurance Committee recommended switching carriers for medical insurance which would change the District's Wellness Program. He said after the carriers were in place the administration could address Wellness. He said the District made it through the first year of the Affordable Care Act which was the stability period and would now be required to complete federal reporting. He said the insurance package included a \$1,200 deductible which was very affordable compared to other Districts. He said the Wellness Program was very worthwhile as it contributed to better employee health which saved the District money in the long run.

Human Resources

Dr. Howell said the major focus over the last year was on implementing and complying with all of the Task Force recommendations which stemmed from the Career Ladder proposal. He said he had attended two meetings and two webinars on the Career Ladder. He said the administration now knew that the two rungs on the Career Ladder were "residency" and "professional". He said all of the information was reviewed with the Fix It Committee. He said the group was able to come to consensus on the 2015-16 Leadership Premiums and he was hopeful the District could issue contracts later in the week without any amendments. He said all of the administrators completed District provided Teachscape training this year during monthly K-12 Administrator meetings which was originally required by the State Department of Education and the administration recently learned that the Teachscape assessment was no longer necessary, but an assessment would still be required. He said Teachscape was focused on the Charlotte Danielson's Model which worked well for District, so it was not time wasted. He said the District did not include a distinguished category on its Evaluation tool but the SDE may require Districts

to include it at some point. He said the current evaluation form was working very well for staff. He said the student achievement section was added to all evaluation forms this year. He said the department continued to monitor HQ status for all certified staff which was addressed by staff taking the Praxis or obtaining 32 credits. He said it was a challenge for K-8 teachers to specialize in a content area, because the K-8 certification was not HQ for content areas. He said those teachers would have to pass the Praxis test or complete additional credits. He said the Fix It Committee reviewed the student achievement component on evaluations and agreed it was important to maintain consistency across the District. He said the Committee decided that the writing goals would be used to determine student achievement. He said the District would continue to provide support to staff through writing coaches and professional development. He said the student achievement goal recommendations would be brought to the Board in June. He said the District continued to improve the Annual Policy Review process every year. He said the review went very well last year. He said the department would continue to implement a HQ substitute group by providing training. He said Ms. Pettit was working on some training options through the use of Moodle. He said one area that the administration had not been able to address for the last few years was to make any changes to the Kinds and Levels Chart for classified staff. He said when the administration added the plan to improve the schedule it intended to improve all levels towards a market rate over a five year period but that plan was put on hold when the state went through the recession. Ms. Vagner said the rollout of the Strategic Plan would be brought to the Board in August.

Discuss the Appraisal and Sale Contract for the LDS Church Property Adjacent to Franklin Middle School

Mr. Reed said included in the packet was information relative to the Appraisal conducted by Farm and Land Services, Vernon L. Nelson, regarding the LDS Church Property adjacent to Franklin Middle School. He said the LDS Church approached the District regarding its interest in purchasing the seminary building and property that was adjacent to Franklin Middle School. He said the building could be used for a number of purposes including office, classroom or storage space. He said the asking price was \$125,000 and the appraisal came in at \$140,000. He said the appraisal would have come in even higher if the property had better access to public roads, but access was currently limited to School District property. He said the building was great condition and the sale price was fair. He said the Church was asking for \$5,000 in earnest money. He said the property would be purchased using School Plant Facility Funds. He said the administration recommended the Board approve the Sale Contract between the LDS Church and the Pocatello/Chubbuck School District No. 25 during the May 19, 2015 Regular Board Meeting.

Discuss the High School Activity and Athletic Event Entry Fee Proposal

Ms. Vagner said the Athletic Directors presented activity admission options inclusive of a family pass proposal to the Board in the fall. She said included in the packet was documentation prepared by Mr. Travis Bell that showed Highland High School's history of revenue and expenditures for football games played at the Holt Arena. She said in looking at the history it was evident that more time was needed to determine if the plan could work. Mr. Bell said this year the gate was \$41,000 and did not include the total for family passes. He said the \$2,300 collected for family passes would improve the gate total. He said last year the gate was \$52,000 which was due in part to Bingham Memorial covering the rental fee for Holt Arena which would not be the case this year. He said JV and freshman games were bringing in more money than the larger games at Holt Arena. He said another impact to current gate was the implementation of IHSAA sanctioned basketball tournaments in Boise which caused local attendance to go down. He said it was beneficial to the students though. He said only 33 families took advantage of the discounted pass this year but the school got a late start on promoting and implementing the passes. He said if Highland was allowed to continue the pilot next year he believed many families and the school would benefit. He said concessions did go up which directly benefited students and programs. He said there was no negative impact from implementing the plan this year. He said the only concern was that the discount would have a negative impact on the gate and he did not believe it did. Ms. Harwood said the administration was recommending the Board allow Highland High School to continue the pilot for one more year in order to see how a full year of family passes impacted total gate for the school. Ms. Vagner said next year the CIP Committee would discuss the big picture of facilities support for the extracurricular program. She said the Committee would also discuss available resources and avenues for additional revenue. She said it had been about six years since the Board took action to stay the course and she believed it was time to look at having that discussion again.

Adjourn

Chair Gebhardt adjourned the Special Meeting/Work Session at 3:50 p.m.

APPROVED ON:

6/16/15

MINUTES PREPARED BY:


Secretary, Board of Trustees

BY:

Jackie Cranor
Chair

ATTESTED BY:


Clerk