

POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25

BOARD OF TRUSTEES

Special Meeting for the Purpose of a Work Session

Tuesday, April 14, 2015 – 1:30 p.m. – Board Room at the Education Service Center

NOTICE: Special Meeting/Executive Session to Discuss in Accordance with **Idaho Code 67-2345 (1) (f)** *To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated;*; **Idaho Code 67-2345 (1) (c)** *To conduct deliberations concerning labor negotiations;* and *To conduct deliberations concerning acquiring an interest in real property which is not owned by a public agency;* and **Idaho Code 67-2345 (1) (b)** *To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or agent – No Action to be Taken – Immediately Following Work Session in Superintendent’s Office*

AGENDA

WORK SESSION TOPICS:

1. **Convene Work Session**
2. **Google Apps for Education (GAPE) Presentation**
3. **Annual Technology Department Overview**
4. **PCCS Performance Certificate**
5. **Fee Increases:** *Food Service; Driver’s Education*
6. **Update on the Status of 5A Freshman Baseball Team**
7. **Adjustment of the Alternative School Principal’s Salary Schedule/Administrative Staffing**
8. **Elementary Staffing Pattern**
9. **Budget Adjustments 2014-15**
10. **2015-16 Budget Preparation:** *Legislative Update; Health Insurance Update; Average Class Size; Title I Allocation; Projected Cost Increases; Budget Committee Update*
11. **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.
12. **Adjourn Work Session Convene Special Meeting/Executive Session in the Superintendent’s Office to Discuss in Accordance with Idaho Code 67-2345 (1) (f)** *To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated;* **Idaho Code 67-2345 (1) (c)** *To conduct deliberations concerning labor negotiations;* and *To conduct deliberations concerning acquiring an interest in real property which is not owned by a public agency;* and **Idaho Code 67-2345 (1) (b)** *To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or agent;*
13. **Return to Open Session – No Action**
14. **Adjourn**

NOTE: A complete agenda can be found on the District’s website: www.sd25.us under School Board/Board Agendas / Work Session Agenda 4-14-15.

1. Convene Work Session – Ms. Gebhardt – Board Chair

2. Google Apps for Education (GAPE) (2 min)

Presenters: **Mr. Merica** – *Instructional Technology Specialist*
 Ms. Spall – *Instructional Technology Specialist*

Background Information:

Mr. Merica and Ms. Spall will be in attendance to provide a presentation on Google Apps for Education (GAPE) and will answer any questions at the time of the meeting.

Administrator Recommendations:

None at this time.

3. Annual Technology Department Overview (20 min)

Presenters: **Mr. Jolley** – *Technology Coordinator*

Background Information:

Included in the packet is a PowerPoint presentation which provides a current overview of the Technology Department. Mr. Jolley will be in attendance to present the information, will introduce the Technology Department staff and will answer any questions at the time of the meeting.

Administrator Recommendations:

None at this time.

4. PCCS Performance Certificate (10 min)

Presenters: **Ms. Craney** – *Director of Elementary Education*

Background Information:

Included in the packet is the Performance Certificate Form for the Pocatello Community Charter School which must be acted on by the Charter’s authorizer and submitted to the State Charter Commission. PCCS has yet to revise its Charter, however, the District received direction from the State Charter Commission that submission of the Performance Certificate could no longer be delayed and should be submitted without the revised Charter. It is anticipated that the Charter revision will be submitted to the District by June 1, 2015 and will be included for Board consideration at the June 16, 2015 Regular Board Meeting. Ms. Craney will be in attendance to speak to this information and will answer any questions at the time of the meeting.

Administrator Recommendations:

The Board will be asked to consider adopting the completed Performance Certificate at the April 21, 2015 Regular Board Meeting with subsequent submission to the State Charter Commission.

5. Fee Increases: Food Service; Driver Education Program (10 min)

Presenters: **Ms. Vagner** – *Superintendent*
 Mr. Reed – *Director of Business Operations*

Background Information:

Included in the packet are memorandums detailing the proposed fee increases for Food Service and the Driver Education Program. Also included is the Timeline for Fee Increases, the Fee Notice and the Fee Increase Resolution. Ms. Vagner and Mr. Reed will be in attendance to speak to the proposed increases and will answer any questions at the time of the meeting.

Administrator Recommendations:

The Board will be asked to adopt the Resolution setting a Public Hearing on the proposed fee increases for the 2015-16 school year at the April 21, 2015 Regular Board Meeting.

6. Update on Status of 5A Freshman Baseball Team (5 min)

Presenters: Ms. Vagner – *Superintendent*

Background Information:

Included in the packet is a memorandum detailing the status of the 5A Freshman Baseball Team Pilot at Highland High School. Ms. Vagner will speak to this information and will answer any questions at the time of the meeting.

Administrator Recommendations:

The Board will be asked to provide direction to fund a Freshman Baseball Coach for Highland High School for the 2015-16 school year.

7. Adjustment of the Alternative School Principal’s Salary Schedule / Administrative Staffing (10 min)

Presenters: Dr. Howell – *Director of Human Resources*
Ms. Vagner – *Superintendent*

Background Information:

Included in the packet are the 2014-15 Principal’s Salary Schedules and the proposed 2015-16 Principal’s Salary Schedules per status quo funding. The concern is the overall pay level for administrators who are responsible for the Alternative Programs. The duties of alternative school administrators are very demanding, yet are very different in some aspects from that of their colleagues. It is deemed that the alternative administrator position is undercompensated for the level of responsibility and should be adjusted from an equity perspective. Because the duties and responsibilities of an alternative administrator are a blend of the middle and high school principal duties and responsibilities, the administration is proposing that the salary schedule for the Alternative School Principal be aligned to that of a Middle School Principal, inclusive of an increase in days which will greatly assist in transitional meetings for students prior to, and at the end of the school year. The same adjustment is recommended for the Alternative School Assistant Principal Salary Schedule to be aligned to the Middle School Assistant Principal Salary Schedule, eliminating the need for the Alternative School Administrator Schedule.

As to administrative staffing, the administration is considering staffing allocations based on current enrollment and affordability. At the time of the meeting the administration will likely have information to present to the Board regarding a staffing pattern for 2015-16.

Administrator Recommendations:

The Board will be asked to approve the proposed 2015-16 Principal’s Salary Schedule adjusting the Alternative School Principal’s/Alternative School Assistant Principal’s Salary placement at the April 21, 2015 Regular Board Meeting. Further, the administration may request Board direction to proceed with any administrative staffing changes for the 2015-16 school year.

8. Elementary Staffing Pattern (10 min)

Presenters: Ms. Craney – *Director of Elementary Education*

Background Information:

Included in the packet is a report detailing projected elementary enrollment and staffing decisions for 2015-16. These decisions are driven by the enrollment rollup and the Charter School impacts. Realizing the loss of enrollment to the Charter Schools, the administration is identifying 9.0 FTE to be reduced at the elementary level. Ms. Craney will detail the reduction and impact and will answer any questions at the time of the meeting.

Administrator Recommendations:

None at this time.

9. Budget Adjustments 2014-15 (10 min)

Presenters: **Mr. Reed** – *Director of Business Operations*
 Mr. Smart – *Director of Employee Services*

Background Information:

Included in the packet are the final Budget Adjustments for 2014-15. Mr. Reed and Mr. Smart will review the information and will answer any questions at the time of the meeting.

Administrator Recommendations:

The Board will be asked to approve the Budget Adjustments for 2014-15 at the April 21, 2015 Regular Board Meeting.

10. 2015-16 Budget Preparation: *Legislative Update; Health Insurance Update; Average Class Size; Title I Allocation; Projected Cost Increases; Budget Committee Update* (20 min)

Presenters: **Ms. Vagner** – *Superintendent*
 Mr. Smart – *Director of Employee Services*
 Mr. Reed – *Director of Business Operations*

Background Information:

Included in the packet is an email from IASA with a current legislative update, preliminary information regarding statewide Average Class Size and Projected Cost Increases. Ms. Vagner, Mr. Smart and Mr. Reed will be in attendance to speak to this information and will answer any questions at the time of the meeting. Mr. Smart will also provide a brief update on the status of the District's Health Insurance plan and any Budget Committee update.

Administrator Recommendations:

None at this time.

11. Public Comment

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13. Return to Open Session – No Action

14. Adjourn – Ms. Gebhardt – Board Chair