

**POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25**

**BOARD OF TRUSTEES**

*Special Meeting for the Purpose of a Work Session*

Tuesday, September 11, 2012 – 8:30 a.m. – Board Room at the Education Service Center

**NOTICE: SPECIAL MEETING/EXECUTIVE SESSION TO DISCUSS IN ACCORDANCE WITH 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;  
(With Action to be Taken in Open Session) and;**

**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;  
(No Action to be Taken)**

**Superintendent's Office at the Education Service Center  
Immediately Following Work Session**

**AGENDA**

***WORK SESSION TOPICS:***

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- 1. Convene Work Session**
- 2. Annual Transportation Report/Staffing Update**
- 3. SRO Program and Update**
- 4. Overview of the Budget & Insurance/Wellness Committee Work for FY2012 and Board Communication Topics for the Idaho State Journal for 2012-13**
- 5. Brief Reports: Update Financial Condition of State and Monitor all District Budgets; Board / Superintendent / Cabinet Retreat / Board Self-Evaluation; Liability Insurance Notification**
- 6. 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.

**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.
- 7. Adjourn Work Session and Convene Special Meeting for Purpose of an Executive Session Relative to Personnel and to Communicate with Legal Counsel regarding Potential Litigation**
- 8. Adjourn to Executive Session**
- 9. Return to Open Session and Take Any Action Relative to Personnel**
- 10. Adjourn**

**NOTE: A complete agenda can be found on the District's Website: [www.sd25.us](http://www.sd25.us) under School Board/Board Agendas/Work Session Agenda 9-11-12**

TOPIC	PRESENTER	DISCUSSION/INFORMATION
<p><b>1. Convene Work Session</b></p> <p><b>2. Annual Transportation Report / Staffing Update</b> (20 min)</p>	<p><b>Ms. Gebhardt</b> <i>Board Chair</i></p> <p><b>Mr. Leiby</b> <i>Transportation Coordinator</i></p> <p><b>Mr. Ferguson</b> <i>Transportation Supervisor</i></p>	<p><b>Topic: Annual Transportation Report/Staffing Update</b></p> <p><b>Policy Question:</b> Board responsible for overall operations of the District.</p> <p><b>Background Information:</b> Mr. Leiby and Mr. Ferguson will be in attendance to provide a report on the operations of the transportation department inclusive of the new school boundaries for 2013-14, bus routes, student discipline and staffing. They will answer any questions at the time of meeting.</p> <p><b>Administrator Recommendations:</b> None at this time.</p> <p><b>NOTES/SUMMARY/DIRECTION:</b></p>

TOPIC	PRESENTER	DISCUSSION/INFORMATION
<p><b>3. SRO Program and Update</b> (20 min)</p>	<p><b>Mr. Hobbs</b> <i>Director of Student Support Services</i></p> <p><b>Sergeant Daniels</b> <i>Pocatello Police Department</i></p>	<p><b>Topic: SRO Program and Update</b></p> <p><b>Background Information:</b> Annually the Pocatello Police Department provides a report with respect to the activity of the SRO's as they contribute to safe environments in District 25 schools. Sgt. Daniels will be in attendance for this presentation along with Mr. Hobbs.</p> <p><b>Administrator Recommendations:</b> None at this time.</p> <p><b>NOTES/SUMMARY/DIRECTION:</b></p>

TOPIC	PRESENTER	DISCUSSION/INFORMATION
<p><b>4. Overview of the Budget &amp; Insurance / Wellness Committee Work for FY2013 and Board Communication Topics for the Idaho State Journal for 2012-13</b> (10 min)</p>	<p><b>Mr. Smart</b> <i>Director of Employee Services</i></p> <p><b>Ms. Vagner</b> <i>Superintendent</i></p>	<p><b>Topic: Overview of the Budget &amp; Insurance/Wellness Committee Work for FY2013 and Board Communication Topics for the Idaho State Journal for 2012-13</b></p> <p><b>Policy Question:</b> Board responsible for overall operations of the District.</p> <p><b>Background Information:</b> Mr. Smart will be in attendance to review the schedule and topics for the Budget and Wellness/Insurance Committees for the 2012-2013 school year and will answer any questions at the time of the meeting. Ms. Vagner will review the proposed Board communication topics for the Idaho State Journal for 2012-2013 and will answer any questions at the time of the meeting.</p> <p><b>Administrator Recommendations:</b> None at this time.</p> <p><b>NOTES/SUMMARY/DIRECTION:</b></p>

TOPIC	PRESENTER	DISCUSSION/INFORMATION
<p><b>5. Brief Reports: Update Financial Condition of State and Monitor all District Budgets; Board /Superintendent / Cabinet Retreat / Board Self-Evaluation; Liability Insurance Notification</b> (5 min)</p>	<p><b>Mr. Reed</b> <i>Director of Business Operations</i></p> <p><b>Ms. Vagner</b> <i>Superintendent</i></p> <p><b>Mr. Smart</b> <i>Director of Employee Services</i></p>	<p><b>Topic: Brief Reports: Update Financial Condition of State and Monitor all District Budgets; Board / Superintendent / Cabinet Retreat / Board Self-Evaluation; Liability Insurance Notification</b></p> <p><b>Policy Question:</b> Board responsible for overall operations of the District.</p> <p><b>Background Information:</b> Mr. Reed will be in attendance to provide any update on the financial condition of the state and the District's budget, Ms. Vagner will review the draft Board / Superintendent / Cabinet Retreat agenda which is included in the packet and Mr. Smart will report on the status of the liability insurance notification. They will answer any questions at the time of the meeting.</p> <p><b>Administrator Recommendations:</b> None at this time.</p> <p><b>NOTES/SUMMARY/DIRECTION:</b></p>

TOPIC	PRESENTER	DISCUSSION/INFORMATION
<p><b>6. Public Comment</b></p>		<p><b>Public Comment Protocols:</b>  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.  <u><b>Board Operating Principles #22 &amp; 23:</b></u>  <b>22)</b> 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; <b>23)</b> 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><b>7. Adjourn Work Session and Convene Special Meeting</b></p>	<p><b>Ms. Gebhardt</b>  <i>Board Chair</i></p>	
<p><b>8. Adjourn to Executive Session</b></p>		<p><b>For the Purpose of Personnel to Discuss in Accordance with Idaho Code Section 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; and;</b>  <b>Discuss in Accordance with Idaho Code Section 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;</b></p>
<p><b>9. Return to Open Session</b></p>		<p><b>Return to Open Session and Take Any Action Relative to Personnel</b></p>
<p><b>10. Adjourn</b></p>		

**SCHOOL DISTRICT NUMBER TWENTY-FIVE**  
**Bannock County**  
**Pocatello, Idaho**

MEMORANDUM

TO: Superintendent Mary M Vagner and Board of Trustees

FROM: Carl Smart

DATE: September 7, 2012

SUBJECT: Budget Committee

As we begin a new fiscal year, it is quite evident that the year will again be financially challenging. There are a number of financial issues that will be facing the board over the next several months that will require a great deal of input from administration, staff and patrons.

**Purpose**

The Budget Committee serves two purposes:

1. Monitor the budget as it progresses throughout the year.
2. Give input and priorities prior to the budget creation cycle.

The board ultimately has to make any final financial decision and will have to weigh and prioritize any conflicting input received from this committee, the administration and district patrons. The administration's recommendations will come from the Superintendent and will include input from the Budget Committee.

**Membership**

Our current membership consists of the following (excluding board members):

A.J. Watson (Principal)	Jennifer Elizarraras (Ellis parent)
Kim Weber (Community Member)	Wendy Shelman (Certified Staff)
Matt Hunter (Community Member)	An open classified position to replace Mike Grady
Carolue Klitgaard (Classified Staff)	Teri Mitton (Certified Staff)
Kim Knudson (PHS Parent)	Carl Smart (Administration)

I have not yet requested any of the above to reaffirm their desire to continue on the committee. As we completed our tasks last spring, the members who had been consistent in participating indicated that they would consider continuing to serve as a committee member. During the summer, Mike Grady did send a letter indicating that he would no longer be able to participate on the committee, so we will be searching for his replacement. Kim Knudson may be another who will resign, as he has not had the time to commit to the committee. The size of the committee as it stands is very good for making decisions and being able to get a group together. Your input into any additional membership of this committee would be appreciated.

**Proposed Meeting Schedule**

October 2012

1. Committee reorganization
2. Work calendar
3. FY 2012 audit and fund balance
4. Superintendent Luna's proposed budget and the impact of what is known from the 2012-13 budget.

November 2012

1. Review actual revenues in relation to budget
2. FY 2013 membership and staffing
3. Implications of Pay for Performance

January 2013

1. State revenue performance and projections
2. Economic Review
3. Budget priorities for FY 2014
4. Monitor Legislative action
5. Impact of Common Core State Standards (CCSS) and the opening of Alameda Middle School

March 2013

1. School District #25 priorities based on state revenue forecast and preliminary legislation
2. Monitor Legislative action

April 2013

1. Begin review of preliminary proposed budget

May 2012

1. Review of final proposed FY 2014 budget
2. Work calendar for FY 2014
3. Review revenue and expenditure patterns of the current FY 2013 budget

Any other input from the board or administration as to the schedule, items for discussion or additional committee purposes would be appreciated.

**POCATELLO/CHUBBUCK SCHOOL DISTRICT No. 25**  
**BANNOCK COUNTY – IDAHO**

# MEMORANDUM

**To:** Mary M. Vagner, Superintendent  
**From:** Carl Smart, Director of Employee Services  
**Date:** September 11, 2012

**RE: Preliminary Wellness/Insurance Committee Outline 2012-13**

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The following information includes the preliminary activities, topics and timeline for Committee discussion for the 2012-2013 school year:

**Activities:**

Jun 18 – Aug 17:	Summer Challenge 2012
Aug 1 – Aug 31:	Open Enrollment
Sep 24 – Oct 3:	Mad Cash Dash (GHA / Program)
Nov 1 – Nov 15:	Maintain No Gain (extra push – info only)
Jan 26 & Feb 9:	Health Fair
Jun 17 – Aug 16:	Summer Challenge 2013

**Focus:**

Weight (55% unhealthy / 32% obese)  
Activity/Movement (39% lack of exercise)  
GHA/HRA  
Program & Health Coach

**TIME TABLE**

**Monthly**

- Loss Experience Information
- Data Dashboard Information
- “Simple” challenge – Chance to win \$25 visa gift card each quarter.
- Did you know...

**July 2012**

- Open Enrollment Information and Notices mailed out to staff
- Send out information for Wellness Website --done: <http://sp-web.sd25.us/wellness>

**August 2012**

- Summer Challenge ends 8/17
  - October Board Meeting Certificates to participants
  - Winner for Walking; Running; and Biking
- Open Enrollment Month
- Insurance Information Meeting (August 29<sup>th</sup> from 3PM to 7 PM)

- Website information
  - Notices (completed)
  - Information for [www.myRegence.com](http://www.myRegence.com) (At a Glance) (completed)
  - Amazon.com
  - Mobile App
  - Frequently Asked Questions
  - Answer HRA confidentiality issue
  - Data Dashboard
  - Survey Info (in house and schools)
  - Policy and Summary
  - Add Link: myRegence.com
  - Voluntary language from Regence/Vitality (mike e-mail 7/27)
- Create Form – Wellness Visit with Dr.
- Finalize format and time line for reports from Regence due for core components. (completed)
- Specify Deadline Dates for Payroll reporting (completed)
  - Quarterly and 8/25/13 DROP DEAD DATE for final information

### September 2012:

- Mad Cash Dash: September 24 through October 3
  - GHA; On-line 6week program
- Value Report – Lockton
- School Survey Information
- CMS Report submitted
- 9/17/2012 – WIC Meeting (Discuss Premium Differential Basics and Time Line)
- Premium Differential –
  - Introduce Core Components and deadline information (9/1/2012 through 7/31/2013)
    - GHA/HRA
    - Biometric Screening
    - Health Coach/On-line Program
    - Wellness Visit with Physician (need form)
  - Share Form re Wellness Visits (still to be drafted)
  - Challenge: You Snooze You Lose
  - Did you know: We moved XX miles with our Summer Challenge

### October 2012

- 10/15/2012 – WIC Meeting (Announce Health Fair Dates and School District Survey info)
- October board meeting – recognition for Summer Challenge? Include Mad Cash Dash info.
- Review with Administrative Team whether to continue with Customized Rewards (1/14 through 12/14) Transition year or continue? **Continue but with less gift cards. Two not Four. \$40 / \$5**
- We will add incentives for activities and challenges at the District level.
  - Challenge: Walkie-Talkie
  - Did you know: Policy and Summary information is on the web

### November 2012 – (NO WIC MEETING) – *Holiday Season*

- Activity: November 1-November 15 “Maintain No Gain”
  - Set goal to maintain or lose weight over 2 weeks; Weight loss program on myRegence.com
    - Week 1 – Tuesday; initial weigh in – Tip: Calories Matter
    - Thursday Tip: Breakfast – key to maintaining satiety
    - Week 2 – Tuesday; weigh in – Tip: Poor Sleep



Thursday Tip: Stress  
Challenge: Breathe Deep  
Did you know: you can get gift card points for reading news articles?

**December 2012 – (NO WIC MEETING) – *Holiday Season***

- Customized Rewards Point Reset 12/31
- First report due from Regence/Vitality re participants (September/October/November)
- Challenge: Hey, I like you.
- Did you know: Health Fair Dates

**January 2013**

- Customized Rewards Begins
- 1/14/2013 – WIC Meeting (Review deadlines for Premium Differential)
- 1/26/2013 – Health Fair – Session #1
- Send out 6-month reminder for core components
- Challenge: What's That!
- Did you know: Health Fair Info – Win \$500 or \$250 for your school

**February 2013 – NO WIC MEETING**

- 2/9/13 – Health Fair – Session #2
- Communicate walk-in information to Staff AFTER Health Fair to keep those who don't want to attend the Health Fair to going to Portneuf instead.
- Challenge: Shoulda, Woulda, Coulda.
- Did you know: Core Components – Biometric for those missing Health Fair – Portneuf

**March 2013**

- 3/18/2013 – WIC Meeting (Introduce Summer Challenge and Report Health Fair Information)
- Month for walk-ins at Portneuf Lab to meet requirement for biometrics.
- Challenge: It's Been Forever
- Did you know: On line programs.....

**April 2013**

- 4/15/2013 – WIC Meeting (Renewal numbers )
- Second report due from Regence/Vitality re participants (December/January/February)
- Challenge: The last time I
- Did you know: Annual Physical – why

**May 2013**

- Reminder that deadline is nearing for Core Component Completion
- Challenge: Meatless Monday in May
- Did you know: 6 out of 10 are in favor of wellness programs, but only 3 out of 10 actually join in

**June 2013**

- Summer Challenge June 17 – August 16
- Reminder that deadline is nearing for Core Component Completion

**July 2013**

- 7/31/2013 – DEADLINE ARRIVES
- Third report due from Regence/Vitality re participants (March/April/ May)

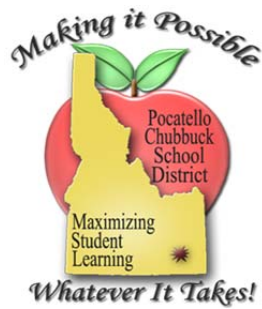
**August 2013**

- 8/25/2013 DROP DEAD DATE for reports needed from Regence re employees who completed GHA/HRA; Health Coach/on-line program and biometrics; Forms from annual doctor visit also to be tallied into APECS
- Last report due from Regence/Vitality re participants (June/July)

**September 2013**

- 9/1/2013 – Premium Differential ready for first payroll deadline

DRAFT



## *Pocatello/Chubbuck School District #25*

# MEMORANDUM

**To:** Mary M. Vagner, Superintendent  
**From:** Shelley Allen, Community Relations & Communications Specialist  
**Date:** September 11, 2011

**RE: Board Communication Topics – 2012-2013**

Submit quarterly editorials to the Idaho State Journal on topics of interest to our community and occasionally on hot items that come up throughout the school year.

Suggested topics for quarterly editorials include, but are not limited to:

- September/October – New Horizon Center, tie to Open House from Sept.
- December – Levy, kick off to public information campaign
- March – Boundary changes, tie to long range facility planning – this is how we solved our space issues effectively and efficiently
- June – Legislative wrap up and impact on District

Findings from the National School Public Relations Association's communications survey indicates parents and the community are more satisfied when School Districts explain why certain decisions that impact them are made. Because of this, I would also suggest that the Board consider writing editorial or commentaries and possibly participating in press conferences when decisions on major issues are made. This would help the community to understand the process of getting to a decision, who was involved and why the decision was made.

Possible topics this school year could include:

- Education reforms and changes required:
  - 21<sup>st</sup> Century American education reform is to meet an economic demand
  - Common Core State Standards
  - Smarter Balanced Assessment Consortium
  - Partnership for Assessment of Readiness for College and Careers
  - Graduation Rate
  - College and workforce readiness without remediation
  - ESEA waivers
  - Five Star Rating System
  - Race to the Top Grant
  - Turnaround schools
  - School Improvement Grant Program

- Parent input into teacher and building administrator evaluations
- Teacher and administrator evaluations tied to student achievement at a value of 50 percent
- Uniformity in teacher and administrator evaluations
- Accountability systems
- SchoolNet
- Longitudinal Data Collection System
- WISE tool
- Forceful interventions in lowest performing schools
- Tools and supports to transform teaching and learning
- Digital media: Discovery materials, lesson plan design, staff development, Growth and Pay for Performance
- Open meeting laws and how the Board conducts its business
- Video Conferencing Classes – IEN
- New or Revised policies

**POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25**  
**BOARD/SUPERINTENDENT/CABINET RETREAT**  
**AGENDA**

**Wednesday, October 24, 2012**  
**4:30 p.m. – 8:30 p.m.**  
**Board Room at the Education Center**  
**3115 Pole Line Road**  
**Pocatello, ID 83201**

Facilitated by Liz Killpack

Purpose: To frame discussion based on the District's Vision/Mission/Beliefs/Learner Goals Statement; discuss evidence of Board Beliefs identified for behavioral emphasis; Review Board of Trustees Operating Principles; Conduct Board self-evaluations; Review Roles and Responsibilities for Board of Trustees and Superintendent; and Brainstorm Challenges for the Next Three Years.

- 1. Welcome and statement of purpose – *Janie Gebhardt***
- 2. Warm up activity – *Liz Killpack***
- 3. District Vision, Mission, Beliefs, Learner Goals drives the work of the Board**
  - Do our individual visions, missions, beliefs and learner goals align with the District's?
  - Based on the Beliefs we selected to emphasize for 2011-12, what are the evidences of the Board Member's behaviors that actualize the Beliefs? Review evidences and add to.
  - Select Board Beliefs for actualization for 2012-2013
  - Who does a Board member represent?
  - Who are our clients?
  - What does the community expect of the Board?
  - Define the work of the Board
  - Idaho Code requirement of School Boards/Code of Ethics
  - When can the Board conduct business?
  - Various types of Board meetings and motions; Special Meeting/Work Sessions – No Motions, Regular Meetings with action – Motions; Special Meeting/Executive Sessions – Motions/Roll Call Vote
  - Review of Board's Annual Attendance for 2011-12
  - Board policies are posted on the website. Does this meet the needs of the Board?
  - Other
- 4. Review Board of Trustees Operating Principles**
  - Note: As the Board reviews the Operating Principles, the following items should be covered:
    - What do Board members want to know and how do you want to know it?
    - What are your expectations of yourselves and each other?
    - How will you communicate with each other and with the Superintendent?
    - Attendance at meetings and other school function?
    - Attendance at student hearings
    - Protocols for Executive Sessions
    - Use of speaker phone for meetings
    - Dress Code

- Does the format in which you receive your meeting schedules meet your needs?
- Do agenda formats meet your needs?
- Review protocol for interaction with the public, receiving public comment and receiving delegations during meetings and work sessions
- Are you getting your packets timely to be prepared for meetings?
- What do you need from administration to do your work?
- As Board members communicate with various constituents, how do you bring that input into the decision making process?
- What are the protocols that Board members should follow when hearing concerns or complaints from constituents?
- Can a Board member separate him/herself from being a Board member in the eyes of the staff and public?
- Who speaks for the Board and how does the Board desire to respond to contacts from the press?
- What about abstaining from voting?
- Current protocols – The Board Chair does not make a motion or second a motion. Does the Board want to change this practice? If so, the protocol is to defer the gavel to the Vice Chair for the duration of the action.
- Does the Board want to do anything different with review of policies?
- How does the Board move forward as a whole once decisions are made?
- Surprises
- End runs
- Other
- Should any changes be made to these?
- Is Board in agreement to reaffirm these at next regular meeting?
- Other

## **5. Brainstorm**

- Challenges for 2012-13 through 2015-16

## **6. Conduct Board Self-Evaluation**

## **7. Discussion of the roles and responsibilities of the Board of Trustees and the Superintendent and continued growth as an effective leadership team**

- Is there a need to set some communication protocols?
- What is the relationship between the Board, the Superintendent, the Cabinet, the administrative team and staff?
- What are the expectations the Board has for the Superintendent and the relationship?
- What are the expectations the Superintendent has for the Board and the relationship?
- Discuss the differences in the roles and responsibilities
- How does the work of the District get done?
- Evaluation of Superintendent
- Other

## **8. Summary Agreements and any Direction; Set Follow-up Retreat Date and time if needed**

## **9. Adjourn – *Janie Gebhardt***