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Dr. Charles J. Shackett, Superintendent

Marjean McConnell, Deputy Superintendent

Scott Woolstenhulme, Assistant Superintendent

Work Session
September 26, 2018
6:00 PM

District Board Room, 3497 N. Ammon Road, Idaho Falls

I. Call to Order

Chairman Paul Jenkins called the meeting to order at 6:02 p.m.

II. Roll Call

Amy Landers	present
Chad Dance	present
Greg Calder	arrived at 6:05 p.m.
Scott Lynch	present
Paul Jenkins	present

III. Action Item: Approve/Amend the Agenda

Chairman Jenkins asked for a motion to approve the agenda.

MOTION: Chad Dance moved to approve the Agenda. Scott Lynch seconded. The vote was 4 in favor with 0 opposed and 0 abstentions. Motion carried.

IV. Welcome Visitors and Delegations

Others in attendance were Assistant Superintendent Scott Woolstenhulme, Chief Financial/Operations Officer Guy Wangsgard, Director of Instruction & Learning Jason Lords, Director of Maintenance & Operations John Pymm, Director of Safe Schools & Technology Gordon Howard, D93News Samantha Williams, Ammon Elementary Principal John Murdoch, Mountain Valley Principal Lanie Keller, Attorney Doug Nelson, Headwaters Construction Stan Marshall, Brent Douglass, and Eric Albaugh, Owners Representative Brad McKinsey, and Board Clerk Mary Hansen.

Chairman Jenkins excused Dr. Shackett and Ms. McConnell.

V. Items for Discussion

A. Policy 1220 Duties of Board Chairman - Scott Woolstenhulme

Chairman Jenkins invited Scott Woolstenhulme to review policy 1220 Duties of Board Chairman. Mr. Woolstenhulme explained that current revisions are due to change in Idaho statute. After further Board discussion, additional revisions will be reviewed pertaining to this policy as requested by the Board.

B. Directory Information - Scott Woolstenhulme

Chairman Jenkins invited Scott Woolstenhulme to present on Directory Information. Mr. Woolstenhulme reviewed board policy 3600 Student Records; this policy is included in the registration packets on a yearly basis. Student records and identifying information are protected by the Family Education Rights and Privacy Act (FERPA). According to FERPA, each district can choose which student identifiers are included on their directory information. All directory information items are considered public record and open to all vendors and other outside organizations. Bonneville Joint School District 93 directory information does not include parent/guardian personal emails or phone numbers to protect the privacy of its students. Outside organizations, such as PTO, would need to obtain this information via parental/guardian consent only.

C. Facility Plan - Scott Woolstenhulme

Chairman Jenkins invited Scott Woolstenhulme to present the District's Facility Plan. Mr. Woolstenhulme handed out the District 93 Facilities Planning Guide 2018-2030 and informed the Board that this document was compiled by the District Leadership Team. It includes key information to help make informed decisions for the District going forward. Top discussion items included:

- Review of current sites and undeveloped future building sites;
- School Information of all the current schools and district buildings listing their specific number of classrooms or offices, square feet, available student seats, and square feet per student;
- Enrollment Trends and Projections are determined by the enrollment of kindergarten classes. Growth stays the same as students move in at the same rate as students age out of the system. Charter schools can affect enrollment numbers. Growth projections determined by percent increase per school level;
- Needs Analysis will help define capacity and enrollment. Each school has a specific number of rooms set aside for Special Education classrooms and/or programs. Overall this reduces the capacity in each building. Schools over capacity could mean adding trailers or boundary changes.
- General Obligation bonds and Levy Rates are contingent on the increase of market value growth which creates more money available for bonding;
- Proposed Recommendations for future building include two options for elementary schools both including remodeling classrooms in low-growth schools to move and expand Special Needs programs, one in the north part of the district and one in the south part of the district. High school recommendations include Hillcrest and Bonneville capacities to be expanded to 1,600 seats each and other renovations as currently being identified. Other specialty high schools are also listed for future upgrades.

The Middle School CM/GC, Headwaters Construction, updated the Board on the NBW and VCBO architects schematic design assumptions and estimates to the building's square footage. By moving the HVAC system from the rooftop to the inside of the building has increase the square footage by 13,000 square feet which could put the project over budget per square foot. There is hope that as items are finalized, costs will decrease. They are looking at potential alternatives to cut costs. They are still on schedule to go out to bid in January 2019.

Chairman Jenkins recessed the meeting from 8:13-8:23 p.m.

D. Superintendent Search Timeline - Guy Wangsgard

Chairman Jenkins invited Guy Wangsgard to present logistics and timeline of the superintendent search. Mr. Wangsgard enlisted the Board to consider what the process is to find a superintendent. There are two neighboring districts hiring superintendents this year also. It is not required to use a search service, but is a good option; the search can be a timely and emotional process, taking effort and thought. He informed the Board that the Idaho School Board Association (ISBA) has a Superintendent Service available and their representative, Misty Swanson, was available via phone conference to answer any questions relating to the service they offer. Part of their service fee is reimbursable through the state. Highlights from her conversation were: Their service would include establishing a search timeline, determining key qualifications, advertising the opening and recruiting candidates, reviewing applications, assisting the Board in the selection of finalists, conducting reference checks and helping with the interview process.

- A Memorandum of Understanding (MOU) would be drawn up between ISBA and District 93;
- The Board hires the superintendent and the superintendent hires everyone else;
- The process is determined according to what the Board wants;
- Feedback from community is good;
- Surveys can help define superintendent qualifications;
- Interview committee is more politically correct than a hiring committee. The committee does not hire the superintendent;
- ISBA has helped with 17 full or partial searches in the last five years;
- Dr. Shackett has good knowledge of the district, what is required for the position and would be a great resource in the search;
- It is important for the Board to stay on track with the legalities of the process to ensure it is done correctly and by the law, especially the Open Meeting Law;
- Board policy 6100 Superintendent and policy 6110 Qualifications and Appointment of Superintendent are good resources to review as part of the search;
- A District Brochure can be distributed through snail mail and email and be included in national superintendent searches and other related job sites, advertising and marketing programs;
- The survey is simply formatted with three questions and will bring good results; available in hard copy and at district office for those who do not have internet access; all survey results will be funneled to the ISBA office and not reviewed at the district level;

- Reference checks often go beyond the first call, "Is there someone else I could speak with concerning so-n-so?"
- Anyone can apply, but not all are qualified;
- Search service provides transparency;
- All applications will be categorized by the service by qualifications, experience, and certification; copies for all Board members;
- All names of applicants and finalists are to be kept confidential with all discussion in executive session; all decisions to be made in open meeting;
- District responsible to pay for any travel costs for those applicants who live out of the District or vicinity;
- Final decision can be made after interviews and meet-n-greet;
- Salary range needs to be determined, larger districts will attract strong candidates;
- Application questions are written by an appointed Board or staff member to gather as much information as possible; application should not be short!;
- Application open period during a holiday break period will allow applicants a chance to travel to area.

The Board recommended for Attorney Doug Nelson and Guy Wangsgard to gather information from the districts in the state that have used the ISBA service, to review the MOU and survey questions, and to set the search timeline at the October 10, 2018 meeting.

VI. Call for Agenda Items for Upcoming Meetings

Items to include leadership premiums, 2017-2018 Audit report, superintendent search service.

- Regular Meeting - **Wednesday, October 10, 2018** - District Board Room - 7:00 p.m.
- Work Session - **Wednesday, October 24, 2018** - Ucon Elementary - 11:30 a.m.
- Regular Meeting - **Wednesday, November 7, 2018** - District Board Room - 7:00 p.m.
- ISBA Annual Convention - **November 12-16, 2018** - Boise, ID
- Thanksgiving Break - **November 19-23, 2018** - No School
- Work Session - **Wednesday, November 28, 2018** - Hillview Elementary - 11:30 a.m.

VII. Adjournment

Chairman Jenkins adjourned the meeting at 9:31p.m.

MOTION: Greg Calder moved to adjourn. Amy Landers seconded. The vote was 5 in favor with 0 opposed and 0 abstentions. Motion carried.

APPROVED: _____
Chairman

ATTESTED: _____
Clerk

Date: _____