

**MINUTES OF THE BOARD OF TRUSTEES
SPECIAL MEETING/WORK SESSION
Pocatello/Chubbuck School District No. 25
Tuesday, March 10, 2015
Board Room at the Education Service Center
1:30 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Janie Gebhardt, Chair

Jim Facer, Asst. Treasurer

Jackie Cranor, Vice Chair (Excused)

Paul Vitale, Member

Dave Mattson, Clerk

Mary M. Vagner, Superintendent

A Special Meeting/Work Session of the Board of Trustees of Pocatello/Chubbuck School District No. 25 was held on Tuesday, March 10, 2015 at 1:30 p.m. in the Board Room at the Education Service Center, 3115 Pole Line Road, Pocatello, Idaho, as provided in Section 33-510, Idaho Code;

Convene Work Session

Chair Gebhardt Convened the Work Session at 1:31 p.m. She reviewed the agenda and the addendum and said the Special Meeting/Work Session was for the purpose of the administration discussing with the Board the following topics:

- 1. Head Start Grant Update**
- 2. Homeless Program and Support for Students**
- 3. Enrollment Projections / Staffing Plan** – *Special Education; Elementary; Secondary*
- 4. Broadband / Wide Area Network (WAN) Services Update**
- 5. Reports:** *Supplemental Levy; Legislative Update*
- 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. 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.

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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 Convene Special Meeting/Executive Session in the Superintendent's Office 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; and Idaho Code 67-2345 (1) (c) To conduct deliberations concerning labor negotiations;**
- 8. Return to Open Session – Take Action Pertinent to Personnel**
- 9. Adjourn**

Head Start Grant Update

Ms. Brey said the goals included in the packet were based on Year 2 of the current grant but had been aligned to a five year grant. She said an objective was added to Goal 3 – Looking at Climate. She said the data indicated that Head Start needed to address a positive climate within the program so families would feel more welcome and involved. She said funding would be consistent with previous years. She said the overall operations and program design would remain the same. She said the program would continue to offer 169 slots. She said children would continue to get one year of preschool before kindergarten and would come to Head Start four hours per day, four days per week. She said each classroom would have one teacher and one assistant. She said the Policy Council considered transportation and determined there was a desire to restore transportation but the need was not great enough to justify the cost. She said the Policy Council would continue to look at other options to help families in need of transportation. She said the program would remain at the Lincoln Center with one classroom housed at

Tyhee Elementary. She said the program was able to hire individuals with bachelor degrees in related fields of study like social work which would provide greater help for Head Start families. She said teachers would now work with a child and the child's family. She said a child's family has a much greater impact on the child's education than any program alone. She said each case worker would work with 40 families. She said the Head Start Program anticipated an increase in funds for salary and benefits. She said the supply budget would need to be increased to replace outdated computers. She said the following year the program focus would be on training. She said half of the staff was new. She said Head Start would most likely have to pull the necessary funds from the playground equipment budget and reallocate those funds to more necessary areas. She said the Policy Council was in the process of completing the self and community assessments. She said the five year grant application had been streamlined and would contain less than 300 pages. She said the application would be submitted to the Region X Offices by April 1, 2015. She said she appreciated the Director of Elementary Education and Board Members participating on the Head Start Policy Council. She said the staff was excited about the changes being implemented.

Homeless Program and Support for Students

Mr. Hobbs said included in the packet was the historical data for homeless students in the District. He said when the District first implemented the program about 70 homeless students were identified and that number had grown to about 170 students this year. He said a student's homeless status remained in place for the entire school year regardless of whether or not their situation had changed. He said the Magic Valley School District had identified nearly 600 students which made him wonder if the District should be doing more. He said training was provided at every school to help educate staff on how to identify homelessness. He said homelessness was defined as any student living in a shelter, living with family due to economic hardship, living in a hotel or motel or any student in foster care. He said unaccompanied youths were students that were not living with their biological families. He said students had a right to a public education and were provided the ability to enroll without all of the traditional paperwork. He said if a student becomes homeless in the middle of the school year the student is allowed to remain at his/her current school. He said it was to a child's benefit to continue the school year at the current placement as it provides a stable environment. He said the money to support any homeless program came out of the District's General Fund. He said homeless students were to be provided the same services that were provided to any other student including extra-curricular participation. Ms. Robertson said in 2006 she piloted the Idaho Food Bank Back Pack Program. She said the original program had 15 back packs. She said the program at Lewis & Clark Elementary was up to 42 back packs, but was recently reduced to 8 because the school now had a food pantry. She said the school's pantry started in 2011. She said there were 285 food pack distributions last year and year-to-date she had distributed 567 food packs. She said she was making her own food bags now. She said the need was definitely out there. She said food stamps did not cover the entire need of families. Ms. Gebhardt asked how food was collected for the school's pantry. Ms. Robertson said she held a food drive and the Idaho Food Bank supplemented some of that. She said the school's pantry had a freezer and a fridge so she could keep items like meat and frozen goods. She said CRWs and other schools utilized the Lewis & Clark Elementary pantry.

Mr. Turner said this was the first year that the District had a CRW at the secondary level. He said Pocatello High School just started up the food pantry. He said most people tended to donate food pantry items during the Holidays and then donations started to decline after the first of the year. He said he was able to get supplies for homeless students through Laura McKnight at ISU. He said the District offset costs using the McKinney Vento funds and through donations. He said the school held food drives too. He said Health West offered medical services through its free clinic. He said they were able to help one student that couldn't see and were able to get her glasses. He said some of the students had nothing to wear but the clothes on their backs. He said the program was able to help students purchase clothing. He said if homeless students wanted to participate in sports the participation fee was waived. He said the purpose of the program was to ensure an equal chance at education for all students. He said he helped to monitor grades and attendance. He said it was critical for homeless students to know that someone was interested and involved in their life and education. He said he worked closely with the Bannock Youth Foundation to help some of the students get jobs. He said the local Rotary Clubs provided gifts for the homeless students and the Interact Clubs held a lot of food drives throughout the year. He said the Idaho Food Bank helped to stock the pantry at Pocatello High School, Lewis & Clark and Tyhee Elementary Schools. He said people in the community had donated coats, blankets, bagels and food bags. He said all of the items were distributed in an inconspicuous manner because it was very important that students did not feel different or stigmatized. Mr. Hobbs said Ms. Vagner also donated a photography session to help homeless seniors have senior pictures done. Ms. Gebhardt asked if personal care items were available. Mr. Turner said the pantry had the basics but if a particular items was not available it could be purchased with McKinney-Vento funds. Mr. Hobbs said the

laws were broad so the District was able to help with items like fuel or car repairs. Ms. Anderson said in 2010-11 no funds were allocated to homeless students with the exception of Title I funds that were used to help elementary students. She said in 2011-12 approximately \$2,000 was allocated for homeless students. She said that number was increased to \$6,000 in 2012-13. She said this year the District had spent just under \$4,500 to date. Mr. Hobbs said he anticipated that more would be spent on graduation. He said the District started to set aside those funds for secondary students and encouraged elementary schools to use building funds. Ms. Vagner asked Mr. Hobbs and Ms. Anderson if the historical data could be broken out by grade level. Mr. Hobbs said he would compile the data. Ms. Anderson said the District was able to fund Mr. Turner's position by utilizing the carryover. She said he currently worked part-time and rotated to each of the secondary schools. She said the District planned to apply for the reallocated funds and hoped to increase Mr. Turner to a full-time position. She said he would have more time in each of the buildings and would be able to collaborate more with the Bannock Youth Foundation. Mr. Mattson asked if the District would have to apply every year. Ms. Anderson said yes. Ms. Gebhardt asked if the District's homeless numbers were unusual. Ms. Vagner said the Boise District had more homeless students but that District was twice as large so the numbers were comparable. She said the carryover funds used to fund Mr. Turner's position were one-time funds so it would be difficult to sustain the position. Ms. Gebhardt asked how homeless students were identified. Mr. Hobbs said every administrator and staff member was trained on how to identify homeless students. He said some of the things to look for included looking into circumstances where a student moved in with another family member or friend. He said sometimes it required a little digging. He said sometimes the SROs were aware if a student had nowhere to go after school and reported it to the school's administration. He said one school recently came across a situation where the high school student had no credits and was able to figure out that the parent had been running from one state to another and the student was never in school long enough to earn any credits. He said the situation was reported to Health and Welfare and the Police Department. Mr. Mattson asked if students in foster care were eligible for homeless services. Mr. Hobbs said only if the student was awaiting placement.

Enrollment Projections / Staffing Plan – *Special Education; Elementary; Secondary*

Mr. Smart said included in the packet were the student enrollment projections for 2015-16. He said he took current enrollment numbers and ran them through a formula based on the District's historical data. He said there was no historical data for kindergarten because there was no way to predict those numbers. He said kindergarten registration would take place in April. He said he anticipated that enrollment numbers would be down slightly K-5 and up slightly at the secondary level. He said enrollment projections did not take into account any students that might go to the Charter Schools. Mr. Miner said special education numbers changed almost daily. He said some of the students that were previously receiving tiered interventions were not responding to interventions and the District had to consider possible handicapping conditions. He said he hoped numbers would begin to stabilize after spring break when the District held transition meetings. He said the special education data included elementary, middle school and ERR programs in the high schools. He said it looked like Tyhee Elementary would have twice as many special education students next year. He said if that was the case he would need to reallocate a half time case worker to that school. He said it was possible that the Chief Tahgee Charter School was contributing to the increased numbers at that school. He said the Charter was a language emersion school and some of the literacy skills were not being developed, so parents enrolled them at Tyhee Elementary. He said he hoped that assigning a half time case worker at Tyhee would help to alleviate some of the challenges. He said this was also the case at Hawthorne Middle School. He said both Highland High School and Pocatello High School had higher special education numbers than Century High School and New Horizon Center. He said it was partly due to the rollup from elementary and middle school. He said the District would get 70 additional students in the upcoming year. He said there were 79 sixth grade students moving up to the middle schools. He said 12 of them required self-contained placement. He said there were 92 ninth grade students entering the high school system and 15 would require self-contained placement. He said a lot of the students were coming from out of District. He said this year 125 special education students came to the District with IEPs from outlying areas and some from out of state. He said the ERR and DLP students had significant needs that required above and beyond services. He said the District contracted with a behavior agency to provide services. He said the District had 11.5 Intensive Behavior Specialists to help students with the highest risks. He said the District was doing its best to meet all of the needs but it was a daunting task. He said child counts continued to grow. He said as of today the number of special education students was 1,380. He said he anticipated that number would reach 1,400 by the end of the year. He said the District's speech/language pathologists were working very hard. He said 11 staff members were currently serving 70 students with language difficulties each week. He said he was looking into additional training and professional development to help. Ms. Gebhardt asked if the District would get into any trouble for over

identification. Mr. Miner said the District's identification practices were much more sophisticated now than in the past. He said the District required 12 – 16 weeks of evaluation before students could be identified as special education. Ms. Vagner said the previous identification methods were used before the District had developed any Response to Interventions (RtI) practices. She said after the RtI practices were developed there was an increase in Tier 2 interventions while at the same time the number of special education students was reduced. Ms. Gebhardt said it was a little alarming to see the dramatic increase in numbers. Mr. Miner said he was hopeful that numbers would begin to stabilize. He said he started tracking numbers at the start of the school year and the numbers continued to grow. He said the District was currently able to serve its special education population but at some point it becomes a strain on the District's available resources. Ms. Vagner said if the numbers continued to increase it could become a safety issue which was a main concern. Ms. Gebhardt asked if the new students were coming from neighboring Districts or from further away. She said she wondered if it was due to other Districts not offering adequate services. Ms. Vagner said the District was not able to address those concerns financially. Ms. Gebhardt said maybe the legislature would allocate funds to help Districts alleviate some of the safety concerns. Mr. Miner said larger Districts with more resources were seeing increased special education populations. He said the District had a reputation for providing strong services which was a good thing but the reputation had created a strain with more and more people wanting to take advantage of those services. Ms. Gebhardt said if the other Districts were not able to offer adequate services then they should fund the District for the students that came from their Districts. Ms. Vagner suggested that the Board visit the special population programs during monthly school visits.

Ms. Craney said included in the packet were the elementary projected enrollment numbers. She said she took the actual number of students in one grade level and rolled them up to the next grade level. She said she placed the students back into their neighborhood school so the numbers reflected the number of students within a particular boundary. She said based on enrollment she would have to plan on staffing with two less FTE. She said the average class size was shown at the bottom of each column. She said the Academy, Inc. Charter School was planning to expand by one classroom per grade level. She said she didn't know how the expansion would affect the District's enrollment yet. She said it was possible that the Charter School would pull students from all over or there could be concentrated pockets at some of the schools. She said she would also continue to monitor the Gem Prep Academy numbers.

Ms. Harwood said the projected secondary enrollment numbers were included in the packet and the secondary schools would be staff neutral. She said she rolled students up to the next grade level and placed them at the neighborhood school. She said she only anticipated a small gain at the middle school level. She said Alameda Middle School would get more than the other middle schools. She said in order to get a clear picture of middle school staffing she eliminated the special education populations to get a more accurate student to teacher ratio. She said there was quite a difference between the numbers at Hawthorne Middle School and Franklin Middle School and she was looking at shifting an FTE from one school to the other. She said Franklin Middle School was developing a plan. She said it was a different story at the high schools. She said she anticipated an increase of 115 students and 93 of them were projected to enroll at Highland High School. She said she was in the process of developing a staffing plan. She said staffing at the high schools was very complex because of the special programs like Professional Technical and AP courses that had smaller class sizes. She said it was a challenge to protect the smaller classes while addressing such a large increase in enrollment at Highland High School. Mr. Vitale asked if enrollment could be capped at the high schools with such dramatic enrollment increases. Ms. Harwood said the District never had in the past. She said there were currently ten students requesting enrollment at Century High School from Marsh Valley and if the District started capping enrollment it would have to do some kind of lottery for those students. Ms. Vagner said before the District considered capping enrollment it would have to analyze historical trends. She said the District could not afford to lose any more enrollment at Pocatello High School or it would start affecting the type of programs that the District could offer. She said the District also had to consider the ratio of students to administrators. She said there was a huge disparity between the ratios at each of the high schools. Ms. Gebhardt said she remembered that in the past Highland High School's enrollment dropped at one point due to problems with the previous administration and had now shifted back the other way and was higher than ever. Ms. Vagner said the administration would also have to look at how the feeder schools fed the high schools. She said the District may need to consider boundary shifts in the future or eliminating school choice. She said the administration would keep a close eye on both of those issues. She said if the Irving Middle School numbers continued to decline the District would have to look at how those numbers rolled up into the high schools. Ms. Harwood said the high school numbers were after school choice and included private and charter school numbers. Mr. Mattson asked if it would help to get rid of school choice. Ms. Vagner said the numbers fluctuated up or down over time and the administration would have to analyze the history. Ms.

Harwood said the numbers were a little uneven this year but could balance out over time. Ms. Vagner said the principals were good about working together, but also competed for students at some level.

Broadband / Wide Area Network (WAN) Services Update

Mr. Smart said the broadband and wide area network service issues had been on the District's radar for several weeks. He said the administration compiled all of the e-rate documents and had secured broadband services to get the District through the rest of the year. He said the Board met a couple of weeks ago to discuss the Contract for broadband and wide area network services for the rest of the current year and for the 2015-16 school year. He said the cost of the broadband contract would be partially reimbursed by the state. He said the Board would meet on March 24, 2015 to finalize the Contract. He said that would keep the District in compliance for e-rate reimbursement. He said the District completed the wireless installation project in the high schools. He said Roger Sargent from the SDE had just completed the audit of wireless access point requirements and approved the District for reimbursement. He said the audit equipment determined signal strength and the District met all of the requirements. Ms. Vagner said \$85,000 was riding on the passage of the inspection. She said the technology department worked very hard to make sure the installation was done right. She said the advertisement for a sole source provider had been posted and the District was in the middle of the countdown for the fourteen days that it was required to be posted. She said the Board would meet on March 24, 2015 to award the broadband and wide area network contracts. She said the legislature approved a bill to reimburse Districts for both broadband and wide area network services. She said Senator Guthrie carried that bill. She said if any money was left after reimbursing Districts for broadband, the remaining amount would be used to reimburse the WAN services. She said the legislature anticipated money would be left over. Mr. Smart said the District was not the only one in this position. He said there were about 22 other Districts in the same situation. He said Senator Guthrie said that Districts should not become collateral damage and the state needed to make it right. Ms. Gebhardt asked if the District would secure its own for 2015-16 services. Ms. Vagner said the state would most likely fund Districts either way but she believed the Districts would secure individual contracts in the future. Mr. Smart said some of the smaller Districts in the state had extremely high costs.

Reports: Supplemental Levy; Legislative Update

Ms. Vagner said the administration would meet at the District Offices at 8:00 p.m. to receive updates on the Supplemental Levy Election results. She said it would probably be about 9:30 p.m. before all the results were in. Mr. Smart said the County collected all of the ballot boxes and counted each vote. He said the District called in every once in a while for current counts. Ms. Vagner said the legislature was taking testimony on House Bill 222, the Career Ladder bill. She said so far public comment was 4 to 1 against the bill. She said the administration had heard that the bill could be held. Mr. Smart said there were six schedules throughout the bill and combined them on one page to make it easier to read. He said the bill talked about moving a reimbursement schedule from the current grid and creating only two levels of experience. He said if the bill passed the District would be reimbursed based on the new ladder at a higher rate than before. He said the first three steps on the reimbursement schedule were for new teachers that would be called "Residency". He said the next level was the "Professional" ladder. He said if the bottom of the current salary schedule was compared to the end of the new career ladder it only amounted to a \$2 raise for veteran teachers. He said the state was putting all of the money into the base and into new teacher salaries. He said the line in the middle of the proposed schedule was the cutoff for the current base. Ms. Gebhardt said she thought the goal was to make sure that all teachers were compensated at a rate that would keep them teaching in this state. She said this proposal did not seem to do that. Mr. Smart said the proposed ladder was just a starting point but additional funds would be added for education and leadership. He said teachers that held a Master's Degree would receive an additional \$3,500. He said he did not know if the state would pay teachers directly or if it would be included in the District's reimbursement. Ms. Gebhardt asked if it was a one-time compensation or if it was annual. Dr. Howell said the state had not clarified that at this point. He said he would assume it was annually because the ladder was based on a five-year phase in. Mr. Smart said there was another section on "master teachers" but was completely different than compensation for a Master's Degree. He said teachers would have to meet certain criteria but would be compensated up to \$4,000 for being a master teacher. Ms. Vagner said that section would not kick in until 2019. He said he had no idea how the District would track the criteria. He said there did not appear to be any rhyme or reason to the proposed index. He said a teacher reached step 10 the salary would increase by 1.72%. He said teachers who were already at the maximum would not qualify for any additional reimbursements and would only realize a 1.25% increase for the rest of their careers. He said with the proposed schedule it would take the District 11 years to get back to the same level of funding as 2009. He said it would take until 2020 for the base salary to get back to the same funding levels as

2009. He said any hope for an increase would only come from the additional premiums. Ms. Vagner said there were only five steps on the schedule and after that it was frozen. Mr. Smart said the District's salary schedule was built on ten steps and the career ladder would get up to that point of reimbursement faster than before, but then it was frozen. Ms. Vagner said the administration would know by the end of the day whether or not the bill was approved or if it was held. She said the education budget was supposed to be set by JFAC on Thursday, but if this bill was not passed, JFAC would most likely delay setting the budget. She said there was another bill in the House that proposed the budget and requirements for counselors. She said if it went through it would limit local control. She said the civics test legislation had been modified to eliminate the test requirement and only required that civics be taught. She said the District already taught civics. Ms. Gebhardt said there was some concern that if the Career Ladder did not pass the funds would be used for other areas like tax cuts. She asked about the status of the anti-bullying bill. Ms. Vagner said there was an anti-bullying bill out there but at the time it did not have legs.

Public Comment

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There was no public comment at the time of the meeting.

Adjourn Work Session Convene Special Meeting/Executive Session in the Superintendent's Office 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; and Idaho Code 67-2345 (1) (c) To conduct deliberations concerning labor negotiations;

Chair Gebhardt adjourned the Work Session at 3:00 p.m. and said the Board would convene into a Special Meeting/Executive Session in the Superintendent's Office.

A motion was made by Mr. Vitale and seconded by Mr. Mattson to adjourn to Executive Session. The roll call vote was unanimous in the affirmative. Mr. Mattson, aye; Mr. Facer, aye; Mr. Vitale, aye; Ms. Cranor, aye; Ms. Gebhardt, aye. The Board adjourned to Executive Session at 3:06 p.m.

OTHERS PRESENT:

Doug Howell, Director of Human Resources
Jan Harwood, Director of Secondary Education
Rena Johnson, Board Secretary

The following attendees joined the Executive Session at 3:15 p.m.:

Bart Reed, Director of Business Operations
Carl Smart, Director of Employee Services
Randy Bohannon, Contracted Services (by phone)

Return to Open Session – Take Action Pertinent to Personnel

A motion was made by Mr. Facer and seconded by Mr. Vitale that the Board of Trustees remove **Employee Docket No. 15-01**, a certificated professional employee of the District, from a period of formal probation as recommended by the District's Superintendent. The voting was unanimous in the affirmative.

Adjourn

A motion was made by Mr. Facer and seconded by Mr. Vitale to adjourn. The voting was unanimous in the affirmative. The Board adjourned the Special Meeting/Executive Session at 3:40 p.m.

APPROVED ON:

21 April 2015
By:

Jamie McEberdt
Chair

MINUTES PREPARED BY:

[Signature]
Secretary, Board of Trustees

ATTESTED BY:

[Signature]
Clerk