

**MINUTES OF THE
REGULAR SESSION BOARD MEETING
POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
Education Service Center Board Room
Tuesday, October 15, 2013
5:30 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Janie Gebhardt, Chair (Excused)
Jackie Cranor, Acting Chair/Vice Chair
Paul Vitale, Clerk

Jim Facer, Assistant Treasurer
Dave Mattson, Member
Mary Vagner, Superintendent

CONVENE REGULAR MEETING

A Regular Session of the Board of Trustees of School District No. 25 was held in Pocatello, Idaho on the 15th day of October, 2013, as provided in Section 33-510, Idaho Code. Acting Chair Cranor called the Regular meeting to order at 5:34 p.m.

PLEDGE OF ALLEGIANCE

Tanner Gilman, a student, led the audience in the Pledge of Allegiance.

REVIEW, REVISE, AND APPROVE AGENDA – Self Explanatory – Action

Acting Chair Cranor reviewed the agenda and the addendum. A motion was made by Mr. Facer and seconded by Mr. Vitale to approve the agenda and the addendum as presented. The voting was unanimous in the affirmative.

APPROVAL OF MINUTES – Self Explanatory – Action

- a. **Special Meeting/Action** – September 4, 2013
- b. **Special Meeting/Work Session** – September 10, 2013
A motion was made by Mr. Vitale and seconded by Mr. Facer to approve the minutes as corrected. The voting was unanimous in the affirmative. Acting Chair Cranor said the following minutes would be approved at the November 19, 2013 Regular Board Meeting.
- c. **Special Meeting/Work Session/Regular Board Meeting** – September 17, 2013
- d. **Special Meeting/Work Session/Retreat** – September 24, 2013

RECOGNITIONS/VISITORS/CORRESPONDENCE – Information

a. Visitors and Correspondence

b. Recognitions – Information – Ms. Allen

Ms. Allen invited Megan Perryman, the librarian at Century High School, to the podium. She said Ms. Perryman's colleagues nominated her for School Librarian of the Year Award. She said the state selected Century High School for Library of the Year and Ms. Perryman for Librarian of the Year. She said the award showed that Ms. Perryman went above and beyond and reflected her "can do" attitude and positive outlook. She said Ms. Perryman would receive \$400 towards travel to the state conference where she would be recognized.

Ms. Allen invited Kathy Blythe and Evelyn Robinson to the podium. She said Ms. Blythe was being recognized for being nominated for the Office Max – A Day Made Better Award. She said the program helped teachers purchase supplies for their classroom. She said Office Max only selected 1,000 teachers nationwide. She said Ms. Blythe would receive \$1,100 worth of supplies. She said Ms. Blythe was selected based on her passion for teaching, her innovation and dedication to the profession and the success of her students. She said the office supplies included items for her classroom like a new desk chair, pens and pencils and paper. She said the teacher would also receive a Kindle Fire and the school would receive \$1,500 for supplies. Principal Robinson said Ms. Blythe was an amazing teacher and really walked the talk with Whatever It Takes. She said Ms. Blythe served on committees outside of the classroom, was a member of the school's STAT Team, the Special Education Problem Solving Team, was the right hand helper with the school's CRW and helped with numerous service activities during the holiday season including delivering treats and trees to families in need. She said she helped with school programs, was a highly qualified educator and an amazing individual that really cared about her students, the school and the community.

Ms. Allen invited staff members from maintenance & operations, Hawthorne Middle School, Irving Middle School, Lewis & Clark Elementary, and the Lincoln Center to the podium. She said the staff members made it possible to welcome students to school this year. She said the Pocatello area recently experienced severe flooding which affected all of these schools and the staff members immediately stepped up to minimize flooding damage and to help clean up after the flooding to make sure buildings were safe. She said staff members helped move equipment, pump water out of the buildings and cleaned and dried walls and floors. She said Varsity brought in a high powered sump pump to extract water at Irving Middle School and the Lincoln Center. She said the employees went above and beyond to do Whatever It Takes to create a safe environment for learning and working. Principal Stevens recognized and thanked the many staff members that helped and said the school's custodian, Robert Ulrich, really stepped up to help get the situation under control. Head Start Coordinator, Sherry Young, thanked Linda Richmond and Kaylin White who were in attendance, and the many teachers that stepped up the minute they heard there was flooding to help put things up and out of the way to minimize property damage. She said their efforts were to be commended. Principal Myers said the Lincoln Center staff had done an amazing job and the playground was finally up and running that week. She said the school's custodian was amazing. She said he brought the troops with him and got everything back to order for the start of school which only had to be delayed by one day. Principal Robinson said Teresa Diagle, Joni Barker and Jeanie Krichbaum heard the water coming down the walls and all of them stepped up to put things up out of the way to minimize damage. She said the school would have lost a lot more materials than it had if those ladies weren't there to help. She said some of them ruined their shoes and pants tromping through the water which really showed how much they cared about the school and the students. Mr. Gwynn thanked everyone including the staff, the fire department, the maintenance workers and Varsity for doing Whatever It Takes. He said Mr. Shappart rallied custodians and had them pumping water out of facilities all over the District. He said Varsity brought it a high powered extractor that really helped with the facilities with the worst flooding. He said it was a great team effort. Ms. Allen said she and Ms. Vagner went to the Lincoln Center the following day and saw the books spread out to dry and she wanted to let the staff know how grateful the District was for all of their extra efforts.

Ms. Cranor said these were just some of the great examples of wonderful things that were happening throughout the District with students, staff and the community. She thanked everyone for stepping up in the District's hour of need. She said it was very heartening to see how much people cared.

c. Public Comment on Items Not on Agenda

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.

Jan Flandro – 72 Rosewood Ave, Pocatello, ID 83201

Ms. Flandro said she was there that evening to talk about one of the foundations of the District. She said the foundation was built on Rigor, Relevance and Relationships. She said the District had weathered many storms recently with all of the limitations from the state and budget cuts during hard economic times. She said the District was more stable, the Board was stable and the Superintendent was effective and showed leadership. She said now was the time to talk about bargaining. She said she was here to ask the Board to consider Interest Based Bargaining (IBB). She said the time was right since there was no crisis. She said the community had shown support and given the District more money and the Board authorized an Emergency Levy to support the implementation of the Common Core. She said she believed IBB would help the bargaining teams focus on relationships rather than focusing on putting out fires. She said the relationship was long standing and had its ups and downs which both teams had been able to work through. She said IBB was an option because members of the PEA's bargaining team had concerns about the way negotiations had gone in the past. She said the team agreed it would like to get back to the interests of both sides which was the reason IBB appealed to them. She said IBB took training and buy-in from both teams but provided flexibility, helped identify problems and offered solutions for solving those problems. She said there were less opportunities for power plays and encouraged collaboration from both sides. She said IBB helped improve

relationships and managed the negotiations process in a more open environment rather than feeling like one side was winning or losing. She said the PEA team wanted to work together and collaborate with the District's team and asked the Board to please consider the IBB method. She said there was a federal mediation service that would provide a neutral mediator to help with the process free of charge.

REPORTS

a. Student Representative Reports (3 minutes each)

1) Century High School – Duncan Thompson/Madison Morton

Mr. Thompson said Century High School had its National Honor Society induction the day before. He said 61 new members were inducted for a total of 352 members. He said students would take the PSAT the next day and seniors would attend a Majors and Minors Fair at ISU. He said the ISU staff would have presentations for seniors, would discuss financial aid and provide tours of the campus. He said the school play would run from November 24 – 27, 2013. He said District soccer tournaments started that day and volleyball would start the following week. He said the school recently had its Homecoming Dance which was a success. He said the school would have a Veteran's Day Assembly on November 11, 2013 and would include guest speakers and a musical performance.

2) Highland High School – Emma Brinton/Hans Liu

The Highland High School representatives were not present at the time of the meeting.

3) Pocatello High School – Caitlin Lackey/Ethan Hatch

Ms. Lackey said Pocatello High School's Back to School Night was held on September 18th. She said the soccer teams did not make it to Districts but the rest of the athletic teams were starting tournaments. She said the National Honor Society induction went well. She said class pictures were complete, mid-terms were over and the school had its annual blood drive. She said the school had a Club Rush which was an event to introduce all of the clubs to students. She said the school's Homecoming was that week and the dance was on Saturday. She said the school had a potato bar fundraiser the next night at 5:00 p.m. followed by the Mr. Pocatello High School event at 7:00 p.m. She said students would take the PSAT the next day and seniors would go to ISU for the Majors and Minors Fair.

4) New Horizon Center – Amarae Platt/Michael Turner

Ms. Platt said the school would have its Awards Ceremony for 1st block on November 1, 2013 to recognize good attendance and behavior. She said the amount of students with passing grades was up by 3% from the year before. She said students were designing T-shirts for good attendance and behavior and were designing the cover for the school's handbook. She said students and staff were preparing for the Focus Review from the State Department of Education. She said a student leadership group was being organized. She said the school was in the beginning stages of partnering with ISU's art department to offer an art class at New Horizon Center. She said the school's College and Career Family Night was in the planning stages. She said a Parent Advisory Group was being formed. She said students would take the PSAT the next day. She said a lot of students were passing the practice tests which was exciting.

b. Media Report – Ms. Allen

Ms. Allen said media coverage remained strong. She said there were 15 education news stories. She said there were a lot of stories about student activities and teachers. She said there were also a lot of stories on the government shutdown and the potential impacts to schools. She said various staff members had provided ICS presentations to the community included Superintendent Vagner who gave a presentation on school achievement and the Star Ratings to the Centennial Rotary group. She said the exchanges were positive and there were a lot of good questions. She said one Rotarian commented that it was nice to see that the District was still doing Whatever It Takes even with the reduced funding. She said the administration would continue giving presentations and would give a State of Education Address at the Chamber of Commerce Luncheon. She said the District filmed student vignettes with KPVI were being aired. She said she was proud of the students and thanked the staff at KPVI and said it was a very rewarding experience.

c. Community Engagement Report – Ms. Allen

Ms. Allen said included in the packet was a list of Community Engagement Opportunities in which administrators volunteered to participate. She said the purpose was broad involvement to help the District maintain a positive relationship with the community. She said the District often asked for community support and it was important to give back. She said the District had over 50 administrators involved in numerous community organizations. She said the Superintendent expected each administrator to participate in at least one community engagement opportunity. She said there were hundreds of examples of staff and students being involved in community projects all year long. She said the administration appreciated the efforts of its

administrators and Board members for their participation in the community. Ms. Cranor said it was amazing to see the level of involvement of District administrators and the time they spent reaching out to the community. Ms. Allen said community participation was on their own time which was really amazing with the amount of hours they put into their jobs daily.

d. Report on Standing Committees for 2013-2014

Ms. Cranor said she attended the Education Foundation Meeting and the team was geared up for Festival of Trees. She said the Fix It Committee would meet next week. Mr. Facer said changes were coming to the District's Wellness/Insurance plans which would begin being defined sometime in February.

e. Region V ISBA Meeting Report

Ms. Cranor said the Region V ISBA Meeting was held on October 10, 2013 at Marsh Valley High School. She said all Board Members attended. Ms. Vagner said the attendees reviewed the ISBA Resolutions which ultimately drive legislation. She said the group discussed the importance of getting money for operations and salaries. Ms. Cranor said four local legislators were there and it was good for them to hear and for the Board to see their support.

f. District #25 Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2013 and Certification of Annual Statement of Financial Condition

Mr. Reed said included in the addendum was the 2013 Comprehensive Annual Financial Report presentation for the fiscal year ended June 30, 2013. He said a hard copy of the full report was at Board places. He said the department worked hard to prepare and present the very best report possible in order to be transparent to the community. He reviewed the sections in the report. He said the introductory section provided a narrative about the District. He said it included an organizational chart and listed the Board Members. He said the financial section reviewed the basic financial statement and schedules that compared projected budgets to actual figures. He said the statistical section was the most visual and identified trends and reviewed the District's demographics and the local economy. He said the last section was the single audit which reviewed compliance and was conducted by Deaton & Co. He said the District had participated in the Excellence in Reporting programs for the last 22 years with both the GFOA and ASBO. He said the District had been awarded the Excellence in Reporting Award every year since it began participating 22 years ago. He said the District was the only one in the state of Idaho that participated in both programs and only a couple participated in the GFOA. He said the certificates from the two organizations were included in the report. He said every year he expected the financial section to get a little easier, but each year new requirements were added and different formats were required. He said the balance information which included the District's assets, liabilities and equities were also being changed for reporting purposes next year. He said the state was requiring Districts to include its deferred outflows and inflows that detailed the revenue and expenditures that had not yet been incurred. He reviewed the District's net position which was over \$44 million, primarily due to the District's facilities. He said this year's report looked different from last year's report and was difficult to compare. He reviewed the budget highlights. He reviewed the governmental fund balance sheet which represented the CIP and special funds. He reviewed the general fund and said the projected general fund budget was \$61 million compared to the actual amount of \$62 which was within 5/100 of a percent and was the closest to projections that he had ever seen. He said last year the District had decreased enrollment which reduced the District's allocation from the state but picked up more Medicaid revenue than anticipated which brought the projections closer to the actual budget. He said the District was \$4,500 under budget. He said the District was getting closer and closer to spending every penny that it budgeted for. He said the unassigned fund balance was at \$3.6 million. He said it may seem like a tremendous amount of money but it only represented twenty days of operations for the District which was a loss of ten days from the year before. He said the GFOA recommended that an organization's unassigned fund balance should represent no less than two months of operations, or a minimum of 5% for larger government entities. He said the District's unassigned fund balance was nowhere near two months of operations. He said the District also had a committed fund balance that was one-time money to help the District balance from year to year. He said the District utilized about \$800,000 to help balance for the current year which left very little for next year. He said even if the District included that revenue it would still only have 29 days of operations. He said the general fund was broken into five categories: non-spendable inventory, committed which was one-time money, appropriated and unreserved unappropriated. He said the other budgets included the unreserved funds for CIP, bonds and special funds. He said salaries amounted to 67% of the District's budget. He said the District received revenue from state support, federal, property taxes and other local revenue. He said the District's expenditures included instructional support, support services, capital outlay and debt service. He reviewed the assessed and actual property values. He said in 2004 the District started with \$2 billion in

property value which had grown to \$3 billion. He said the District's property value had increased by 1/3 over the last 10 years. He said the District's homeowner's exemption had dropped to \$81,000. He reviewed the principal property tax payers in Bannock County. He said ten years ago the hospital wasn't even on the list and was now the number one property tax payer in Bannock County. He reviewed the District's actual versus projected enrollment. He said the District's highest enrollment was in 1994. He said the District experienced a significant decrease in 2003, then another increase in 2009 and had remained fairly stable since that time. He said that could change at any time. He reviewed demographic and economic statistics in the community. He said the community's per capita income was \$28,818 which had decreased since 2008. He said the county was still at 7% unemployment. He reviewed the construction history in the community over the last three years. He said commercial construction was still very low. He said the only major change in the last three years was the construction of the hospital. He said homeowner construction had not increased since 2007. He reviewed student enrollment versus state funding. He said if the number of full time employees was compared to the number of students it was evident that gap was growing further apart. He said the District was able to use one-time ARRA funds to hire more teachers but the funding had run out. He reviewed the educational demographics. He said the District had 706 teachers and 69% had a Masters or BA+36 or higher. He said 25% of the District's teachers had less than four years of experience and yet the majority had extended education. Mr. Reed introduced the auditor, Charles Clark from Deaton & Company and turned the time over to Mr. Clark. Mr. Clark thanked Mr. Reed and the staff at the District Office. He said there were substantial changes to reporting this year. He said out and inflows and net positions required rewriting of the financial statement. He said it was a very intricate process and an extensive task. He said included in the packet was a letter stating what the audit team reviewed and what the responsibilities of the administration and audit team were. He said the audit represented an unqualified opinion and the team believed the audit was presented fairly. He said based on the history of the District the team analyzed samples of transactions that were geared to identify fraud or abuse. He said the team ran a summary of transactions of the last year to make sure it matched up with expected results. He asked the Board to read the management discussion analysis which provided the best summary of the process. He said the audit team conducted what was called a "yellow book" audit to ensure the District had internal controls and was in compliance with all contracts. He said the audit team also reviewed any federal grants that were over \$500,000 to ensure the District was in compliance with the rules of those grants. He said the District received approximately \$11.5 million from federal programs. He said the team reviewed the District's financial reporting to make sure the ledger was balanced. He said were no problems were identified. He said the team looked at administrative controls for federal programs and no deficiencies were identified. He said the testing was designed to cover a broad scope. He said the audit team was comfortable that the District was doing a good job and was in compliance. He thanked the Board, Superintendent Vagner, Mr. Reed and the staff. Mr. Reed said included in the packet was a memorandum detailing Idaho Code and Board requirements to certify the Annual Financial Condition Statement and the Annual Statement of Financial Condition summary. He said the Board would be asked to accept the District #25 Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2013 and certify the Annual Financial Condition Statements under New Business.

CURRICULUM AND INSTRUCTION AND SCHOOL SAFETY – Information – Mr. Wegner, Dr. Mortensen, Mr. Devine, Mr. Hobbs

a. Technology Needs for SBAC – Mr. Wegner

Dr. Mortensen said included in the packet was information relative to the technology needs of the District in order to administer the SBAC. She said in order to move forward with purchasing the necessary equipment, the Board would need to authorize the expenditure of funds from the Emergency Levy account. She said the equipment would facilitate all of the testing requirements for the SBAC assessments. She said the Emergency Levy account was set aside for this purpose. She said the Board would be asked to authorize the expenditure of funds from the Emergency Levy account under New Business.

b. Ability to Maintain Current with Curriculum Cycle Report – Mr. Wegner

Dr. Mortensen said included in the packet was a current Curriculum Cycle of Renewal detailing the curriculum adoptions that would be scheduled to occur if the budget allowed. She said if the District had been able to support any textbook adoptions this year it would have looked at ELA textbooks for grades 6 through 12 in the amount of \$500,000. She said while textbook adoptions were not a possibility, the administration was grateful the Board set aside funding for the implementation of the ICS. She said the District had already used \$82,000 for printing materials and was still receiving additional requests for resources.

c. School Improvement Plan (SIP)/WISE Tool Update – Mr. Wegner

Dr. Mortensen said included in the packet were slides relative to the School Improvement Plan and WISE Tool timeline and process. She said BLTs completed an annual achievement analysis template and self-assessments. She said the teams wrote SMART Goals based on the needs identified in the achievement analysis in order to focus improvement efforts. She said teams chose five indicators that supported attainment and were focused around District and school initiatives. She said the SMART Goals were due to the District on October 18th. She said the Instructional Directors would review the goals and submit them to the SDE.

d. Alternate Route to Graduation Plan – Mr. Wegner

Dr. Mortensen said included in the packet was an updated Class of 2016 Alternate Route to Graduation Plan. She said the plan required revision after further requirements were imposed by the state. She said the state was now requiring benchmarks with a point value identified for students taking the PSAT as an alternate route to graduation. She said since the PSAT did not have a makeup day the administration selected the ASVAB as an alternative to the PSAT. She said schools may schedule test dates as needed but students could only take the test once per year. She said the Board would be asked to adopt the plan under Old Business.

e. Update on Professional Development Funds – Mr. Wegner

Dr. Mortensen said included in the packet was the District's ICS Resources and Three-Year Professional Development Plan that detailed the professional development activities, timeline and resources that would be conducted utilizing the 40% of differentiated compensation funding from the state. She said at a Fix It Committee meeting earlier in the year the committee agreed to use 40% of the differentiated compensation funds for professional development. She said 40% of the funds amounted to \$340,000 and over \$221,000 was being returned to teachers in the form of professional development stipends and the remaining amount was being utilized to cover printing costs and registration fees for an ICS Math and Science Conference.

f. Instructional Technology Update – Mr. Wegner

Dr. Mortensen said the main focus of technology instruction at elementary level was on the new student learning profile. She said the instructors spent a lot of time training teachers on how to set up gradebooks in Infinite Campus properly. She said a lot of teachers were requesting training on the PLATO program which replaced Compass. She said Mr. Merica and Ms. Spall created and distributed guides for using the Infinite Campus Gradebook. She said ICS units were being housed in My Big Campus and Moodle and were continually updated as teachers were learning to navigate the sites and update content. Ms. Cranor asked if there had been many complaints from elementary teachers about losing Compass. Dr. Mortensen said Compass was familiar and learning a new program was challenging especially with all of the coming changes, but PLATO was a viable alternative and the technology specialists were doing their best to make it as accessible and as simple as possible for those teachers.

g. Any Other Curriculum/PLCs/TIA/Beliefs Update – Mr. Wegner

Dr. Mortensen had no further Curriculum update at the time of the meeting.

h. Head Start Liaison Designation Memorandum/Program Update – Dr. Mortensen

Dr. Mortensen said included in the packet was a memorandum designating Jackie Cranor as the Board liaison for the Head Start Program for 2013-14. She said it was necessary for the Board to annually designate a liaison to meet Head Start Governance requirements. She said the Board would be asked to approve the memorandum under New Business. She said the Board may have been wondering how the shutdown affects Head Start program. She said the District's Head Start Program was not affected by the government shutdown because the grant year was approved in the previous year. She said the Lincoln Center playground finally opened that week and teachers and students were delighted. She said the final federal financial report for Head Start was submitted by the due date of September 30th.

i. 21st Century After School Program Update – Dr. Mortensen

Dr. Mortensen said 268 students were currently participating in the 21st Century After School Program. She said there were still spaces available and the District was looking to hire additional assistants in order to maintain the ratio of students to adults. She said it was a strong start for the program. She said this coming Thursday was the National Lights On Event. She said each of the After School Centers was involved in the event and had presentations at 3 and 5 p.m. and Board members were invited to attend. She said students would talk about how the After School Program was a light in their lives. She said the program coordinators were preparing for the first Family Night the following month. She said the family night would focus on literacy activities.

j. After School Strings Program Update – Dr. Mortensen

Dr. Mortensen said the After School Strings Program started the week before. She said the program had a new coordinator this year, Joseph Henson who had been an instructor in the program for the last few years. She

said there were 38 students currently participating in the program which was down from 41 students the year before. She said the largest group was the 3rd grade. She said students met twice a week and received 75 minutes of instruction. She said there were five teachers working with students.

k. Idaho Food Bank Back Pack Program Report – Dr. Mortensen

Dr. Mortensen said included in the addendum was a current Idaho Food Bank – Back Pack Program report. She said the report had a small correction and participation was down slightly from the start of last year. She said the District’s allocation was 200 backpacks per month and there was room to provide more in some locations.

l. Charter School Update – Dr. Mortensen

Dr. Mortensen said included in the packet was an article from the Sho-Ban News regarding the Chief Tahgee Elementary Academy which opened in the fall. She said Mr. Smart made an onsite visit and visited with the principal, Joel Weaver and learned there were 91 students enrolled. She said the Charter was still working on the outdoor area and smoothing out its transportation issues. She said the District had experienced minimal impact to its enrollment as a result of the Charter opening its doors. She said the District wished them success.

m. Western Governors University Student Teacher Intern Request – Dr. Mortensen

Dr. Mortensen said included in the packet was a request from Western Governors University to place a student teacher intern at Tyhee Elementary School during the winter trimester. She said the Board would be asked to approve the request under the Consent Agenda.

n. Any Other Elementary Education/PLCs/TIA/Beliefs Update – Dr. Mortensen

Dr. Mortensen said she wanted to acknowledge the effort and commitment of the District’s teachers and staff as they worked to implement the Idaho Core Standards. She said everyone was learning together and the staff were doing an amazing job making sure that students would meet the more rigorous standards. She said there were still gaps to fill but the administrators and teachers were doing tremendous work. Ms. Cranor said she agreed and commended the teachers for working continuously for their students.

o. Concussion Tracking Report – Mr. Devine

Mr. Devine said included in the packet was the Concussion Tracking Report that detailed the required reporting for concussion paperwork for students and CPR/AED training for coaches at each of the secondary schools. He said two of the schools hired assistant coaches after the start of the year due to last minute resignations and the new coaches had not had the opportunity to complete their CPR/AED training to date, but were all scheduled to complete the training in October. Ms. Cranor asked if the schools tracked the number of students that had concussions. Mr. Devine said yes, especially for student athletes, but with other students the schools had to rely on information from the parents. He said the District hoped to formalize the expectations this year.

p. Pocatello High School Accreditation Progress Assessment Timeline – Mr. Devine

Mr. Devine said included in the packet was the 2012-13 Progress Assessment and timeline for Pocatello High School after receiving direction from the Accreditation Review Team. He said it was exciting to see the administration use the review as an opportunity to address some of the issues and move the school forward.

q. Early Graduation Requests – Mr. Devine

Mr. Devine said included in the packet was a memorandum listing the number of early graduation requests by school and the reasons students were requesting early graduation. He said he reviewed the applications which were in order. He said the Board would be asked to approve the early graduation requests under New Business.

r. Camp/Clinic Request – Mr. Devine

Mr. Devine said included in the packet was a Camp/Clinic request from Highland High School. He said the request had been reviewed and was in order. He said the request was classified as a camp because instruction was being provided for a fee. Mr. Mattson asked about the 20% benefits. Mr. Devine said it was sometimes necessary to bring in a bursar outside of work time to help with paperwork and the bursar had to be compensated for the additional time. He said the Board would be asked to approve the request under Old Business.

s. Out of District/Overnight Field Trip Requests – Mr. Devine

Mr. Devine said included in the packet were Out of District/Overnight Field Trip requests. He said an additional request was also included in the addendum. He said the requests had been reviewed and were in order. He said the trip that was included in the addendum was for a group to attend FFA and the advisor was recently able to arrange shared bussing with other Districts that also qualified. He said the Board would be asked to approve the requests under Old Business.

t. Any Other Secondary Education/PLCs/TIA/Beliefs Update - Mr. Devine

Mr. Devine said there was tremendous buy-in from secondary teachers for the compare and contrast writing assignment. He said the assignment included reading material and prompts and the schools had been doing an amazing job working as a team and he was grateful the teachers were on board. He said the high schools planned to contact and interview graduates to find out how their high school experiences prepared them for their post secondary careers. He said it would be helpful for current students to see the interview videos of former students expressing how high school helped prepare them for the future. He said Century High School recognized a student with autism as the Homecoming King and included him in the Homecoming activities throughout the week. He said the student council discussed nominating him and the family was appreciative of their thoughtfulness. He said it was amazing to watch the student receive the nomination and it was a heartfelt special experience. He played a video clip from Channel 8 news showing a special needs student from Highland High School participating in the Highland vs. Madison soccer game and the incredible sportsmanship by the Madison High School soccer players to let the student score a goal even though they were losing the game. He said it was a great example of sportsmanship.

BUSINESS OPERATIONS (BUDGET, MAINTENANCE, TRANSPORTATION, FOOD SERVICE) –

Information – Mr. Reed

a. Idaho General Fund Update

Mr. Reed said included in the packet was the current Idaho General Fund Revenue Report. He said the state's revenue was showing improvement in the September report. He said revenue exceeded projections by \$16 million which put the budget at 1.6% ahead of projections which was good news.

b. Status of Federal Government Shutdown

Mr. Reed said the administration learned that the \$22 billion allocated to Title I and Special Education programs would be sent to states this month. He said there was no definitive answer for how long the budgets would be sustained. He said the District received a Q&A information sheet from the state regarding the Food Service program. He said the USDA determined that additional funding was available to sustain Food Service programs for several months. He said the funding was supplied through a permanent appropriation and was not reliant on congress. He said the administration was unaware of that information previously and was glad to learn the program would not be affected.

c. PCCS Fiscal Audit Management Letter

Mr. Reed said included in the packet was the draft Fiscal Audit Management letter to PCCS. He said the audit presentation was given by the PCCS administration at the October Work Session. He said PCCS was in good financial condition and the administration only had one recommendation which was to suggest the Charter set aside funds for future facility maintenance. He said the Charter started with a new building which was now eight years old and it took a sizable amount of money to maintain buildings as they became older. He said the Board would be asked to approve the letter under New Business.

d. K-12 Enrollment and Capacity Report

Mr. Reed said included in the packet was the fall K-12 Enrollment and Capacity Report for the District's facilities. He said the report was presented twice a year. He said there were significant changes in elementary and middle school enrollments this year due to the boundary changes. He said Century High School was the most crowded building in the District this year. He said the direction from the Board was to maintain capacity at about 85%. He said the recommended capacity was not always possible to meet but the administration tried its best to keep enrollment at the recommended capacity when possible. He said included in the addendum was a correction to the middle school enrollment totals for 2013-14. He said Alameda Middle School enrollment would most likely grow next year because the grandfather allowed this year would not apply next year. He said all of the District's elementary schools were now K-5. He said four elementary schools were over 90% capacity. He said all of the other schools were within the recommended capacity percentages.

e. Annual Print Shop Usage Report

Mr. Reed said included in the packet was the annual Print Shop Usage Report that detailed the amount of printing completed since 2001. He said the print shop used to run all of the copies for the District and produced over 6 million copies per year but the District implemented a copy program at each of the schools which reduced the number of copies produced out of the print shop to about 2.5 million copies per year. He said more copies were made overall but was spread out between the schools and the print shop. Ms. Cranor noted that the number of copies was up for August compared to previous months. Ms. Vagner said it was due to the printed resources needed to implement the ICS.

f. Free and Reduced Lunch Report

Mr. Reed said included in the packet was a current Free and Reduced Lunch report. He said the percentages continued to increase. He said it was the largest jump the District had seen in a long time. He said last year the percentage of eligible free and reduced students hovered around 49% for most of the year and this year that number had increased to 53%. He said the eligibility criterion was set at the federal level.

g. Proposed Building and Subdivisions (New Construction)

Mr. Reed had no report on proposed building and subdivisions (new construction) at the time of the meeting.

h. Any Other Business Operations/Operational Support Update

Mr. Reed said the District was beginning the CIP process. He said the CIP Committee would meet in November and would review the needs of the growing special education population. He said the District did not have any spare special education busses and it was necessary to purchase two additional busses due to the growth in population. He said purchasing new busses took about 7 to 8 months and the District would need the new busses by the start of the 2014-15 school year so it had to start the process quickly. He said the department would put out a bid for two new special education busses and would present the bid to the Board for approval. He said typically the proposal would go through the CIP Committee first but the committee would not be convened in time to start the purchasing process to be completed by the start of the school year.

EMPLOYEE SERVICES – Information – Mr. Smart

a. Campus/ISEE Upload/Technology Update

Mr. Smart said that day was the deadline for the October ISEE submission. He said the submission was completed by 5:20 p.m. earlier that day. He said the staff spent a lot of time over the last couple of weeks preparing and cleaning up the data and had a clean submission. He said the program director data would have to be uploaded in the next couple of weeks and all teacher and certificate data would had to be verified. He said the new phone system was installed at the Education Service Center and everyone was learning how to use the new system. He said the high schools were next in line to get the new system. He said it would be nice when everyone had the same system. He said the technology department had been working on a plan to rollout devices to be ready for the implementation of SBAC. He said the department recently learned that some of the information required for ISEE uploads was not being reported consistently so the department was working with schools to ensure the data was reported consistently and accurately into Infinite Campus.

b. Student Enrollment Information Update

Mr. Smart said included in the packet was current student enrollment data. He said included in the addendum was a correction to the middle school enrollment totals. He said enrollment had increased by 166 students this year.

c. State Superintendent's Proposed FY15 Public School Budget

Mr. Smart said included in the packet was a communication from the State Department of Education detailing the proposed changes to the public school budget for FY15 along with the full line item budget. He said Mr. Luna was requesting 5.9% increase to the public schools' budget. He said the proposed budget attempted to put amounts to the Governor's Task Force recommendations. He said it did not appear to him that a lot of thought went into the recommendations especially relative to the request for funding a career ladder. He said the amount requested for the career ladder was \$42 million over a six-year timeline. He said there was a lot of ambiguity with the career ladder especially regarding credentials. He said credentials were approved by the state which would leave it in the state's hands to determine if a teacher was eligible to move on the proposed career ladder. He said the current salary schedule would be abandoned without Districts knowing the details of the new salary system which was not prudent. He said the career ladder also appeared to be a way for the state to implement a pay for performance plan without input from Districts. Ms. Vagner said in Colorado the state did not have enough funding to pay teachers according to their evaluations so they predetermined the number of teachers that were allowed to be at a particular salary level. Mr. Smart said a teacher could end up being proficient but the state could say there was no more funding for proficient teachers. He said the proposed budget would increase operational funding by 5.6%. He said even with the proposed increase a unit had more value in 2001 than it would next year. He said Governor Otter proposed funding units at the 2009 level implemented over a five year period so by the time the unit values had caught up to the 2009 level, Districts would still be ten years behind. He said included in the addendum was an article that quoted Governor Otter saying he wanted to restore operational funding but would make sure it was being spent on the right things which meant more strings attached to operational dollars. He said the proposed budget included \$5 million for advanced opportunities for students. He said the professional development would be funded on its own. He said the budget included additional funds to cover the planned PERSI increase. He said

the budget included a 1% increase in pay for classified employees. Ms. Vagner said the budget also included a \$250,000 line item to teach Districts how to create master schedules.

d. Staffing Report/Level of Understaffing

Mr. Smart said included in the addendum was a staffing report based on the ISEE upload from that afternoon. He said earlier in the year the District budgeted for 587 units and would most likely end up with 6 or 7 additional units. He said FTE and units would change based on ADA as of November 1st. He said the department would continue to monitor ADA until then. He said the District had 39.5 FTE allocated to administration but was funded for 44. He said the administration was underhired by 5 FTE. He said the District had 630 certificated FTE and was underhired by 3.5%. He said the classified staff was underhired by 9.25%. He said the state allowed Districts to be underhired in order to offset operational costs.

e. Wellness/Insurance Committee Updates

Mr. Smart said Mr. Facer and Mr. Vitale were at the Wellness/Insurance Committee. He said the committee discussed the premium differential and anticipated it would have the same program for the coming year. He said only 233 employees had not met the premium differential requirements and were now paying a premium for benefits. He said the committee discussed how those funds would be utilized and decided it would be kept in a fund account and reported to the Board each month. He said the District's medical insurance rate would increase next year but the committee did not know by how much.

f. Wellness Dashboard Report

Mr. Smart said included in the packet was the current Wellness Dashboard Report. He said the District was surpassing all of the wellness goals. He said the loss ratio for dental and vision were slightly high.

g. Any Other Employee Services/Operational Support Update

Mr. Smart had no further Employee Service update at the time of the meeting.

HUMAN RESOURCES – Information – Dr. Howell

a. Monthly Human Resources Report

Dr. Howell said included in the packet was the monthly Human Resources report. He said the report included one retirement at Irving Middle School and an Alternative Authorization for the teacher that would fill the position of the retiree. He said there was one stipend request for Idaho Core Facilitator Training. He said the Board would be asked to approve the Human Resources Activity under the Consent Agenda.

b. Building Principal Evaluation Tool

Dr. Howell said included in the packet was the Building Principal Evaluation Tool from the State Department of Education that was modified by the administration. He said the administration selected Option 1 and recommended that the Board adopt the tool with the minor revisions and submit to the state. He said there was some duplication in the original tool which was corrected. He said the new tool would be shared with principals on Thursday following approval by the Board. He said the Board would be asked to adopt the Building Principal Evaluation Tool as revised under Old Business.

c. Any Other Human Resources/Operational Support Update

Dr. Howell had no further Human Resources updates at the time of the meeting.

SUPERINTENDENT REPORT – Information – Mrs. Vagner

a. Athletic Training Services Agreement

Ms. Vagner said included in the packet was the Athletic Training Services Agreement between Pocatello Orthopaedics and Sports Medicine Institute, PA and the Pocatello/Chubbuck School District #25 which was reviewed at the October 8, 2013 Work Session. She said the Board would be asked to approve the Agreement under Old Business. She said finalizing the Agreement would complete negotiations for athletic training services for the school year. She said the Agreement provided more training coverage than the District had ever received even when it was fully staffed.

b. Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles

Ms. Vagner said included in the packet were the Board of Trustees' Operating Principles that were reviewed at the September 24, 2013 Board/Superintendent/Cabinet Retreat. She said the Operating Principles were a guide for the work of the Board. She said the Board would be asked to affirm the Operating Principles under Old Business.

c. Actualization of Beliefs for 2012-13

Ms. Vagner said included in the packet was the actualization of the Beliefs that were selected for 2012-13. She said the actualization was reviewed by the Board during its annual Retreat and then again at the October

8, 2013 Work Session. She said the Board would be asked to affirm the actualization of Beliefs for 2012-13 under Old Business.

d. Beliefs Selected for 2013-14

Ms. Vagner said included in the packet were the Beliefs selected by the Board for 2013-14 at the September 24, 2013 Board/Superintendent/Cabinet Retreat. She said the Beliefs were reviewed at the October 8, 2013 Work Session and were ready for affirmation. She said the Board would be asked to affirm the Board Beliefs for 2013-14 under Old Business.

e. Calendar

Ms. Vagner said included in the packet was the calendar of the Board's Meeting Schedule inclusive of various Committees from October 14, 2013 through December 6, 2013. She said included in the addendum was the Head Start Policy Council that was inadvertently left off of the calendar. She said the Board was invited to attend the Journal Business Awards and asked the Trustees to inform Ms. Johnson as to their availability. She said Board School Visits would be abbreviated to one hour on November 5th due to the Board leaving for the ISBA Convention at 12:15 p.m. that day. She said the District Leadership Team Committee met last week and it seemed that the committee had fulfilled its purpose and the administration would like to retire the committee. She said the Key Communicators Committee fulfilled the responsibility of community engagement and providing input into the District's Strategic Plan. She said the New Horizon Center was preparing for a Focus Review by the State Department of Education and the outcome would be reported to the Board the following month. She said technology staffing was of great concern. She said the District had eliminated two technology technician positions in order to balance the budget but with all of the new equipment being acquired due to the implementation of the SBAC the technology staff was really overburdened. Mr. Facer asked if all of the technology installation and maintenance was in-house. Ms. Vagner said yes. She said Ms. Johnson would send a schedule of all of the Lights Out After School events to the Board.

f. Any Other Superintendent's Update

Ms. Vagner had no further Superintendent's update at the time of the meeting.

PUBLIC COMMENT – Self Explanatory

a. Public Comment Pertinent to Agenda Action items

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.

There was no public comment pertinent to agenda action items at the time of the meeting.

CONSENT AGENDA – Self Explanatory – Action – Ms. Vagner

a. Topic: Approve Human Resource Activity

Policy Issue: Board approves Human Resource Activity

Background Information: Included in the packet was documentation of the Human Resource Activity regarding certified employees since the September 17, 2013 Regular Board Meeting.

Administrative Recommendation: Administration recommended Board approve Human Resource Activity as presented.

b. Topic: Authorize Payment of Claims

Policy Issue: Board approves all Claims.

Background Information: Included in the packet were bills and invoices as of October 9, 2013 in the amount of \$1,191,597.25.

Administrative Recommendation: Administration recommended Board approve the bills and invoices as of October 9, 2013 in the amount of \$1,191,597.25.

c. Topic: Approve Supplemental Financial Information from September 1, 2013 through September 30, 2013

Policy Issue: Board acts on Financial Information.

Background Information: Included in the packet was supplemental financial information for the period of September 1, 2013 through September 30, 2013.

Administrative Recommendation: Administration recommended Board approve supplemental financial information from September 1, 2013 through September 30, 2013 as presented.

d. Topic: *Approve Western Governors University Intern Request*

Policy Issue: Board approves placement of interns in various District schools.

Background Information: Included in the packet was a request from Western Governors University to place a student teaching intern at Tyhee Elementary for the winter trimester of the 2013-14 school year.

Administrative Recommendation: Administration recommended Board approve the Western Governors University intern request as presented.

Board Direction/Action on Consent Agenda: A motion was made by Mr. Facer and seconded by Mr. Vitale to approve the Consent Agenda as presented. The voting was unanimous in the affirmative.

OLD BUSINESS – Information – Action – Ms. Vagner

a. Topic: *Approve Class of 2016 Alternate Route to Graduation Plan*

Policy Issue: Board approves the alternate route to graduation plan.

Background Information: This item was previously discussed on the agenda.

Administrative Recommendation: Administration recommended Board approve the Class of 2016 Alternate Route to Graduation plan as presented.

Board Direction/Action: A motion was made by Mr. Vitale and seconded by Mr. Mattson to approve the Class of 2016 Alternate Route to Graduation Plan as presented. The voting was unanimous in the affirmative.

b. Topic: *Approve Camp/Clinic Request*

Policy Issue: Board approves camp/clinic requests.

Background Information: This item was previously discussed on the agenda.

Administrative Recommendation: Administration recommended Board approve the camp/clinic request as presented.

Board Direction/Action: A motion was made by Mr. Mattson and seconded by Mr. Vitale to approve the Camp/Clinic request as presented. The voting was unanimous in the affirmative.

c. Topic: *Approve Out of District/Overnight Field Trip Requests*

Policy Issue: Board approves out of District and overnight field trip requests.

Background Information: This item was previously discussed on the agenda.

Administrative Recommendation: Administration recommended Board approve the Out of District/Overnight Field Trip requests as presented.

Board Direction/Action: A motion was made by Mr. Facer and seconded by Mr. Vitale to approve the Out of District/Overnight Field Trip requests as presented. The voting was unanimous in the affirmative.

d. Topic: *Approve Building Principal Evaluation Tool*

Policy Issue: Board approves Evaluation tools.

Background Information: This item was previously discussed on the agenda.

Administrative Recommendation: Administration recommended Board approve the Building Principal Evaluation Tool as presented.

Board Direction/Action: A motion was made by Mr. Vitale and seconded by Mr. Mattson to approve the Building Principal Evaluation Tool as presented. The voting was unanimous in the affirmative.

e. Topic: *Approve Athletic Training Services Agreement between Pocatello Orthopaedics and Sports Medicine Institute, PA and the Pocatello/Chubbuck School District #25*

Policy Issue: Board approves athletic training services agreements.

Background Information: This item was previously discussed on the agenda.

Administrative Recommendation: Administration recommended Board approve the Athletic Training Services Agreement between Pocatello Orthopaedics and Sports Medicine Institute, PA and the Pocatello/Chubbuck School District #25 as presented.

Board Direction/Action: A motion was made by Mr. Facer and seconded by Mr. Vitale to approve the Athletic Training Services Agreement between Pocatello Orthopaedics and Sports Medicine Institute, PA and the Pocatello/Chubbuck School District #25 as presented. The voting was unanimous in the affirmative.

f. Topic: *Affirm Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles*

Policy Issue: Board annually affirms the Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles.

Background Information: This item was previously discussed on the agenda.

Administrative Recommendation: Administration recommended Board affirm the Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles as presented.

Board Direction/Action: A motion was made by Mr. Mattson and seconded by Mr. Vitale to affirm the Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles as presented. The voting was unanimous in the affirmative.

g. Topic: *Affirm Actualization of Board Beliefs for 2012-13*

Policy Issue: Board annually affirms the Actualization of Beliefs.

Background Information: This item was previously discussed on the agenda.

Administrative Recommendation: Administration recommended Board affirm the actualization of Board Beliefs for 2012-13 as presented.

Board Direction/Action: A motion was made by Mr. Vitale and seconded by Mr. Facer to affirm the actualization of Board Beliefs for 2012-13 as presented. The voting was unanimous in the affirmative.

h. Topic: *Affirm Board Beliefs Selected for 2013-14*

Policy Issue: Board annually affirms Beliefs.

Background Information: This item was previously discussed on the agenda.

Administrative Recommendation: Administration recommended Board affirm Board Beliefs for 2013-14 as presented.

Board Direction/Action: A motion was made by Mr. Facer and seconded by Mr. Vitale to affirm Board Beliefs selected for 2013-14 as presented. The voting was unanimous in the affirmative.

NEW BUSINESS – Information – Action – Ms. Vagner

a. Topic: *Accept District # 25 Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2013 and Certify the Annual Financial Condition Statement*

Policy Issue: Board acts on financial information.

Background Information: This topic was previously discussed on the agenda.

Administrative Recommendation: Administration recommended Board accept the District #25 Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2013 and Certify the Annual Financial Condition Statement as presented.

Board Direction/Action: A motion was made by Mr. Mattson and seconded by Mr. Vitale to accept the District #25 Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2013 and Certify the Annual Financial Condition Statement as presented. The voting was unanimous in the affirmative.

b. Topic: *Authorize the Expenditure of Funds from the Emergency Levy Account in the Projected Amount of \$263,968.66 for the Purchase of Technology Equipment to Implement the SBAC*

Policy Issue: Board authorizes the expenditure of funds from the Emergency Levy Account.

Background Information: This item was previously discussed on the agenda.

Administrative Recommendation: Administration recommended Board authorize the expenditure of funds from the Emergency Levy Account in the projected amount of \$263,968.66 for the purchase of technology to administer the SBAC as presented.

Board Direction/Action: A motion was made by Mr. Facer and seconded by Mr. Vitale to authorize the expenditure of funds from the Emergency Levy Account in the projected amount of \$263,968.66 for the purchase of technology to administer the SBAC as presented. The voting was unanimous in the affirmative.

c. Topic: *Approve the Submission of the Head Start Memorandum Designating Ms. Cranor as the Board Liaison for the Head Start Program*

Policy Issue: Board designates the Head Start Liaison.

Background Information: This item was previously discussed on the agenda.

Administrative Recommendation: Administration recommended Board approve the submission of the Head Start memorandum designating Ms. Cranor as the Board Liaison for the Head Start Program as presented.

Board Direction/Action: A motion was made by Mr. Mattson and seconded by Mr. Facer to approve the submission of the Head Start memorandum designating Ms. Cranor as the Board Liaison for the Head Start Program as presented. The voting was unanimous in the affirmative.

d. Topic: *Approve Early Graduation Requests*

Policy Issue: Board approves early graduation requests.

Background Information: This item was previously discussed on the agenda.

Administrative Recommendation: Administration recommended Board approve the early graduation requests as presented.

Board Direction/Action: A motion was made by Mr. Vitale and seconded by Mr. Facer to approve the Early Graduation requests as presented. The voting was unanimous in the affirmative.

- e. **Topic:** *Approve Draft 2013 Fiscal Audit Management Letter to Pocatello Community Charter School*
Policy Issue: Board approves management letters for PCCS.

Background Information: Included in the packet was the draft 2013 Fiscal Audit Management Letter to the Pocatello Community Charter School. The Audit report was reviewed at the October 8, 2013 Work Session.

Administrative Recommendation: Administration recommended Board approve the 2013 Fiscal Audit Management Letter and direct the submission to the Pocatello Community Charter School.

Board Direction/Action: A motion was made by Mr. Vitale and seconded by Mr. Facer to approve the 2013 Fiscal Audit Management Letter and direct the submission to the Pocatello Community Charter School as presented. The voting was unanimous in the affirmative.

ANNOUNCEMENTS

There were no announcements at the time of the meeting.

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 its Regular Meeting at 8:12 p.m.

APPROVED ON:

19 November 2013

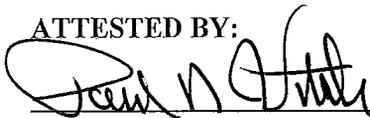
MINUTES PREPARED BY:


Secretary, Board of Trustees

BY:


Chair

ATTESTED BY:


Clerk