

**MINUTES OF THE  
REGULAR SESSION BOARD MEETING  
POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25  
Education Service Center Board Room  
Tuesday, November 19, 2013  
5:30 p.m.**

**BOARD MEMBERS/SUPERINTENDENT PRESENT:**

Janie Gebhardt, Chair  
Jackie Cranor, Vice Chair  
Paul Vitale, Clerk

Jim Facer, Assistant Treasurer  
Dave Mattson, Member (Excused)  
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 19<sup>th</sup> day of November, 2013, as provided in Section 33-510, Idaho Code. Chair Gebhardt called the Regular meeting to order at 5:33 p.m.

**PLEDGE OF ALLEGIANCE**

Dallan Rodriguez, a Highland High School student, led the audience in the Pledge of Allegiance.

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

Chair Gebhardt suggested amending the agenda to move recognitions ahead of the approval of minutes. A motion was made by Mr. Facer and seconded by Ms. Cranor to approve the agenda as amended and the addendum as presented. The voting was unanimous in the affirmative.

**RECOGNITIONS/VISITORS/CORRESPONDENCE – Information**

**a. Recognitions – Information – Ms. Allen**

Ms. Vagner invited the Highland High School boys soccer team and Coach Muzzo to the podium. She said the team was being recognized for actualizing the belief that high expectations promote high levels of achievement. She said the boys soccer team was the Academic State Champion team and had a combined GPA of 3.651. Coach Muzzo said it was a treat to be able to coach students that were so smart and talented. He said he also appreciated the assistant coaches. Ms. Vagner said one of the soccer players was also the kicker for Highland High School football team which was also the Academic State Champion team.

Ms. Vagner invited students from Hawthorne Middle School and their teacher Jean Martin to the podium. She said the students and Ms. Martin were being recognized for seeing a need and taking the initiative to become the solution. She said the students demonstrated an understanding of the principles of democracy. She said the students represented the 7<sup>th</sup> grade leadership team and raised \$500 for a family's home that was damaged during the severe flooding earlier in the season. She said Ms. Martin suggested the fundraiser after learning about the need of the family through a survey. She said the students asked permission to wear their hats during the school day which was normally not approved in order to raise money for the family. She said the school also adopted a family for Christmas, collected canned food for the Idaho Food Bank and students performed five hours of community service. Ms. Vagner thanked the students for their service and Ms. Martin for her leadership. Ms. Martin said her students went through a rigorous application process to be in her class. She said she had a great and hard working group. She said the students cared about their school and the community.

Ms. Vagner invited Mark Luppo and Claudia Tremelling from Idaho Power to the podium. She said Idaho Power was a positive and generous provider. She said Idaho Power provided educational programs and supported the District's projects. She said every year Idaho Power held an art contest to help students learn about electricity and to develop an appreciation for the arts. Ms. Tremelling said she and Mr. Luppo were happy to be there to present the awards to the winners. She said October was energy awareness month and Idaho Power held the art contest to help students learn about the importance of energy conservation and to learn how to use energy safely and efficient. She said there were 2,000 art entries across the state. She said many of the winners were from this area. She said they presented one of the awards to a student at Washington Elementary and her teacher. She said Kylie Shumway, a student at Wilcox Elementary was the Regional overall winner. She said Kylie's entry was a picture of "Ouch the Outlet". She presented Kylie with her framed art, a certificate, a ribbon and a \$25 gift card. She presented Kylie's teacher, Angela Mann with a

\$25 gift card. She said Chavelle Cornwall, a student at Pocatello High School, was the runner up in the category “Ways to Save Energy”. She presented Chavelle with her framed art, a certificate, ribbon and a \$25 gift card. She presented her teacher, Karen Whittier with a \$25 gift card. She said Morgan Galloway, a student at Pocatello High School, was the runner up in the “Energy and Electricity” category. She presented Morgan with her framed art, a certificate, ribbon and \$25 gift card. She presented her teacher, Ms. Whittier with a \$25 gift card. She said she appreciated all of the teachers for helping their students become successful.

#### **APPROVAL OF MINUTES – *Self Explanatory* – Action**

- a. **Special Meeting/Work Session/Regular Board Meeting** – September 17, 2013
- b. **Special Meeting/Work Session/Retreat** – September 24, 2013
- c. **Special Meeting/Executive Session/Hearing** – October 2, 2013
- d. **Special Meeting/Work Session** – October 8, 2013
- e. **Special Meeting/Executive Session/Personnel** – October 15, 2013
- f. **Regular Board Meeting** – October 15, 2013
- g. **Special Meeting/Executive Session/Hearing** – October 16, 2013
- h. **Special Meeting/Executive Session/Hearing** – October 30, 2013

A motion was made by Mr. Vitale and seconded by Ms. Cranor to approve the minutes as presented. The voting was unanimous in the affirmative.

#### **RECOGNITIONS/VISITORS/CORRESPONDENCE – Information**

##### **b. Visitors and Correspondence**

There were no visitors or correspondence at the time of the meeting.

##### **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, Pocatello, ID 83201**

Ms. Flandro said she provided a copy of Policy 2420 – Relationship with Teacher Organizations for Board Members. She said the Board had a fine working relationship with its teacher organization. She said the policy of the Board was one of full cooperation with teacher groups so the best interests of students would be served. She said she also provided a copy of two letters of correspondence from the District to the PEA stating that due to the financial position of the District it could no longer cover substitutes for the Delegate Assembly. She said the second letter stated the District would not grant professional leave days for PEA business. She said she was saddened to lose a service that had been provided to teachers for many years and the recent actions threatened the long standing relationship between the Board and the teacher organization. She said she had made several attempts to improve the relationship between the two groups by asking to meet periodically regarding communication, common goals and working together to provide the best educational experience for students. She asked the Board to consider reinstating the coverage of the cost for substitutes for the PEA to attend the Delegate Assembly. She said the PEA was very willing to work with the Board.

#### **REPORTS**

##### **a. Student Representative Reports (3 minutes each)**

###### **1) Pocatello High School – Caitlin Lackey/Ethan Hatch**

Ms. Lackey said students took the PSAT on the 16<sup>th</sup> and seniors went to ISU for a college and career day. She said freshman students attended an assembly for a presentation from ISU. She said the homecoming dance was well attended. She said the cross country team won Districts. She said the girls placed 3<sup>rd</sup> at state. She said the school play “And Then There Were None” was a success. She said the coed dance was the weekend before. She said the marching band performed well and had good competition. She said the debate team was doing well. She said everyone did well during finals and survived.

2) **Century High School** – *Duncan Thompson/Madison Morton*

Mr. Thompson said finals were over. He said the school was starting its Penny Wars. He said the girls volleyball team was the state champion for the 4<sup>th</sup> year in a row. He said the game winning ball went for \$800 at the Roundup fundraiser. He said girls soccer placed 3<sup>rd</sup> at state. He said Highland High School and Century High School were doing a combined fundraiser and planned to invite Pocatello High School to join in on the fundraiser to do a three way food drive competition between the high schools.

3) **Highland High School** – *Emma Brinton/Hans Liu*

Ms. Brinton said the football team and boys soccer team were Academic State Champions. She said the school's homecoming King and Queen were special education students. She said Subs for Santa was a fundraiser to raise money for local organizations that bought presents for families for Christmas. She said the school would hold the Holiday Hop Dance on Dec 7<sup>th</sup> which was also a fundraiser and all of the schools were invited. She said the football team would play at Moscow for the state championship.

4) **New Horizon Center** – *Amarae Platt/Michael Turner*

*Not present*

**b. Media Report** – Ms. Allen

Ms. Vagner said there were 41 news stories including 21 articles and 21 television stories over the last month.

**c. ISBA Convention Report**

Chair Gebhardt said the ISBA Annual Convention was held in Coeur d' Alene November 6 – 8, 2013. Mr. Vitale said it was a good meeting. He said there were some interesting things that came up during the business portion. He said there were some good Resolutions going to the legislature. Ms. Gebhardt said there were some exceptional speakers during the convention. Mr. Facer said there were some interesting classes on safety, common core and technology. Ms. Gebhardt said there was a lot of good information presented.

**d. Report on Standing Committees for 2013-2014**

Ms. Gebhardt said she attended Judge Murray's meeting and learned about a parenting class developed by the University of Utah that had produced a DVD for families to participate in the classes from home. She said there were some good elements in the class and the video could benefit families in the District.

Ms. Cranor said she attended Local Issues and it went well. She said she attended the Education Foundation Meeting and everyone was in the middle of getting ready for the Festival of Trees. She said she was amazed by the number of teachers and programs that the Festival of Trees had been able to help through Education Foundation Grants. She said she encouraged the public to support the Festival of Trees and said it was a fun event for the community and the staff and volunteers who worked very hard to make the event a success. She said if anyone was interested in helping or donating he/she should get in touch with Shelley Allen.

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

**a. ICS/SBAC Update** – Mr. Wegner

Mr. Wegner said included in the packet was information from the State Department of Education regarding the Smarter Balanced Field Test, ISAT and ISAT-Alt testing to be conducted in the spring. He said April 1<sup>st</sup> to May 16<sup>th</sup> was the testing window for the 3<sup>rd</sup> – 11<sup>th</sup> grade. He said the department was working with the schools to develop the testing schedules. He said the District could extend the testing window if necessary. He said the department was still in the process of figuring out proctor needs for testing and may need to bring the topic to the Board at a future meeting. He said schools were required to test at least 95% of students otherwise the school's Star Rating would be negatively impacted. He said scores would not be available in the spring since it was a field test only. He said the purpose of administering the test was to test the test. He said that was why the District's Star Ratings were frozen for two years. He said the District would provide training to the test coordinators starting in January. He said Districts were required to notify parents of the new testing requirements and the letter the District would send was included in the packet. Ms. Gebhardt said it would be helpful to have some feedback on the outcome of the test. Mr. Wegner said the state believed it was too early to provide any results and would only use the test to determine what worked and what did not.

**b. NAEP/TIMSS Linking Study Press Release** – Mr. Wegner

Mr. Wegner said included in the packet was a press release from Idaho Education News about a linking study conducted in order to allow Idaho to compare its 8<sup>th</sup> grade results on the NAEP to international results. He said the report was released in October and compared 2011 TIMSS results to 2011 NAEP results. He said in 2011 the TIMSS score was higher than 33 educational systems and lower than 7 educational systems and similar to 7. He said Idaho's score was higher than 7, lower than 6 and comparable to 4 educational systems.

He said Idaho students were performing well in math and science compared to other educational systems across the world.

**c. PTE Program Review Letters – Mr. Wegner**

Mr. Wegner said included in the packet were letters received from the Idaho Division of Professional-Technical Education regarding the status of various PTE Program Reviews in the District including the electronics, welding and precision machining programs. He said the electronics program was run by Sharie Ellis and received conditional approval until the program goals and five-year plan were updated, which had been completed. He said Ms. Ellis also scheduled advisory meetings and would work on creating a Skills USA Chapter and would submit a calendar of events and club roster by Dec 20<sup>th</sup>. He said the two recommendations for the state included installing more electrical outlets in the classroom. He said the work order had been submitted. He said the report recommended limiting the class size to 20 students or less. He said the school's administration was considering the options for that recommendation. He said the ISU Welding program was run by Randy Humphries. He said Mr. Humphries had already scheduled two advisory meetings, one would be held the next day and the second would be held before December 20<sup>th</sup>. He said he would create a SkillsUSA Chapter, calendar of events and a club roster by Dec 20<sup>th</sup>. He said the final program with conditional approval was the ISU machining program that was run by Steve Clay. He said Mr. Clay would be required to submit documentation showing that students were exposed to realistic work experience. He said two advisory meetings were scheduled, one for November 22<sup>nd</sup> and the second would take place prior to December 20<sup>th</sup>. He said Mr. Clay would also start a SkillsUSA Chapter by December 20<sup>th</sup>.

**d. Instructional Technology Update – Mr. Wegner**

Mr. Wegner said included in the packet was a list of Technology Literacy Course sessions offered by the District's Instructional Technology Specialists. He said the training at the elementary level was focused on PLATO and had been done through My Big Campus. He said teachers were working on aligning assessments to the common core, filling learning gaps and monitoring student progress. He said training at the secondary level had been delayed until January in order to accommodate teachers while they prepared for the first writing assignment. He said starting that month teachers could take the technology literacy courses that were listed in the packet. He said the training would continue through April and was structured to provide flexibility to teachers. He said teachers could earn up to three continuing credits. He said Trent Merica, Cheryl Spall and teachers that had expertise in a particular area all helped to provide trainings and were paid a stipend to conduct the courses. He said all of the trainings were very well received. Ms. Vagner said the creation of the Instructional Technology Specialists had revolutionized the District's use of technology over the last few years. Dr. Mortensen said she recently signed up for a series of Moodle courses and had just completed the first one. She said courses were short but very informative. She said the courses allowed you to grasp a concept and practice it before moving on to the next course. She said the technology mentors were really working to support teachers in the building.

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

Mr. Wegner had no further Curriculum update at the time of the meeting.

**f. Head Start Program Update – Dr. Mortensen**

Dr. Mortensen said the Head Start Annual Training was completed at the November Work Session and the report would be finished by the end of the week and included in the December Regular Board Meeting packet. She said the Policy Council would meet that Thursday. She said the council members would be seated at the meeting. She said things were going well and Head Start had its first parent teacher conference of the year.

**g. 21<sup>st</sup> Century After School Program Update – Dr. Mortensen**

Dr. Mortensen said After School Program's first Advisory Board Meeting was held November 6<sup>th</sup>. She said the members of the Advisory Board included community members, Deanne Wilson, Rebecca Thornwell, Matt Olsen, and District employees Pauline Alessi, Janice Nelson, Courtney Kent, Janie Clark, B.J. Adams, Andrew Fletcher and herself. She said the Advisory Board would meet three times throughout the year. She said Ms. Adams and Mr. Fletcher were attending a workshop in Boise to gather information on the new grant. She said the District would have to submit a letter of intent for the grant which was due within the next week. She said the grant was due by January 31<sup>st</sup>. She said a lot of work had gone into conceptualizing what the new program would look like. She said the program would have a new emphasis in order to stand out from other grants because of how competitive the granting process had become. She said there was a good group of people working on the grant.

**h. Idaho Food Bank Back Pack Program Report – Dr. Mortensen**

Dr. Mortensen said included in the packet were current Idaho Food Bank – Back Pack program numbers. She said the amount of backpacks distributed in October was a little over 200 which was a little lower than the

District's maximum allocation of 275. Ms. Cranor said there were still some schools not using any backpacks. Ms. Vagner said she had spoken to Ms. Stevens at Hawthorne Middle School who was aware there were needs in the school but was still working on identifying which students needed the backpacks. She said Alameda Middle School only had nine students receiving backpacks in September but the administration was still learning the population. She said Franklin Middle School typically only had a few and sometimes none. She said she was confident that the needs were being monitored.

**i. University of Phoenix Affiliation Agreement – Dr. Mortensen**

Dr. Mortensen said included in the packet was an Affiliation Agreement between the University of Phoenix and the Pocatello/Chubbuck School District No. 25 for the placement of interns in District schools and the Roles and Responsibilities for cooperating teachers and supervisors. She said the Board would be asked to approve the Affiliation Agreement under New Business. She said the District received a request to place an intern from the University of Phoenix and realized there was no agreement in place. Ms. Gebhardt asked if the intern's supervisor was local or long distance. Dr. Mortensen said the District provided names of retired administrators that were interested in supervising the interns during their internship. She said the local supervisor would monitor and report back to the University of Phoenix regarding the quality of the candidate.

**j. Any Other Elementary Education/PLCs/TIA/Beliefs Update - Dr. Mortensen**

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

**k. Century High School Accreditation Visit Update – Mr. Devine**

Mr. Devine said Century High School's accreditation visit was originally scheduled for December 10<sup>th</sup> and 11<sup>th</sup> but was delayed until December 16<sup>th</sup> and 17<sup>th</sup>. He said it was a really difficult time of the year to accommodate an accreditation review but the Century High School administration did not want to put it off. He said Ms. Brockett and the leadership team would report to the Board in January following the accreditation visit. He said he anticipated the school would be recognized for its college and career emphasis. He said the school had a variety of "think college" activities and had ongoing connections with several Universities, parents and FASFA. He said 99% of the school's sophomores took the PSAT. He said the school would likely receive high commendations from the review team. Ms. Gebhardt said it was nice that Pocatello High School had just gone through the accreditation process so Century High School would have an idea of what to expect.

**l. Co-Curricular and Extra-Curricular Fees Report – Mr. Devine**

Mr. Devine said included in the packet was the Co-Curricular and Extra-Curricular Fees Report for fall sports and activities. Ms. Cranor said one of the high school's outstanding fees were a lot higher than the other two high schools. She said the District had scholarships available and to have the number of outstanding fees remain so high was concerning. Mr. Devine said the scholarships were first come first serve and most of the students were on payment plans and were making payments but some were not paid off as quickly as others. He said if a family failed to follow the payment plan the athlete would become ineligible. Ms. Cranor asked if students were aware of how to apply for the scholarships. Mr. Devine said yes but the money went quick. He said he felt good about allowing the students to make payments. Ms. Cranor said the Board had just discussed the issue of having school lunch balances so high and this was much higher than that. Ms. Vagner said the high school ADs were more vigilant about monitoring payment plans than they had been in the past. She said the process and reports were much more transparent now. Mr. Facer said the amount of students on payment plans at one of the high schools was significantly higher than the other two high schools. Ms. Vagner said the demographics at the high schools were different but participation at all of the high schools was still strong. Mr. Devine said the administration was working on implementing a system that would allow parents to pay fees online which would provide some flexibility for families. Ms. Vagner said the high schools installed ATMs through ISU Credit Union this year and it was surprising to see the amount of transactions completed by students.

**m. 2013-2014 Winter Athletic Schedules Inclusive of Travel – Mr. Devine**

Mr. Devine said included in the packet were the 2013-2014 Winter Athletic Schedules for three of the high schools and the middle schools inclusive of travel. He said the teams sent in information to the administration for any overnight or out of state travel. He said the Board would be asked to approve the 2013-2014 Winter Athletic Schedules inclusive of travel under New Business.

**n. ISU Counseling Intern Requests – Mr. Devine**

Mr. Devine said included in the packet were two requests from ISU to place counseling interns at Irving Middle School and Century High School during the spring trimester of the 2013-14 school year. He said the requests were reviewed and were in order. He said the Board would be asked to approve the requests under the Consent Agenda.

**o. 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 the Board would be asked to approve the early graduation requests under Old Business. Ms. Gebhardt noted that one of the students requesting early graduation was a junior. Mr. Devine said it was not common but it was possible for students to fast track. He said the state offered college credit incentives for students that fast tracked as juniors.

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

Mr. Devine said included in the packet were several Out of District/Overnight Field Trip requests. He said the information was reviewed and the requests were in order. He said the Board would be asked to approve the requests under Old Business. Ms. Gebhardt said all of the chaperones for the orchestra trip female. She said if the trip was coed there needed to be at least one male chaperone. Mr. Devine said he would follow up to make sure the school secured a male chaperone before making the trip. Ms. Cranor said one of the trips stated that transportation and lodging were “to be determined”. Mr. Devine said the group was requesting preliminary approval to begin fundraising for the trip and would submit the details of the trip to the administration prior to departure. Ms. Cranor said she was concerned about the high cost of the Lassies trip. She said not all parents could afford such an expensive trip. She said she remembered how difficult it was to afford having a student qualify for a trip like that. Mr. Devine said the students participated in numerous fundraisers to help with those costs. He said the teachers were very upfront with parents and students about the costs associated with participation. Ms. Cranor said she worried about limiting participation. Mr. Devine said the parents were very willing to take on the expense in order to ensure their child participated.

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

Mr. Devine said secondary classes would have their first compare and contrast writing activity soon. He said it was a pioneer effort. Ms. Cranor said it would be nice for the Board to have a sample of some of the writing activities. Mr. Devine said teachers would identify exemplars that would be used as templates throughout the year so he would bring those for Board review at a future meeting. He said Hawthorne Middle School was having a Pow-Wow later in the week and would have a parent meeting in Fort Hall to encourage parents to talk about what was going on at the school. He said Irving and Alameda Middle School hosted a “Spread the Word to End the Word” event that was emotional and powerful and was a great example of what the District would like to do in all of the schools. He said the Century High School and Bishop Kelley football game went into double overtime and Century ended up losing by one point. He said he received an email from an employee at Bishop Kelly following the game saying the sportsmanship of the Century players after losing was so impressive and was a great example of how he would want his athletes to behave. He said it was amazing to see and made him want to shake the hand of each of the players.

**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 with revenue information as of October. He said the revenue picture was not very positive. He said state revenue was \$13 million below projections for the month which left the state only \$1.5 million ahead of projections for the year. He said it was good that revenue was not below projections for the year, but was not reassuring to be ahead by so little. He said the administration would continue to monitor to see where state revenue ended up.

**b. Bid Award**

Mr. Reed said included in the packet was a bid memorandum for two special education busses. He said the need for new special education busses was discussed at the November 12, 2013 Work Session and at the CIP Committee Meeting. He said the District received three bids, one of which did not meet the minimum bid specifications. He said the administration recommended awarding the bid to Western Mountain Bus Sales even though the company was not the lowest bidder due to better warranty and service history. He said he believed it would be to District’s advantage in the long run. He said the Board would be asked to award the bid to the second lowest bidder due to documented service problems with the lowest bidder under Old Business.

**c. Annual Request for Permission to Bid 2014 CIP Related Projects**

Mr. Reed said the administration annually requested permission from the Board to bid the upcoming year’s CIP related projects. He said receiving permission in advance provided time for bid planning and document preparation. He said the administration was in the process of seeking input from the buildings to update the CIP Plan which would be presented to the Board in the next few months. He said the Board typically

approved the CIP Plan and authorized the various CIP improvement projects for the summer. He said after the projects were approved the bidding would be open but all awards would be brought back to the Board for approval. He said going out for bids early allowed the District to save hundreds of thousands on projects. He said included in the packet was a memorandum detailing the process and specific CIP related projects for the 2014-15 school year. Ms. Gebhardt said she was surprised to see computers and technology on the CIP list with all of the recent technology upgrades and purchases. Mr. Reed said the District had the option to extend the bid with the existing vendor in order to lock in current pricing. He said the Board would be asked to consider granting permission to bid 2014 CIP related projects under New Business.

**d. Summer Food Service Program Review Closure Letter**

Mr. Reed said included in the packet was a letter from the State Department of Education following the Administrative Review of the Summer Food Service Program. He said the team had no findings during its review and the program was found to be in compliance. He said the District was one of the larger Districts in the state and as such underwent frequent compliance reviews. He said overall the team was complimentary of the staff and process. Ms. Cranor said the state report referenced “hashmarks” and asked what those were. Mr. Reed said it was an old fashioned numbering system that was used due to the lack of technology in the park.

**e. Free and Reduced Lunch Report**

Mr. Reed said included in the packet was a current Free and Reduced Lunch report. He said eligibility was on an upward trend. He said the total percentage for free and reduced lunches was at 54.5% which was a significant jump from the 50% eligibility percentage from the year before which had remained fairly steady all of last year. He said he was unsure why the number had grown so significantly in such a short amount of time. He said the recent press release announcing the closing of the Heinz plant would likely add to this number. He said the District was grateful to have this program for students in need.

**f. Proposed Building and Subdivisions (New Construction)**

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

**g. Any Other Business Operations/Operational Support Update**

Mr. Reed said the day began early for Ms. Vagner and himself due to a water main leak at Franklin Middle School. He said the city began working on the problem at about 8 p.m. the day before. He said city maintenance staff worked through the night to identify where the leak had come from and ended up running into more problems. He said the crew discovered a main line break on the District’s property. He said there was a massive hole about the size of the Board Room and was 20 feet deep. He said the city’s crew was working diligently to resolve the problem in time for school the next day. He thanked the City of Pocatello for sending so many people to work on the problem and have it resolved quickly. Ms. Gebhardt asked how the problem was discovered. Mr. Reed said a patron called the city to report a river of water running down the street. He said if the problem was unable to be resolved in time for the start of school, the city would notify the District’s administration first thing in the morning. He said only about 3 or 4 students did not receive the school closure notification that went out to parents that morning. He said the District was allowed three grace days by the state for school closures and this event counted as one. Mr. Facer asked if the school building had been affected. Mr. Reed said there was no water available in the building but there was no flooding or damage caused by the water main break. He said the District’s maintenance department had a crew ready to get the school up and running as soon as the city was ready.

**EMPLOYEE SERVICES – Information – Mr. Smart**

**a. Campus/ISEE Upload/Technology Update**

Mr. Smart said the ISEE upload for the month was finished and submitted to the state. He said the technology department hosted a one-day Infinite Campus training and had a number of employees attend which was successful. He said representatives from Infinite Campus and the SDE conducted the training. He said the District was originally told by the SDE that ISEE data had to be submitted cumulatively and the administration learned from the Infinite Campus representatives that the information was not accurate and Districts could still submit incremental reports.

**b. Student Enrollment Information Update**

Mr. Smart said included in the packet was current student enrollment data. He said enrollment was down slightly which was a little odd at the elementary level. He said overall there were more students enrolled in the District than when the administration submitted enrollment data to the state for its budget allocation and would end up with close to six more units than originally anticipated. He said the additional units would generate more revenue and a budget adjustment would be brought to the Board for approval in January.

**c. Technology Support**

Mr. Smart said included in the packet was a memorandum and supporting documentation detailing the additional technology support needed to accommodate the increased volume of technology installed in various schools due to the implementation of ICS and the SBAC test. He said the information was presented at the November 12, 2013 Work Session. He said the SBAC testing would require technology staff to be immediately available to handle any problems that may occur during SBAC testing. He said split furlough days were a major concern for the department when teachers were still in class and in need of support. He said the cost to replace two technology technicians was approximately \$80,000. He said the administration anticipated being able to use the revenue generated by the additional units from increased enrollment to fund the positions. He said the Board would be asked to approve the additional technology support under New Business.

**d. Wellness/Insurance Committee Updates**

Mr. Smart had no update on the Wellness/Insurance Committee at the time of the meeting.

**e. Wellness Dashboard Report**

Mr. Smart said included in the packet and the addendum were the Wellness Dashboard Reports for September and October. He said there was a significant difference in the target levels. He said the administration would work hard to encourage staff to participate in order to meet the increased minimum participation levels. He said the District's monthly loss ratio was 67% which was right on target. He said the District's generic prescription use was at 39% which was good. He said the District's dental and vision loss ratios were on the high side and the administration would monitor and hoped those levels would decrease.

**f. Any Other Employee Services/Operational Support Update**

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

**g. Emergency School Closure**

Mr. Smart said included in the addendum was a Resolution and the state reporting form for an Emergency School Closure that took place that day at Franklin Middle School due to a water/electrical break at the site. He said the Board would be asked to adopt the Resolution as if read into the minutes and direct the administration to submit the Resolution, state reporting form and draft minutes to the State Department of Education per Idaho Code 33-1003A. He said if the school needed to remain closed the next day the administration would update the state reporting form and would send another Resolution after the December Board Meeting. Ms. Cranor asked if the Board would have to adopt a separate Resolution. Mr. Smart said yes.

**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 amended Human Resources Report was included in the addendum. He said there were two contract revisions including one increase that was necessitated by a retirement and one was due to a provisional authorization being approved. He said there was one new hire at Alameda Middle School and a request for an Alternative Authorization at Highland High School. He said there were multiple requests for stipends to be paid for out of the TQ budget and the 40% professional development allocation from the state differential compensation fund. He said three of the high schools found a need to cover certain classes by buying out preparation periods from a number of teachers. He said the Board would be asked to approve the Human Resources Activity under the Consent Agenda.

**b. Request for Contract Reduction**

Dr. Howell said the District received a written request via email from Highland High School teacher, Shawna Payne, to reduce her contract to half-time, or .50 FTE. He said the administration did not recommend any contract reduction for Ms. Payne and the Board would be asked to consider the request under New Business.

**c. Policy 7135 – Reduction in Force – Administrative/Certificated Staff – 1<sup>st</sup> Reading**

Dr. Howell said included in the packet was Policy 7135 – Administrative/Certificated Staff. He said the policy was rewritten to redefine the circumstances in which a Reduction in Force may occur. He said the policy rewrite was processed through the Fix It Committee and was reviewed at the November 12, 2013 Work Session. He said funding had been an issue since 2009 and the District had always used attrition as the first option for any reductions. He said the Board would be asked to hear the policy on first reading under New Business.

**d. Policy 7136 – Reduction in Force – Certificated Staff – 1<sup>st</sup> Reading**

Dr. Howell said included in the packet was Policy 7136 – Certificated Staff. He said the policy rewrite was the same as above, but for certificated staff only. He said the policy was also processed through the Fix It

Committee and reviewed at the November 12, 2013 Work Session. He said the Board would be asked to hear the policy on first reading under New Business.

**e. Any Other Human Resources/Operational Support Update**

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

**SUPERINTENDENT REPORT – Information – Mrs. Vagner**

**a. Calendar**

Ms. Vagner said included in the packet was the calendar of the Board's Meeting Schedule inclusive of various Committees from November 17, 2013 through January 3, 2014. She said Wednesday was a furlough day for all staff and the District Office and schools were closed. She said Monday, December 2, 2013 was the Board Work Session with Legislators. She said the packet would be posted to the website Monday, November 25, 2013. Ms. Cranor asked why the cost was different for a general admission Festival of Trees ticket compared to an "Employee Night" ticket for a spouse. Ms. Vagner said it was most likely the cost of food and she would follow up with Ms. Allen to verify.

**b. 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 October 15, 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 November 13, 2013 in the amount of \$1,733,098.62.

**Administrative Recommendation:** Administration recommended Board approve the bills and invoices as of November 13, 2013 in the amount of \$1,733,098.62.

**c. Topic: Approve Supplemental Financial Information from October 1, 2013 through October 31, 2013**

**Policy Issue:** Board acts on Financial Information.

**Background Information:** Included in the packet was supplemental financial information for the period of October 1, 2013 through October 31, 2013.

**Administrative Recommendation:** Administration recommended Board approve supplemental financial information from October 1, 2013 through October 31, 2013 as presented.

**d. Topic: Approve ISU Counseling Intern Requests**

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

**Background Information:** Included in the packet was a request from ISU to place counseling interns at Irving Middle School and Century High School for the spring trimester of the 2013-14 school year.

**Administrative Recommendation:** Administration recommended Board approve the ISU counseling intern requests as presented.

**Board Direction/Action on Consent Agenda:** A motion was made by Ms. Cranor 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 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.

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

**Policy Issue:** Board approves out of District/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 Ms. Cranor to approve the Out of District/Overnight Field Trip requests with the addition of a male chaperone for the orchestra trip. The voting was unanimous in the affirmative.

**c. Topic: *Award Bid:***

Two (2) Special Education Busses

**Policy Issue:** Board awards bids.

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

**Administrative Recommendation:** Administration recommended Board award the above listed bid to the second lowest bidder, Western Mountain Bus Sales, due to documented service problems with the lowest bidder.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Facer to award the above listed bid to the second lowest bidder, Western Mountain Bus Sales, due to documented service problems with the lowest bidder. The voting was unanimous in the affirmative.

**NEW BUSINESS – Information – Action – Ms. Vagner**

**a. Topic: *Approve Affiliation Agreement Between University of Phoenix and the Pocatello/Chubbuck School District No. 25***

**Policy Issue:** Board approves affiliation agreements.

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

**Administrative Recommendation:** Administration recommended Board approve the Affiliation Agreement between University of Phoenix and the Pocatello/Chubbuck School District No. 25 as presented.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Vitale to approve the Affiliation Agreement between the University of Phoenix and the Pocatello/Chubbuck School District No. 25 as presented. The voting was unanimous in the affirmative.

**b. Topic: *Approve 2013-2014 Winter Athletic Schedules Inclusive of Travel***

**Policy Issue:** Board approves athletic schedules and travel.

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

**Administrative Recommendation:** Administration recommended Board approve the 2013-2014 Winter Athletic Schedules inclusive of travel as presented.

**Board Direction/Action:** A motion was made by Mr. Facer and seconded by Mr. Vitale to approve the 2013-14 winter athletic schedules inclusive of travel as presented. The voting was unanimous in the affirmative.

**c. Topic: *Authorize Permission to Bid 2014 CIP Related Projects***

**Policy Issue:** Board authorizes permission to bid.

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

**Administrative Recommendation:** Administration recommended Board authorize Permission to Bid 2014 CIP Related Projects as presented.

**Board Direction/Action:** A motion was made by Mr. Vitale and seconded by Mr. Facer to authorize permission to bid 2014 CIP related projects as presented. The voting was unanimous in the affirmative.

**d. Topic: *Approve Technology Support***

**Policy Issue:** Board approves financial support.

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

**Administrative Recommendation:** Administration recommended Board approve the technology support as presented.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Vitale to approve technology support as presented. The voting was unanimous in the affirmative.

e. **Topic: *Deny Request for Contract Reduction***

**Policy Issue:** Board sets contract terms.

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

**Administrative Recommendation:** Administration recommended Board deny Highland High School teacher, Shawna Payne's request to reduce her contract by .50 FTE.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Vitale to deny Highland High School teacher, Shawna Payne's request to reduce her contract by .50 FTE. The voting was unanimous in the affirmative.

f. **Topic: *Hear on First Reading:***

Policy 7135 – Reduction in Force – Administrative-Certificated Staff

Policy 7136 – Reduction in Force – Certificated Staff

**Policy Issue:** Board adopts policy.

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

**Administrative Recommendation:** Administration recommended Board hear on first reading the above listed policies as presented.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Facer to hear on first reading the above listed policies as presented. The voting was unanimous in the affirmative.

g. **Topic: *Adopt Emergency School Closure Resolution***

**Policy Issue:** Board adopts emergency school closure Resolutions.

**Background Information:** An emergency school closure was called on November 19, 2013 due to a water/electrical break at the site.

**Administrative Recommendation:** Administration recommended Board adopt the Emergency School Closure Resolution as if read into the minutes and direct the administration to submit the Resolution, state reporting form and draft minutes to the State Department of Education per Idaho Code 33-1003A.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Vitale to adopt the Emergency School Closure Resolution as if read into the minutes and to direct the administration to submit the Resolution, state reporting form and draft minutes to the State Department of Education per Idaho Code 33-1003A. 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. Vitale and seconded by Mr. Facer to adjourn. The voting was unanimous in the affirmative. The Board adjourned its Regular Meeting at 7:19 p.m.

**APPROVED ON:**

17 December 2013

**BY:**

Janie Gehhardt  
Chair

**MINUTES PREPARED BY:**

[Signature]  
Secretary, Board of Trustees

**ATTESTED BY:**

[Signature]  
Clerk