

**MINUTES OF THE  
REGULAR SESSION BOARD MEETING  
POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25  
Education Service Center Board Room  
Tuesday, March 18, 2014  
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  
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 18<sup>th</sup> day of March, 2014, as provided in Section 33-510, Idaho Code. Chair Gebhardt called the Regular meeting to order at 5:28 p.m.

**PLEDGE OF ALLEGIANCE**

Riley McCarthy led the audience in the Pledge of Allegiance.

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

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

**APPROVAL OF MINUTES AND PERSONNEL ACTION – Self Explanatory – Action**

Chair Gebhardt said the following minutes would be approved at the April 15, 2014 Regular Board Meeting.

- a. **Special Meeting/Work Session with Legislators** – December 2, 2013
- b. **Special Meeting/Work Session** – February 11, 2014
- c. **Special Meeting/Executive Session/Personnel** – February 11, 2014
- d. **Special Meeting/Executive Session/Hearing** – February 12, 2014
- e. **Regular Board Meeting** – February 18, 2014
- f. **Special Meeting/Executive Session/Hearing** – February 26, 2014

**RECOGNITIONS/VISITORS/CORRESPONDENCE – Information**

**a. Visitors and Correspondence**

- 1) *Moment of Silence for the death of four District #25 Students*

Chair Gebhardt called for a Moment of Silence for four District #25 students that had passed away during the previous month.

- 2) *Thank You Card from Mr. & Mrs. Don Cotant*

Chair Gebhardt read the thank you card from Mr. & Mrs. Don Cotant thanking the District for its support of their family.

**b. Recognitions – Information – Ms. Allen**

Ms. Allen invited the Hawthorne Middle School Math Count students and Mr. McFadden to the podium. She said the District was proud of their success at the Math Counts' Tournament. She said Hawthorne was the only school with students that finished in the top ten. She said students competed against nine schools in the region. She said the students finishing in the top ten were Brian Cole, Travis Lee and Tessa Larsen. She said each of the students received a \$500 scholarship from the ISU School of Engineering. She said Mr. McFadden, the math coach, received a special recognition trophy and a free subscription to the online problem solving bank. She said students met with Mr. McFadden before school to prepare for the competition. She said the students exemplified the Belief that Students Learn Best Through Active Engagement with Highly Qualified Staff. Mr. McFadden said he was extremely proud of the students. He said over 46 students learned together as a team coming in for two additional hours a week and completing three additional hours of homework per week. He said one of his students stated that the competition was the most fun he had had in his entire life. He said he admired the energy that the students put forth. He said academic teams should be valued and supported throughout the District.

Ms. Allen invited the Pocatello High School Technical Students' Association finalists and teachers to the podium. She said nine students attended the Technical Students Association Conference in Nampa. She said six of those students qualified for nationals. She said the students that qualified for nationals were Sam Ward, Cody Stevenson, Koral Sugiyama, Josiah Jennings, Riley McCrady and Joey Rensch. She said the teachers were Karen Whittier and Ashley Alley. Ms. Whittier said it was the group's first time participating in the competition. She said it was entertaining and enlightening. She said each of the students went above and beyond. She said it would be an amazing experience for the students that qualified for nationals. Ms. Alley said going to the conference in Nampa was one of the greatest moments she had as a teacher this year. She said it was great watching her students do well and she was very proud of them.

Ms. Allen invited the Highland High School BPA students to the podium. She said Trent Savage and Nate Mortimer were in attendance that evening. She said last month several BPA students were recognized for qualifying for state and now three students were being recognized that evening for qualifying for nationals. She said the students that qualified for nationals were Nate Mortimer, Trent Savage and Landon Taylor and would travel to Indianapolis to compete. She said the BPA advisor, Matt Noble, was unable to attend the meeting that evening due to a prior commitment and asked one of the students to say a few words. Nate Mortimer said all of the students had a great time and there were over 600 students involved in the competition. He said three students from Highland and two from Century qualified for nationals. He said it was a great experience and hoped to participate again the following year.

**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.

There was no public comment on items not on the agenda at the time of the meeting.

**d. Public Comment on the Preparation of the 2014-15 Pocatello/Chubbuck School District No. 25 Budget**

Annually the Board invites public comment with respect to budget development for the following fiscal year. The Board Chair solicited public comment relative to the preparation of the 2014-15 budget at the time of the meeting. There was no public comment on the preparation of the 2014-15 Pocatello/Chubbuck School District No. 25 Budget at the time of the meeting.

## **REPORTS**

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

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

Ms. Lackey said the school's band participated in a competition the previous Friday. She said the Girls' Basketball Team took 3<sup>rd</sup> at state. She said the Drama Department finished its presentation of Fiddler on the Roof which was a great success. She said everyone was looking forward to spring break.

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

Ms. Morton said the Drama Department finished its presentation of Shrek the Musical which was very successful. She said students were preparing to take the ACT and SATs and were completing their vocabulary reviews. She said the Boys' Basketball Team took 2<sup>nd</sup> at state. She said the Girls' Basketball Team was the district champion but lost at state. She said the school had a blood drive and students participated in the St. Baldrick's fundraiser and met the \$50,000 goal. She said one of Century High School's wrestlers took 5<sup>th</sup> at state.

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

Mr. Liu and Ms. Brinton were excused.

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

Ms. Gunn said students were making an effort to decrease conflict and bullying throughout the school and were doing a good job as students were not afraid to express themselves. She said the Friday Academic Academy was a success. She said the school was meeting its goal of 80% of passage in classes.

**b. Media Report – Ms. Allen**

Ms. Allen said there were 22 print articles and 19 television stories. She said most of the stories were about staff and student activities, education legislation and school levies even though this District did not run a levy. She said patrons in other School Districts approved over \$209 million in levies and bonds. She said 48 Districts passed a levy or bond with only a few failing. She said Bonneville and Madison were two of the few Districts that were unable to pass a bond or levy. She said one was a \$92 million bond and the other was \$2.5 million levy. She said she appreciated efforts of the television stations and the Idaho State Journal to cooperate with the District using best practices and ethics in reporting on loss and grief.

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

Chair Gebhardt said minutes from previous Committee Meetings were included in the packet. Ms. Cranor said she attended the Education Foundation Meeting and the Committee had exciting new ideas to recognize students that would be forthcoming. She said one of the ideas was to get a reader board for the District Office and suggested that if anyone was interested in sponsoring a reader board to contact Shelley Allen. Mr. Vitale said the Key Communicators met and there was a great deal of support for the District and members were willing to help the community understand the position of the District with regard to loss. Ms. Gebhardt said she continued to hear from patrons how much they appreciated everything the District did. Mr. Mattson said it was heartwarming to see a variety of community groups working together for the better of the community at Judge Murray's Juvenile Detention Committee Meetings. He said he attended the Instructional Technology Committee and appreciated how passionate the members were, but most of the content was over his head.

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

**a. Anti-Bullying Training Report – Mr. Hobbs**

Mr. Hobbs said the District started working with the Idaho Drug Free Youth (IDFY) program about three years ago. He said the IDFY Trainers, Alex and Mindy, had done an excellent job training students and the administration appreciated their efforts. He said 100 students were trained at Pocatello High School and 100 students would be trained at Highland High School the next day. He said that would complete training for all four of the high schools. He said the training included eye to eye training which was meant to prevent students from abusing substances. He said the training was done in a positive manner with peer support and positive interactions. He said the intent was to train students to spread the message throughout the school with key student representatives being sent to annual conferences. He said the District would continue to bring IDFY in to conduct trainings as funding became available. He said he continued to apply for various grants to keep the funding going. He said similar trainings were conducted at Irving and Hawthorne Middle Schools and the District would continue efforts at the other middle schools. He said last spring the District started a campaign to prevent hate, harassment and discrimination. He said the District was able to bring in national presenter, Steve Wessler from the Hate Prevention Center. He said Mr. Wessler's training centered on preventing minority clashes within communities. He said the District brought in Mr. Wessler to train twenty people to become local trainers and was sponsored by Too Great for Hate. He said Too Great for Hate was a community group that promoted tolerance in the community. He said since the first initial training, the District brought Steve Wessler back for one day to train school counselors, 9<sup>th</sup> grade students at Century, Summer School students, New Horizon High School students and 100 students at Pocatello High School. He said the District planned to train students at Highland High School next year and would then focus on the middle schools. He said so far there was a positive response from students at the schools and the positive influence was recognized by the community. He said many school administrators received an abbreviated training. He said Janie Gebhardt was involved with Too Great for Hate and Leslie Foltz and Gray Brennan were local trainers who were also in attendance. He said the overall goal was to make the school and community environments inviting for all. He said the District was looking into another support program called Sources of Strength. He said one of the major goals of the program was to eliminate harassment, bullying and substance abuse in school. He said schools were reporting that the prevention training was having a positive impact.

**b. ICS/SBAC Update – Mr. Wegner**

Mr. Wegner said the District was nearing the beginning of the test window. He said Ms. Luras had done a great job preparing staff. He said K-12 test coordinators and special education staff have been trained. He said they would be responsible for identifying any necessary accommodations and would inform the District. He said test proctors attended a training session or were trained by the test coordinators. He said the

administration would monitor the SBAC website to keep apprised of any changes as new testing information was released frequently. He said Ms. Cami Chopski was managing all of the additions and deletions of students for all of the schools. He said the schools used to manage the data entry for the ISAT but could not for the SBAC. He said the one week delay for the SBAC testing window did not affect the District.

**c. Curriculum Committee Update – Mr. Wegner**

Mr. Wegner said the Curriculum Committee met and discussed the middle school principals' need for flexibility in scheduling 6<sup>th</sup> grade students with 7<sup>th</sup> and 8<sup>th</sup> grade students to accommodate the scheduling of students in elective classes. He said the Committee minutes from February 27<sup>th</sup> provided the details of the discussion and were included in the packet. He said the change was prompted by the new middle school schedule that afforded an extended hour for math which complicated the master schedule and made student scheduling a challenge. He said allowing the middle schools flexibility would eliminate placement concerns. He said once the issue was articulated the committee agreed to approve the integration of 6<sup>th</sup> grade with the 7<sup>th</sup> and 8<sup>th</sup> grades. He said after registration was complete in April the scheduling information would be reviewed and compared.

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

Mr. Wegner said Mr. Merica and Ms. Spall had expanded the individual classroom training to include the 3<sup>rd</sup> and 5<sup>th</sup> grades at Jefferson Elementary. He said the 3<sup>rd</sup> and 5<sup>th</sup> grade teachers at Tyhee and Washington Elementary Schools were introduced to Moodle. He said the technology specialists added SBAC preparation videos as a teacher resource online. He said the technology literacy course would include a class on how to use Google Earth and how to access primary source documents. He said the final session of Promethean Board Training would wrap up that week. He said the specialists would hold a Q&A in the spring to gather teacher feedback on the trainings provided.

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

Mr. Wegner said the administration had been working on a solution to the problem of preparing students in Algebra II in just two trimesters. He said time had been an issue since the transition to trimesters and had compounded with the transition to SBAC. He said after meeting with the math department the administration could see no other option but to offer Algebra II in all three trimesters next year. He said the Curriculum Committee approved the request a couple of years ago but the District was unable to accommodate the change due to a lack of funding. He said the administration would have time to plan for the transition for the following school year and would meet with the Committee again to prepare a formal recommendation that would be brought to the Board for approval in May.

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

Dr. Mortensen said included in the packet were materials relative to the Head Start Grant application which were reviewed at the March 11, 2014 Work Session. She said a final copy of the grant application would be provided electronically to the Board prior to the April 1, 2014 submission deadline. She said the Board would be asked to approve the submission of the grant under Old Business.

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

Dr. Mortensen said several of the After School Programs held successful family nights that month. She said the family nights were centered on science. She said students and parents participated in various science experiments from creating lava lamps to building rockets. She said the After School Program was getting ready for its 5k walk/run challenge that would take place on April 26<sup>th</sup>. She said the program purchased obstacle course equipment to practice for the 5k challenge. She said 21<sup>st</sup> Century After School staff would attend the Prevention Conference next month. Mr. Facer asked if the 5k was a group or individual challenge. Dr. Mortensen said it was a group activity and usually started by Hawthorne Middle School. She said Andrew Fletcher did a great job getting sponsors and organizing the event. She said it continued to grow every year.

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

Dr. Mortensen said included in the packet was the current Idaho Food Bank – Back Pack program report. She said Hawthorne Middle School had 6 back packs that month and Irving Middle School would most likely have some next month as the need remained pretty constant at the school.

**i. Pocatello Community Charter School Programmatic Audit – Dr. Mortensen**

Dr. Mortensen said included in the packet was the Annual Summary Report template that would be completed by the PCCS administration as part of the annual Programmatic Audit. She said the District was the authorizer of the Charter and was obligated to provide oversight for the school. She said the Board annually reviewed the Audit that was conducted by the administration. She said Mr. Mendive was the new principal at the Charter School and met with her to review the Audit process. She said included in the packet was the template for the self-assessment that would be completed by the Charter. She said all of the schools in the District were

required to complete the self-assessment as part of the Wise Tool. She said an onsite review of the Charter would be completed the following year. She said the self-assessment was due to the District by May 15<sup>th</sup>.

**j. Elementary Enrollment Projections – Dr. Mortensen**

Dr. Mortensen said included in the packet were the elementary enrollment projections for the 2014-15 school year. She said the numbers were pulled from Infinite Campus and once the rollup of Kindergarten numbers was completed and transfer students were removed it would give the administration a better idea of what enrollment would look like for the coming school year. She said the enrollment projections would be compared with data from principals which would include actual classroom numbers and transfers. She said some of the class sizes were high and FTE would be shifted to accommodate high enrollment numbers. She said the administration would continue to work on enrollment and staffing in the coming months. Ms. Gebhardt said there was a large jump in student enrollment at Chubbuck Elementary and asked if another class would be added or if students would be overloaded to another school. Dr. Mortensen said an FTE would most likely be shifted to the school and would add another classroom. She said the District moved three classrooms out of Chubbuck last year so space was not an issue. She said the enrollment numbers were still an estimate and would continue to be refined.

**k. 2014-15 Kindergarten Calendar – Dr. Mortensen**

Dr. Mortensen said included in the packet was the 2014-15 District #25 Kindergarten Calendar. She said the calendar was created to show the alternating full day schedules to provide helpful information to parents during registration. She said the Board would be asked to adopt the calendar under Old Business.

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

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

**m. Follow From Century High School on Accreditation Recommendations – Mr. Devine**

Mr. Devine said included in the packet was a memorandum from Principal Brockett on the school's action plan for the recommendations it received as part of the accreditation review earlier in the year. He said Century High School had an excellent list of commendations. He said the memorandum detailed the school's plan to implement a building O drive to focus on formative assessments, professional development and on the selection of a SMART Goal.

**n. Alameda Middle School Space Needs for 2014-15 and Teen Parent Day Care Program – Mr. Devine**

Mr. Devine said included in the packet was a memorandum detailing the space needs for Alameda Middle School for the 2014-15 school year and the recommendation to discontinue the Teen Parent Day Care Program. He said the information was discussed at the March 11, 2014 Work Session. He said enrollment projections showed a large increase in 6<sup>th</sup> grade students and space would be critical for the coming year. He said currently only four children were being served by the day care. He said the proposal would still provide support for teen parents to obtain day care and other services in the community. He said the Board would be asked to authorize the closure of the Teen Parent Day Care Program under New Business.

**o. 9<sup>th</sup> Grade School Choice – Mr. Devine**

Mr. Devine said included in the packet was a memorandum detailing the number of students utilizing school choice and the high schools the students requested to attend. He said the high schools held elective fairs and 8<sup>th</sup> grade students made their selections. He said a large number of students selected Highland High School and most of the Private or Charter School students selected Century High School. Ms. Cranor asked what the total capacity was at Highland High School. Mr. Devine said there was space at the school to accommodate the requests, however, staffing could be an issue. He said once a core class got too high the school would stop accepting transfers in. He said a full staffing report would be completed after students forecasted their schedules for the coming school year. Ms. Vagner said and K-12 Enrollment and Capacity Report would be provided to the Board in April. Mr. Mattson asked where the out of District transfers were coming from. Mr. Devine said most of them were from Marsh Valley and a few others were from American Falls and Blackfoot. Ms. Vagner said students coming from Marsh Valley were often transported by their parents to the nearest bus stop for Century High School but the busses did not travel outside the District's boundaries to pick them up. Mr. Devine said once an out of District transfer was approved it remained for the student's high school career.

**p. Secondary Enrollment Projections – Mr. Devine**

Mr. Devine said included in the packet were the secondary enrollment projections for the 2014-15 school year. He said the biggest impact would be at the middle school level. He reviewed the proposal for high school staffing. He said the administration bought six preparation periods at Century High School to solve overcrowding issues and would need to continue to buy prep periods. He said Pocatello High School had been unable to replace three teachers that left the District at the start of the 2013-14 school year and the

administration was proposing that those positions be filled to avoid the need to continue buying out teacher preparation periods. He said Highland High School also had a need to buy out teacher preparation periods this year but due to the anticipated increased enrollment for the coming school year the administration was proposing an additional FTE be added for Highland. He said the cost of buying out preparation periods was almost the same as a full time position so the increase would be minimal. He said the proposed increase for secondary schools was the addition of four FTE. Ms. Cranor asked if FTE would be added to the middle schools. Mr. Devine said the proposal was to add two 6<sup>th</sup> grade FTEs and to Alameda Middle School, add 1.5 FTE to Irving Middle School and 1 FTE to Hawthorne Middle School and reduce 1 FTE at Franklin.

**q. 2014-15 New Horizon Center Calendar – Mr. Devine**

Mr. Devine said included in the packet was the 2014-15 District #25 New Horizon Center Calendar. He said New Horizon's calendar was different from the main calendar due to the 6 week block schedule. He said the Board would be asked to adopt the calendar under Old Business.

**r. 2014 Highland High School Golf Schedule – Mr. Devine**

Mr. Devine said included in the packet was the 2014 golf schedule for Highland High School that was inadvertently left out of the Spring Athletic Schedules that were approved by the Board in February. He said the Board would be asked to approve the golf schedule under Old Business.

**s. DAPC Hearings Report – Mr. Devine**

Mr. Devine said included in the packet was a memorandum detailing the number of DAPC hearings in each of the secondary schools and the outcome of the hearings by school for the 2<sup>nd</sup> trimester. He said the Committee met two times each trimester. He said the first meeting was to review any students that were falling behind academically and to determine who would be placed on a contract. He said the second meeting was held towards the end of the trimester to review the students' progress and either remove them from the contract or place them at New Horizon High School if the student had not made enough progress. He said last trimester 16 students were able to get back on track and were returned to their regular high school. Ms. Gebhardt said it looked like there were a few students choosing the GED route. Mr. Devine said the Committee did not encourage GED completion because it did not count towards the District's graduation rate anymore. He said fewer students may choose the GED route next year as the test was being aligned to the Common Core and would be more difficult to pass.

**t. Activity Fees Report – Mr. Devine**

Mr. Devine said included in the packet was the Activity Fees Report with fee information as of the 2<sup>nd</sup> trimester. He said the report was self-explanatory. He said the data entry was not always consistent at the school level and the District was offering training for clerks and registrars. Ms. Cranor asked about the 1<sup>st</sup> trimester data for Pocatello. She said the number of students paid was higher than the number of students participating in one of the activities. Mr. Devine said it was likely an error and he would have it corrected.

**u. Policy 8125 – Release Time – 1<sup>st</sup> Reading – Mr. Devine**

Mr. Devine said included in the packet was Policy 8125 – Release Time. He said the change to the policy eliminated release time for specialized educational programs as the practice was antiquated. He said following a first reading by the Board, the policy would be posted for public input. He said administrators requested the language change. He said the previous language was pretty vague and the intent was to keep the focus on release time for only one period per day rather than allowing students to receive credit for being gone most of the day. He said the Board would be asked to hear the Policy on first reading under New Business.

**v. Coaches Certification/CPR/Concussion Tracking Report – Mr. Devine**

Mr. Devine said included in the packet was the Coaches Certification/CPR/Concussion Tracking Report for the 2<sup>nd</sup> trimester. He said data was still being compiled and some coaches were still in the process of receiving training but were making progress.

**w. ISU Athletic Administrator Intern Requests – Mr. Devine**

Mr. Devine said included in the packet was a request from ISU to place two athletic administrator interns under the supervision of Steve Anderson at Century High School during the spring trimester of the 2013-14 school year. He said the request was reviewed and was in order. Ms. Cranor asked when the internship would take place. Mr. Devine said the internship would take place during the teacher's preparation period or after school. He said interns did not complete their hours during the school day. Ms. Vagner said the administrators were on contract for weeks after school was out and interns clock their hours during that time. Mr. Devine said the Board would be asked to approve the requests under the Consent Agenda.

**x. 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 administration had reviewed the information and the requests were in order. He said the Board would be asked to approve the requests under Old Business.

**y. Any Other Secondary Education/PLCs/TIA/Beliefs Update – Mr. Devine**

Mr. Devine said the administration met to start planning and organizing for Summer School. He said the program would continue at the New Horizon Center and students would have the option to choose face to face instruction or PLATO. He said the administration was in the process of drafting a letter to parents explaining the Graduation Protocols that were reviewed with the Board. He said Hawthorne Middle School had a morning announcement program called Good Morning Hawks and the school was working on translating the program into Shoshone and Spanish to ensure the program included the three main languages at the school.

**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 February. He said the state's revenue projections was up by \$27 million which was about the same amount that revenue was down in January so overall projections remained steady and was most likely a timing difference. He said the state's revenue projections were up \$3.6 million for the year. He said the state was meeting its revenue projections which were important relative to School District funding. He said JFAC was comfortable enough with the revenue projections to give education a 5.1% increase for the coming year which could have been dramatically different if revenue projections had not remained steady.

**b. Free and Reduced Lunch Report**

Mr. Reed said included in the packet was a current Free and Reduced Lunch report. He said the percentage of students eligible for free and reduced meals was at 52.5%. He said it had remained constant this year but was a bit of an increase from the year before. He said changes were coming to the national school nutrition guidelines that would impact the beverage and snack service for the 2014-15 school year. Ms. Cranor said she watched a special presentation on school lunch programs and how beneficial the program was for some students that only ate at school and whose families only ate what food was brought home from the back pack program. She said those programs were desperately needed in this areas and she was grateful the District was able to offer the programs. Mr. Reed said the community was very supportive and generous with their time and resources to ensure students and their families had food.

**c. Warehouse Inventory Loss Control Report**

Mr. Reed said included in the packet was a Warehouse Inventory Loss Control Report with information as of February 6 & 7, 2014. He said the warehouse staff conducted a complete inventory of its custodial and instructional supplies every February. He said he was always amazed at the accuracy of the staff in keeping track of every item that came into and was sent out of the warehouse. He said the inventory was within 3/1000's of a percent. He said the reason the custodial inventory was higher than the start of the year was due to older items that were left in the media center at the school during the move from the Alameda Center to the New Horizon Center. He said the District brought those items back to the warehouse but overall the impact was minimal.

**d. Bid Awards**

Mr. Reed said included in the packet were memorandums recommending various bid awards. He said also included was a memorandum detailing the rationale for the recommendation to select the second lowest bidder on the purchase of four (4) 78 passenger conventional school busses. He said the District advertised the bid and four vendors responded. He said two of the vendors were within \$975 dollars of each other and the administration selected the second lowest bidder due to documented service problems with the lowest bidder. He said the administration was working with that vendor to correct historical service problems. Mr. Mattson asked if the vendor continued to have service problems. Mr. Reed said the vendor was improving its practices but the administration wanted more time to document changes and ensure that improvement was long term. Ms. Gebhardt asked if both vendors were local. Mr. Reed said both vendors had local dealerships but busses were usually requisitioned from larger warehouses across the country. He reviewed the locker bid and said five vendors participated. He said the lowest bid came in under budget. Ms. Gebhardt asked if the District had worked with the company in the past. Mr. Reed said he believed so, but lockers were not replaced very often and he was not 100% sure. He said the District's specifications were very detailed and if a vendor met the

specifications and timeline he was confident the District would receive a quality product. He said the Board would be asked to award the bids under Old Business.

**e. Refinance Bond Debt**

Mr. Reed said he reported nearly one year ago that there may be an opportunity to reduce the District's bond rate on the current general obligation bond. He said the bond was for the construction of Century High School and the renovation of Pocatello High School. He said the bonds become callable in August. He said the interest rate dropped and if the market remained steady the District could save taxpayers approximately \$187,000. He said the bond rate would be reduced from approximately 5% to approximately 3%. He said the refinance would move forward on a quick timeline. He said if the District was to move forward the Board would need to authorize the notice of a bond sale at its April 15, 2014 Regular Board Meeting and a lot of work had to be completed by the administration prior to that meeting. He said he had been working with Zion's Bank to accomplish the refinance. He said after authorizing the bond sale the Board would need to hold a Special Meeting to hold the bond sale around the 20<sup>th</sup> of May. He said the Board would be asked to take action at the April 15, 2014 Board Meeting.

**f. Bus Ridership Counts**

Mr. Reed said the second bus ridership count for the 2013-14 school year was completed in February. He said the count came in at 4,015 students. He said the highest count in December, 2013 was 3,998 and overall bus ridership was up 17 students from the first count. He said the highest count was usually at the start of the year and ridership tended to decline later in the year and the current count was different than the usual trend.

**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 there were several classified positions open. He said the District was always in need of food service staff, substitutes and regular bus drivers. He said there was an opening for an HVAC technician, a carpenter and a secretarial position. He said the department was hopeful that quality candidates would apply for the positions. He said the administration would attend the Legislative Tour in April and would have a better idea of any classified salary increase at that time.

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

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

Ms. Vagner said the District was in the process of finalizing the ISEE upload that week. She said Mr. Smart was out of the office for the rest of the week but had prepared Mr. Jolley to complete the upload.

**b. Student Enrollment Information Update**

Ms. Vagner said included in the packet was current student enrollment data. She said elementary and middle school enrollment had remained constant throughout the year. She said there was more fluctuation at the high school level which was normal and overall enrollment remained steady.

**c. 2014-15 Enrollment Projections and 2014-15 Budget Development**

Ms. Vagner said included in the packet were the enrollment projections for 2014-15 and the SDE Public School Budget for FY15. She said the District's Projected Cost Increases was included in the addendum. She said Mr. Smart prepared the enrollment projections which were very close to the elementary and secondary projections. She said the most difficult enrollment to project was kindergarten. She said the estimated enrollment would be about the same as the current year. She said comparison numbers were fall to fall. She said the elementary and secondary numbers were head count figures. She said Mr. Smart's enrollment projections would be used in the preparation of the budget and for unit planning. She said the administration hoped to staff cost neutral in elementary and special education and address the needed additions for the middle and high schools but was not in a position to start adding back. She said one new item on the Projected Cost Increases spreadsheet was an anticipated increase to the student support services budget. She said if the state allocated Safe and Drug Free Schools money to Districts the increase would not be necessary. She said another new item was the additional cost for professional liability and auto insurance for CRWs which was a new requirement. She said it would cost around three to five thousand per year. She said the District currently shared the cost of the CRWs with Health & Welfare. She said the administration deliberated on the solution to the math problem and testing. She said the current year's freshman had to pass the SBAC in order to graduate and if those students did not take Algebra II they would not have enough math to pass the SBAC. She said 50% of the District's juniors were enrolled in Algebra II and they should have three trimesters of Algebra II for SBAC success. She said the administration estimated that 18 preparation periods would need to be bought to offer Algebra II for the third trimester only. She said the administration would continue to work out the

logistics but wanted to inform registrars in a timely manner to allow them to schedule students in that course. She said the estimated cost to offer the course in three trimesters was \$72,000. She said the District would have to be mindful of class size to ensure the District would not be penalized pending the passage of proposed class size legislation. She said the administration would have a good idea of what the units looked like after the Post Legislative Tour on April 3, 2014. She said Obamacare was listed as a projected cost increase but would most likely come from other budgets. She said Cabinet would begin the budgeting process on April 6, 2014 and would have more solid information at the April Work Session. She said the Budget Committee Meeting was cancelled for March. She said some people thought that because the District received operational money this year that there was an influx of dollars but the District was still using its reserve fund to balance the budget. She said Districts continued to emphasize the importance of operational money to their legislators.

**d. Open Negotiations for the 2014-2015 School Year**

Ms. Vagner said included in the packet was a letter from the PEA requesting to open negotiations for the 2014-15 school year and a response from the Superintendent on behalf of the Board of Trustees agreeing to open negotiations. She said the letter from the Board stated that the bargaining team would remain the same and the Board accepted the request to open negotiations. Ms. Flandro said the PEA and District Bargaining Teams agreed to meet on April 16<sup>th</sup>. Ms. Vagner said the Board would be asked to accept the letter from the PEA requesting to open negotiations and direct the administration to submit the letter to the PEA opening negotiations under New Business.

**e. Wellness Dashboard Report**

Ms. Vagner said included in the packet was the Wellness Dashboard Report for January. She said the report was reviewed in detail at the March Work Session.

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

Ms. Vagner had no further Employee Services 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 District received a retirement letter from Dr. Mortensen and Ms. Sherry Young. He said both of the positions would be hard to fill. He said both of the positions were being advertised nationally on Applitracks. He said there were six teacher retirements, a few new hires and two resignations. He said included in the addendum was the recommendation to hire Dr. Heidi Kessler as the summer school principal for 2014. He said the summer school principal position would start in June and run through July. He said Dr. Kessler and the secondary administration were meeting to begin planning schedules, registration and staffing. He said there were also some professional development stipends for approval. He said the Board would be asked to approve the Human Resources Activity as amended under the Consent Agenda.

**b. Certified Staffing Timeline for Spring 2014**

Dr. Howell said included in the packet was the Certified Staffing Timeline for Spring 2014. He said Mr. Devine traveled to the Logan, UT recruiting fair and spoke with potential candidates from the University of Utah, Utah State and Weber State. He said the District would continue its recruiting efforts at recruiting fairs in April for BYU and BYU-I. He said he gave a presentation to ISU students at a student teacher seminar and talked about the District's recruiting efforts. He said the District's budget was stable enough to issue contracts this year rather than Letters of Intent. He said the Board would be asked to take action on issuing contracts in mid-May. He said contracts would be hand delivered to staff by principals and staffs would have ten days to return. He said if there were any salary adjustments to be made they could be addressed through an addendum to the contract following negotiations.

**c. 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. Legislative Update**

Ms. Vagner said included in the packet was a copy of the current ISBA Capitol Notes. She said the only new item that was moving forward was the proposal for a 30 person committee to examine SBAC test questions for any social engineering. She said the cost would be \$75,000 per year. She said the bill was sent to the House Education Committee and could very well pass.

**b. Board School Visits – April 1, 2014**

Ms. Vagner said the administrators requested that the Board refrain from visiting schools on April 1, 2014 due to the administering of the SBAC tests across the District beginning that day. She asked the Board if it would prefer to reschedule, or cancel school visits for April. The Board agreed to cancel April School Visits.

**c. Calendar**

Ms. Vagner said included in the packet was the calendar of the Board's Meeting Schedule inclusive of various Committees from March 17, 2014 through May 2, 2014. She said the April 1 Board School Visits would be removed. Ms. Gebhardt noted that Judge Murray's Advisory Committee was rescheduled to April 22<sup>nd</sup>.

**d. Any Other Superintendent's Update**

Ms. Vagner said Ms. Johnson posted meeting notices and agendas on Friday afternoons and the Chubbuck City Offices had changed their hours and now closed at 11:30 a.m. on Fridays. She said the District posted to the public library in Chubbuck and the County Court House. She asked the Board to consider taking action to direct that the Chubbuck City Offices be removed from the District's posting locations unless the City's office hours changed. She said the Board would take any action at the April 15, 2014 Regular Board 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 February 18, 2014 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 March 10, 2014 in the amount of \$1,656,039.68.

**Administrative Recommendation:** Administration recommended Board approve the bills and invoices as of March 10, 2014 in the amount of \$1,656,039.68.

**c. Topic: Approve Supplemental Financial Information from February 1, 2014 through February 28, 2014**

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

**Background Information:** Included in the packet was supplemental financial information for the period of February 1, 2014 through February 28, 2014.

**Administrative Recommendation:** Administration recommended Board approve supplemental financial information from February 1, 2014 through February 28, 2014 as presented.

**d. Topic: Approve ISU Athletic Administrator 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 athletic administrator interns at Century High School for the spring trimester of the 2013-14 school year.

**Administrative Recommendation:** Administration recommended Board approve the athletic administrator interns request for ISU 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 Submission of Head Start Grant***

**Policy Issue:** Board approves the submission of the Head Start Grant application.

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

**Administrative Recommendation:** Administration recommended Board approve the submission of the Head Start Grant application as presented.

**Board Direction/Action:** A motion was made by Mr. Mattson and seconded by Mr. Vitale to approve the submission of the Head Start Grant application as presented. The voting was unanimous in the affirmative.

**b. Topic: *Adopt 2014-15 District #25 Kindergarten Calendar***

**Policy Issue:** Board approves calendars.

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

**Administrative Recommendation:** Administration recommended Board adopt the 2014-15 District #25 Kindergarten Calendar as presented.

**Board Direction/Action:** A motion was made by Mr. Vitale and seconded by Mr. Facer to adopt the 2014-15 District #25 Kindergarten Calendar as presented. The voting was unanimous in the affirmative.

**c. Topic: *Adopt 2014-15 New Horizon Center Calendar***

**Policy Issue:** Board approves calendars.

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

**Administrative Recommendation:** Administration recommended Board adopt the 2014-15 New Horizon Center Calendar as presented.

**Board Direction/Action:** A motion was made by Mr. Facer and seconded by Ms. Cranor to adopt the 2014-15 New Horizon Center Calendar as presented. The voting was unanimous in the affirmative.

**d. Topic: *Approve 2014 Highland High School Golf Schedule Inclusive of Travel***

**Policy Issue:** Board approves athletic schedules inclusive of travel.

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

**Administrative Recommendation:** Administration recommended Board approve the 2014 Highland High School Golf Schedule inclusive of travel as presented.

**Board Direction/Action:** A motion was made by Mr. Mattson and seconded by Mr. Vitale to approve the 2014 Highland High School golf schedule inclusive of travel as presented. The voting was unanimous in the affirmative.

**e. 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. Vitale and seconded by Mr. Mattson to approve the out of District/overnight field trip requests as presented. The voting was unanimous in the affirmative. Ms. Gebhardt asked the administration to ensure the date on one of the forms was corrected to 2014.

**f. Topic: *Award Bids:***

Four (4) 78 Passenger Conventional School Busses

Lockers

**Policy Issue:** Board awards bids.

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

**Administrative Recommendation:** Administration recommended Board award the above listed bids for school busses and lockers as presented and accept the second lowest bidder on the purchase of (4) 78 passenger conventional school busses from Western Mountain Bus Sales, due to documented service problems with the lowest bidder.

**Board Direction/Action:** A motion was made by Mr. Facer and seconded by Ms. Cranor to award the above listed bids for school busses and lockers and accept the second lowest bidder on the purchase of (4) 78 passenger conventional school busses from Western Mountain Bus Sales, due to documented service problems with the lowest bidder as presented. The voting was unanimous in the affirmative.

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

**a. Topic: *Authorize Closure of Teen Parent Day Care Program***

**Policy Issue:** Board authorizes changes to District programs.

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

**Administrative Recommendation:** Administration recommended Board authorize the closure of the Teen Parent Day Care Program as presented.

**Board Direction/Action:** A motion was made by Mr. Vitale and seconded by Mr. Mattson to authorize the closure of the Teen Parent Day Care Program for the 2014-15 school year as presented. The voting was unanimous in the affirmative.

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

Policy 8125 – Release Time

**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 Mr. Facer and seconded by Mr. Vitale to hear on first reading the above listed policy as presented. The voting was unanimous in the affirmative.

**c. Topic: *Open Negotiations for the 2014-15 School Year***

**Policy Issue:** Board annually opens negotiations for a collective bargaining agreement with the PEA.

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

**Administrative Recommendation:** Administration recommended Board open negotiations for the 2014-15 school year and direct the administration to submit the letter to the PEA opening negotiations as presented.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Facer to open negotiations for the 2014-15 school year and direct the administration to submit the letter to the PEA opening negotiations 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 7:21 p.m.

**APPROVED ON:**

15 April 2014

**BY:**

Janie Hebert  
Chair

**MINUTES PREPARED BY:**

[Signature]  
Secretary, Board of Trustees

**ATTESTED BY:**

[Signature]  
Clerk