

**MINUTES OF THE REGULAR SESSION BOARD MEETING
POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
BOARD OF TRUSTEES
Education Service Center Board Room
Tuesday, June 16, 2015
4:00 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Janie Gebhardt, Chair (Excused)
Jackie Cranor, Acting Chair/Vice Chair
Dave Mattson, Clerk

Jim Facer, Assistant Treasurer
Paul Vitale, 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 16th day of June, 2015, as provided in Section 33-510, Idaho Code. Acting Chair Cranor called the Regular Meeting to order at 4:00 p.m.

PLEDGE OF ALLEGIANCE

Mr. Orr led the audience in the Pledge of Allegiance.

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

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

APPROVAL OF MINUTES – Self Explanatory – Action

- a. **Regular Board Meeting** – April 21, 2015 (*Ms. Cranor*)
- b. **Special Meeting/Executive Session** – May 12, 2015
- c. **Special Meeting/Work Session/Executive Session** – May 12, 2015 (*Mr. Mattson*)
- d. **Special Meeting/Executive Session/Hearing** – May 13, 2015
- e. **Special Meeting/Work Session** – May 19, 2015
- f. **Regular Board Meeting** – May 19, 2015 (*Mr. Vitale*)
- g. **Special Meeting/Executive Session/Personnel** – May 19, 2015
- h. **Special Meeting/Action/Executive Session/Hearing** – May 28, 2015

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

RECOGNITIONS/VISITORS/CORRESPONDENCE – Information

a. Visitors and Correspondence

b. Recognitions – Information – Ms. Allen

There were no recognitions at the time of the meeting. Recognitions were rolled to the July Board 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. There was no public comment on items not on the agenda at the time of the meeting.

DISCUSSION ON PROPOSED REVENUE AND EXPENDITURE BUDGETS / PUBLIC HEARING

a. Presentation of Proposed Revenue and Expenditure Budgets for the 2015-16 School Year

Mr. Reed said included in the packet were the proposed Pocatello/Chubbuck School District No. 25 Revenue and Expenditure Budgets for 2015-16 and the 2015-16 Budget Presentation. He said the information was discussed with the

Board at the April and May Board Meetings and the Board gave final direction for the 2015-16 budget preparations. He said that also included in the packet was the Resolution to adopt the Pocatello/Chubbuck School District No. 25 Revenue and Expenditure Budgets for 2015-16. Mr. Smart said included in the addendum was the PowerPoint presentation of the 2015-16 budget. Mr. Reed said the General Fund amounted to 70% of the District's funding. He said local funds came from the Supplemental Levy. He said Federal Funds amounted to 7.5% of the budget. He said the special funds budget was made up of three main funds including Title I, Special Education and Head Start and was about \$7.8 million overall. He said there were a lot of other special grant funds that were smaller. He said the fund history reflected minimal increases to the General Fund since 2013. He said federal funds had increased by 12% since 2013. He said the School Plant Facilities Fund had increased by 74%. He said the fund increased by 5% each year to offset inflation and the New Horizon Center and Alameda Middle School renovation projects were no longer included as expenses which accounted for the considerable increase to the School Plant Facilities Fund. He said the District's bond for Century High School would be paid off by August, 2016. He said there was \$403,000 remaining in the VEBA Trust Fund. He said state revenue had increased by 48% which was due to the state shifting general fund money back into special categories. He said the state had begun funding substance abuse prevention which it had not done for a number of years. He said the substance abuse allocation was \$180,000 this year. He said state allocated about \$750,000 for technology funds. He said the District adjusted its budget by \$30,000 to make up for the loss of federal forest funds and learned after the fact that the federal government would temporarily restore those funds. He said the \$30,000 would be added back to the District's budget information. He said a majority of the District's special revenues came from federal funding. He reviewed the details of the District's local funds. He said 26% went towards salaries and benefits. He said 9% went towards the debt retirement, 16% was used for supplies and 12% was used for purchased services. Mr. Smart said the General Fund was the largest fund in the District's budget. He said special funds were limited to specific purposes and the General Fund could be used for whatever the District needed. He said the format that was used in the budget presentation was dictated by State Department of Education. He said revenue and expenditure line items were broken out by topic. He said 84% of the District's General Fund came from the state. He said 7 years ago the state funded the District at 87%. He said that percentage also took into account the District's increased student enrollment. He said local funds had increased in order to make up for the lack of state funding. He said the state still had a ways to go to fully restore funding to School Districts. He said 80% of the District's General Fund went towards salaries and benefits. He said there were very few capital objects. He said the General Fund allocation was based on ADA which was driven by student attendance. He said the District's enrollment peaked in 2013. He said the last couple of years had been steady but he anticipated enrollment to decline when some of the larger classes left the District. He said he anticipated about 12,300 students for next year. He said he anticipated the District's units would be down by eleven for the 2015-16 school year due to increased charter school enrollment. He said salary apportionment was based on enrollment and entitlement was based on ADA. He said the District's ADA had a tendency to decrease towards the end of the year which affected entitlement. He said entitlement was the operational funding the District received from the state. He said it was used to supplement insurance, salary, purchased services and nearly every area of the budget. He said salary apportionment traditionally changed based on experience. He said apportionment paid for PERSI, Medicare and OASDI taxes. He said if staff moved over or down on the salary schedule it had a positive impact on apportionment but the implementation of the Career Ladder would change the formula. He said the Career Ladder would place certified staff at the current placement without giving any credit for movement. He said it would change how the District placed people. He said movement was not just about experience anymore but would be based on achieving goals. He said the District would receive extra funding for a teacher with a Master's Degree or greater. He said District funding would no longer use the traditional index. He said entitlement was increased by 14%. He said the last time the District received entitlement funding at that level was the 2003-04 school year. He said if funding had been restored to the 2009-10 levels the District would have received an additional \$1 million. He said the base salary increased by 3% which was still 9.5% lower than the 2009-10 levels. He said the average salary on the Career Ladder would be around \$40,000. He said the state increased the minimum teacher salary. He the District was allocated \$650,000 for Leadership Premiums. He said the Board approved the District's Leadership Premium Plan in the fall. He said per Idaho Code no certificated employee could be paid more than \$6,013 and the District's highest stipend was approximately \$4,000. He said the District's total revenue was around \$66 million. He said the District had no more reserves and difference between expenditures and revenues was shrinking. He said the District used up every last dollar to balance the budget this year. He said medical premiums increased by 4.6%, the Employee Assistance Program (EAP) increased by 3% and the District would need to utilize \$90,000 out of the VEBA Trust Fund to offset the impact to the General Fund. He said departmental budget requests were reduced by \$847,000, most of which had come from secondary textbooks. He said he knew Mr. Orr was hopeful that the District would be able to purchase textbooks this year but that would have to wait. He said the technology budget requests were also cut. Mr. Reed said it was important to note that no area of the District's budget had increased even though Districts were given additional funding. He said the District's budget remained status quo.

He said the District was not able to pass on any increases to programs or schools within the current budget. Mr. Smart said the District did pass through the additional 3% to salaries for certificated staff based on Career Ladder. He said the calendar was also increased by two days. He said the focus for the additional days would be on parent/teacher conferences. He said the District had to reduce by 9 FTE at the elementary level due to increased charter enrollment. He said a 3% increase from the state did not translate to a 3% increase on the District's salary schedule because the District paid over the amount that was allocated by the state. He said it was closer to 2.75% on the District's salary schedule. He said the passage of the Supplemental Levy was critical in balancing the budget this year. He said the Board would be asked to certify the levies that would be filed with the County. He said the levy rate would decrease next year.

b. Recess Regular Board Meeting and Convene Public Hearing on the Pocatello/Chubbuck School District No. 25 Proposed Revenue and Expenditure Budgets for 2015-16

Acting Chair Cranor convened the Public Hearing at 4:39 p.m. and called for public comment relative to the Pocatello/Chubbuck School District No. 25 Proposed Budgets for 2015-16 and reviewed the protocols for public comment. There was no comment on the Pocatello/Chubbuck School District No. 25 proposed Revenue and Expenditure Budgets for 2015-16 at the time of the meeting.

i. Close Public Hearing and Reconvene Regular Board Meeting

Acting Chair Cranor closed the Public Hearing and reconvened the Regular Board Meeting at 4:40 p.m. to take action on the District's budget.

ii. Topic: Adopt the Pocatello/Chubbuck School District No. 25 Revenue and Expenditure Budgets for 2015-16

Policy Issue: Board adopts budgets.

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

Administrative Recommendation: Administration recommended Board adopt the Pocatello/Chubbuck School District No. 25 Revenue and Expenditure Budgets for 2015-16 as set forth in the enclosed Resolution as if read into the minutes.

Board Action/Direction: A motion was made by Mr. Mattson and seconded by Mr. Facer to adopt the Pocatello/Chubbuck School District No. 25 Revenue and Expenditure Budgets for 2015-16 as set forth in the enclosed Resolution as if read into the minutes. The voting was unanimous in the affirmative.

REPORTS

a. Media Report – Ms. Allen

There was no media report at the time of the meeting. The report was rolled to the July Board Meeting.

b. Report on Standing Committees for 2014-2015 – Board Members

There were no reports on standing committees at the time of the meeting.

CURRICULUM AND INSTRUCTION AND SCHOOL SAFETY – Information – Mr. Orr, Ms. Craney, Ms. Harwood, Mr. Hobbs

a. Instructional Technology Update – Mr. Orr

Mr. Orr said over 40 staff members attended the Google Summit at ISU. He said the Summit included information on Chromebooks and Google Apps for the classroom. He said the training was well received.

b. Unit Development Update – Mr. Orr

Mr. Orr said it was hard to believe the District was already in its third week of unit development. He said the K-12 ELA, K – Algebra II math, secondary social studies and science and middle school health had completed unit development for the coming school year. He said courage and perseverance drove the unit development work a couple of years ago and had remained steadfast. He said this year the Virtue of Excellence was the focus during unit development. He said teachers knew more about the work that needed to be done and updated units as necessary. He said the vocabulary list that was created during the first years of TIA was updated this year. He said common assessments were developed and units were loaded on Google Docs for teachers to access prior to unit development which sped up the refinement process. He said it was rewarding and inspiring for him to watch the teachers work. Ms. Cranor said she stopped in to watch them work and every teacher she saw was very engaged and involved in the process. Mr. Orr said the teachers were very appreciative of the Leadership Stipends.

c. Kinport SIG Grant Award – Mr. Orr

Mr. Orr said included in the packet was a letter from the State Department of Education informing the District that Kinport Middle School was awarded a SIG Grant increase in the amount of \$64,000. He said also included was the budget narrative provided by Mr. Wallace. He said the New Horizon Center would add an outdoor area and would be able to offer field trips and would bring in a national speaker. He said students would be provided with service learning experiences. He said the school would also be able to offer student and teacher incentives and would hold a Leadership

Retreat. Ms. Cranor asked where the outside lunch area would be located. Ms. Vagner said the administration would report to the Board when a location was designated.

d. Policy 8124 – Early Graduation – 2nd Reading – Mr. Orr

Mr. Orr said included in the packet was Policy 8124 – Early Graduation. He said the change to the policy addressed the eligibility requirements for students requesting early graduation, inclusive of sophomores and juniors. He said the policy was posted for public input following a first reading, however, none was received and no further changes were made. He said the Board would be asked to hear the policy on second reading for adoption under Old Business. Ms. Cranor asked how students were able to complete the graduation requirements so quickly. Mr. Orr said through online, dual enrollment or advanced opportunities.

e. Consolidated Plan Submission – Mr. Orr

Mr. Orr said the District's Consolidated Plan was submitted to the State Department of Education and the District would be allocated nearly \$2.4 million for Title I, Title II-A and Title IV federal funding. He said McKinney-Vento required that 1% of the Title I allocation be directed to homeless students. He said the District had the discretion to increase that amount which it did this year due to the increased homeless population. He said there was a slight decrease in the Title II-A funding.

f. Any Other Curriculum/PLCs/Beliefs Update – Mr. Orr

Mr. Orr had no further Curriculum updates at the time of the meeting.

g. Head Start Program Update – Ms. Craney

Ms. Craney said the Head Start program had filled enough slots to start the school year. She said the administration did a good job of promoting the program. She said the Head Start Grant had been approved and she anticipated the District would receive official notice soon.

h. 21st Century After School Summer Program Update – Ms. Craney

Ms. Craney said the 21st Century After School Summer Program was going very well. She said there were nearly 100 students attending the program at Lewis & Clark every day. She said students studied cultural diversity and core subjects in the morning. She said some of the afternoon activities included miniature golf, science day, swimming at Ross Park, visits to the Tautphaus Park Zoo, martial arts, engineering, art, dancing and athletics. She said a lot of enrichment activities were provided to students and it was a wonderful program.

i. Year End Idaho Food Bank Back Pack Program and Food Pantry Update – Ms. Craney

Ms. Craney said included in the packet was a final summary of the Idaho Food Bank Back Pack Program and the Food Pantry numbers for the 2014-15 school year. She said this year some of the numbers were provided on a weekly basis and at other times were provided monthly. She said she would work with the Idaho Food Bank on uniform reporting next year. She said backpacks were also distributed to the Pocatello High School food pantry this year.

j. PCCS Charter Revision – Ms. Craney

Ms. Craney said the revised Charter for Pocatello Community Charter School was provided to the Board in advance of the meeting to allow for timely review of the materials prior to taking action. Ms. Diana Morinaga introduced herself and said she was the PCCS Board Chair. She said the Charter had been extensively revised. She said the last time the PCCS revised the Charter was in 2007. She said PCCS used another Charter, which had already been approved by the state, as a template for the revisions. She said the Executive Summary outlined what the Charter was all about. She said PCCS added a Vision Statement and modified the Mission. She said Tab Three was part of the original Charter and was enhanced. She said further revisions would be made and would be brought again for Board approval at the July 21st meeting. She said those revisions would include additional policies and revisions to the special education section. She said several sections would be broadened to avoid having to come to the Board for approval every time a minimal change was made. She said all of the copyright infringement issues relative to Expeditionary Learning had been corrected. She said the WISE Tool and Star Rating references would also be modified by the state. She said PCCS completely reworked the governance section to separate the duties of the Board and administration. She said the revisions were a good step forward. She said some of the revisions that still had to be made included specific policies on suicide prevention and changing class size requirements from a specific number to a range. She said PCCS advocated for smaller class sizes but it was based on the budget. She said having a class size range would eliminate the need to come to the Board every time there was a change. Ms. Vagner said the administration met with PCCS representatives and it was a productive meeting. She said the Board issued the Performance Certificate for PCCS to be compliant with state requirements. She said the Board would be asked to approve the Charter revisions under Old Business in order to meet the state's deadlines and would approve further changes again next month. Ms. Cranor said the Board appreciated the efforts of PCCS to improve the Charter and meet the state's deadlines.

k. Kindergarten Enrollment Numbers – Ms. Craney

Ms. Craney said included in the packet were the preliminary Kindergarten enrollment numbers as of May 15, 2015. She said the largest enrollment decrease was at Chubbuck Elementary.

l. Online Registration K-12 Update – Ms. Craney

Ms. Craney said the administration was preparing to implement online registration for parents to enroll their children in District #25 schools beginning with the 2015-16 school year. She said it would be available mid-July. She said rather than going to the school and filling out a paper and pencil form a parent could go online and add all of their demographic and student information. She said it also eliminated the need for families to go to multiple schools and fill out duplicate information. She said it would be a time saver for parents, registrars and secretaries. She said it would also reduce the need for secretaries to decipher handwriting. She said online registration would be used as a verification process for returning families. She said schools would still have a registration day for families that did not have access to the internet. She said the District could run a report showing what the changes that were made.

m. Mobility Report – Ms. Craney

Ms. Craney said included in the packet was the District's Mobility Report detailing student mobility rates at each of the schools for the 2014-15 school year. She said the report detailed the number of losses and gains at each of the schools and tracked which students had been at a particular school from start to finish in order to come up with the mobility rate. She said there was an error on the report. She said Tyhee Elementary School's mobility rate should have been 27% instead of 40%. She said most of the school's mobility rates were similar. She said Tyhee Elementary had the highest mobility rate at 27%. She said the free and reduced lunch percentages were included for comparison purposes.

n. Any Other Elementary Education/PLCs/Beliefs Update – Ms. Craney

Ms. Craney had no further Elementary Education updates at the time of the meeting.

o. Policy 8211 – IHSAA Sanctioned Athletic Events and Activities – Student/Athlete Code of Conduct – 2nd

Reading – Ms. Harwood

Ms. Harwood said included in the packet was Policy 8211 – IHSAA Sanctioned Athletic Events and Activities – Student/Athlete Code of Conduct. She said the revisions to the policy addressed the behavior expectations for students participating in IHSAA sanctioned athletic events and activities. She said the policy was posted for public input following a first reading, however, none was received and no further changes were made. She said the Board would be asked to hear the policy on second reading for adoption under Old Business.

p. Year End Reports: DAPC Hearings; Classroom Fees; Extra-Curricular Participation Fees; ISU Dual Enrollment Credits – Ms. Harwood

Ms. Harwood said included in the packet were year-end reports for DAPC Hearings, Classroom Fees, Extra-Curricular Participation Fees and ISU Dual Enrollment Credits. She said the DAPC Hearing Report detailed the number of students that had to attend summer school in order to stay on track, otherwise those students would be placed at the New Horizon Center in the fall. She said the administration focused on 8th graders that were not on track to promote to high school. Mr. Mattson asked if families were included in the DAPC Hearings. Ms. Harwood said yes and most of the parents were very cooperative. She said the main challenge for families was the cost of summer school. She said teachers and parents worked hard to ensure students were successful. Ms. Cranor asked if scholarships were available to families to help pay for summer school. Ms. Harwood said there were some grants available for students that met the criteria. She said the only problem with the criteria was that a student had to fail classes for two years in a row before they were eligible for a grant. She said that automatically excluded 7th graders who may really need summer school. She said some 7th graders qualified under other criteria, but most did not. She said the administration was looking at other funding options to help those 7th graders that were caught in the middle. She said another challenge that the District was having was accommodating the number of special education students that were enrolled in summer school. Mr. Vitale asked if there was any follow up with the students after the DAPC Hearings. Ms. Harwood said absolutely. She said the administration tracked all of the students that attended a DAPC Hearing to ensure they completed the work that had to be done in order to move on. She said the meetings were meaningful and very helpful to students and families. She said the next report that was included in the packet were the Classroom Fees. She said the current report did not include a column showing the outstanding fees, but she would make sure the future report included that information. She said there was an error on the report under the middle school choir robe fee. She said the report showed that the fee was assigned to 805 students and that number should have been 123 students. She said the error would be corrected. Mr. Mattson asked if outstanding fees were forgiven. Ms. Harwood said no. She said students were not allowed to participate in an activity until the fee was paid or until the family set up a payment plan with the school. She said Century and Highland High School's outstanding fees were relatively low, but she was concerned about the amount of uncollected fees at Pocatello High School. She said if the District was not allowing students to eat lunch until meal fees were paid then the District certainly could not let students participate in activities until activity fees were paid. She said the middle schools had very low, or no outstanding fee balances. She said outstanding middle school fees were carried to a student's 9th grade year. Ms. Cranor asked how successful payment plans were. Ms. Harwood said the Athletic Directors were very diligent about following through to make sure fees were paid before allowing a student to participate in any other activity. She said in some cases the District offered the opportunity for students to work off the fees. Ms. Vagner said

the District used to use funds from the Ream's Memorial Scholarship to help offset fees for students in need of financial aid, but the funding was no longer available. Ms. Harwood said the next report was the ISU Dual Enrollment Credit Report for Region V for the 2014-15 school year. She said she was impressed with the array of courses available to high school students at a significantly reduced cost and said it served students well.

q. Summer School Update – Ms. Harwood

Ms. Harwood said included in the packet was a memorandum detailing Summer School enrollment for the first session which began June 1, 2015. She said enrollment had increased over previous years. She said there were 336 students enrolled in Session 1 that were split into morning and afternoon classes. She said 236 students were signed up for classes in the morning and 240 in the afternoon. She said on the first day 207 of the students enrolled for the morning session attended and 209 in the afternoon. She said the next day that number increased to 226. She said most of the middle school students were completing coursework on PLATO which was a self-paced program. She said those students could finish a class at any time.

r. Any Other Secondary Education/PLCs/Beliefs Update – Ms. Harwood

Ms. Harwood said included in the addendum was the Holt Arena Contract for 2015-16. She said there were no changes and no cost increases. She said Mr. Reed was reviewing the contract and would submit an executed copy to ISU. Ms. Vagner said as there were no changes, the Board was not required to approve the contract.

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 monthly Idaho General Fund Revenue Report. He said the second half of the year had been robust. He said the state was \$9.5 million ahead of projections for May. He said the state was \$101 million ahead overall for the year. He said he certainly hoped it would have a positive impact on the District's budget for the upcoming year.

b. Free and Reduced Lunch Report

Mr. Reed said included in the packet was the final Free and Reduced Lunch Report for the 2014-15 school year. He said the numbers remained steady for a majority of the school year. He said the final percentage for the District was 51.35% as of May.

c. Food Service Loss Control Report/Revenue and Expense Tracking Report

Mr. Reed said included in the packet was the Food Service Loss Control Report from the Food Service Department with final data on outstanding food service account balances for the 2014-15 school year. He said at the start of the year the balance was approximately \$17,000 and in May the balance was reduced to \$11,000. He said the balances were broken out by school. He said money went in and out of that fund daily. He said he anticipated that the balances would continue to be paid down. He said the District did not have to utilize any General Fund money to make up for account balances. He said the Food Service Department had been tracking revenues and expenses over time and were making progress but were still in the red. He said last year the department was \$450,000 in the red and this year it was down to \$250,000. He said there was still a lot of work to be done in order to get the department operating in the black. He said the department implemented a meal price increase for the coming school year and was tightening its processes in order to eliminate waste. He said the price increase and monitoring of waste should help to improve the bottom line. He said compliance with federal guidelines was pushing food costs up and participation numbers down which made staying within the budget extremely challenging. He said the District did not have a closed campus policy so the food service department was also competing with fast food companies which added to the challenge. He said the largest loss in revenue this year was due to the fact that the food service department could no longer serve chocolate chip cookies. He said another loss to revenue was because food service could only sell breakfast sandwiches twice a week instead of daily.

d. Food Service Summer Meal Program Update

Mr. Reed said included in the addendum was the current report detailing the number of meals served at each of the eight locations. He said participation numbers increased in the second week and was similar to previous years.

e. Policy 5315 – Student Activity Fund Management – 2nd Reading

Mr. Reed said included in the packet was Policy 5315 – Student Activity Fund Management. He said the changes to the policy addressed online fundraising accounts and the protocol for depositing all funds collected. He said the policy was posted for public input following a first reading, however, none was received and no further changes were made. He said the Board would be asked to hear the policy on second reading for adoption under Old Business.

f. Summer Projects Update

Mr. Reed said the District had a small window to complete all projects over the summer. He said the District was in phase two of the Highland High School B Wing renovation. He said the maintenance crew was in the process of

replacing all of the old windows. He said all of the windows in the high school had been replaced over the last two years. He said the school's old fire sprinkler system was torn out and replaced. He said the bathroom was being remodeled and would have new plumbing and floors. He said the old glass atriums at Highland High School would be torn out and turned into storage space. He said next week crews would start installing bleachers and replacing the gym floor. He said the bleachers had been in the school since it was built in 1963. He said another project was installing new lighting and a new Climatech HVAC system at Franklin Middle School and to repaint the whole school. He said the District was installing two new Climatech HVAC systems this year. He said one was at Franklin and the other was at Hawthorne Middle School. He said eventually all of the schools in the District would be on the Climatech system. He said it was a big project but would be a huge energy savings when it was complete. He said Franklin and Hawthorne Middle Schools would be cleaned last to allow time for the crews to finish the projects at the schools. He said the roofing project was underway at Pocatello High School. He said there was a steam pipe leak at Pocatello High School about a year ago and the District decided that the pipes should be relocated to avoid having to tear up the sidewalk if the pipes leaked again. He said that project also started this week. He said new carpet and tile would be installed at Gate City, Greenacres, Syringa, Washington and Wilcox Elementary Schools. He said the carpet crew was working very hard to stay on schedule. He said the grounds crew had not had to run sprinklers much this year because of all of the rain. He said the crew had been mowing non-stop to maintain the greenspaces. He said the gymnasiums at Alameda and Irving Middle Schools had been refinished and repainted.

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 auditors would be in the Education Service Center during July to review the budget and controls in place. He said the department had begun finalizing budget entries. He said the transportation department was in need of twenty new bus drivers to start the school year. Ms. Cranor asked what a starting bus driver made. Mr. Reed said it was \$13.55 per hour with the possibility of an increase. Ms. Cranor asked if bus drivers received benefits. Mr. Reed said any bus driver that worked over 30 hours per week was eligible for benefits.

EMPLOYEE SERVICES – Information – Mr. Smart

a. Campus/ISEE Upload/Technology Update

Mr. Smart said the department was in the middle of the June ISEE upload and he anticipated it would be done by tomorrow. He said it would be the last upload on the current version of ISEE. He said the SDE would roll out a new version in August. He said the technology department was very busy over the summer. He said there were pallets of computers in the warehouse that the technology staff would unpack and install in various schools over the summer.

b. 2015-16 Pay Manual Revisions

Mr. Smart said included in the packet were the Pay Manual Revisions for 2015-16. He said the changes were minimal. He said the first change was to correct language that said a teacher had to be full time in order to utilize sick leave, which was not correct. He said a teacher only had to be half time. He said the poverty guidelines were updated as a result of the Affordable Care Act. He said another revision was to add language to the Sick Leave Bank section stating that if paperwork was not received in a timely manner it could affect payment. Ms. Cranor asked if any changes were made to personal leave requests. Mr. Smart said there was a clause built into the manual regarding personal leave requests but it was not new. He said the Board would be asked to adopt the 2015-16 Pay Manual Revisions under New Business.

c. Pay Increases for Certified and Classified Administrators for 2015-16

Mr. Smart said the administration had discussed with the Board increasing salaries by 2.75% on the District's salary schedule. He said based on salary increases provided by the state of Idaho for 2015-16, the administration recommended the distribution of 2.75% for a pool of new money for certified and classified administrators inclusive of the Interim Superintendent along with a restoration of two days of work. He said the pool of money to be distributed was approximately \$27,500 and was in the 2015-16 budget. He said the Board would be asked to approve the pay increases and restoration of days under Old Business.

d. Pay Increases for Classified Personnel for 2015-16

Mr. Smart said based on salary increases provided by the state of Idaho for 2015-16, the administration recommended the distribution of a 2.75% pool of new money to be spread through the Kinds and Levels Salary Schedule. He said the pool of money to be distributed was approximately \$187,600 and was in the 2015-16 budget. He said in addition, based on the changes made to the 2015-16 school calendar, the administration recommended the addition of one day of work for school secretaries and 12 month classified personnel, which amounted to \$20,100 in new money and was in the 2015-16 budget. He said the Board would be asked to approve the pay increases and the additional day for building secretaries and 12 month classified personnel under Old Business.

e. Pay Increases for Classified Supervisors for 2015-16

Mr. Smart said based on salary increases provided by the state of Idaho for 2015-16, the administration recommended the distribution of a 2.75% pool of new money to be distributed to classified supervisors along with the addition of one day of work due to the change in the 2015-16 school calendar. He said the pool of money to be distributed was approximately \$15,825 and was in the 2015-16 budget. He said the extra day of work amounted to \$2,425. He said the Board would be asked to approve the pay increases and the addition of one day of work under Old Business.

f. Pay Increases for Substitute Teachers for 2015-16

Mr. Smart said based on the pay increases that may be provided to various employee groups for 2015-16, the administration recommended increasing the rate of pay for substitute teachers by 2.75%. He said that amounted to an increase from \$59.88 to \$61.55 per day for non-certified substitutes, from \$75.10 to \$77.15 per day for certified Bachelor's Degree substitutes and from \$80.17 to \$82.35 per day for certified Master's Degree substitutes. He said the pool of money needed for the increases was approximately \$16,750 and was in the 2015-16 budget. He said the Board would be asked to approve the pay increases under Old Business.

g. Summer Wellness Challenge Update

Mr. Smart said the District's Summer Wellness Challenge began the week of June 7, 2015. He said 212 participants had signed up for the challenge in four different categories: aerobics, cycling, running and walking. He said employees who went above and beyond were rewarded.

h. Wellness Dashboard

Mr. Smart said included in the packet was the final Wellness Dashboard Report with Regence Blue Shield information. He said the District was asking employees to continue to participate in the online wellness activities but the target levels would become meaningless as the District transitioned to a new carrier and a new Wellness Plan. He said the District's medical loss ratio was very low for April. He said dental was still a little high but vision was looking good. He said overall participation rates were very good and he hoped the trend continued.

i. Any Other Employee Services/Operational Support Update

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

HUMAN RESOURCES – Information – Dr. Howell

a. Monthly Human Resources Report

Dr. Howell said included in the addendum was the monthly Human Resources Report. He said Mr. Mark Pixton was selected as the new Assistant Principal at Franklin Middle School. He said Mr. Pixton was previously a teacher at Century High School and had completed his Administrative Internship there. He said there were eight resignations, two retirements, a leave of absence and five FTE Contract changes. He said there were twenty seven new hires and only a couple of vacancies left. He said the District used to be able to wait until June to hire but recruiting had become so competitive that if a District didn't finalize hiring in May it could potentially lose out on quality candidates. He said there were two Alternative Authorization requests for approval. He said the remainder of the report consisted of stipends for approval. He said the Board would be asked to approve the Human Resources Activity under the Consent Agenda.

b. Fix It Committee Recommendations: Student Achievement Goals for Evaluations & Leadership Premiums Plan

Dr. Howell said included in the packet was a memorandum detailing the discussion and recommendations of the Fix It Committee relative to Student Achievement Goals for Evaluations and the Leadership Premiums Plan for the 2015-16 school year. He said the Committee recommended maintaining writing as the achievement criteria. He said the Six Trait writing model would be modified to a Three Trait model at the secondary level in order to better align with secondary subjects. He said a few adjustments were made to the positions that were eligible for Leadership Premiums for the 2015-16 school year. He said the Board would be asked to approve the Student Achievement Goals for Evaluations for 2015-16 under and the Leadership Premiums Plan for 2015-16 under New Business.

c. Kinds and Levels Position Chart Revisions

Dr. Howell said included in the packet were the revised Kinds and Levels Position Chart and the revised Kinds and Levels Salary Schedule. He said the revision formalized pay levels for CRWs who had a degree but were non-certificated. He said the change would not reduce anyone's salary. He said a new level had been added. He said the Board would be asked to adopt the revised Kinds and Levels Position Chart under New Business.

d. Policy 7516 – Degree Contracted Agency Employees – 1st Reading for Deletion

Dr. Howell said included in the packet was Policy 7516 – Degree Contracted Agency Employees for deletion. He said with the addition of the new level for CRWs the policy should be deleted as the CRWs were now appropriately placed on the Kinds and Levels Position Chart and Salary Schedule. He said the Board would be asked to hear the policy on first reading for deletion under New Business.

e. Policy 3220 – Supervision and Evaluation of Administrators – 1st Reading for Adoption

Dr. Howell said included in the packet was Policy 3220 –Supervision and Evaluation of Administrators. He said the changes to the policy were the result of revised requirements from the SDE regarding evaluations. He said last fall the District received direction from the new State Superintendent that policy revisions were not necessary and the administration kept following up to make sure all the way into April at which time the District received new direction from the certification department that the changes were required. He said Districts were required to have an assurance page stating that it met the requirements of the ESEA Waiver. He said due to the last minute direction provided by the state, the administration was requesting that the Board hear the evaluation policies on first reading for adoption under New Business.

f. Policy 7141 – Teacher Supervision and Evaluation of Certificated Professional Staff – 1st Reading for Adoption

Dr. Howell said included in the packet was Policy 7141 – Teacher Supervision and Evaluation of Certificated Professional Staff. He said the changes to the policy were the same as previously discussed for Administrator evaluations. He said the Board would be asked to hear the Policy on first reading for adoption under New Business.

g. District Evaluation Plan Assurance Page

Dr. Howell said included in the packet was the Assurance page required by the State Department of Education verifying that the Board adopted an evaluation plan for teachers and principals and submitted such to the SDE by July 1, 2015. He said the Board would be asked to approve the Assurance Page and direct submission to the SDE under New Business.

h. Policy 7124/8150 – Prohibition of Harassment, Intimidation, Bullying, Hazing and/or Initiation – 2nd Reading

Dr. Howell said included in the packet was Policy 7124/8150 – Prohibition of Harassment, Intimidation, Bullying, Hazing and/or Initiation. He said the change to the policy updated language to align with recent changes to Idaho Code. He said the policy was posted for public input following a first reading, however, none was received and no further changes were made. He said the Board would be asked to hear the policy on second reading for adoption under Old Business.

i. Any Other Human Resources/Operational Support Update

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

SUPERINTENDENT REPORT – Information – Mrs. Vagner

a. Policy 8210 – Student Discipline – 2nd Reading

Ms. Vagner said included in the packet was Policy 8210 – Student Discipline. She said the changes to the policy were grammatical in nature and were minor revisions. She said the policy was posted for public input, however, none was received and no further changes were made. She said the Board would be asked to hear the policy on second reading for adoption under Old Business.

b. Draft Policy 3810 – Parental Rights – 1st Reading

Ms. Vagner said included in the packet was draft Policy 3810 – Parental Rights. She said the policy addressed changes to Idaho Code concerning parental rights relative to a child’s education and outlined the District’s responsibility to meet various mandates and allowed parents the right to object to certain curriculum, however the parent would be responsible for supervision of the student during the objected period of curriculum instruction. She said the timing of the policy would allow the District to review the new legislation with administrators prior to the start of the 2015-16 school year. She said the Board would be asked to hear the policy on first reading under New Business.

c. ISBA Resolution 2016

Ms. Vagner said included in the packet was a draft ISBA Resolution to be submitted to the ISBA for legislative consideration. She said the Resolution requested that the legislature refrain from implementing any further language or requirements relative to Parental Rights. She said the Board would be asked to adopt the Resolution and direct submission to the ISBA under New Business.

d. Scholarship Awards 2015

Ms. Vagner said included in the packet was the detail of the scholarship awards earned by high school seniors for the 2014-15 school year. She said it was the highest scholarship amount that the District’s graduating students had ever received and she was particularly proud of the graduating students at New Horizon High School for earning over \$15,000 in scholarships. She said it was a credit to ISU to offer the scholarship opportunities to students.

e. Board Calendar and Back to School Calendar

Ms. Vagner said included in the packet was the calendar of the Board’s Meeting Schedule inclusive of various Committee Meetings from June 15, 2015 through August 7, 2015. She said also included was the Back to School Calendar for the fall.

f. Any Other Superintendent’s Update

Ms. Vagner said the District received word from the Pocatello Police Department that no changes were needed for the SRO Agreement and the Department would sign administratively. She said the District would do the same. She said the

only Agreement that the District was still waiting on was the Lease Agreement with ISU for public school space. Ms. Vagner thanked the Board for giving her the opportunity to serve the Board, administration, teachers and students of the District for the past nine years.

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 – Mrs. 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 May 19, 2015 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 June 08, 2015 in the amount of \$1,110,112.73.

Administrative Recommendation: Administration recommended Board approve the bills and invoices as of June 08, 2015 in the amount of \$1,110,112.73.

c. Topic: Approve Supplemental Financial Information from May 1, 2015 through May 31, 2015

Policy Issue: Board acts on Financial Information.

Background Information: Included in the packet was supplemental financial information for the period of May 1, 2015 through May 31, 2015.

Administrative Recommendation: Administration recommended Board approve supplemental financial information from May 1, 2015 through May 31, 2015 as presented.

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

OLD BUSINESS – Information – Action – Mrs. Vagner

a. Topic: Approve the PCCS Charter Revision

Policy Issue: Board approves Charter School revisions.

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

Administrative Recommendation: Administration recommended Board approve the PCCS Charter revision as presented.

Board Direction/Action: A motion was made by Mr. Mattson and seconded by Mr. Facer to approve the PCCS Charter Revision as presented. The voting was unanimous in the affirmative.

b. Topic: Hear on Second Reading for Adoption:

Policy 8124 – Early Graduation

Policy 8211 – IHSAA Sanctioned Athletic Events and Activities – Student/Athlete Code of Conduct

Policy 5315 – Student Activity Fund Management

Policy 7124/8150 – Prohibition of Harassment, Intimidation, Bullying, Hazing and/or Initiation

Policy 8210 – Student Discipline

Policy Issue: Board adopts policy.

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

Administrative Recommendation: Administration recommended Board hear the above listed policies on second reading for adoption as presented.

Board Direction/Action: A motion was made by Mr. Vitale and seconded by Mr. Mattson to hear the above listed policies on second reading for adoption as presented. The voting was unanimous in the affirmative.

- c. **Topic:** *Approve Pay Increases for Certified and Classified Administrators, Inclusive of the Interim Superintendent, Within a Pool of 2.75% New Money with a Restoration of Two Days of Work for 2015-16*

Policy Issue: Board approves pay increases and work year for Certified and Classified Administrators.

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

Administrative Recommendation: Administration recommended Board approve pay increases for certified and classified administrators, inclusive of the Interim Superintendent, within a pool of 2.75% new money with a restoration of two days of work for 2015-16 as presented.

Board Direction/Action: A motion was made by Mr. Facer and seconded by Mr. Mattson to approve pay increases for certified and classified administrators, inclusive of the Interim Superintendent, within a pool of 2.75% new money with a restoration of two days of work for 2015-16 as presented. The voting was unanimous in the affirmative.

- d. **Topic:** *Approve Pay Increases for Classified Personnel Within a Pool of 2.75% New Money with the Addition of One Day of Work for Building Secretaries and 12 Month Classified Personnel for 2015-16*

Policy Issue: Board approves pay increases and work year for classified personnel.

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

Administrative Recommendation: Administration recommended Board approve pay increases for classified personnel within a pool of 2.75% new money with the addition of one day of work for building secretaries and 12 month classified personnel for 2015-16 as presented.

Board Direction/Action: A motion was made by Mr. Mattson and seconded by Mr. Facer to approve pay increases for classified personnel within a pool of 2.75% new money with the addition of one day of work for building secretaries and 12 month classified personnel for 2015-16 as presented. The voting was unanimous in the affirmative.

- e. **Topic:** *Approve Pay Increases for Classified Supervisors Within a Pool of 2.75% New Money with the Addition of One Day of Work for 2015-16*

Policy Issue: Board approves pay increases and work year for classified supervisors.

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

Administrative Recommendation: Administration recommended Board approve pay increases for classified supervisors within a pool of 2.75% new money with the addition of one day of work for 2015-16 as presented.

Board Direction/Action: A motion was made by Mr. Vitale and seconded by Mr. Mattson to approve pay increases for classified supervisors within a pool of 2.75% new money with the addition of one day of work for 2015-16 as presented. The voting was unanimous in the affirmative.

- f. **Topic:** *Approve Pay Increases for Substitute Teachers at 2.75% for 2015-16*

Policy Issue: Board approves pay increases for substitute teachers.

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

Administrative Recommendation: Administration recommended Board approve pay increases for substitute teachers at 2.75% for 2015-16 as presented.

Board Direction/Action: A motion was made by Mr. Facer and seconded by Mr. Mattson to approve pay increases for substitute teachers at 2.75% for 2015-16 as presented. The voting was unanimous in the affirmative.

NEW BUSINESS – Information – Action – Mrs. Vagner

- a. **Topic:** *Adopt 2015-16 Pay Manual Revisions*

Policy Issue: Board adopts Pay Manual revisions.

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

Administrative Recommendation: Administration recommended Board adopt the 2015-16 Pay Manual Revisions as presented.

Board Direction/Action: A motion was made by Mr. Mattson and seconded by Mr. Facer to adopt the 2015-16 Pay Manual Revisions as presented. The voting was unanimous in the affirmative.

- b. **Topic:** *Approve Student Achievement Goals for Evaluations for 2015-16*

Policy Issue: Board approves student achievement goals for evaluations.

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

Administrative Recommendation: Administration recommended Board approve the Student Achievement Goals for Evaluations for 2015-16 as presented.

Board Direction/Action: A motion was made by Mr. Vitale and seconded by Mr. Mattson to approve the Student Achievement Goals for Evaluations for 2015-16 as presented. The voting was unanimous in the affirmative.

- c. **Topic:** *Approve Leadership Premiums Plan for 2015-16*
Policy Issue: Board approves the Leadership Premiums Plan.
Background Information: This item was previously discussed on the agenda.
Administrative Recommendation: Administration recommended Board approve the Leadership Premiums Plan for 2015-16 as presented.
Board Direction/Action: A motion was made by Mr. Facer and seconded by Mr. Mattson to approve the Leadership Premiums Plan for 2015-16 as presented. The voting was unanimous in the affirmative.
- d. **Topic:** *Adopt Revised Kinds and Levels Position Chart*
Policy Issue: Board adopts Kinds and Levels Position Chart revisions.
Background Information: This item was previously discussed on the agenda.
Administrative Recommendation: Administration recommended Board adopt the Kinds and Levels Position Chart as presented.
Board Direction/Action: A motion was made by Mr. Mattson and seconded by Mr. Vitale to approve the Kinds and Levels Position Chart as presented. The voting was unanimous in the affirmative.
- e. **Topic:** *Hear on First Reading for Deletion:*
Policy 7516 – Degree Contracted Agency Employees
Policy Issue: Board deletes policy.
Background Information: This item was previously discussed on the agenda.
Administrative Recommendation: Administration recommended Board hear the above listed policy on first reading for deletion as presented.
Board Direction/Action: A motion was made by Mr. Vitale and seconded by Mr. Facer to hear the above listed policy on first reading for deletion as presented. The voting was unanimous in the affirmative.
- f. **Topic:** *Hear on First Reading for Adoption:*
Policy 3220 – Supervision and Evaluation of Administrators
Policy 7141 – Teacher Supervision and Evaluation of Certificated Professional Staff
Policy Issue: Board adopts policy on first reading per Policy 2210.
Background Information: This item was previously discussed on the agenda.
Administrative Recommendation: Administration recommended Board hear the above listed policies on first reading for adoption as presented.
Board Direction/Action: A motion was made by Mr. Facer and seconded by Mr. Mattson to hear the above listed policies on first reading for adoption as presented. The voting was unanimous in the affirmative.
- g. **Topic:** *Approve District Evaluation Plan Assurance Page and Direct Submission to SDE by July 1, 2015*
Policy Issue: Board approves District Evaluation Plan Assurance Page and directs submission to SDE.
Background Information: This item was previously discussed on the agenda.
Administrative Recommendation: Administration recommended Board approve the District Evaluation Plan Assurance Page and direct submission to the SDE by July 1, 2015 as presented.
Board Direction/Action: A motion was made by Mr. Mattson and seconded by Mr. Vitale to approve the District Evaluation Plan Assurance Page and direct submission to the SDE by July 1, 2015 as presented. The voting was unanimous in the affirmative.
- h. **Topic:** *Hear on First Reading:*
Policy 3810 – Parental Rights
Policy Issue: Board adopts policy.
Background Information: This item was previously discussed on the agenda.
Administrative Recommendation: Administration recommended Board hear the above listed policy on first reading as presented.
Board Direction/Action: A motion was made by Mr. Vitale and seconded by Mr. Facer to hear the above listed policy on first reading as presented. The voting was unanimous in the affirmative.
- i. **Topic:** *Adopt ISBA Resolution and Direct Submission to the ISBA*
Resolution – Parental Rights
Policy Issue: Board adopts Resolutions.
Background Information: This item was previously discussed on the agenda.
Administrative Recommendation: Administration recommended Board adopt the above listed ISBA Resolution and direct submission to the ISBA as presented.
Board Direction/Action: A motion was made by Mr. Facer and seconded by Mr. Mattson to adopt the above listed ISBA Resolution and direct submission to the ISBA as presented. The voting was unanimous in the affirmative.

ANNOUNCEMENTS

Ms. Cranor thanked Ms. Vagner on behalf of the Board of Trustees for her service to the students and staff of the District. She said she had done a wonderful job over the last nine years and kept the District running through some tough times. She said it had been a pleasure to work with her. Mr. Vitale agreed that Ms. Vagner had done a tremendous job and said the Board that hired her should be very proud of her achievements. He said she would be missed. Ms. Vagner thanked the Board and said it was because of their leadership and the commitment of the District's staff that this was the best District in the state of Idaho.

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 6:27 p.m.

APPROVED ON:

21 July 2015

BY:

Janie McElbert
Chair

ATTESTED BY:

[Signature]
Clerk

MINUTES PREPARED BY:

[Signature]
Secretary, Board of Trustees