

**MINUTES OF THE SPECIAL MEETING/WORK SESSION FOR THE PURPOSE OF AN
ORIENTATION FOR STUDENT REPRESENTATIVES TO THE BOARD AND;
THE REGULAR SESSION BOARD MEETING**

POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25

BOARD OF TRUSTEES

Education Service Center Board Room

Tuesday, September 17, 2013

5:00 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 SPECIAL MEETING/WORK SESSION FOR THE PURPOSE OF AN ORIENTATION FOR
STUDENT REPRESENTATIVES TO THE BOARD**

Chair Gebhardt convened the Special Meeting/Work Session at 5:04 p.m. She said the purpose of the Special Meeting/Work Session was to conduct an orientation for the Student Representatives to the Board. Chair Gebhardt conducted introductions. She said the role of student representatives was to report at monthly Board Meetings on the social, athletic and academic activities of the school. She said the representatives would meet with their principal to review and discuss the information that would be shared. She said the students were welcome to engage in discussion but were not part of the decision making or voting process. She said meeting materials could be located on the District's website. She said if there was a decision being considered by the Board that affected students, the representatives should communicate with the student body to gather input and bring any direction from the school. She asked the representatives how many of them knew what a School Board did. Most of the students did not know. Ms. Gebhardt said a lot of people in the community including some elected officials also did not know. She said students were welcome to participate on committees that pertained to student issues. She said if the representatives did not have a District email account, their principal would help get one set up. She said the representatives were welcome to contact Board Members or administrators if they had questions. She said representatives were expected to attend meetings or find a backup if possible. She said students were not obligated to stay through the whole meeting. She explained the duties of the Board. She said Executive Sessions were held to discuss personnel, student discipline and other matters that were not public information. Ms. Cranor said the Board was responsible for hiring the Superintendent. She said Ms. Vagner was hired by the Board seven years ago and met with and reported to the Board. She said the Board was given annual reports, reviews and updates on the progress and goals of the District. She said it was nice to have student input and hear what was going on in the schools. She said the Board also liked to be invited to student activities. Ms. Vagner said the Board had monthly Work Sessions at 1:30 p.m. and if there was something the students wanted to participate in they were welcome with permission from the parents. She said meeting agendas were posted to the District's website under the School Board section. She said the Board visited various schools in the District on a monthly basis. She said the Board attended many functions in the community including fine arts and athletic events so the students would see them outside of Board Meetings. She reviewed the Board and administrator contact information provided. Mr. Devine asked that his email address be corrected on the contact sheet. She asked the representatives to send an alternative if they were unable to attend a meeting. She said Board meetings were televised. Mr. Facer said the Board looked forward to hearing the student's reports. Ms. Cranor said each of the Board Members sat on several District Committees. Ms. Vagner reviewed the Committees and said the Board was directly involved in the committee work. She said the Board just adopted the District's Strategic Plan that was posted to the website. She said very few Districts had student liaisons and the District did it in order to develop leadership skills in students and had been doing it for seven years which was a credit to the School Board. Mr. Ross said the Board Members were volunteers that dedicated many hours to Board work which was not compensated. Ms. Gebhardt said the biggest factor in any decision made by the Board was whether or not it was good for children. She said if the students had insight into something that would make a situation better for children the representatives should let the Board know. Ms. Cranor said she wished everyone could see the wonderful things going on in schools. Ms. Gebhardt said the Board and the public read what was printed in the paper but did not get to hear about all of the activities in schools that weren't printed. She said it would be

interesting to hear about the implementation of ICS from the student's perspective. Ms. Brinton said she just moved to the area from Virginia. Mr. Thompson said the senior class had been the guinea pig for the implementation of ICS and there were a lot of changes. Mr. Liu said new writing requirements were being implemented in his honors math class. Ms. Cranor said it would be interesting to see how the writing component was implemented.

ADJOURN SPECIAL MEETING/WORK SESSION AND CONVENE REGULAR MEETING

Chair Gebhardt adjourned the Special Meeting/Work Session at 5:28 p.m. and convened the Regular Session of the Board of Trustees of School District No. 25 which was held in Pocatello, Idaho on the 17th day of September, 2013, as provided in Section 33-510, Idaho Code.

PLEDGE OF ALLEGIANCE

Madison Morton 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 – *Self Explanatory* – Action

- a. **Regular Board Meeting** – August 20, 2013
- b. **Special Meeting/Executive Session/Hearing** – August 21, 2013
- c. **Special Meeting/Ratify Negotiated Agreement** – August 27, 2013

A motion was made by Mr. Facer and seconded by Mr. Vitale 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

Ms. Vagner invited the National Merit Scholarship Program semifinalists to the podium. She said the program started in 1955 to recognize the academic achievements and award scholarships to high achieving students. She said students qualified for entry into the program by taking the PSAT. She said Emma Thackray, Benjamin Hellwig and Nicholas Kress from Century High School were named as semifinalists. She said the students would have an opportunity to continue in the competition for a chance to earn scholarships. She said about 90% of semifinalists were expected to attain finalist standings. She said half of the finalists would earn the title and qualify for a scholarship. She said this represented only 1% of seniors nationwide. She said in order to become a finalist a student had to have an outstanding academic record throughout high school, be endorsed and recommended by the principal, earn SAT scores that confirm PSAT results and submit a detailed scholarship application including an essay about their leadership roles and community engagements while in high school. She said Ms. Thackray attended Washington Elementary, moved out of state then finished her high school career at Century High School, Mr. Hellwig attended Washington Elementary, Franklin Middle School and Century High School, and Mr. Kress attended Indian Hills Elementary, Syringa Elementary, Irving Middle School and Century High School.

Ms. Vagner invited Jason Meador from Phil Meador Toyota, Subaru and Courtesy Ford to the podium. She said the District was thrilled to recognize Mr. Meador for sponsoring the Perfect Attendance Spells Success (PASS) Program. She said the program helped students be more successful in school and validated the importance of attendance. She said 5th grade students with perfect attendance were awarded a new bike, a helmet and a certificate that was presented during an awards barbecue for the students and their families. She said Mr. Meador attended each school and talked about the importance of attendance explained the program to students. She said Phil Meador Toyota, Subaru and Courtesy Ford had sponsored the program for the last three years and would continue to do so this year. Mr. Meador said the company was able to present 387 bikes to students with perfect attendance this year. Ms. Vagner noted that the program was offered in other School Districts as well. Mr. Meador said the program was offered to Districts #55, #385, #25 and the Pocatello Community and The Academy Charter Schools. Ms. Vagner said it was a major contribution that had significantly improved attendance. Mr. Meador said Districts that participated had 18 – 20% higher student attendance than other 5th grade classes in surrounding areas.

Ms. Vagner invited Joel Burkman and Jeff Jolley to the podium. She said Mr. Burkman worked in the technology department and was being recognized for his technology skills and exemplary customer service. She said he was a key player in the transition and upgrade for the District's fiber optic network and worked closely with ENA to ensure the project was completed smoothly and successfully. She said Doug Blunt from ENA sent the following feedback: "Joel is detail oriented whose attention to detail on the Pocatello transition made working with him a delight. As a senior engineer with ENA for over 12 years I have worked on a significant number of larger projects and the Pocatello project was very smooth which I attribute to Joel's knowledge and willingness to be available whenever necessary. One aspect of the project required extensive trouble shooting and Joel's knowledge of the District's network alleviated unnecessary downtime and helped complete the project prior to the start of school. In addition, Joel is always professional, patient and extremely courteous when answering questions and helping with projects." Mr. Jolley said Mr. Burkman was incredibly patient and creative when trying to come up with new and efficient ways to serve. He said he was always willing to go the extra mile and worked late hours to make sure the school day was not impacted by technology problems. He said he was a great asset to the department and was greatly appreciated.

Ms. Vagner invited Mr. Reed to the podium. She said one of the Board's Strategic Goals was to be fiscally accountable to the public. She said the Business Department adhered to the highest standards possible to ensure full disclosure on the use of public funds. She said the District participated in yearly financial reporting through the GFOA and the ASBO and had been recognized with the highest ratings for the last 22 years. She said completing the report validated the department's credibility, measured the integrity and competency of the department, strengthened the District's presentations for bond issuance statements and provided professional financial recognition. She presented the Certificate of Excellence in Financial Reporting for Comprehensive Report for FY 2012 to Mr. Reed. Mr. Reed said the department was grateful to the Board for allowing them to participate in the reporting programs.

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.

REPORTS

a. Student Representative Reports (3 minutes each)

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

Ms. Brinton said the school raised over \$4,000 for Relay for Life over the summer. She said 15 students attended the Empower Me Camp to receive leadership training and to learn coping skills. She said the school had its 50th anniversary and reviewed the school's goals which were "Work hard and make sacrifices, Respect each other and the school, Appreciate and celebrate differences and Act with kindness and compassion to unify school." She said the student body planned to focus on a different school goal each day. She said the goals were posted all over the building as reminders.

Mr. Liu said the school developed a SWAT Club that included representatives from each of the clubs to allow input from all groups and create unity in the school.

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

The Pocatello High School representative was excused.

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

Mr. Thompson said 2012 volleyball team was recognized by the Coaches Association as an ABCTE team and was the only one in Idaho to be recognized. He said very few teams across the Pacific Northwest earned recognition. He said they took 2nd place at the Tournament of Champions. He said the football team competed against Highland High School and Skyline High School and didn't win but played great games. He said the Homecoming football game would take place October 4th and the Homecoming Dance was scheduled for October 5th. He said the school play "A Courteous Savage" was scheduled for October

24th-28th. He said the Diamondback Roundup was scheduled for November 7th. He said the National Honors Society inducted 115 new members. He said Back to School Night was the next evening from 6:30 p.m. to 8:00 p.m.

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

Ms. Platt said New Horizon High School was working on getting set up as an Idaho Drug Free Youth (IDFY) Chapter. She said the school was trying to round up students that were interested in serving on a Leadership Team. She said IDFY was very popular and very structured. She said the school had a “Crucible Day” where student’s dressed up for the reading of *The Crucible* and had snacks. She said the school culture was more positive and had a better environment this year. She said the curriculum was very helpful in engaging kids.

b. Media Report – Ms. Allen

Ms. Vagner said there were 17 news stories and 14 print articles relative to education this month. She said a majority of the stories was about the opening Alameda Middle School. She said the District appreciated KPVI for filming “The More You Know” vignettes. She said there were four vignettes that dealt with bullying prevention, attendance, acceptance and the dangers of texting while driving.

c. ISBA Executive Board Report

Chair Gebhardt said she attended the September 7, 2013 ISBA Executive Board Meeting. She said included in the packet was a draft ISBA Standards document. She said the Board covered most of the topics during its annual Board Retreat and most of them were listed in the Board’s Strategic Goals and Operating Principles.

d. Report on Standing Committees for 2013-2014

Ms. Cranor said she met with the Education Foundation and reviewed the summary of work completed last year. She said there were a couple of new people on the committee this year. Ms. Gebhardt said she attended Judge Murray’s Juvenile Justice Committee. She said several agencies were being affected by federal regulations including Mental Health and Health & Welfare which could change what services were able to be offered. She said CRWs were being encouraged to refer students in need. She said Truancy Court reviewed the last four years of data and found that 69 – 80% of students were not truant after attending. She said it was good to hear what was going on and what we people could do to help the youth in the community.

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

a. Alternate Route to Graduation Request – Mr. Wegner

Mr. Wegner said included in the packet was a memorandum detailing the number of students and the various reasons for completing the alternate route to graduation. He said the request was routine and the appropriate paperwork was on file in the Curriculum Department. He said the Board would be asked to approve the request under New Business.

b. Policy 6120 – Curriculum – 2nd Reading – Mr. Wegner

Mr. Wegner said included in the packet was Policy 6120 – Curriculum. He said the policy was posted for public input following a first reading. He said input was received and was also included in the packet. He said some minor grammatical changes were made as a result of the input and were highlighted in yellow. He said the changes were not substantive in nature and the Board would be asked to hear the policy on second reading for adoption under Old Business.

c. Instructional Technology Update – Mr. Wegner

Mr. Wegner said technology training for teachers began last week. He said Mr. Merica and Ms. Spall provided training in ten schools. He said secondary technology coaches watched Mr. Merica and Ms. Spall train during the first period and then completed the training for staff for the rest of the day. He said training was focused on reviewing the new features in the Infinite Campus Grade Book, student performance and accessing and using information housed in My Big Campus and Mileposts. He said staff was reminded to refer to the Q&A blog as a resource. He said programs would be updated with current student information this month. He said technical issues were being identified and resolved. He said the goal for every program was to be fully functional. He said Mr. Merica and Ms. Spall would provide Promethean Training and support for teachers that recently received new Promethean boards. He said the District had begun using a program called Lync for video conferencing meetings to avoid wasting time on travel. Ms. Cranor asked how elementary teachers were handling losing the Compass program. Mr. Wegner said the program would be replaced with PLATO and teachers would be trained on using the program. He said test packs were recently purchased for the elementary schools.

- d. Any Other Curriculum/PLCs/TIA/Beliefs Update – Mr. Wegner**
Mr. Wegner had no further Curriculum updates at the time of the meeting.
- e. Head Start Program Update – Dr. Mortensen**
Dr. Mortensen said the Head Start Policy Council Meeting was that Thursday at 5:30 p.m. She said the annual program report was submitted. She said the Head Start Program had full enrollment and 91 students were on the waiting list. She said Head Start would hold its annual Health and Information Fair on September 23rd and 24th. She said students would receive a health screening and parents were able to visit with various agency representatives about the resources available in Pocatello. She said nurses, physical therapists and speech/language pathologists would help run the fair.
- f. 21st Century After School Program Update – Dr. Mortensen**
Dr. Mortensen said included in the packet was a renewed Memorandum of Understanding between the University of Idaho and the 21st Century After School Program/District #25 for the “Eat Smart Idaho” program. She said it was an annual agreement and the Board would be asked to approve the MOU under New Business. She said the 21st Century After School Program would start next Monday. She said all of the Program Coordinators were hired and ready to begin at the eleven program locations. She said there were a few assistant positions to be filled. She said service learning was a component and the instructors would focus on Pocatello and Bannock County history. She said the program would sponsor the Pocatello to Africa 5K walk/run event again this year and had many exciting events planned.
- g. Idaho Food Bank Back Pack Program Agreement 2013-14 – Dr. Mortensen**
Dr. Mortensen said included in the packet was an agreement between the Idaho Food Bank and the Pocatello/Chubbuck School District #25 for the Back Pack Program for the 2013-14 school year. She said it was an annual agreement and the Board would be asked to approve the agreement under New Business. Ms. Cranor asked who the coordinators were. Dr. Mortensen said the coordinators were the CRWs at the elementary level and the counselors at the secondary level. Ms. Vagner said the back pack program numbers would be reported the following month and would include the list of school coordinators.
- h. Elementary Grading Practices – Dr. Mortensen**
Dr. Mortensen said included in the packet was a memorandum detailing the proposed changes to elementary grading practices. She said the proposal was reviewed at the September 10, 2013 Work Session. She said the Board would be asked to direct changes to elementary grading practices and direct the administration to communicate the changes to parents under New Business. Ms. Gebhardt asked if the changes were communicated yet. Dr. Mortensen said schools were in the process of informing parents. Ms. Cranor asked how many schools had introduced the new practice. Dr. Mortensen said Syringa and Chubbuck Elementary presented the information to parents at their Back to School Nights. Ms. Cranor asked if it went smoothly. Dr. Mortensen said the administration anticipated some of the major concerns and was able to address some of the issues prior to implementation. She said the schools would do their best to work with parents and students to help them understand the new grading practices. Ms. Vagner said the administration had only received one phone call so far.
- i. Charter School Update – Dr. Mortensen**
Dr. Mortensen said included in the packet was the Pocatello Community Charter School Summary Report information which was completed following the Annual PCCS Audit Report to the Board at the May Work Session. She said certain information was required as part of the Programmatic Audit and was being included following that review. She said the summary report provided an overview of the school’s administration and information. She said it was the same data template that all District schools were required to complete. Ms. Gebhardt asked if the smaller class size in the third grade meant the Charter’s finances were doing better. Dr. Mortensen said yes.
- j. ISU Student Counseling Intern Requests – Dr. Mortensen**
Dr. Mortensen said included in the packet was a request from ISU to place student counseling interns at various District schools for the 2013-14 school year. She said the requests were reviewed by the administration and were in order. She said the Board would be asked to approve the requests under the Consent Agenda.
- k. Any Other Elementary Education/PLCs/TIA/Beliefs Update - Dr. Mortensen**
Dr. Mortensen had no further Elementary Education updates at the time of the meeting.
- l. Policy 8351 – Student Activity and Participation Fees and Student Fines – 1st Reading for Adoption – Mr. Devine**
Mr. Devine said included in the packet was Policy 8351 – Student Activity and Participation Fees and Student Fines. He said the change eliminated Orchestra as a required fee which was incorrectly listed on the Policy.

He said the change was an administrative correction and the Board had the latitude to adopt the change on first reading per Policy 2210. He said the Board would be asked to hear the policy on first reading for adoption under Old Business.

m. ISU Holt Arena Contract 2013-14 – Mr. Devine

Mr. Devine said included in the packet was the agreement between ISU and the Pocatello/Chubbuck School District No. 25 for the use of Holt Arena for the 2013-2014 school year. He said the contract was included for the Board's information only. He said there were no changes to the fee structure except for an increase in custodial fees due to specialized cleaning requirements for the new synthetic turf that was installed. Ms. Cranor asked if the District had always had to pay for track and field. Ms. Vagner said no. Mr. Devine said when the District negotiated a lower contract rate for athletic events other services were no longer included in the cost. Ms. Cranor asked how many regular games including double headers were scheduled. Mr. Devine said there were ten games scheduled. He said only one of the games was considered a double header because it included JV and Varsity. He said if any of the games were cross-town rivalries, only one side of the Holt Arena was opened for ticket taking which saved money. He said this year the District made other arrangements for ambulance and police support.

n. Summer Camp Reconciliation Report – Mr. Devine

Mr. Devine said included in the packet was the 2013 Summer Camp Reconciliation Report. He said the administration reviewed each individual reconciliation report and the report provided summarized each of them. Ms. Cranor said she was concerned by the disparity between the amounts collected by the high schools. She said one of the schools collected around \$14,000 while another only collected \$2,500. Mr. Devine said it dependent on the number of camps that were offered and the number of students that chose to participate. Ms. Vagner said another factor could include the number of coaches that participated in the camp and the number of hours put in by the coaches. Ms. Cranor said she wondered if there was any way to increase the amount collected at that high school.

o. Camp/Clinic Requests – Mr. Devine

Mr. Devine said included in the packet were Camp/Clinic requests from the middle and high schools. He said the requests were reviewed by the administration and were in order. Ms. Gebhardt said some of the camp requests had clever names but did not explain what the activity was. She said it would be helpful to know. Mr. Devine said the form would be updated to include a camp explanation. He said the Board would be asked to approve the requests under New Business.

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

Mr. Devine said included in the packet were Out of District/Overnight Field Trip requests. He said three additional trip requests were included in the addendum. He said all of the requests were reviewed by the administration and were in order. He said Ms. Stephens had done a great job in garnering interest in the debate program. Ms. Gebhardt said she appreciated that Ms. Stephens coordinated with other debate coaches to travel. He said the Board would be asked to approve the requests under Old Business.

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

Mr. Devine said Meg Fleischmann was trained to be an ICS Facilitator to help peers understand how to implement the Common Core. He said she played a key role in implementing the compare and contrast requirement. Ms. Cranor asked if there was an SRO assigned to Alameda Middle School. Ms. Vagner said the District recently lost an SRO due to a promotion within the Police Department and were waiting for the PPD to interview for a replacement. She said for now the SROs split their time between the schools. Mr. Devine said sophomores and juniors would take the PSAT on October 16th. He said Mr. Hobbs was working on bullying prevention presentation for freshman and ISU had offered a Majors and Minors Fair for seniors on that day. He said Mr. Pixton was piloting a lecture style class in the media center and had about 64 students participate. He said the class was a blended approach and students were very receptive to the class. Ms. Gebhardt asked if he was using the IEN. Mr. Devine said no.

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 August, 2013. He said the state was within 1% of its original projections for the first two months of the fiscal year.

b. 2013-2014 Budget Adjustments

Mr. Reed said included in the packet were the 2013-2014 budget adjustments that were reviewed at the September Work Session. He said the major changes were due to receiving the HB65 and differentiated compensation funds which had to be added to the budget. He said the Board would be asked to approve the budget adjustments under New Business.

c. Policy 8214 – Transportation of Students with Disabilities as a Related Service – 2nd Reading

Mr. Reed said included in the packet was Policy 8214 – Transportation of Students with Disabilities as a Related Service. He said the policy detailed the federal requirements for transportation of students with disabilities and provided guidance and direction to the transportation department. He said the policy was posted for public input following a first reading. He said input was received and minor changes were made as a result of the input which was included in the packet. He said none of the changes were substantive and the Board would be asked to hear the policy on second reading for adoption under Old Business.

d. Free and Reduced Lunch Report

Mr. Reed said included in the packet was a current Free and Reduced Lunch Report. He said 41.3% of students qualified for a reduced meal cost and 10.1% qualified for free meals. He said participation in the school lunch program was good and was typically higher at the start of the year. Ms. Gebhardt asked if the menu changes had affected participation at all. Mr. Reed said the District met the requirements but anticipated even further changes which could mean higher pricing but for now the department was able to maintain prices. He said the District received subsidies from the federal government which were used in the first couple of months since resources were limited. He said Mr. Wilson made sure the District was getting the best prices and that vendors were of quality. Ms. Cranor asked if the recent lunch meat recall affected the District. Mr. Reed said the District had not been impacted.

e. Proposed Building and Subdivisions (New Construction)

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

f. Any Other Business Operations/Operational Support Update

Mr. Reed said Deaton & Co. would have a final Audit Report to him the following afternoon. He said he would review the financial statements and present the information at the next Board Meeting. He said the audit process was lengthy and it was critical that attention was given to every detail. He said he appreciated the Board allowing the department to participate in the GFOA and ASBO financial programs. Ms. Gebhardt said she was appreciative of the department's attention to detail and that the District was not in the same position as some other Districts in the state. Mr. Reed said the Alameda Middle School open house was held last week and had a good turnout. He said comments from the community were very positive.

EMPLOYEE SERVICES – Information – Mr. Smart

a. Campus/ISEE Upload/Technology Update

Mr. Smart said the technology department was in the process of updating new employee data in Infinite Campus. He said the District would not meet the September ISEE Upload deadline which was optional but would send the October 15th upload which had to be submitted in order to receive the District's salary apportionment. He said Mr. Burkman was recognized by the Board earlier that evening. He said the next big project was completing the installation of the new phone system at the Education Center.

b. Student Enrollment Information Update

Mr. Smart said included in the packet was current student enrollment data. He said the Board of Trustees held a Special Meeting to take action on an Emergency Levy due to increased enrollment. He said ADA was up by 110 students. He said membership was over original projections from the year before. He said the membership report being used was manually generated through calls to the schools and could contain duplicates which the department was working to correct. He said overall membership was still up from the year before. He said the schools were still full even after opening the new middle school.

c. Pay Manual Revisions

Mr. Smart said included in the packet were the proposed Pay Manual Revisions for the 2013-14 school year which were reviewed at the September Work Session. He said one change was made to pay manual relative to the insurance eligibility date for new employees following review at the Work Session and was reflected in the document. He said the Board would be asked to approve the revisions under New Business.

d. Value Report from Lockton Companies, LLC

Mr. Smart said included in the packet was the annual Value Report from Lockton Companies, LLC detailing the benefit services provided for the 2012-2013 school year. He said some of the highlights included a 0% renewal rate from Regence BlueShield. He said the average increase statewide was 13%. He said the

District's hard work to increase wellness participation had paid off. He said the District was able to adjust the employee deductible at a minimal cost to the District. Ms. Cranor said that was good news especially knowing that other Districts were seeing around a 13% increase. Mr. Smart said 13% would have been a hefty increase for the District. He said the Value Report from Lockton detailed some of the services provided by the company such as evaluating medical plans and working on a wellness plan with Regence Vitality. He said it was a difficult system to understand and Lockton communicated the District's needs. He said he and Ms. Giles were in weekly contact with Lockton during the process. He said Lockton kept the District out of hot water and kept the administration informed regarding any changes to health care laws. He said Lockton's team was very experienced and knowledgeable and were a valuable asset.

e. Budget Committee & Wellness/Insurance Committee Updates

Mr. Smart said included in the packet was an updated schedule of meetings for the Wellness/Insurance Committee. He said the first meeting was delayed until October until the administration could meet with Regence BlueShield representatives to discuss the Vitality plan. He said the Budget Committee would start meeting in November.

f. Wellness Dashboard Report

Mr. Smart said included in the packet was the current Wellness Dashboard Report. He said the District was doing very well with reaching its target levels and would have some new goals for next year. He said the District's loss ratio went up a little bit due to back to school. He said the loss ratio was at 76% which was still well below the goal and helped the District obtain low renewal rates. He said loss ratios for dental and vision were also on target.

g. 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 packet was the monthly Human Resources report. He said a stipend revision and one additional stipend was included in the addendum. He said teacher resignations were temporarily being filled through buying prep periods. He said Pocatello High School was still searching for a health teacher. He said increased enrollment at Century and Highland High Schools had created a need for buying prep periods. He said there were two new hires and one alternative authorization renewal on the report. He said the teacher had three years to complete the certification requirements. He said the Board would be asked to approve the Human Resources Activity under the Consent Agenda.

b. Policy 7141 – Teacher Supervision and Evaluation of Certificated and Professional Staff – 2nd Reading

Dr. Howell said included in the packet was Policy 7141 – Teacher Supervision and Evaluation of Certificated and Professional Staff. He said the change to the policy was due to the repeal of the Students Come First legislation and action of the 2013 Idaho legislature. He said the policy was posted for public input following a first reading which was received and was included in the packet. He said minor grammatical changes were made as a result of the input and were highlighted in yellow. He said the changes were not substantive and the Board would be asked to hear the policy on second reading for adoption under Old Business.

c. Head Start Family Advocate Wage Adjustment

Dr. Howell said included in the packet was the proposal from Head Start to adjust the starting wage for the Family Advocate position. He said the requirements for the position had been increased and now required a degree and the increase was necessary for recruiting and retention. He said the wage would be in line with other Head Start programs. He said the proposal was reviewed at the September Work Session and the Board would be asked to approve the wage adjustment under New Business.

d. 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. Differentiated Compensation Plans

Ms. Vagner said included in the packet were the proposed Differentiated Compensation Plans for preschool, elementary, secondary and special services. She said the plans were reviewed at the September Work Session. She said the Board would be asked to approve the plans under New Business. She said the plans would be submitted to the State Department of Education following approval.

b. Permission for Honor Guard to Carry Weapons on School Property for Veteran's Day Ceremonies and Use of Starter Guns for Track Meets

Ms. Vagner said federal statute allowed for exceptions to the Zero Tolerance policy for weapons on school property during Veteran's Day Ceremonies and for starter guns at track meets. She reviewed Idaho Code 18-3302D which listed the exceptions for possession a firearm on school property and was included in the packet. Ms. Cranor asked why the Honor Guard carried weapons. Ms. Vagner said it was part of their uniform and the Honor Guard performed the salute at various schools. She said the Board would be asked to grant permission for the exceptions under New Business.

c. Agreement Between Portneuf Medical Center and the Pocatello/Chubbuck School District #25 for Donations

Ms. Vagner said included in the packet was the agreement between Portneuf Medical Center and the Pocatello/Chubbuck School District #25 for donations. She said Dr. Wathne and Mr. Menchaca were in attendance. She said the contract outlined support from the Portneuf Medical Center to support the District's athletic programs and the Festival of Trees. She said the hospital was committing to a \$10,000 sponsorship for the Festival of Trees that would go towards classroom grants and technology. She said the hospital would purchase ad space at \$20,000 which would be used to reduce the District's costs for the use of Holt Arena. She said during the budgeting process in the spring the high school boosters had concerns regarding the amount of fundraising required to offset those costs and the administration did consider how those costs might be reduced and looked at the possibility of allocating general funds to offset the fees which ultimately was not possible. She said Portneuf Medical Center stepped up and responded to those parent requests. She said there several doctors in the community that were committed to attending games and providing exams for student athletes at no cost to the parents or the District. She said the administration was in the process of preparing an agreement between Pocatello Orthopaedics and Sports Medicine Institute, PA and the District for athletic training services. She said the District had athletic trainers assigned to the three high schools. She said the District was fortunate that Pocatello Orthopaedics stepped to the plate to provide more support than the District had in the past. She said the hospital was providing the budget for training supplies at \$10,000. She said the District had full support from both groups. She said the Board would be asked to approve the agreement under Old Business. She said the administration felt strongly about supporting the local hospital in considering coverage for athletic services. Ms. Cranor said she was very concerned about the needs of the high school boosters and was grateful to Portneuf Medical Center and Pocatello Orthopaedics for stepping up to offer services to the high schools. Ms. Vagner said the administration had been working on the agreement since June and now had a high quality agreement as a result.

d. Board/Superintendent/Cabinet Retreat – September 24, 2013

Ms. Vagner said included in the packet was the draft agenda for the Board/Superintendent/Cabinet Retreat which was set for Tuesday, September 24, 2013 from 4:30 p.m. to 8:30 p.m. in the Board Room. She asked Board Members if any changes or additions to the agenda were needed. She reminded the Board to bring a completed Board Self-Evaluation to the meeting.

e. ISBA Region 5 Meeting – October 10, 2013

Ms. Vagner said the ISBA Region 5 Meeting was tentatively set for Thursday, October 10, 2013 at 5:30 p.m. at Marsh Valley High School. She asked the Board to save the date.

f. Calendar

Ms. Vagner said included in the packet was the calendar of the Board's Meeting Schedule inclusive of various Committees from September 16, 2013 through November 1, 2013. Ms. Cranor said the Head Start Policy Council Meeting was Thursday. Ms. Gebhardt said the Juvenile Justice Committee Meeting had been moved to October 22, 2013.

g. Any Other Superintendent's Update

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

PUBLIC COMMENT – Self Explanatory

a. Public Comment Pertinent to Agenda Action items

Board Protocols for Public Comment will be followed at all Board Meetings. Patrons wishing to address the Board will fill out Form AD 2 – Request to Appear before the Board and present it to the Board Chair or Board Secretary prior to the meeting. Because of the diversity of issues, members of the Board may not respond to delegations. Instead, issues are recorded and referred to the proper staff member for follow-up. The Board is informed of these efforts by the staff member responding to concerns.

Board Operating Principles #22 & 23:

22) The Board will follow the chain of command referring others to present their issues, problems, or proposals to the person who can properly and expeditiously address the issues; 23) Board members will refrain from communications which create conditions of bias should a problem or complaint become the subject matter of a hearing before the Board.

Shaun Menchaca – 9223 N. Ridgewood, Pocatello, ID 83201

Mr. Menchaca said he was the CEO for Portneuf Medical Center Foundation. He said he wanted to express his gratitude and excitement for a formalized partnership between the hospital and the School District. He said he looked forward to the many good things the partnership would bring in the future.

Richard Wathne, M.D. – 333 N. 18th Avenue Ste: D1, Pocatello, ID 83201

Dr. Wathne said he was a surgeon and a medical specialist in Pocatello. He said he had been in Pocatello for over 18 years. He said he was pleased to put together a program between the School District and Portneuf Medical Center. He said he recognized the deficits in community to the sports medicine program for the District. He said he remembered being impressed with the District's sports medicine program in the past but due to budget cuts the program had been eliminated which created the need to formulate a comprehensive program. He said with the help of Brent Faure he was able to assemble a team of athletic trainers which included Dr. Anthony Joseph who was a part of his medical practice. He said the agreement allowed Portneuf Medical Center to have athletic trainers in each of the high schools. He said Mr. Faure and his wife were the point communication contacts between the District and his practice. He said Dr. Esplin would also help with the football program at Pocatello High School. He said the athletic trainers would cover sports medicine for all of the high schools. He said many of the doctors had been helping the schools for many years but were not able to pull together a comprehensive program that was unmatched throughout the state. He said it was a benefit to everyone involved to have cross coverage but mostly benefited student athletes. He said the entire concussion program was run by Mrs. Faure who was nationally recognized and certified and the hospital would pay for impact testing. He said being reviewed by a medical professional would help doctors complete studies on concussions down the road which helped the medical community get ahead of the game.

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 August 20, 2013 Regular Board Meeting.

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

b. Topic: Authorize Payment of Claims

Policy Issue: Board approves all Claims.

Background Information: Included in the packet were bills and invoices as of September 11, 2013 in the amount of \$1,324,560.99.

Administrative Recommendation: Administration recommended Board approve the bills and invoices as of September 11, 2013 in the amount of \$1,324,560.99.

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

Policy Issue: Board acts on Financial Information.

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

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

d. Topic: Approve ISU Student Counseling Intern Requests

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

Background Information: Included in the packet was a request from ISU to place student counseling interns at various District schools for the 2013-14 school year.

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

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

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

a. Topic: *Hear on Second Reading for Adoption:*

Policy 6120 – Curriculum

Policy 7141 – Teacher Supervision and Evaluation of Certificated and Professional Staff

Policy 8214 – Transportation of Students with Disabilities as a Related Service

Policy Issue: Board adopts Policy.

Background Information: These items were 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 Ms. Cranor and seconded by Mr. Facer to hear on second reading for adoption the above listed policies as presented. The voting was unanimous in the affirmative.

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

Policy 8351 – Student Activity and Participation Fees and Student Fines

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 policy on first reading for adoption as presented.

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

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

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

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

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

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

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

a. Topic: *Approve Alternate Routes to Graduation*

Policy Issue: Board approves alternate routes to graduation.

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

Administrative Recommendation: Administration recommended Board approve the Alternate Route to Graduation requests as presented.

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

b. Topic: *Direct Changes to Elementary Grading Practices and Direct Administration to Communicate Changes to Parents*

Policy Issue: Board directs changes to grading practices.

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

Administrative Recommendation: Administration recommended Board direct changes to elementary grading practices and direct the administration to communicate the changes to parents as presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Mr. Vitale to direct the changes to elementary grading practices and direct the administration to communicate the changes to parents as presented. The voting was unanimous in the affirmative.

c. Topic: *Approve Memorandum of Understanding Between University of Idaho and 21st Century Community Learning Center Afterschool Program/School District #25 for the “Eat Smart Idaho” Program*

Policy Issue: Board approves Memorandum of Understandings.

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

Administrative Recommendation: Administration recommended Board approve the Memorandum of Understanding between the University of Idaho and the 21st Century Community Learning Center Afterschool Program/School District #25 for the “Eat Smart Idaho” Program as presented.

Board Direction/Action: A motion was made by Mr. Vitale and seconded by Mr. Facer to approve the Memorandum of Understanding between the University of Idaho and the 21st Century Community Learning Center Afterschool Program/School District #25 for the “Eat Smart Idaho” program as presented. The voting was unanimous in the affirmative.

- d. **Topic:** *Approve Agreement Between the Idaho Food Bank and the Pocatello/Chubbuck School District #25 for the Back Pack Program for the 2013-14 School Year*
Policy Issue: Board approves agreements for the Idaho Food Bank Back Pack Program.
Background Information: This item was previously discussed on the agenda.
Administrative Recommendation: Administration recommended Board approve the agreement between the Idaho Food Bank and the Pocatello/Chubbuck School District #25 for the Back Pack Program for the 2013-14 school year as presented.
Board Direction/Action: A motion was made by Mr. Facer and seconded by Mr. Vitale to approve the agreement between the Idaho Food Bank and the Pocatello/Chubbuck School District #25 for the Back Pack Program for the 2013-14 school year as presented. The voting was unanimous in the affirmative.
- e. **Topic:** *Approve Camp/Clinic Requests*
Policy Issue: Board approves camp/clinic requests.
Background Information: This item was previously discussed on the agenda.
Administrative Recommendation: Administration recommended Board approve the camp/clinic requests as presented.
Board Direction/Action: A motion was made by Mr. Mattson and seconded by Ms. Cranor to approve the Camp/Clinic requests as presented. The voting was unanimous in the affirmative.
- f. **Topic:** *Approve 2013-2014 Budget Adjustments*
Policy Issue: Board approves budget adjustments.
Background Information: This item was previously discussed on the agenda.
Administrative Recommendation: Administration recommended Board approve the 2013-2014 budget adjustments as presented.
Board Direction/Action: A motion was made by Mr. Facer and seconded by Mr. Vitale to approve the 2013-2014 budget adjustments as presented. The voting was unanimous in the affirmative.
- g. **Topic:** *Approve Pay Manual Revisions*
Policy Issue: Board approves pay manual revisions.
Background Information: This item was previously discussed on the agenda.
Administrative Recommendation: Administration recommended Board approve the Pay Manual revisions as presented.
Board Direction/Action: A motion was made by Mr. Vitale and seconded by Mr. Mattson to approve the Pay Manual revisions as presented. The voting was unanimous in the affirmative.
- h. **Topic:** *Approve Head Start Family Advocate Wage Adjustment*
Policy Issue: Board approves wage adjustments.
Background Information: This item was previously discussed on the agenda.
Administrative Recommendation: Administration recommended Board approve the Head Start Family Advocate wage adjustment as presented.
Board Direction/Action: A motion was made by Ms. Cranor and seconded by Mr. Vitale to approve the Head Start Family Advocate wage adjustment as presented. The voting was unanimous in the affirmative.
- i. **Topic:** *Approve Differentiated Compensation Plans and Direct Administration to Submit Plans to the State Department of Education*
Policy Issue: Board approves differentiated compensation plans.
Background Information: This item was previously discussed on the agenda.
Administrative Recommendation: Administration recommended Board approve the differentiated compensation plans as presented and direct the administration to submit the plans to the State Department of Education.
Board Direction/Action: A motion was made by Ms. Cranor and seconded by Mr. Facer to approve the Differentiated Compensation Plans and direct the administration to submit the Plans to the State Department of Education as presented. The voting was unanimous in the affirmative.
- j. **Topic:** *Grant Permission for the Honor Guard to Carry Weapons on School Property for Veteran's Day Ceremonies and the Use of Starter Guns for Track Meets*
Policy Issue: Board grants permission for allowable exceptions to the zero tolerance weapons policy per federal statute.
Background Information: This item was previously discussed on the agenda.
Administrative Recommendation: Administration recommended Board grant permission for the Honor Guard to carry weapons on school property for Veteran's Day Ceremonies and the use of starter guns for track meets as presented.

Board Direction/Action: A motion was made by Mr. Mattson and seconded by Mr. Vitale to grant permission for the Honor Guard to carry weapons on school property for Veteran's Day Ceremonies and the use of starter guns for track meets as presented. Mr. Facer asked if the Honor Guard included students. Ms. Vagner said no it was military. Ms. Cranor asked if the weapons were checked to make sure they used blanks. Ms. Vagner said the Honor Guard was responsible to check the weapons for blanks. The voting was unanimous in the affirmative.

k. Topic: *Approve Agreement Between Portneuf Medical Center and the Pocatello/Chubbuck School District #25 for Donations*

Policy Issue: Board approves agreements for donations.

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

Administrative Recommendation: Administration recommended Board approve the agreement between Portneuf Medical Center and the Pocatello/Chubbuck School District #25 for donations as presented.

Board Direction/Action: A motion was made by Mr. Facer and seconded by Ms. Cranor to approve the agreement between Portneuf Medical Center and the Pocatello/Chubbuck School District #25 for donations 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 Ms. Cranor and seconded by Mr. Facer to adjourn. The voting was unanimous in the affirmative. The Board adjourned its Regular Meeting at 7:17 p.m.

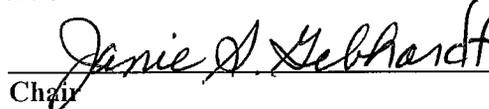
APPROVED ON:

19 November 2013

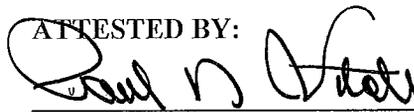
MINUTES PREPARED BY:


Secretary, Board of Trustees

BY:


Chair

ATTESTED BY:


Clerk