

**MINUTES OF THE BOARD OF TRUSTEES
SPECIAL MEETING/WORK SESSION
Pocatello/Chubbuck School District No. 25
Tuesday, January 14, 2014
Board Room at the Education Service Center
1:30 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Janie Gebhardt, Chair	Jim Facer, Asst. Treasurer
Jackie Cranor, Vice Chair	Dave Mattson, Member
Paul Vitale, Clerk	Mary M. Vagner, Superintendent

A Special Meeting/Work Session of the Board of Trustees of Pocatello/Chubbuck School District No. 25 was held on Tuesday, January 14, 2014, at 1:30 p.m. in the Board Room at the Education Service Center, 3115 Pole Line Road, Pocatello, Idaho, as provided in Section 33-510, Idaho Code;

Convene Work Session

Chair Gebhardt Convened the Work Session at 1:33 p.m. She reviewed the agenda and the addendum and said the Special Meeting/Work Session was for the purpose of the administration discussing with the Board the following topics:

1. **Convene Work Session**
2. **Pocatello/Chubbuck School District #25 Education Foundation Tax Report**
3. **Portneuf Greenway Foundation Proposal**
4. **Benchmark the Pocatello/Chubbuck School District No. 25 Strategic Plan 2013-14:** School Safety; Curriculum and Instruction; Community Relations and Communications; Human Resources; Employee Services and Business Services
5. **Draft 2014-15 District #25 School Calendar**
6. **Report on Exploration of Relationship between ICS and Trimester System**
7. **Benchmark Classified Salary Schedule to Market**
8. **2014-15 CIP Update**
9. **2013-14 Budget Adjustments and Public Hearing**
10. **Discussion of Soliciting RFPs for District Auditing Services**
11. **Updates:** *Health Fair Update; Legislative Update*
12. **Public Comment**

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.
13. **Adjourn**

Pocatello/Chubbuck School District #25 Education Foundation Tax Report

This was removed from the agenda as per the addendum.

Portneuf Greenway Foundation Proposal

Ms. Vagner asked that the Board recall a year ago when Ms. Code and a Greenway Board Member representative spoke about the differing options that the Greenway was discussing. One option was the property by Chubbuck Road going around the fairgrounds. Ms. Vagner stated it was a high priority for the Greenway. Ms. Tamara Code said they had decided to go ahead with the trail that will cross a small piece of school district property and she was asking for an easement that was 16 feet wide so the Portneuf Greenway Foundation could build a paved trail. She said they had written a grant and it was to be submitted to the Parks and Recreation. Ms. Code said once the trail gets done it will be about 6 ½ miles long and it will be an asset to our students and the public. Ms. Vagner stated there was a map included in the packet that showed where the non-motorized trail would be built. She said the easement would be made available to the Greenway Foundation and the liability would be subject to the Greenway Foundation as would be the maintenance. She said the draft letter spoke to the purpose, maintenance and the liability. She said depending on what the Board directed, there would be a letter or in the Regular Board Agenda's packet next week. Ms. Vagner said the last time we spoke of this the Board was supportive of it. Mr. Facer asked if once the easement was given what would be its availability if the District needed to use the property. Ms. Vagner stated she and Mr. Reed see it as a very wide sidewalk if the District needed the property. Ms. Vagner said that it would be an asset and would be included in any future school design. Ms. Vagner said if we end up building on site we would enter into dialogue with the Greenway as to enhance it as part of our property. Mr. Facer asked where it will connect on Satterfield. Ms. Code said the developer that owns the land plans to develop a pathway across his property and down Lois Lane. Mr. Mattson asked if the grant they were asking for is for the entire trail or just a phase of it and Ms. Code stated it would be done in two different phases. Ms. Vagner said we would obtain a formal letter of request from Ms. Code and will put the information in the Regular Board Meeting packet next week. She said the Board would be asked to take action next week.

Benchmark the Pocatello/Chubbuck School District No. 25 Strategic Plan 2013-14: *School Safety; Curriculum and Instruction; Community Relations and Communications; Human Resources; Employee Services and Business Services*

Ms. Vagner said the administration typically did a full benchmarking mid-year as to the progress of meeting the Strategic Plan which the Board approved in August. Ms. Vagner said included in the packet was the table of contents by section and we will start with school safety and move forward. Mr. Hobbs talked in regards to grounds and facilities and making them safe for all. He said there was a subcommittee that met with community members and the maintenance department and put together some training through our safe schools website. He stated they are going to add several employee groups such as transportation, food services, etc so that they have the same training and continue to provide a safe work place. He said we have encouraged all administrators to do the NIMS training again and also new employees. He stated we have put together a template School Emergency Response Plan and the administrators are working on that so that we can use it in emergency situations. He said it will be shared with the Pocatello Police Department so that they can use it in their squad cars and can pull it directly up along with the layout of the schools. He said as always we have consistent drills for fire, evacuations and lock down codes and we track them very carefully. He stated our annual safety inspection was done early in December and we were working on responding to all the issues that were raised. He said we are still working on student behavior and the processes of providing interventions through the DDRC program. He said we offer the Crossroads Program for kids that need to be moved from their home school and we put them in an environment where it is more one on one. Mr. Hobbs said we are looking for better methods of holding students accountable and one way we are doing this is through restorative justice. He said we are getting some free training through our local juvenile probation and he and Ms. Tiede have both had some training. Finally, he said, in providing a safe school environment, we are training students to eliminate bullying and harassment in our schools. He said Ms. Gebhardt, school personnel and some community members are helping with this training. He said we have had good feedback from these trainings and feel it is beneficial to our students and it is changing the culture of the schools. He said we have also instituted the safe schools website and there are presentations that we have encouraged schools to use to raise awareness of diversity. He said we have an excellent working relationship with

our community agencies so that we know what resources are available. He said we are also working with Children's Mental Health and Protective Services to provide help for our students.

Mr. Wegner said Instructional Directors are continuing to work with our schools and do a kick-off Building Leadership Team retreat in August where they are brought together for school improvement planning and set goals and targets for the year. He said that they have provided assistance to all those schools that have to submit their SIPs this year. Mr. Wegner said the plans will be brought to the next Regular Board Meeting for approval by the Board. Mr. Wegner said there was implementation of the Idaho Core this year and that there have been several years of unit development prior to implementation. He said we have established processes to get feedback from staff as the units are being implemented this year. He said we are preparing for the SBAC Assessments this spring and the Instructional Directors are getting ready to review the testing schedules the schools have submitted so we can address the need of any additional proctors. He said the Board approved to waive the end of year assessments because they no longer align with the Common Core. Mr. Wegner said they haven't had the funding for major adoptions but the Board was able to set aside \$176,000 to help purchase supplemental materials for the Idaho Core Standards. He said they had used half of the funds to date and as they work with teachers in June additional recommendations would come forth.

Ms. Mortensen said Response to Intervention relative to the elementary was known as the school success model and we maintain a District School Success Team who meets periodically to review and make recommendations for improvement to our overall programs. She said they meet again at the end of the month and made sure we are sustaining and improving with the school success model and all the interventions. She said this year the focus had been new math interventions and screeners. She said a group of teachers were meeting with Cindy White to look at the screeners and the results from students so that improvements could be made. She said our elementary schools set a goal and they all did a benchmark writing exercise in the fall. She said some schools already conducted their mid-year writing and were making adjustments as necessary. She said the implementation was happening across our District. She said they have continued with Mileposts implementation and use it extensively to document interventions.

Mr. Devine said at the secondary level teachers had 150 kids throughout the day and they implemented a process where the RTI Coordinator helped identify these students in the classrooms. He said they met weekly to address referrals. He said there is a fluid list of 40 students at any one time that were prioritized by their needs and then tracked during the week. He said the teacher was asked to provide evidence of Tier I and Tier II that they were using to help the student. He said many of our students were being helped in a Study Hall class so they were in a smaller group. He said some higher functioning math students were helping other in need. He said they were seeing the number of DAPC hearings reduce. He said they were doing PLATO testing at the Middle School level and they had a base line for teachers to look at. He said they were also focusing on writing instruction this year and he just had a meeting with the facilitators to try and figure out where the students were having issues. Mr. Devine said there was linkage between the work of RTI teams and the PLC's because they were getting more into formative assessments. He said they were trying to enhance this relationship. Ms. Cranor asked if at some point we could change the name of Study Hall to something else because it has a negative connotation. Mr. Devine said they do have some intervention math classes but in the study hall/study skill classes there is a component where the students are taught to address issues they are having that get them off track.

Ms. Mortensen said at the Building Leadership Team retreat in August, one of the activities includes an examination or evaluation of how PLCs are being sustained. She said PLCs are really critical this year to the success of our Idaho Core Standards implementation. She said it had become the time that teachers use to look at the units, to talk about the instruction and what the content is, and the standards and learning targets. She said the elementary PLCs had been expanded to include Cluster School Meetings that happen once a month. She said the Cluster School Meetings are four schools that meet once a month and they have a PLC where they talk about implementing the Idaho Core Standards. She said at the elementary level they are at the sustaining level and the principals benchmark every month.

Mr. Devine said they had 16 different groups of PLC's. He said they had made it a part of their monthly agenda to discuss at the Secondary Principal's Meeting and he has a copy of minutes that get sent to him that talk to what

was discussed and whether they were addressing those key foundational questions. He said they had a group that had met several times and they are working on developing a clearly defined statement of PLCs purposes. He said it was an ongoing process. Ms. Cranor said she has heard about Cluster Meetings from different teachers and they are doing great things out there and working so together to make this all happen.

Ms. Luras said they updated the Classroom Walkthrough Template to align with the Idaho Core Standards and Understanding by Design. She said they monitor during Instructional Technology Meetings the number of classroom walkthrough and it shows a decrease due to the state's additional requirements of the principals to do formal evaluations. She said teachers were trained to do the classroom walkthroughs so this year there were fewer. She said were monitoring them this year. She said we developed a district-wide plan to use the ELA and there were specific components and were encouraging teaches to really pay attention to the strategies. She said during the goal setting process the Building Leadership Teams look to their data and if they missed an AMO they set a goal for that. She said they were having ongoing conversations as to how to meet those subgroups needs.

Mr. Devine stated they implemented a new middle school schedule that increased the core time and had heard great things from the teachers this year. He said they were hoping it would make a difference when preparing the students for high school. He said it complicated things when it came to the master schedule but it was a give and take where we had to reduce time in other subjects, but he said it had been quite a positive thing. He said the 6th grade teachers were trying to specialize in a subject even though the students had a different teacher each period, there had been no negative feedback. He said it had affected the teaming and it was now more department based. He said in a general sense it had worked out well.

Ms. Luras said all new teachers were part of the new teacher mentor program. She said they were partnered with someone that helped them throughout the year and trainings were offered throughout the year. She said they were holding CAMPS once a month and they were facilitated by teachers that were involved in the unit development. Ms. Luras said there was a book study going on and it was a book that talks about what it really looks like to implement 21st Century Skills into the schools. Ms. Cranor asked how the teachers were encouraged to attend these. Ms. Luras said they happen during the PD Mondays and the teachers were required to attend. She said the CAMPS were voluntary and she sends out monthly reminders. She said the teachers also receive stipends for attending.

Ms. Harwood said every fall they ask the schools to complete a survey of the implementation of the Social Emotional Curriculum and ask how they talk about it in the context of classrooms or schools as a whole. She said there was follow-up with the new teacher training and then it was reviewed in November and the Superintendent has them track three times a year what they were doing.

Ms. Luras said the Instructional Technology Committee Meeting meets once a month. She said they determine where the additional technology needs to be. She said they determined the next priority was sounds systems for the high schools. She said they were being purchased and installed this spring. She said we also support two technology specialists that provide ongoing support/training for all schools. She said they had a Technology Literacy Class that was being taught and there were 37 different modules to choose from and a person could get up to 3 credits. She said they also support teachers for Bringing Your Own Devices. She said on average there were about 1200 concurrent connections during the day. She said 820 of those connections were at the 4 high schools and 10% were using the Bring Your Own Device.

Ms. Allen said she had three primary goals. She said in community engagement it was our way of ensuring our staff is engaged with our community and we understand their needs and they understand what we are doing and we show our support as we ask for theirs. She said we maintain activities where we ask our administrators to be engaged in community organizations. She said we have 51 administrators and Board Members in 85 different community organizations/activities. She said all of our administrators were involved and we appreciate the Board's involvement. She said we have partnerships with The Chamber and Idaho State University. She said Rhonda Naftz and she participate in the Chamber Scholarship Committee. She said next month they had weekly meetings with our legislative delegation. She said one of the goals under community engagement was to have an open house when Alameda Middle School opened. She said it was a successful ribbon cutting and set the right

tone. She said the community was very impressed with the school. She said she directs the Festival of Trees fundraiser and completed another successful one this year. She said they raised more money this year than last. She said they were working on two different fundraisers through the Education Foundation, one being the Shoes for Love and the other was the Brian Reams Basketball Tournament. She said she is working on public relations and information to develop a positive image campaign and had put together a short video. She said our front office staff meets weekly to coordinate schedules and workloads. She said this was in an effort to see how we deal with customer service. She said those weekly meetings have helped balance the workload and make sure everything is getting done and that we are still giving positive customer service despite cutbacks. She said there was an employee appreciation night and that it was done in conjunction with the American Education Week. She said they were working to finalize a new website and to improve its usefulness and had opened it up for staff to give feedback. She said the Safety Committee had been working with the Infinite Campus Emergency Messenger. She said problems were identified of not having updated information for parents and staff so within the next week there will be a drill notification. She said staff will be asked to let us know if they do not receive the information so we can be sure to have their information current. She said she was working on the implementation of the Idaho Core Standards campaign and they had provided information to several core groups of how the implementation was going. She said letters had been sent to parents to give them information and what they can expect. She said we continue to develop "The More You Know" infomercials and will begin developing more so they can rotate them with the four we already have. She said the purpose was to create a more positive outlook to our community that isn't just academic.

Dr. Howell said they have done a lot with teacher evaluations and that it seemed to be their monthly topic with all the changes that continue to come from the State. He said the Board had changed the policy a few times and it was reflected in the Strategic Plan. He said we opened Alameda Middle School at a cost neutral basis and matched up certified staff with their professional certifications. He said he had started working on an administrative salary schedule and it would be brought to the Board later this year. He said there was a Fix-It Committee that worked with the differential pay and the writing assignments. He said they were working on HQ issues with substitutes and will continue working on them. Dr. Howell said they were developing consistent questions for the hiring process so they are standard across the district. Ms. Vagner said we were still determining what to do for the SBAC and as Ms. Luras presented, we would look at all the testing schedules. She said it would have to be brought back to the Board as it could import Emergency Levy money.

Mr. Smart said the Pay Manual was brought to the Board every fall and thought it was pretty comprehensive but it was still ongoing and it would be brought to the Board when it needed to be updated. He said to figure out the number of students entering our District they used to look at live birth, but that isn't the case anymore. He said they were trying to figure out a different method to do this. He said in the Strategic Plan it talks about upgrading our APECS next year and that would depend on the availability of discretionary dollars. Mr. Smart said he is happy to report that the Version 4 of Infinite Campus was going well and technology has improved its ability to produce the data and changes. He said the Technology Department has figured out its method to produce the ICEE data and there were changes that were ongoing from the State. Mr. Smart they were trying to determine if attendance of a teacher in a classroom was relevant to the learning of a classroom. He said they anticipated being able to put down some more stringent requirements to participate in the wellness program but were not making any changes from last year except asking employees to finish their online programs by April 1st. He said last year over 80% of our employees participated in the Wellness Program. Mr. Smart said the credit was 4% from Regence for our Wellness Program and they were increasing their goals for us to be able to reach that 4%. He said they were meeting with Blue Shield in two weeks to see where we will be next year and look at the anticipated increases this year, locally and nationally. He said the health care reform requirements are if an employee works 30 hours or more you have to offer medical insurance. He said we delayed it a year but we need to begin working on it this year. He said we were working on incentives and the Amazon cards are well received. He said one of the goals is to have an additional card that is offered, not just Amazon. He said one of the items talks about the wireless network in the high schools and it is now in place and we are happy that we decided to go do this on our own. He said he would like to thank the technology staff for being so functional and working well. He said there have been some hiccups with the rollout of the new phone systems but we anticipate rolling it out District wide over a number of years. He said the high schools were next in line to receive new phones. He said we had a big UPS generator in the back of the building that kicks in when the power goes out to keep our data

system up and running and it works well and had the opportunity to test it out. He said the fiber optic network from Cable One's transition had taken place and it had exceeded expectations and was able to save some money in the general fund.

Mr. Reed said we put an extensive amount of time into our CIP replacement schedules and that was primarily because we delayed some projects. He said it was on schedule and appreciated the efforts of our maintenance staff. He said we went through a significant change of moving all the 6th graders up to the middle schools and it had been very well received from the public. He said students and staff were making that a smooth transition and we need to recognize our transportation department. He said the only school that was slightly under projected enrollment was Irving Middle School. He said we would need 6 new busses in this upcoming year, 2 for special education and 4 for regular buses. He said the District was about 41% below what the state spends on cost per rider and we run a very efficient transportation dept. He said we monitor our budgets on a daily basis and do not allow our budgets to go over or exceed the budget in any way, shape or form. He said we understand we have to reprioritize for educational programs and that was a team effort between the superintendent, cabinet and instructional directors. He said we were at a point in time when we come up with decisions of how much money we have for support of technology as opposed to our buildings. He said this will be an ongoing discussion to create a balance. Ms. Vagner said that concluded the benchmarking of our strategic plan

Draft 2014-15 District #25 School Calendar

Dr. Mortensen said she chairs the Calendar Committee for the District and there was a recommendation that the calendar be sent to cabinet for review. She said the Committee works under the parameters of the contract of 175.5 teacher work days in the calendar. She said there was one orientation day, one prep day, 3 professional development days, 3 record days, and .5 day used as the teacher check-out day at the end of the school year. She said this was all reflected in the calendar. She said there were two differences this year, one is the professional development day before schools starts and the other two were in October and February. She said the other slight difference was maintaining the day off before Thanksgiving which is something the staff likes and making sure we had more days in the last trimester. She said those were the major highlights of this year's calendar along with the two weeks at Christmas and spring break that correlates with ISU's spring break. She said she would recommend the Board adopt the district calendar at the Regular Board Meeting. Mr. Facer stated he has had several comments about shifting the calendar because of the weather being nicer in August than it is in May and Dr. Mortensen said there were both viewpoints represented on the Committee but the driving factor behind it was that the secondary extra-curricular activities start earlier in August. Ms. Vagner said we would put this on the agenda for adoption at the Regular Board Meeting. Dr. Mortensen stated once this is adopted we will start working on the kindergarten calendars.

Report on Exploration of Relationship between ICS and Trimester System

Mr. Wegner stated last fall the Board directed the administration to look at the relationship between ICS and trimester systems. He said this was brought to the Curriculum Committee and presented the following. He said in the review they found that there was no one best system and it depended on the needs of the District. He said the main driving force for switching to trimesters was that the state increased the graduation requirements. He said we developed and administered a survey to high school staff and the responses were quite varied. He said one high school was more enthusiastic than the other two to make a change and it varied by subject. He said the core subject teachers wanted the change and the elective teachers did not. He said they looked at the percent of juniors taking math and found they had anywhere from 86% to 96% of juniors taking math classes. He said the State Board required two of the student's math credits be taken senior year. He said we had a concern because there were a handful of students still trying to get through Algebra 1 or Geometry as a junior. He said he sent out more than two dozen emails to principals in Kentucky and New York because they both had adopted common core standards to see what schedules they use in their schools. He said the responses were varied and they saw anything from semesters to trimesters to a block system. He said the subcommittee considered the pros and cons of a trimester system. He said the teachers were aware they would teach an additional class and it broke down to core and non-core teaches and there were fewer transitions between trimesters. He said when you think about the time difference right now in math there is more time to teach it with the trimester schedule as opposed to a semester system. Mr. Wegner said through the investigation, transitioning to integrated math has come up so instead of offering the traditional sequence of math we might offer an integrated math at the freshman, sophomore

and junior levels. He said there were some programs that were available out there. He said they have had on-site visits to Meridian School District and they will continue to investigate this and have a team of teachers going back on February 15th for a day of collaboration. He said every high school will be represented with additional staff members. Mr. Wegner said integrated math is integrating the Algebra and Geometry into one class so a student wouldn't be waiting until their sophomore to take it. He said it is unclear to us right now if they are going to come out with traditional sequence testing but he thinks it might be integrated testing. Mr. Wegner said the math teachers seem interested in this but they do have reservations and we want them to go interact with the Meridian teachers. He said he has an email into the program developers to see if we could have a training here and have questions answered. Mr. Wegner said after all this information was presented to the Curriculum Committee the following recommendations were made: maintain the current trimester system at least through the 14-15 year because there were too many logistics that it would impact to make a change for next year. He said we are going to continue short term solutions like the possibility of extending Geometry from 2 trimesters to 3, explore integrated math, if needed we will re-administer the staff survey after the administrators have had a chance to sit down and delineate the pros and cons of each system and bring a final recommendation to the Committee in April and the Board in May. Ms. Cranor said there was a lot of parent concern she has heard about that students weren't going to get in any extra-curricular activities if we were to switch back. She said they were concerned about electives and released time. Ms. Vagner said at this point we don't need any further action, but we will place it on the May agenda for further discussion.

Benchmark Classified Salary Schedule to Market

Dr. Howell said each year we have information from surrounding districts and the Department of Labor reports. He said while most of the positions match up pretty well occasionally we will have positions that we created specific to our District and they may be unique. He said essentially after lining the positions he relies on the spreadsheet formula to give him some insight as to what is going on. He said vacation, sick leave, personal days and benefits are not reflected in these numbers on the spreadsheet. He said it allows some discrepancy and difference. He said he looks at the two columns at the end to see if they are in range of about 20% of one side or the other and if it starts to fall outside of those bounds we need to look at that position. He said last year they identified an area within the food services and we were hiring a lot of new staff and training them and had a high turnover so we brought it to the Board last year to make that adjustment. He said this was presented last week and we have a couple of areas that have cause for concern and each year we face some shortfalls and do our best to come up with some solutions. He said he will be visiting with Mr. Reed and various coordinators to talk about positions and what we can do to make a difference if necessary. He said all in all we have been able to maintain a more consistent workforce with transportation and food service. He said he is continuing on the mid-management and administrator salary schedules and will be bringing those to the Board in the future. Ms. Gebhardt asked if there was a way to compare apples to apples and Dr. Howell stated they do the best they can to match it up based upon District need as well.

2014-15 CIP Update

Mr. Reed said this was an Annual Report that was made to the Board in regard to the School Plant Facilities Fund. He said we had a Plant Facility Levy and we are now in our 4th year of it. He said the Committee had been together for 20 years and it was broken out between the administrative side, elementary/secondary, Director of Business and School Board Members. He said the other side is from the M&O and the Coordinator and his two supervisors that work directly with him on this committee as well. He said the timeline was really about a 6 to 8 month timeline and we start early in July/September. All of our facilities are inspected. He said those needs were prioritized and it takes a great deal of time. He said the result of all the work is the CIP schedule. He said the first three years were pretty good at reflecting the costs but anything past that is a guess. He said in October we work with administrators and staff to submit requests. He said in October/November the Committee begins meeting to look at the various projects and in December/January we make recommendations to the Board. He said in January/April they look at various bids and put it out to the public for proposal of bids. He said the revenue for the current year looks like 8 million in funds for facilities. He said the levy allows us to increase the percent by 5% each year so this year is 4,357,000 and a total for the next year is 4,547,000 for the facility needs. He said they spend 80% to 90% of the funds during the summer for projects to be done. He said it is proposed that the state will put money back into school maintenance funds. He said as a surprise we had nearly 2.8 million that will be moving into next year's budget. He said the New Horizon's Facility and Alameda Middle School came in

under our cost projections. He said we estimate that we will have a little over 8 million in resources for next year. He said if we didn't have a levy the money would have to come out of the general fund. He stated the technology funding is 1,129,000 and it has gone up substantially. He said most of the asphalt is for seal coating for our parking lots. He said food service is a self-sustaining operation so we do not include that number in the School Plant Facility Fund. He said for there will be a major project in C Wing at Highland High School, an exterior project for the entry way at Hawthorne Middle School and also a big renovation of the Tyhee Elementary parking lot. He said this won't take care of every concern out there but it will be a major improvement to all three schools. He said the CIP Committee has met, he said the Board knows we haven't occupied Bonneville Elementary for about 10 years and we have been delaying some investments into Washington Elementary. He said Washington Elementary has a basement, middle floor and upper floor and is on a very small parcel of property. He said we have had two other similar schools that have been in that era which were Emerson and Whittier and they both closed. He said Washington Elementary was approaching 100 years of age and the question was if it made sense to make a major investment into the building knowing we have Bonneville sitting vacant. He said right now as it sits we have \$1.5 to \$2 million dollars to invest that would just be a band-aid. He said that facility is in need of much more. He said he will have the recommendations for the Board at the Regular Board Meeting. Mr. Reed stated we don't know what the actual cost of new property would be but when you look at it, it could go from \$10,000 an acre to \$40,000 an acre. He said they were still working toward a solution. Ms. Gebhardt asked what size of property would be needed for an elementary school. Mr. Reed said they look at the general size of an elementary and that for every 100 students they add an acre to it. He said an estimate for a 600 student school would be a 12 to 15 acre property. Mr. Reed said Washington sits on less than 3 acres. Ms. Gebhardt asked if we had a buyer for Bonneville or if we were looking at ways to market the property? Mr. Reed said he has had discussions with the superintendent and it is never a good thing to have a vacant building in a community and he said we would be anxious to find a buyer for Bonneville Elementary. He said we have not actively been looking for a buyer, and that maybe we should market it a little better. Mr. Vitale asked what the building was worth. Mr. Reed said the property appraised for \$1.5 million but that was roughly 3 to 4 years ago. He said the challenge with placing a value is you have to look at a facility that has a lot of amenities but you would have to bring it completely up to code. He said when we sold Roosevelt it sold for less than \$100,000. Mr. Facer asked if Washington would be more than Bonneville and Mr. Reed said that Washington was structurally in better condition than Bonneville. Mr. Reed said we just had our inspections and there were no real safety issues at Washington, it's just an old building. Mr. Reed said the sinking fund reserve can be set aside for future needs. Ms. Cranor asked if the money from Franklin Middle School broken pipe came from the sinking fund reserve and Mr. Reed said we could have used it but they didn't need to and had money in our line items that we used and the City of Pocatello worked really well with us. Mr. Reed said as you go through our schools it hopefully reflects the use of our funds. Ms. Vagner said based on the attention to the plan presented today it will be on the Regular Board Meeting agenda.

2013-14 Budget Adjustments and Public Hearing

Mr. Reed said overall we had adjustments where we had additional units of 9.5 which generated additional revenue. He said this year the salary index did not go up as much as we anticipated and that was because we had newer teachers. He said we had a savings in salaries and benefits. He said the new units generated approximately \$830,148 in new revenues and all those offsets were about \$311,836 to the negative. He said the expenditure adjustments totaled to \$950,422 for salaries and \$191,562 for benefits, making a total of \$1,141,984. He said the Board would be asked to approve and amend the general fund and various other funds at the Regular Board Meeting.

Discussion of Soliciting RFPs for District Auditing Services

Mr. Reed said one other item was the subject of looking at identifying independent auditors. He said in Pocatello we are limited on professional accounting services that can meet the auditing needs of the District. He said we also prepared a comprehensive report that received awards. He said we feel that Deaton and Company has provided a creditable audit. He said we entertained RFPs in 2006 in which we went to Deaton and Company. Prior to that we were with Jordan and Company who got out of the auditing service. He said there are other companies that are out of town but they would far exceed the cost. He asked to stay with Deaton and Company. Ms. Gebhardt asked if different auditors that look at the books. Mr. Reed said it was typically Charlie Clark who uses various members of his staff that look at our records. He said it is beneficial to have some of the same

people look at our books as they know the records but he would say over the last 3 to 4 years they have brought in an additional person that has never worked on our books. Ms. Cranor said in the Head Start Federal Review they brought up the same issue of how they would like to see some diversity in our auditing and they didn't feel it was good practice. Mr. Reed said we had addressed that in particular with them and shared the same information. He said it would probably cost us another 30% or double what our fee is at the present time. He said we were with Jordan and Company for 12 to 15 years. He said the District has had a long standing relationship with its auditors. Ms. Gebhardt said the biggest concern is that we not end up in a situation where something was totally missed. He said there is a check and balance system between he and Mr. Smart and there are a lot of others that look at the accounts and he feels confident that we were doing and looking at things correctly.

Updates: *Health Fair Update; Legislative Update*

Mr. Smart said the health fair is coming up January 25 and Feb 8th and it was a chance for our employees to get a blood draw and check out the vendors. He said they opened registration yesterday and as of that afternoon had 86% full for January 25th and about 46% on February 8th. He invited the Board of Trustees to participate.

Mr. Smart said included in the packet were Governor Otter's proposal that he put out last week and over the last couple of weeks there have been a number of documents that show the budgets in different ways. He said there was a new one put together by Mike Ferguson. He said a few weeks ago Mr. Luna put out a proposal for the budget that was a 5.4% increase. He said the District put together a set of numbers that were based upon some data analysis he had in his budget that would basically put the fiscal dollars to different purposes. Mr. Ferguson has also taken that liberty with the Governor's budget which is included in the packet. He said his proposal was taking two additional items from this year's budget and moving them into the 2015 budget. He said one of those happens to be taking \$71 million dollars that they anticipate having leftover this year and rolling it over to next year's budget. Mr. Smart said that was how they were trying to come up with additional dollars for schools. He also said there were 33 million dollars in tax reductions. He said Mr. Ferguson came up with 104 million dollars for schools and health and welfare. Mr. Smart said with the proposal that Mr. Ferguson put together he could increase the school salaries by 4%. Mr. Smart said when you come up last it starts to make a few people think about what it is going to take to get ourselves out of the position we are in.

Ms. Vagner said in the notification that came out from IASA on January 22nd the Joint Education Committees are going to listen to a pro and con panel on Idaho Core Standards. She said JFAC will be dealing with the education budget early on in the session as opposed to the end of session and the committees will be sending recommendations to JFAC on the proposed budgets based on Luna, Otter and Mike Ferguson. She said there was some discussion that JFAC may want to pull a single line item for health care costs. She said she didn't know how they could do that because districts all over the state have different health care costs. She said the Governor has proposed 35 million for operational funding which would be a 1.4 million increase for us. She said there were a few things from ISBA. She said they would not endorse any new courses until the funding was restored. She said the legislature was reviewing all the rules that were promulgated last year. She said the Committee has been looking at state employee wages and they are 19% behind national norms and they are recommending a 2% increase for state employees.

Public Comment

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 at the time of the meeting.

Adjourn:

Chair Gebhardt adjourned the Work Session at 4:31 p.m.

APPROVED ON:

18 February 2014
By:

Janie A. Gebhardt
Chair

MINUTES PREPARED BY:

Lara Jensen
Secretary, Board of Trustees

ATTESTED BY:

Paul N. Hulse
Clerk