

**MINUTES OF THE BOARD OF TRUSTEES  
SPECIAL MEETING/WORK SESSION  
Pocatello/Chubbuck School District No. 25  
Tuesday, February 11, 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, February 11, 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 1:35 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. **SBAC Testing Information and Recommendation Regarding High School Testing**
4. **Century High School Accreditation Report**
5. **Release of Emergency Levy Funds: *Technology/Proctors/Instructional Materials***
6. **Food Service Program Annual Report**
7. **Budget Preparation for 2014-15: *Legislative Update and Cost Increases***
8. **Updates: *Middle School Dances; Field Trip Request; Health/Wellness Update, Insurance and Budget Committee, Financial Condition of State and Monitor all District Budgets***
9. **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.

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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.
10. **Adjourn**

**Pocatello/Chubbuck School District #25 Education Foundation Tax Report**

Ms. Allen said the Pocatello/Chubbuck School District #25 Education Foundation crossed an income threshold two years ago that required the Foundation to use a longer, more detailed tax form which was included in the January 21, 2014 Regular Board Meeting packet. She said the District completed the form in-house the first year, but decided to seek professional help as the District did not have the resources to complete the lengthy process again. She said the Education Foundation Board agreed to hire a tax consultant. She said the report had been completed and the Education Foundation was compliant with IRS guidelines. She said a full report could be provided by Education Foundation for any Board Members interested in reviewing the full report.

Chair Gebhardt recessed the meeting at 1:39 p.m. She reconvened the meeting at 1:40

### **SBAC Testing Information and Recommendation Regarding High School Testing**

Ms. Luras said the SBAC testing window would open on April 1, 2014 and ended on May 15, 2014. She said testing coordinators were attending training in Idaho Falls. She said the training manual was provided by the state and was a generic manual for anyone administering the SBAC. She said the only difference in Idaho's rules was that the state allowed any professional to proctor the test whether or not they were certified. She said the SBAC testing manual required a certificated professional to administer the test, but ultimately left it up to the state to decide. She said SBAC just released its training modules and the required training was included in the packet. She reviewed the modules. She said the modules amounted to over three hours of training for a test administrator. She said the modules were available online. She said last fall SBAC released a practice test to familiarize test administrators with the type of questions that would be on the test, allowing them to see how the test interfaced and what tools were available. She said SBAC highly recommended that students be given access to the training. She said the administration planned to discuss that option during an upcoming K-12 Administrator Meeting. She said the tools would be universal for all students. She said the District learned that the SBAC site would be unavailable on April 10<sup>th</sup> and 11<sup>th</sup> and again on May 8<sup>th</sup> and 9<sup>th</sup>. She said the building administrators were aware and were able to change test schedules. Ms. Gebhardt asked why the SBAC site would be unavailable on those days. Ms. Luras said she was not sure why and would ask during the training in Idaho Falls. She said it also happened last year and the April date impacted a lot of schools which caused concern for this year. She said the state removed the requirement that 9<sup>th</sup> and 10<sup>th</sup> graders had to be tested and provided Districts with the flexibility to offer the test as optional for those grades. She said Districts were still required to test grades 3 – 8 and grade 11. She said the SDE confirmed that Star Ratings would not change this year and the test would not affect the rating. She said Idaho had not applied for a waiver from the field test. She said the District asked principals about offering the test to grades 9 and 10 and principals recommended only testing grade 11. She said this year's 9<sup>th</sup> graders would be the first to have to take the test in order to graduate. She said they would also have to take the PSAT and the assessment for science next year. She said current 10<sup>th</sup> graders would have to take the SBAC next year but was not a graduation requirement, but test scores would count towards the school's Star Rating. Ms. Cranor asked if the administration thought 10<sup>th</sup> graders should practice the test before their scores affected Star Ratings. Ms. Luras said the administration agreed that 10<sup>th</sup> grade students should take the online practice tests but did not warrant the time or personnel to administer the full test. Ms. Cranor said she agreed instructional time was more important. Mr. Mattson asked if not testing grades 9 and 10 freed up time testing time for others. Ms. Luras said it freed up a great deal of time which was appreciated with such a short testing window. She reviewed the testing schedule that showed the amount of time needed to administer the ISAT and the SBAC tests. She said the District had to hire testing proctors in order to complete testing within the required timeframe. She said the proctors would be provided one day of training including security training. She said it was a recommended practice for two people to be in the room during testing for security purposes. She said hiring the additional proctors supported the District's ability to have two people in the room during testing. Ms. Cranor asked if the budget was for two proctors, or one proctor and one teacher. Ms. Luras said the budget included two proctors and the teacher would monitor the rooms during their regular work day. She said the rate of pay for a certificated staff member was \$79 and the administration budgeted \$80 for the proctors and included an additional 10% for payroll taxes. She said the budget also included the cost of fingerprinting for any proctor that was not in the District's substitute system. She said the administration was requesting that the Board authorize the use of the Emergency Levy Funds to pay for the test proctors. Ms. Vagner noted that the state had not provided any funds for the implementation of SBAC. She said there were a number of Title I aides that would serve as elementary test proctors but the secondary schools did not have Title I aides and teachers could not proctor the test for their own students. Ms. Gebhardt said she had read that the state was considering increasing the cost of fingerprinting to \$50. Ms. Vagner said if the Board directed the administration to test all grades 9 – 11 the costs estimated in the budget would triple. She said Districts were required to test grades 9 – 11 next year and would see the increased costs then. Ms. Luras said during the SBAC testing window 11<sup>th</sup> grade students would also have to take the SAT test and elementary students had to take the science ISAT. She said ELL students had to complete an assessment which was administered either individually or as groups by counselors which would be completed right before the SBAC testing window opened. Mr. Mattson asked what a teacher would do during testing if they were not proctoring the test. Ms. Luras said students would be tested alphabetically and a teacher would not have his/her whole classroom gone at once. She said there were three parts to the test including ELA, a class activity and an online portion. Mr. Wegner said Ms. Luras had done a great job orchestrating all of the training and he was thankful for her expertise.

## **Century High School Accreditation Report**

Ms. Brocket said the accreditation process had changed as this was the first year the review was being completed by AdvancED. She said AdvancED used a continuing improvement process rather than a one time plan. She said the group looked at the school's self-evaluation and determined if it was an accurate reflection of the school. She said the review team conducted 25 observations. She said the school's rating in the Digital Learning Environment category was a 2.28 which was lower than the school's self-evaluation but was a similar rating compared to other evaluations completed by AdvancED. She said ratings were assigned on a scale of 1 to 4. She said the AdvancED review team worked with school teams during the process. She said the school team rated the school at a 4 on a few of the categories and the AdvancED review team agreed with them but said that no one received a 4 on the final report. She said the accrediting team used to assign "excellence" or "barely passed" to the various categories but now categories were given a number from the IEQ index of education quality. She said the review team listed the school's Powerful Practices which detailed the areas in which the school did very well. She said the school received a Powerful Practice in each of the categories. She said the school received one required action which was a requirement in the new accreditation process. She said the review team asked the school's team what they thought should be the required action. She said the school team identified staff development and training in the evaluation, interpretation and use of data as an area of focus for the next five years and would report on the progress annually. She said the AdvancED review team recommended that Century High School be accredited. She said Century High School had high expectations for all students and in the review team's report it stated there was a positive and evident atmosphere of learning and one of the things that is unique about the school was the expectation of learning and rigor among staff, students and stakeholders. She said it was rewarding to have an outside entity validate what the school had been working so hard for.

## **Release of Emergency Levy Funds: *Technology/Proctors/Instructional Materials***

Ms. Vagner said the remaining balance in the Emergency Levy Fund was \$225,000. She said the administration had identified gaps in the Wifi system K-8 and would cost \$47,000 to purchase equipment to fill in those gaps. She said the Wifi in the high schools was adequate. She said the total cost for the equipment and labor for the installation was \$57,000. She said included in the addendum was an amended budget for SBAC test proctors. She said the cost for test proctors for the current year was \$40,788. She said the administration also included a tentative budget for the 2014-15 school year because it did not anticipate any resources coming from the state to pay for SBAC testing. She said grades 9 and 10 would also be included in 2014-15 so the cost would triple from the current year. She said teachers and administrators identified e-books as the greatest need at the secondary level and the Technology Committee would work through identifying further needs in March. She said the administration recommended the Board release \$97,788 from the Emergency Levy Funds to pay for the wireless access points and installation and the SBAC test proctors and would bring the recommendation for Board action at the Regular Board Meeting the following week. Mr. Mattson asked how the other Districts were getting through this. Ms. Vagner said she was anxious to learn how neighboring School Districts were implementing the SBAC. She said Ms. Luras had been working on the schedule and budget since October. Ms. Cranor asked if other Districts were utilizing Use it or Lose It. Ms. Vagner said yes.

## **Food Service Program Annual Report**

Mr. Reed said he was fortunate to work with Mr. Wilson. He said Mr. Wilson had worked for the District for the past 15 years. He said the Food Service department had great leadership and a wonderful staff. He said Mr. Wilson ran a self-sufficient department which could not be said for most Districts' Food Service departments. Mr. Wilson said the District's Food Service Program was established in 1946. He said Policy 5510 – School Food Service Program was adopted in 1973 and one of the provisions in the policy was that the amount charged for a meal should cover preparation, equipment and depreciation. He said quality staff made it possible to run a good Food Service Program. He said the department had an active turnaround rate but also had a great core staff that had been running the program for many years. He said the program had a hard time competing with the market for quality employees due to a lack of funding. He said further complicating the department's ability to retain staff and operate a quality program was the implementation of Obama Care because employees now had to be kept under 30 hours per week which made it difficult to serve meals at the scheduled time. He said the department had to be flexible and get creative with its scheduling. He said there were currently eight openings in the Food Service Department and the administration was always looking for good employees. He said the program did not rely on the general fund to operate, but had just learned that USDA policy did not allow food service programs to carry bad debt which would now have to be carried by the general fund. He said typically the negative balance was around \$10,000 and fluctuated throughout the year as payments were made and further debt was incurred. He said

the department started the year with a negative balance of \$6,000 and was currently at \$13,482. He said some elementary students had large negative balances all the way until high school when District practice only allowed them to carry a negative balance of \$10. He said if high school student's negative balance got to \$10 any future purchases would be declined. He said the department's administration met with school principals and CRWs to discuss how to handle students that needed additional help. He said the USDA also recently imposed new guidelines that prevented food service staff from overtly identifying students with negative account balances and required all terminals to have privacy screens to prevent anyone accidentally walking by from seeing a student's account information. He said these new regulations could potentially have a negative impact on the program's operating costs. He said food costs were up 9.6% over the previous year and the department's greatest source of revenue, a la carte items, were about to be affected by new USDA regulations coming down the pike. He said the new regulations prohibited the sale of sodas, cookies, chips and any other unhealthy snack options. He said the administration would continue to monitor upcoming regulation changes. He said the National School Nutrition Association had written a position paper on the new regulations that outlined the talking points. He said Food Service Programs had another year to discuss the changes before the new regulations went into effect. He said there would also be new low sodium requirements that could impact current menu items. He said the new nutrition standards had already impacted the program because students were no longer choosing school lunch. He said the District's Food Service program was down 260 breakfast meals and over 500 lunches over the previous year. He said sodium reductions would further impact those numbers. He said the new low sodium regulations were well under recommended healthy sodium levels. He said all of these changes combined with the fact that the program could not carry any bad debt were having a major impact on the operations of the department. He said Food Service Coordinators were talking with legislators to try and find out how programs across the state could handle the negative balance requirements in the future. He said another USDA requirement was the paid meal equity program which dictated that if free and reduced students were supplementing the paid equity the Food Service program was required to raise prices regardless of whether or not the department was operating in the black. He said the District applied for an exemption last year but would not be allowed to apply for a waiver a second year. He said the department was looking into implementing a 10 cent increase but was still discussing its options. Ms. Cranor asked how the menus were determined. Mr. Wilson said the District had a dietician and had to adhere to strict calorie, whole grain and vegetable color requirements. He said the menu had to include red, green and green leafy vegetables and was all mandated by the USDA. He said there were also separate standards by grade for elementary, middle schools and high schools since students required a different number of calories at certain ages. He said the department had some flexibility as long as it met all of the requirements. Ms. Cranor said in the past the school lunch program used to serve items like turkey fricassee and asked why those types of menu items were no longer offered. Mr. Wilson said one of the requirements that came about with new regulations was the safe transportation of certain food items and the department was not able to safely transport large steaming pots of turkey fricassee from school to school. Mr. Reed said the Food Service Program continued to become more and more complicated and if each regulation was not in complete compliance it could affect the program's funding. He said sometimes the requirements were not very clear and the administration communicated with its legislative representatives to meet requirements as best as it could. He said a good portion of time was spent on compliance and not just the preparation of meals. He said the department was serving fewer kids meals because it was in direct competition with fast food entities and the nutritional guidelines limit what school lunch programs could serve. Ms. Cranor said the USDA should consider that it may be pushing students to go out and choose worse food options. Mr. Wilson said the National School Nutrition Association was trying to communicate that very thing in its opinion paper to the USDA. He said smaller School Districts were having an even tougher time. He said another challenge was to figure out what to do about automatically having to serve students fruits and vegetables and watching them throw the food in the garbage. He said he attended a conference in Las Vegas and learned that the USDA was considering implementing a 51% or more whole grain policy and was encountering vendors that were refusing to comply and choosing not to provide services to Food Service Programs. He said it was a challenge to keep up with all of the new requirements that continued to be implemented but the administration would continue to monitor and stay in compliance.

#### **Budget Preparation for 2014-15: Legislative Update and Cost Increases**

Ms. Vagner said the administration had begun the budget building process but had very little information at this time. She said during Day on the Hill legislators would attend a special meeting to view the presentation from Mike Ferguson but there was no indication as to where JFAC would go. Ms. Gebhardt said the updates she had seen from Roy Lacey in regards to JFAC were not good news. Ms. Cranor said it was an improvement that the legislators were even willing to listen to Mike Ferguson. Mr. Vitale said he was impressed with the letter to the

editor from Ken Andrus. Ms. Cranor said some of the legislators appeared to be more open minded this year. Mr. Smart said the administration did have some good news relative to the budget. He said PERSI would delay the rate increase that was scheduled for July for another year. He said the last increase was several years ago. He said the state had budgeted for the PERSI increase and might be able to put those funds to other uses. He said it was also looking like another good year for the District relative to medical increases. Ms. Vagner said included in the packet was a revised Projected Cost Increases spreadsheet. She said Cabinet reviewed the spreadsheet on a weekly basis. She said also included in the addendum was the Day on the Hill agenda. She said the Board Members did not start their work until the afternoon on Monday, so they could leave early that morning rather than staying in Boise Sunday night. She said the meeting with Mr. Ferguson would be held in the same location that the Senate Education Committee met and would last one hour. She said the Board and she were scheduled to meet with its legislative delegation for dinner at 6:30 p.m. She said the following day they would attend meetings, meet for lunch and then head home. She said Ms. Gebhardt had to stay an extra day for the ISBA Executive Committee meeting. Board Members agreed to meet at the District Office at 7:30 a.m. on Monday to leave for ISBA Day on the Hill. Ms. Vagner said the Department of Administration had called for the release of \$14.5 million dollars from the state for e-Rate funds. She said Syringa was suing the state regarding the IEN Network Contract. She said the federal government would not release any e-Rate funding until the litigation was resolved. She said JFAC had not communicated what it planned to do. She said if the Supreme Court finds against the state it would cause a deficit of \$28 million. She said it was an issue at the state level and not at the District level. She said the District had covered its tracks on e-Rate filing and should not be in jeopardy of losing e-Rate funding. She said there had been some agreement between the IEA and ISBA about the classified grievance process. She said another step had been added to the classified grievance process. She said Ms. Gebhardt was taking the change back to Governmental Affairs Committee and questioning why the process was being lengthened. Ms. Gebhardt said the legislature was always talking about the importance of local control but was doing the exact opposite to School Districts by adopting this process. Ms. Vagner said the Sunset Clauses would be allowed for one more year. She said there was an odd bill being considered called Legislative Awards that allowed each legislator to choose a teacher in their Region to be selected by the Board of Trustees to receive a \$500 stipend. Ms. Gebhardt said the Governmental Affairs Committee was being very conscientious to try and not promote anything that would take away from operational funding. Ms. Vagner said it did not appear that there would be any further implementation of reducing the Business Personal Property Tax. She said there was legislation to increase the background check fee from \$40 to \$50. She said there was also legislation that would increase the factor allowed for classified staff per unit from 3.75 to 4.1 which amounted to \$11 million in new money funded by the state but almost every District funded over the state level for classified staff. She said there was legislation that clarified the security of student data which was already protected by federal law. She said there was legislation to align the number of hours for alternative schools which was at 900 hours. She said if nothing was done alternative schools would have to increase the hours to 990. She said there was legislation that changed the number of payments the state made to Districts in a year. She said there was legislation that addressed ADA for dual enrolled students. She said there was also proposed legislation that defined class size which could further erode local control. She said the District was hopeful that Use It Or Lose It legislation would be drafted to extend the provision. She said the District also hoped to see legislation that would allow alternative schools to include the 6<sup>th</sup> grade. She said there was likely legislation that would take \$22 million from operational money to fund an insurance line item. Ms. Gebhardt said this stemmed from discussion about some Districts managing their costs well compared to those who don't and incurred very large insurance premium increases. Ms. Cranor asked if any decision had been made relative to teacher pay. Ms. Vagner said no new money had been allocated for teacher salaries, but instead had allocated new money for Leadership Awards. She said it would also be up to the Board to determine the criteria for Leadership. Ms. Gebhardt said there was some discussion about awarding teachers that chose to participate in extra activities such as serving on District Committees. She said the legislature kept changing the name of Pay for Performance but it was still as distasteful as ever. Ms. Vagner said the concept started back in the days of the I-Star plans. She said the I-Stars program was extremely destructive and took a long time to correct.

**Updates:** *Middle School Dances; Field Trip Request; Health/Wellness Update, Insurance and Budget Committee, Financial Condition of State and Monitor all District Budgets*

Ms. Vagner said the 6<sup>th</sup> grade had incorporated very smoothly into the middle school and the concept of isolation no longer existed at the school and the principals were requesting that 6<sup>th</sup> graders be allowed to attend the infrequent school dances that were held a few times per year. She said the current isolation provisions did not allow 6<sup>th</sup> graders to participate in those activities. Ms. Cranor asked if parents would be able to pick up their

students if they were against them attending. Ms. Vagner said yes. She said the 6<sup>th</sup> graders had been very well behaved because the 7<sup>th</sup> and 8<sup>th</sup> graders were setting a good example as to behavior expectations. Mr. Mattson asked when the 6<sup>th</sup> grade was moved into the middle schools. Ms. Vagner said the District formed a committee several years ago that met to figure out how the District would solve the overcrowding issue in the elementary schools and had at first planned to build onto Edahow Elementary until the recession hit and determined it needed a more cost effective solution. She said that was when the committee decided to roll the 6<sup>th</sup> grade up to the middle schools. She said at first parents were very concerned with how their 6<sup>th</sup> grader students would handle the middle school environment, so the isolation practice was put into place. Ms. Gebhardt noted that 6 – 8 grade middle schools had become the norm across the country and seemed like a logical transition. The Board was in agreement. Ms. Vagner said the next item on the agenda was a field trip request from the speech/debate teacher at Highland High School. She said the teacher was requesting the team of 50 students be allowed to attend a speech/debate national qualifier event in Rexburg, Idaho without formal Board approval as the paperwork had inadvertently not been submitted as the advisor believed it had. She said the administration would like to give the teacher and students permission to attend the event and would bring the official request to the Regular Board Meeting the following week. Mr. Smart said the Budget Committee agreed that rather than go through the preliminary budget work without state funding information it would wait until there was a better indication of what the legislature would do with education funding. He said the Wellness/Insurance Committee was in the same predicament and wouldn't be able to move forward until the actual insurance premium increase had been decided. He said the District's Health Fair was very well attended on both of the weekends it was held. He said there were a number of employees that wanted to participate that didn't get a chance and another day had been added for blood work only. He said that event was already 20% full. He said it would be held at Chubbuck Elementary on February 21, 2014.

**Public Comment**

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There was no public comment at the time of the meeting.

**Adjourn:**

Chair Gebhardt adjourned the Special Meeting/Work Session at 3:18 p.m.

APPROVED ON:

15 April 2014

By:

Jenie Gebhardt  
Chair

MINUTES PREPARED BY:

[Signature]  
Secretary, Board of Trustees

ATTESTED BY:

[Signature]  
Clerk