

**MINUTES OF THE BOARD OF TRUSTEES
SPECIAL MEETING/WORK SESSION
Pocatello/Chubbuck School District No. 25
Tuesday, May 12, 2015
Board Room at the Education Service Center
1:30 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Janie Gebhardt, Chair
Jackie Cranor, Vice Chair
Dave Mattson, Clerk

Jim Facer, Asst. Treasurer
Paul Vitale, Member
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, April 14, 2015 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 Special Meeting

Chair Gebhardt convened the Special Meeting to order at 1:35. She said the purpose of the Special Meeting was to issue contracts to professional certificated employees, teachers and administrators, for the 2015-16 school year and to accept the Pocatello Education Association's request to open negotiations for the 2015-16 school year.

Issue Contracts to Professional Certificated Employees (Teachers and Administrators) for the 2015-16 School Year

Dr. Howell said included in the packet were the lists for Renewable Contract, Category 2 and Category 3 teachers and Administrators. He said the administration proposed that the Board take action to issue Contracts at the current compensation levels pending completion of the negotiation's process. He said historically the Board had made an effort to address compensation levels equally and the administration proposed that the Board continue the philosophy. He said the Contracts that were posted on the State Department of Education's website had some issues and were recently pulled from the site until the SDE could revise them. He said he hoped the templates would be reposted by Friday so the District could issue contracts. He said it delayed the timeline a little but he believed the department could still get it done.

A motion was made by Ms. Cranor and seconded by Mr. Facer that:

WHEREAS, pursuant to Idaho Code the Pocatello Education Association and the Pocatello/Chubbuck School District No. 25 Board of Trustees are engaged in the Negotiations process in hope of reaching an agreement on non-administrative professional certificated employee compensation and benefits; and

WHEREAS, the Board of Trustees has historically made every effort to be equitable with compensation between employee groups, administrative compensation for the 2015-16 school year will be determined at a future Board Meeting.

THEREFORE BE IT RESOLVED, that the Board of Trustees for the Pocatello/Chubbuck School District No. 25 direct the administration to issue Contracts to the recommended non-administrative professional certificated employees for the 2015-16 school year, per the attached lists, at the 2014-15 levels of compensation based on respective contract days for each employee, with an understanding that the Board of Trustees intends to take action to set levels of compensation and the possible adjustment to contract days for the 2015-16 school year at a future Board Meeting upon Board Ratification of the Negotiated Agreement;

FURTHER BE IT RESOLVED, that the Board of Trustees for the Pocatello/Chubbuck School District No. 25 direct the administration to issue Contracts to the recommended administrative professional certificated employees for the 2015-16 school year, per the attached lists, at the 2014-15 levels of compensation based on respective contract days for each employee, with an understanding that the Board of Trustees intends to take action to set levels of compensation and the possible adjustment to contract days for the 2015-16 school year at a future Board Meeting. The voting was unanimous in the affirmative.

Accept the Pocatello Education Association's Request to Open Negotiations for the 2015-16 School Year

He said also included in the packet was the request from the Pocatello Education Association to open negotiations for the 2015-16 school year and the response from Superintendent Vagner. He said the administration recommended the Board accept the request to open negotiations for the 2015-16 school year.

A motion was made by Ms. Cranor and seconded by Mr. Vitale to accept the Pocatello Education Association's request to open negotiations for the 2015-16 school year as presented. The voting was unanimous in the affirmative.

Adjourn Special Meeting and Convene Work Session

A motion was made by Mr. Vitale and seconded by Mr. Mattson to adjourn the Special Meeting. The voting was unanimous in the affirmative. The Board adjourned the Special Meeting and Chair Gebhardt Convened the Work Session at 1:47 p.m. She reviewed the agenda and the addendum and said the Work Session was for the purpose of the administration discussing with the Board the following topics:

- 1. Athletic Training Report 2014-15**
- 2. Update on Kinport Middle School's Turnaround Plan:** *Comprehensive Plan Report and Indicator Checklist*
- 3. Annual Department Overviews:** *Business Office; Employee Services; Human Resources; Curriculum & Instruction; Elementary and Secondary Education; and Community Relations & Communications*
- 4. Benchmark the Strategic Plan:** *School Safety; Curriculum & Instruction; Community Relations & Communications; Human Resources; Employee Services; Staff Wellness; Technology; and Business Operations*
- 5. Insurance Carriers and Coverages for 2015-16**
- 6. 2015-16 Budget Preparation:** *Projected Cost Increases; Budget Committee Update*
- 7. 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.

- 8. Adjourn Work Session Convene Special Meeting / Executive Session in the Superintendent's Office to Discuss in Accordance with Idaho Code 67-2345 (1) (f) *To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated;***
- 9. Return to Open Session – No Action**
- 10. Adjourn**

Athletic Training Report 2014-15

Ms. Vagner said Mr. Faure was the Director for the Athletic Training Services program provided for the District. She said the District appreciated the athletic training services and supervision that were provided for the District's athletes. Mr. Faure said included in the packet was a report detailing the umbrella of services. He said the trainers provided services for all of the high schools in the area inclusive of Marsh Valley. He said Portneuf Medical Center had agreed to expand its support of the program which meant his responsibilities would also expand. He said he was grateful for their commitment. He said the first page of the report included the program's mission statement. He said the trainers planned to begin offering services for middle schools. He said the Institute partnered with ISU to provide concussion services. He said included in the report were the numbers for fall and spring sports and there were approximately 67,000 athlete exposures that were being monitored. He said trainers

reviewed the number of practices, participants and practice times to get the exposure rates. He said the first studies done on concussion exposure were conducted in the 1980s. He said collision sports were of the greatest concern. He said there were 5,500 athlete contacts, 246 games, 166 medical referrals and 18 surgical consults for fall sports. He said the trainers tracked how many athletes they saw on a daily basis. He said the number of athletes seen on a daily basis averaged at 20 for Century High School, 38 for Highland High School and 20 for Pocatello High School. He said the average medical referrals were 42 for Century High School, 50 for Highland High School and 26 for Pocatello High School. He said medical referrals were made if an Athletic Trainer could not manage, or needed advice on how to manage an injury. He said referrals could also be made due to typical illness. He said next section of the report detailed the same information for winter sports. He said there were 34,000 athlete exposures, 3,400 athlete contacts, 351 games, 75 medical referrals and 5 surgical consults. He said the average daily patient contact was 17 for Century High School, 23 for Highland High School and 12 for Pocatello High School. He said the average referral numbers were 26 for Century High School, 28 for Highland High School and 15 for Pocatello High School. He said most of the medical referrals for winter sports were for wrestling. He said a lot of the cases had to do with skin conditions or joint injuries. He said the third page detailed the concussion program. He said PMC paid for the licensing. He said Athletic Trainers participated in 11 concussion seminars and presentations. He said the trainers had administered nearly 900 baseline concussion tests. He said there were 91 diagnosed concussions and 47 post-concussion tests administered. He said some students required multiple tests following a concussion. He said if the athlete was not healed compared to their baseline concussion test they would not play until the trainer determined it was safe for them to return. He said the program was on the cutting edge of programs that were provided in places like Pittsburgh and Cleveland. He said the implementation of the concussion law was just to create awareness and provide education, but the program went way beyond awareness and Athletic Trainers were now using the data to manage concussions and to help students transition back to the classroom and activities safely. He said when a student's brain was healing it was important to make sure they were not overloaded. He said as the students healed the accommodations were removed. He said trainers were learning to get students started on mental activities for the brain as soon as a concussion was diagnosed rather than simply ordering rest. He said trainers were finding that this helped the brain heal much more quickly. He said recovery was now taking half the time. He said the report broke out the concussion information by school and by sport. He said a majority of concussions were from football, volleyball and cheerleading. He said the last page in the report was a review of a new program called C3 Logic that evaluated every aspect of monitoring student concussions. He said the report showed an example of a baseline test, what it would look like after injury and how it looked as a student returned to their normal baseline. He said the program allowed a trainer to provide a medical referral, have the student seen by a doctor and receive a diagnosis before a game even ended. He said it was a very comprehensive program and it was exciting to see the progress that student athletes were making as a result. He said the free physicals went incredibly well this year. He said there were a lot of community and medical volunteers. Ms. Cranor said the Board was very grateful for the Athletic Trainer's involvement. Mr. Faure said it was a huge task but was rewarding. Ms. Vagner said the administration received signed agreements from the doctors and were waiting for a signed agreement from the Hospital. Ms. Gebhardt asked if the program was helping prevent the long term effects of a concussion. Mr. Faure said if a concussion was managed correctly and a student was not returned to play or regular activities right away it definitely mitigated some of the potential long term problems. He said once a student athlete got a concussion the student was more susceptible to getting another one in the future. Ms. Cranor said she believed the presence of the Athletic Trainers gave parents and students peace of mind. Mr. Faure said parents joked with them about being the team mom.

Update on Kinport Middle School's Turnaround Plan: *Comprehensive Plan Report and Indicator Checklist*

Mr. Wallace said recently the BLT Team benchmarked the progress of the Turnaround Plan. He said this was the third year of implementation. He said after the BLT analyzed the data, the Team completed each of the indicators in the plan and documented them in the WISE Tool. He said the Team developed a plan for continuing to implement each of the indicators over the next three years. He said the teachers and administration would continue to deepen the positive relationships and to develop the non-cognitive skills of the students while increasing achievement. He said the school would continue using PEAK practices to help accomplish the tasks. He handed out copies of the plan for deepening the results to the Board. Mr. Wallace said the District had been supportive of the New Horizon Center and planned to continue its support of a Turnaround Officer for the school. He said he recently hired Adam Finlayson to be the new Turnaround Officer and Prevention Specialist for the 2015-16 school year. He said Mr. Finlayson was previously a 5th grade teacher at Tyhee Elementary and was

working on his Administrator's Certificate. He said the staff was excited for him to join the New Horizon Center. He said the staff appreciated the continued support.

Annual Department Overviews

Curriculum & Instruction

Mr. Orr said the Curriculum Department was responsible for the oversight and implementation of the K-12 curriculum, testing and assessment along with other duties. He said Ms. Kathy Luras was the Curriculum and Testing Assessment/Professional Development Coordinator. He said she trained test coordinators and proctors, monitored test security, oversaw challenge test programs, planned and conducted professional development including the New Teacher Mentor and ABCTE Mentor Programs, supervised the GATE Program, processed requests for grade acceleration, and facilitated PLATO Credit Recovery Programs. He said she did an outstanding job. He said Ms. Rhonda Naftz was the PTE Coordinator and was responsible for over twenty-two different PTE programs in the high schools and for supervising 37 teachers. He said she worked closely with high school principals and the Director of Secondary Education on program implementation. He said Ms. Renae Bentley was the Administrative Assistant for the Curriculum Department and the Business Office. He she split her time between both departments and worked with Ms. Luras on the Professional Development Program opportunities. He said she sent notices to staff and managed the paperwork for participants and ISU. He said she was responsible to oversee the textbook inventory and for ordering. He said the department sent out order forms ever year and she processed the orders over the summer. He said she worked with school secretaries on various curriculum needs. He said she was always willing to help out wherever necessary. He said Ms. Cami Chopski was the Testing and Assessment Specialist. He said she administered the testing programs and processed student achievement data for BLT review in the fall. He said she worked with Ms. Luras on processing testing appeals and graduation rate appeals with the State Department of Education. He said it was a credit to Ms. Chopski and Ms. Luras that the District's graduation rate was increased due to their diligence during the appeals process. He said Ms. Chopski also took on the responsibility of tracking Advanced Opportunities. He said she was doing an amazing job managing all of the information. He said she also managed the department budget on a monthly basis.

Elementary and Secondary Education

Ms. Craney said the Elementary Education department oversaw thirteen elementary schools, the 21st Century After School Program, Head Start and Montessori. She said Ms. Tara Jensen was the Executive Secretary and was her assistant. She said Ms. Jensen was amazing. She said she tracked data for all of the schools, managed student information, handled staff and parent issues, and disseminated pertinent information to the schools and families. She said there were a myriad of things that the Executive Secretary had to know, track and manage and Ms. Jensen did a wonderful job of it. She said she was the face of the Elementary Education department. Ms. Vagner said Ms. Jensen worked closely on tracking attendance District wide for the Employee Services department and was the backup to Ms. Johnson for the Board. She said she had also taken on the responsibility of volunteering and decorating for the Festival of Trees for the Education Center. Mr. Hobbs said Ms. Jensen had taken over the duties of the Secondary Executive Secretary in addition to her own. He said she prepared notices, dockets and disposition letters for both DDRC and Expulsion Hearings and was also involved in the work of the Safety Committee. Ms. Harwood said Secondary Education oversaw eight secondary schools and all athletic programs. She said she had learned a lot since she started her position a year ago including what kind of dirt goes into the jumping pits at the schools. She introduced Robbi Marchand who was the former secretary at Tendoy Elementary and had just started as the new Executive Secretary for the Secondary Education department. She said she was grateful to learn that one of Ms. Marchand's strengths included creating spreadsheets. She said she would be responsible to keep all of the principals and athletic directors happy which was a big job. She said another part of the job was to keep parents calm and help resolve issues.

Community Relations & Communications

Ms. Allen said the Community Relations and Communications department consisted of her, and her secretary Ms. Shawna Sprague. She said Ms. Sprague worked with all 21 schools, parents and the public and was exceptionally good at welcoming people. She said she was good at making people feel that their concerns were heard. She said Ms. Sprague provided clerical support for her and the Education Foundation Board. She said she coordinated paperwork for volunteers, and processed purchasing and tracking for various grants. She said she was heavily involved in the Festival of Trees from designing and printing, to tracking ticketed events and taking payments. She said she helped coordinate events like the District's Retirement Reception. She said she had an impeccable work ethic and rarely missed work. She said she was happy at her job and had great demeanor. She said it was a lot of work and Ms. Sprague did a great job.

Business Operations

Mr. Reed said the finance team consisted of Ms. Lisa Russell, Ms. Michele Leiby and Ms. Marcie Stone. He said Mr. Will Olsen oversaw the print shop, Ms. C.B. Giles was the Business Operations Coordinator and Ms. Renae Bentley was the Administrative Assistant. He said he was fortunate to have such a great group of people in his department. He said a lot of people did not realize the large scale operation that managing the Business Office was. He said the team managed a \$100 million budget. He said the Business Office had over 21,000 vendors on file. He said between 1,000 to 1,500 were active at any given time and it was a lot to keep track of. He said the team had to make sure the District was in compliance with state and federal reporting requirements and made sure payments were received and submitted accurately and on time. He said the accounting department also oversaw \$10 million in grant money for various grants. He said Mr. Olson was a one man department in the print shop. He said he was very dependable and customer service oriented. He said a lot of the printing and copying now took place in the schools, but when the schools had large projects or special orders Mr. Olson made sure it was done well and on time. He said he and Ms. Giles had worked together for many years. He said she was responsible for coordinating the bid process and maintaining contracts and processing all of the paperwork that routed through the Business Office. He said Ms. Bentley supported the work of all three of the departments within the Business Office and did a great job.

Employee Services

Mr. Smart said Ms. Giles worked with both Mr. Reed and himself. He said Ms. Giles was the District's benefits and liability insurance guru. He said she held a lot of respect with the District's insurance carriers and Lockton due to her extensive knowledge. He said she kept the insurance companies on their toes. He said it would be difficult to replace her if she ever retired. He said Ms. Carrie Auger and Ms. Whitney Covey were all things payroll. He said the two of them processed three separate payrolls every month and were accurate, timely and rarely had any issues. He said they processed 2,500 checks a month within a two day time period. He said they were also responsible to process purchase orders in the APECS system. He said he appreciated each of his team member's hard work. He said he also oversaw the Technology Department which just presented its annual overview last month.

Human Resources

Dr. Howell introduced Ms. Susan Pettit who would become the new Director of Human Resources in July. He said there would be some transition time as the department had started involving Ms. Pettit in meetings and projects and the team was looking forward to bringing her on board. He said Ms. Laurie Romasko, Ms. Diane Hansen and Ms. Shauna Miller all graduated from Pocatello High School. He said Ms. Romasko oversaw the professional staff, school secretaries and coaches. He said there was high amount of turnover in each of those areas and she managed all of the requisitions and applications coming through the department. He said she entered all of the new information in APECS and had great customer service. He said Ms. Miller was the insurance guru and assisted all employees and retirees with their benefits information. He said she did a great job assisting staff members and helped them in making important decisions. He said she also managed all of the District's rentals. He said sometimes staff members were not extremely on top of reserving a location, but Ms. Miller was very accommodating and always tried to make it work. He said Ms. Hansen oversaw the classified staff and hiring. He said the District had a lot of classified staff and dealt with a lot of turnover. He said it was a full time job keeping track of all of that information. He said the team worked well together and helped assist staff and patrons regardless of whose job it was. He said Ms. Val Jensen was the substitute attendance clerk who managed the District's substitute system. He said he never had to worry about that area because she was so on top of things. He said she even made personal calls and recruited when the District was short on substitute teachers.

Ms. Vagner said it was evident that teamwork was absolutely necessary to accomplish the work of the Board. She said it took a strong and healthy team that supported each other's work. She said Ms. Johnson had to interface with all of the departments to support the work of the Board and she appreciated her help.

Benchmark the Strategic Plan

Community Relations & Communications

Ms. Allen said she would cover the highlights and new objectives. She said the District had 51 administrators involved in 71 organizations. She said as new administrators came into the District she informed them of the expectation to participate in a community organization and helped them find one that fit their interest. She said throughout the year she sent out updates on the various organization vacancies. She said the Education Foundation Board was wonderful and worked very hard. She said the Board was able to run a successful campaign to increase contributions. She said the Board also implemented the CAKE recognitions this year. She

said it was very successful and the Board requested to recognize two students a month rather than just one. She said each month the Foundation recognized one elementary and one secondary student for outstanding character attributes. She said the Foundation eliminated the Sponsor Appreciation Breakfast due to poor attendance and instead opted to hold a Grant Appreciation Reception which very successful. She said the Foundation would continue to hold the reception and hoped it would continue to grow. She said it was a great way for donors to see the impact that the grants have on the classroom. She said the department would not continue the Reams Memorial Basketball Tournament. She said Pocatello High School planned to hold their own tournament to raise funds for student participation fees. She said she hoped the school would be able to continue that tradition. She said this year contributions increased by \$33,000, with \$17,000 coming from the Festival of Trees. She said \$115,000 in grants were awarded. She said the department developed a video called Making It Possible that had been used internally and externally to highlight the positive things happening in the District. She said she planned to create a new one for the coming year and to continue doing that. She said another responsibility of the department was to monitor complaints and look for patterns to indicate whether or not the District needed to change its process or address issues in the community. She said she had not received a large number of complaints this year. She said the front office secretarial team had the best work ethic, were dependable, responsible and took great pride in their work. She said they all worked great together and shared workloads. She said she was really proud of the team. She said the department promoted the accomplishments of students and staff in a variety of ways. She said the department helped promote the Superintendent's Vision and Mission. She said the department was also responsible for organizing the annual District Retirement Reception which was coming up on Thursday. She said all of the plans were finalized and ready. She said the department was also responsible to ensure compliance with FERPA and monitored any violations. She said FERPA training was provided to principals at K-12 Administrator Meetings. She said principals took the information back to train staff at their buildings. She said the department responded to all public records requests. She said she submitted 66 news releases and coordinated media interviews for news articles and television stories. She said the District's website did not work as previously designed and the new programmer, Ana Cash had to start from scratch building a new website and had done an amazing job. She said there were only a few pieces of information needed from two different departments before the website could be totally finished. She said she hoped to have it up and running over the summer. She said the department kept District contact information up to date. She said the Education Foundation promoted the campaign for the Supplemental Levy. She said she was grateful to the Board and the community for all their efforts to support the passage of the Levy. She said the department communicated changes regarding the SBAC, ISAT 2.0, elementary grading and graduation rates. She said test results were released as soon as the District received the information from the state. She said the department helped provide information and contributed to the communication piece of the Superintendent Search and hosted the Open House. She thanked the Board for its leadership.

School Safety

Mr. Hobbs said the first Vision of the School Safety Strategic Plan was regarding grounds and facilities. He said the department conducted NIMS training and almost every new staff member had completed the training. He said the District offered specific and direct training for Food Service department staff which would be implemented in the fall. He said school safety protocols and practices were in place and were monitored annually or as needed. He said the second Vision was relative to student behavior. He said the District published behavior expectations in the Journal and on the website annually prior to the start of school. He said administrators also reviewed the information with students at the start of school. He said staff members were trained and maintained clear and consistent expectations with students. He said the administration was moving towards a preventative approach to safety rather than just responding to issues. He said the District had implemented the Restorative Justice Practices and 287 staff members had already been trained. He said a Regional Consultant would train fourteen more staff members to become trainers which would eventually make the program self-sufficient. He said the program was currently supported by Grants and the administration was tracking the data to analyze whether or not the program was having an impact on behavior. He said he involved community groups in the process including Juvenile Justice and the Bannock Youth Foundation. He said several schools had implemented individual programs to help create awareness and to promote positive behavior. He said Century High School recently implemented a good anti-bullying program. He said the administration would continue implementing the preventative activities. Ms. Cranor asked if the District provided safety training for summer help. Mr. Hobbs said yes, the Maintenance & Operations and Food Service departments conducted safety training with all new staff including summer help. He said annual staff safety training was completed through the SafeSchools Program. He said there was a lot of free

training available in SafeSchools. He said the annual safety training was completed at the same time as the annual Policy & Procedure review.

Curriculum & Instruction

Mr. Orr said one of the major elements of the Strategic Plan was the implementation of UbD. He said last summer the District had teams of teachers K-12 in ELA, math, social studies and middle school health to work on unit development and refinement. He said the unit developers would be brought in again starting the first week of June to further review and refine units. He said the next section in the plan was the District's Curriculum Cycle of Renewal which was recently updated. He said the District was able to purchase the 2013 edition of Math Expressions for the elementary. He said the unit developers would make the necessary adjustments over the summer. He said he was hopeful that the budget would allow for an adoption of secondary math materials. Ms. Luras said in order to ensure effective implementation of the standards the Curriculum Department took the lead with a two hour professional development rollout in the fall. She said teachers were refreshed on UbD and reviewed the changes to the units, the expectations and the performance tasks. She said professional development was also provided for elective teachers inclusive of instructional shifts for ELA, social studies and science and the teachers were given strategies to support the core. She said the District was focused on the traits of effective writing. She said the District brought in Wendy Miller to train the K-5 teachers and the training was then provided to secondary teachers in the fall. She said the District hired writing coaches to support the implementation at the building level and the District writing coaches supported the professional development. She said the next piece of the Strategic Plan was SIOP which was the framework that was adopted by the District. She said SIOP was a Tier I intervention that supported differentiation for limited English language learners. She said the District tracked course completion for SIOP and almost all of the District's veteran teachers had completed the course. She said it was also a part of the pre-service for Idaho colleges. Ms. Harwood said the first part of SIOP was at the building level monitored by classroom walkthroughs. She said walkthroughs informed the observer of patterns in the classrooms. She said the new requirement for two observations for teacher evaluations caused classroom walkthroughs to fall behind a little. She said the administration was working on redefining classroom walkthroughs to determine how to best utilize the information to improve instruction. She said the next part of SIOP at the classroom level was PLCs. She said the PLCs met to ensure that the District was meeting the needs of all students. She said the PLCs discussed the continual evaluation of instructional effectiveness. She said principals were asking for a renewed emphasis on PLCs to ensure it was being implemented in the most effective way. She said the two most important questions to ask were: "What are students to know and be able to do?" and "How will we know if they can?" She said it was critical to review effective strategies and to determine if the District was meeting the needs of all students. Ms. Craney said she would review the RtI section of the Strategic Plan. She said RtI included the interventions that were in place to ensure the needs of all students were being met. She said the process was becoming sustaining. She said the District utilized Fast Forward for its reading intervention. She said math intervention program pilots had been implemented across the District and the administration was reviewing the pilots to determine if any changes or improvements were needed. She said the structure was a little different at the elementary level. She said RtI was supported through a team approach. She said School Success Teams met monthly and reviewed the RtI plans that were in place to determine what was working and what was not. She said elementary schools conducted Universal Screeners in reading and math to provide a snapshot of a student's skill level. She said this year a writing screener was added. She said the screeners helped identify students that were struggling so the team would know who to help and how. She said a key component to successful interventions was to continually monitor and make any modifications. She said the District utilized Mileposts to monitor progress. She said it was used as a tracking tool and allowed teachers to provide input and enter comments. She said as a student moved from one grade level to the next, the incoming teacher could view previous information as to a student's progress. She said PLCs helped teachers to look at the big RtI picture. She said the schools would continue to implement the writing interventions. Mr. Miner said the District had 200 special services staff and 1,406 students on IEPs. He said the state implemented a new results based model which was put on hold with the reorganization of the State Department of Education's administration. He said the SDE was in the process of reworking the model. He said there were 100 students on IEPs that would graduate this year and the state planned to continue monitoring their progress beyond their K-12 education. He said the state was also requiring Districts to survey parents regarding their satisfaction with the degree of services and sent random mailing lists for Districts to use. He said the state monitored the District's compliance with IDEA. He said the District just completed its file audit with the state and had a second session scheduled for Friday. He said he had to pull 50 files and meet with representatives from the state to review the files for compliance. He said the SDE would send a final report to the District after the review was complete. He

said the District was doing a good job relative to compliance. He said the administration continued to monitor IEPs to ensure they were aligned to state standards. He said the goals were aligned to grade level content standards and showed how students were meeting the goals. He said preschool level IEPs had been revised to include early childhood indicators that were social emotional readiness indicators. He said he and Principal Amy Myers had worked together to help improve the transition for students moving from the Lincoln Center to Kindergarten. He said the administration had worked hard to align the resource room curriculum to the state standards using research based intervention strategies. He said the transition had been implemented with almost 100% fidelity with the help of Cathy Brey. He said the curriculum had been streamlined at both the elementary and middle schools. He said he hoped to be able to do the same thing with the high school curriculum next year. He said the District created four new programs, two at the elementary and two at the middle schools. He said the programs served students that required a self-contained environment and more complex services. He said the needs of those students were monitored closely. Ms. Craney said the next section of the Strategic Plan dealt with the social emotional curriculum. She said the administration continued to monitor the Second Step and Virtues programs and evaluated effectiveness at the annual Building Leadership Team (BLT) Retreat. She said the implementation of Restorative Practices fit really well with the District's existing programs and helped maintain a positive school culture. Ms. Luras said the next section was the Comprehensive Assessment System. She said the Smarter Balanced Assessments became available and the Curriculum Committee recommended implementing the assessments on a small scale this year. She said a small group of teachers started using them this year and found the assessments very valuable. She said the purpose of the new assessment was to provide teachers with data relative to a cluster of standards to determine how a student should be assessed. She said Century High School conducted a focus group for the students that took the assessment and most said they found it valuable. She said another part of the plan included the implementation of formative assessment processes. She said the test coordinators completed modules offered through the state which was beneficial in developing their understanding of the process and how it supported the District's implementation of the core standards. She said the District modified the K-5 report card and rolled out training provided by the Technology Coaches and Specialists. She said the Technology Coaches provided ongoing support. She said the District's challenge tests would be modified and expanded over the summer and would be a lot more comprehensive for the coming year. Ms. Luras said the District's professional development was aligned to the Strategic Plan and courses were offered all year long based on participation. She said unit developers requested professional development to deepen their content knowledge in math. She said the District worked with ISU to provide that professional development. She said the District implemented Instruction Camps that were led by unit developers and were optional professional development opportunities available for ELA, math, social studies and science teachers. She said the camps were teacher led professional development opportunities and the teachers that attended appreciated the collaborative process. She said this year there were 166 participants. Ms. Cranor asked about iTeach. Ms. Luras said it was part of the District's technology literacy courses to help teachers learn how to use and manage apps to support instruction. She said new research showed that students using iPads in groups was more effective than students using an iPad on their own. She said the eBooks training was provided by Megan Perryman, but there were not enough participants to continue offering the training. Mr. Orr said technology literacy supported the District's Technology Vision and Mission. He said the District was able to purchase and install webcams for every computer in the District in order to enhance teacher collaboration. He said the Instructional Technology Committee would hold its next meeting via webcam using the Lync System. He said the District's wireless installation program was completed at all of the high schools and classroom audio systems were installed at all of the elementary schools. He said over 30 Promethean Boards were installed last year with grant funds from the Festival of Trees. He said Google Chromebooks were piloted last year and were now an approved device. Mr. Orr said the last section was accountability. He said the accountability piece included benchmarking progress to the Board of Trustees. He said the overview of the BLT Retreat was included as part of the District's accountability and would be held again in August. He said the Retreat allowed teams to engage in data analysis and goal setting to establish direction for the year. He said the Instructional Directors worked closely with the schools to refine and update School Improvement Plans.

Technology

Mr. Jolley introduced Mr. Burkman who had been selected as the new Technology Coordinator. He said Mr. Burkman would do an amazing job. Mr. Jolley said the Technology Department implemented new technology and expanded the District's data capacity to maximize student learning. He said the department monitored, maintained and updated server systems. He said Technology evaluated hardware and determined replacement schedules. He said the staff maintained the wireless network and added several new access points which would improve student

and employee access to the wireless network. He said the District was transitioning to a digital phone system. He said the high school wireless installation project was finished and the department would finish the middle school wireless installation over the summer. He said wireless installation would also be completed in the elementary school office areas. He said every classroom had a projector and the old ones were replaced. He said a line item was added to the technology budget for the maintenance of the projectors. He said equipment was constantly monitored and the oldest equipment was replaced first. He said the department maintained the network switches and recently upgraded to gigabyte switches. He said the upgrades improved the efficiency of data transmission dramatically. He said ISEE data reporting was submitted to the state on a monthly basis and the department had streamlined the process so it only took a couple of days instead of weeks. He said the staff monitored technology trends and updated policies and procedures as necessary. He said Ms. Cash was responsible for updating and maintaining the District's website. He said she had been working diligently to deploy the new website by this summer. He said she also completed the Home Access Portal which allowed staff to access the network from home. He said she was very talented and he looked forward to seeing her future accomplishments. He said staff updated scripts which helped to automate as much work as possible, especially for setting up new users. He said the department maintained the fiber optic provided by ENA and enhanced capacity as needed.

Insurance Carriers and Coverages for 2015-16

Mr. Smart said included in the addendum was a memorandum detailing the Wellness/Insurance Committee recommendations. He said Lockton obtained a number of bids for medical, dental, vision and life. He said the Committee recommended the District maintain its life insurance with The Hartford at a 0% increase and a three year guarantee, maintain its vision insurance with VSP at a 0% increase and a two year guarantee and maintain its dental insurance with Delta at a 0% increase. He said the District received five quotes for medical insurance from United Health Care, Blue Cross, Regence Blue Shield, Select Health and Pacific Source. He said after quite a bit of discussion and referencing the Committee decided to go with Pacific Source which was not the lowest quote, but had the least restrictive plan options. He said the increase with Pacific Source would be 4.5%. Ms. Gebhardt asked if the changes would take place in-house. Mr. Smart said the District would have a transition meeting with Regence Blue Shield. He said the coverage was basically the same. He said any employee that had met portions or all of their deductibles would roll to the new plan. He said the biggest transition would be how the new plan rolled to PERSI. Ms. Cranor asked if half of the premium was covered by the employee and the other half by the District. Mr. Smart said the District paid the employee's portion of the premium and the employee was responsible for their spouse and any dependents. He said the cost increase amounted to \$358,000 which would come out of the General Fund. He said the District would also utilize about \$90,000 out of the VEBA Trust Fund to offset the increases for classified staff. Ms. Vagner said the Board would be asked to authorize the release of VEBA Trust Funds at the May Board Meeting. Mr. Smart said the Board would be asked to approve the insurance carriers and coverages for 2015-16 at the May Board Meeting.

2015-16 Budget Preparation: Projected Cost Increases; Budget Committee Update

Mr. Smart said the information included in the addendum reflected the changes to the General Fund. He said the first attachment showed all of the rate increases for benefits. He said the medical rate would be maintained for 10 months. He said salary increases were based on what the District anticipated it would get from the state. He said the budget preparation had taken all of the increases into consideration. He reviewed the state funding estimate. He said he anticipated the District would be down 11 units based on decreased enrollment. He said the District's ADA was not stellar last year which affected the District's unit allocation. Ms. Cranor said she heard some of the ADA problems were due to poor attendance at the secondary level. Ms. Vagner said principals were working very hard to improve high school attendance. She said the additional administrator at Highland High School and the addition of a prevention specialist at New Horizon Center would go a long way in improving attendance. Mr. Smart said the District's salary apportionment would now be based on the Career Ladder. He said the state got rid of the index. He said the District had about 700 FTE comprised of instructional staff and Pupil Personnel. He said he asked the state if the two groups would be looked at separately and was told the state would look at both groups together before funding was adversely affected. He said the revenue document detailed local, state and federal funds. He said he and Mr. Reed would continue to evaluate the beginning balances. He said also included was the expenditure by object budget which detailed all of the different areas in which the District spent money. He said salaries and benefits were the largest expenses. Ms. Vagner said the administration would meet tomorrow to finalize a balanced budget which would be included in the Board packet for the May Board Meeting. Mr. Smart

said normally the information would have been provided a lot sooner but figuring out the Career Ladder pushed the timeline back. Ms. Gebhardt said she appreciated the work of the administration to define the Career Ladder.

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 Work Session Convene Special Meeting / Executive Session in the Superintendent’s Office to Discuss in Accordance with Idaho Code 67-2345 (1) (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated;

Chair Gebhardt called the Special Meeting/Executive Session to order in Open Session at 3:57 p.m. A motion was made by Ms. Cranor and seconded by Mr. Vitale to adjourn to Executive Session. The roll call vote was unanimous in the affirmative: Mr. Mattson, aye; Mr. Facer, aye; Mr. Vitale, aye; Ms. Cranor, aye; and Ms. Gebhardt, aye. The Board adjourned to Executive Session at 3:58 p.m.

OTHERS PRESENT:

- Bart Reed, Director of Business Operations
- Douglas Howell, Director of Human Resources
- Susan Pettit, Director of Human Resources Elect
- Brian Julian, Legal Counsel (by phone)

Return to Open Session – No Action

The Board returned to Open Session at 4:08 p.m. No action was taken by the Board at the time of the meeting.

Adjourn

A motion was made by Mr. Mattson and seconded by Mr. Vitale to adjourn. The voting was unanimous in the affirmative. The Board adjourned at 4:08 p.m.

APPROVED ON:

6/16/15

By:

Jackie Cranor
Chair

MINUTES PREPARED BY:

[Signature]
Secretary, Board of Trustees

ATTESTED BY:

[Signature]
Clerk