

**MINUTES OF THE  
REGULAR SESSION BOARD MEETING  
POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25  
Education Service Center Board Room  
Tuesday, November 20, 2012  
5:30 p.m.**

**BOARD MEMBERS/SUPERINTENDENT PRESENT:**

Janie Gebhardt, Chair

John Sargent, Vice Chair (Excused)

Jackie Cranor, Clerk

Jim Facer, Assistant Treasurer

Paul Vitale, Member

Mary Vagner, Superintendent

**CONVENE REGULAR MEETING**

A Regular Session of the Board of Trustees of School District No. 25 was held in Pocatello, Idaho on the 20<sup>th</sup> day of November, 2012, as provided in Section 33-510, Idaho Code. Chair Gebhardt called the Regular meeting to order at 5:32 p.m.

**PLEDGE OF ALLEGIANCE**

Matt Johnson led the audience in the Pledge of Allegiance.

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

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

**NOTE: The following minutes will be approved at the December 18, 2012 Regular Board Meeting:**

- a. **Special Meeting/Executive Session/Hearing** – October 3, 2012
- b. **Special Meeting/Work Session/Executive Session** – October 9, 2012
- c. **Special Meeting/Executive Session/Legal Counsel/Personnel** – October 16, 2012
- d. **Regular Board Meeting** – October 16, 2012
- e. **Special Meeting/Executive Session/Hearing** – October 17, 2012
- f. **Special Meeting/Executive Session/Personnel** – October 30, 2012
- g. **Special Meeting/Work Session/Retreat** – October 30, 2012

**RECOGNITIONS/VISITORS/CORRESPONDENCE – Information**

**a. Visitors and Correspondence**

1) *Thank You Card from Deb Erlandson*

2) *Thank you Card from IEA/PEA*

Chair Gebhardt read the cards included in the packet from Deb Erlandson and the IEA/PEA to the Board of Trustees thanking the Board for taking a position against the SCF legislation.

**b. Recognitions – Information – Ms. Allen**

Ms. Vagner said last week was American Education Week. She said great teachers made public schools great. She invited Mr. Ross to the podium. She said Mr. Ross was making it possible for students to develop an appreciation for the arts. She said Mr. Ross was selected by the Mayor of Pocatello to receive the Mayors Award for Support of the Arts. She said Mr. Ross encouraged students to attend events and found creative ways to purchase supplies and equipment to support the arts. Mr. Ross thanked Jay Ronk for the nomination. He thanked all of the fine arts teachers at Century High School and the Board for supporting the arts and hoped it would continue. He said the arts affected student's lives in many ways. He thanked parents for being so supportive of the arts, especially those of the marching band and drama who spent countless hours to support students.

Ms. Vagner invited Mr. Barnes to the podium. She said students were honored at an assembly at the New Horizon Center for attendance and academic achievement. She said the staff at the New Horizon Center was making it possible by offering alternative learning environments for students to be accepted and challenged. She said 39 students made the honor roll and 19 had perfect attendance out of the 150 students at the school. She said the administration was thrilled at the successes. She congratulated the staff for achieving the District's Vision and Mission. Mr. Barnes said many of the students wanted to be there that night but most did

not have any way of getting there. He said the staff and New Horizon Center were very proud of the students. He said he reviewed course completion data and 92% of the courses attempted were passed on the first try, with only 8% not passing. He said he was proud of the staff for the relentless way each of them pursued education and encouraged student success.

Ms. Vagner invited representatives from Century, Highland and Pocatello High School bands to come to the podium. She said each of the bands had been successful in regional competitions. She said the students actualized appreciation for the arts. She said Century High School's band placed first in the division 4A at the Treasure Valley Festival plus outstanding percussion, second in the division 4A at ISU Mountain West Marching Invitational plus outstanding auxiliary and third in the division 4A at the Bridgerland Band Invitational. She said Highland High School's band received the division 4A outstanding percussion at the Bridgerland Band Invitational, placed third in the division 4A at the Red Rock Marching Invitational plus outstanding percussion, second in the division 4A Bands of America at the St. George Regional Marching Competition and first in the division 4A at the ISU Mountain West Marching Invitational plus outstanding music, visual, percussion and the Gem State Award. She said Pocatello High School's band received the division 2A outstanding percussion, placed second in the division 2A ISU Mountain West Marching Invitational plus outstanding visual and Gem State Award, first in the division 2A at the Davis Cup Invitational plus outstanding percussion, visual and music, first at the Central Idaho Marching Band Showcase plus outstanding music and marching, and first at the division 2A at Mt. Timpanogos Marching Band Invitational plus outstanding color guard and music. She said students practiced all summer to prepare for competitions and teachers were right there with them. Mr. Brien said he believed this program took the entire community to make it happen. He said he was delighted that parents, the community and the Board supported the music program. He said marching band was one of the toughest activities that a student could participate in. He said the students were outstanding. Mr. Ronk said the Superintendent was correct that students spent all summer practicing. He said practice camps started in June and students put in over 1,000 hours of practice time and did not know of any other activity or sport that required that much time and energy. He said the program did take the whole community and without the support of parents, the Board and the administration none of this would be possible. He said he appreciated the time and effort from everyone involved. Ms. Vagner said the hard work of the students and their teachers had paid off.

Ms. Vagner invited Mr. Whitaker and the Highland High School students to the podium. She said the students participated in the ISU Economic Summit and were among 47 teams from Southeast Idaho. She said students representing Brazil scored 100% on the geography quiz. She said students representing Spain scored 100% on the geography test. She said Mr. Whitaker's group representing Ethiopia were the Low Income Country winners. She said for the last several years the District had been privileged to have teachers and students attend the event and always did very well. Mr. Whitaker introduced two of the participants, Breeahna Schmitt and Katelyn Dye. He said the two represented Bangladesh. He said each of the teams was separated by their standard of living and the team's goal was to improve the standard of living for their assigned Country. He said the competition brought in real life elements and challenges like supply and demand and scarcity. He said both of the young women did an outstanding job and placed second overall. He said he was extremely proud of the students that participated.

**c. Public Comment on Items Not on Agenda**

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

**Board Operating Principles #22 & 23:**

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

There was no public comment on items not on the agenda at the time of the meeting.

## REPORTS

### a. **Student Representative Reports** (3 minutes each)

#### 1) **Highland High School** – *Gennavie Judd/Kathleen Hawes*

Ms. Hawes said band did very well during regional competitions and placed second at the Bands of America in St. George, UT. She said the boys and girls cross country teams won the 5A championships. She said drama just finished its fall play, “The Wizard of Oz” and did a great job in Cabaret. She said the debate team finished 5<sup>th</sup> in the Whitman College Tournament. She said after school study halls were on Tuesday and Thursday and were going well. She said the football team placed third in the 5A championship.

#### 2) **Pocatello High School** – *Colton Belnap/Caitlin Lackey*

Ms. Lackey said drama just finished its fall play “Harvey”. She said boys cross country won the state title with a few members winning individual titles. She said girls and boys basketball and wrestling were just getting started. She said the debate team was successful. She said the school band was successful winning several awards. She said the co-ed dance was November 10<sup>th</sup> and had good participation. She said the school’s food drive was underway. She said Red Ribbon week had just passed. She said the school had an assembly to honor Veteran’s Day and also observed Anti-Bullying week. She said there was a good turnout for PSAT testing.

#### 3) **New Horizon Center** – *Crystal Walker*

Ms. Walker was excused.

#### 4) **Century High School** – *Shelby Evans/Tyler Ray/Matt Johnson*

Mr. Johnson said drama placed 1<sup>st</sup> with 26 students going to state. He said the school’s Roundup just wrapped up and was a success. He said both band and choir did very well with great performances. He said the volleyball team won the 4A state championship. He said the girls cross country team were the state academic champions. He said finals were complete. He said the school was holding a fundraiser for Hurricane Sandy victims. He said penny wars would start soon which was a fundraiser for the Idaho Food Bank. He wished everyone a Happy Thanksgiving.

### b. **Media Report** – Ms. Allen

Ms. Vagner said there were six news stories the previous month. She said a lot of the news stories that month were related to the Propositions and education reform.

### c. **Pocatello/Chubbuck School District #25 Education Foundation Festival of Trees Report** – Ms. Allen

Ms. Vagner said planning and preparation for the Festival of Trees was nearly complete. She said she anticipated another successful event. She said the Education Foundation would follow the tradition of the hospital and host an opening night Gala. She said the Gala was an elegant social event for the community and the Education Foundation would demonstrate the whiteboard technology. She said Employee Appreciation Night was scheduled for Wednesday in the Rotunda. She said Board member attendance was appreciated. She said the entertainment was inviting and humorous. She said it was a major fundraiser for the Education Foundation and was a wonderful event for the community to enjoy. She said the Education Foundation would host the 2<sup>nd</sup> Annual Contributors Breakfast on Thursday at 7:30 a.m. in the Rotunda. She said the event was new to the Festival of Trees. She said the Stephen’s Performing Arts Center would soon be transformed into a wonderful winter wonderland with the help of hundreds of volunteers that would show up on Saturday and Sunday to prepare. She thanked the many volunteers involved in the preparation of the Festival.

### d. **ISBA Convention Report**

Ms. Cranor said the ISBA Convention was pretty good this year but there were also some disappointing elements. She said the Resolution submitted by the District passed which was good, but the biggest disappointment was the fact that no one from the State Department of Education was in attendance which eliminated any problem solving possibilities. Mr. Vitale said it was his first time attending the event and thought it was instructive and a good learning experience. He said he also would have liked to have seen representation from the SDE about what was coming next. Mr. Facer said the workshops were informative and it was good to hear comments from Board Members across the state. Ms. Cranor said it was good to hear that Ms. Gebhardt was elected as the Region 5 ISBA Chairperson. She said there was representation from a lot of the larger School Districts this year. She said perspectives tended to vary greatly depending on the size of a District and Ms. Gebhardt would represent the needs of larger Districts very well. Ms. Gebhardt said nine Resolutions were presented and only two failed. She said the Resolutions that passed would go from the ISBA Executive Board to the legislators. She said she wished one of the Resolutions would have passed relative to

collaborative efforts between School Boards, the SDE and legislators. Ms. Vagner said included in the addendum was a summary of the Resolutions and the pass/fail vote for each Resolution.

**e. Report on Standing Committees for 2012-2013**

Ms. Gebhardt said the minutes from previous committee meetings were included in the packet. She asked Board Members if there were any reports on standing committees. Ms. Cranor said she and Ms. Gebhardt attended the Head Start Policy Council and prepared for the federal review. Mr. Vitale said he attended Judge Murray's meeting and said it was a great forum for community agencies to collaborate on solutions for issues involving children and families. He said it was very worthwhile and was a good way to network. Ms. Gebhardt said it was also a good place to learn about the resources available in the community. Mr. Facer said he attended the CIP Committee earlier that day. He said the committee discussed which projects to move forward with and which projects would have to remain on hold. He said he expected to have more to report next month.

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

**a. Instructional Technology Update – Mr. Wegner**

Mr. Wegner said the professional development training provided by the Instructional Technology Specialists to the coaches over the last month was focused on Microsoft Outlook. He said the training covered email basics, creating folders, creating and sharing calendars and using notes. He said monthly training for elementary coaches was provided by the Idaho representative for World Book which was provided by the state. He said the media center purchased two complimentary programs that were available to elementary teachers and students. He said the program had comprehension checks and activities for students. He said it was a nice supplement. He said the training planned for November would be focused on search engines, ethics and teaching students how to navigate websites. He said the State Board eliminated the requirement for two online courses but the District had already partnered with ISU to develop a blended online course that would involve professional development training. He said many teachers in the District already used Moodle which was a learning management system and this would help build capacity in staff. He said there were two sessions remaining. He said the administration would bring a new recommendation on the graduation policy.

**b. Preparation for the Implementation of the CCSS – Mr. Wegner**

Mr. Wegner said included in the packet was a timeline for the implementation of the CCSS. He said the timeline detailed the tasks that needed to be completed as the District prepared to implement the CCSS in 2013. He said a team recently mapped out the plan for the completion of units that teachers had begun developing in June. He said math and English language arts teachers would meet in January or February to complete units for the first trimester before teachers left for the summer. He said teacher teams would be brought back for one week in June to complete unit development for the second and third trimesters. Ms. Cranor asked if the completed unit development would be shared with teachers across the District. Mr. Wegner said yes. He said teacher teams would be responsible to develop lessons and deliver unit instruction at their schools. He said an overview of how the District got to where it was would be provided during TIA this year. Ms. Cranor asked Mr. Wegner to give a brief synopsis on the CCSS assessments for the public's benefit. Mr. Wegner said the state adopted the CCSS for English and math, K-12 and the District discovered that the standards were much more rigorous than existing standards and would be challenging for teachers and students. He said there were standards for social studies, science and technical subjects. He said all teachers, and not just English teachers, would be responsible for literacy in all content areas. He said the CCSS would be implemented in the 2013-14 school year and a new assessment would follow in the 2014-15 school year that would measure progress on the new standards. He said the SBAC was made up of 30 states working together to develop a new assessment that would be very different from the existing ISAT assessments. He said the new assessments would be performance based with a focus on writing and analytical thinking as opposed to a multiple choice test. He said one example would be for a student to read two different documents and form an opinion. Ms. Gebhardt asked how many states were involved in the CCSS. Mr. Wegner said he believed every state with the exception of Alaska and Texas had adopted the CCSS. He said there were two assessment consortiums, one was SBAC and the other was PARCC which was made up of the remaining states.

**c. Any Other Curriculum/PLCs/TIA/Beliefs Update – Mr. Wegner**

Mr. Wegner had no further report on any other Curriculum updates at the time of the meeting.

**d. Head Start Program Update – Dr. Mortensen**

Dr. Mortensen said included in the packet was a draft letter from the Board of Trustees to the Region X Head Start Coordinator requesting to be considered for a five-year grant renewal without competition. She said if a grantee met the designated criteria it would be notified of approval and the process for submitting a non-competitive five-year funding application. She said this opportunity was for programs that did not have any deficiencies during a federal review which is why it was important for Head Start and the District liaisons to prepare for the upcoming federal review. She said the letter notifying the District of the onsite federal review scheduled for the week of 12/2/12 – 12/7/12 was included in the packet. She said there was also a letter notifying the District that the review team leader had been changed. She said a lot of planning and preparation was underway. She said federal reviews typically took place in the spring. She said Head Start had a lot of new policy council members seated the week before. She said the parent council members had a lot to learn about their duties in a short time frame. She said all of the new council members were given assignments and Q&A sheets. She said the Head Start Grant for FY2011 was officially closed and that notification was also included. She said the Board would be asked to approve the Head Start letter and direct the submission to the Region X Head Start Coordinator under New Business.

**e. 21<sup>st</sup> Century After School Program Update – Dr. Mortensen**

Dr. Mortensen said included in the packet was the 21<sup>st</sup> Century After School Program Handbook and a copy of the quarterly newsletter. She said the program was underway and was going very well. She said this year all of the After School Program principals were brought together to do some system building to maximize the use of program. She said the team was able to develop an even better and more consistent plan which was put into place. She said the After School Programs at Tyhee and Syringa Elementary Schools were not at maximum capacity yet but all of the others were doing well. She said the referral process happened at the school level and the principals were working to get the vacant spots filled.

**f. Idaho Food Bank – Back Pack Program Update – Dr. Mortensen**

Dr. Mortensen said included in the packet was current Idaho Food Bank – Back Pack program numbers. She said due to limited resources from the Idaho Food Bank the participation numbers were lower. She said counselors were conscientious of making sure the neediest children received support.

**g. Charter School Update: *Chief Tahgee Elementary Academy; Summit Charter School* – Dr. Mortensen**

Dr. Mortensen said included in the packet was an article from the Sho-Ban News regarding the approval of the Chief Tahgee Elementary Academy Charter School. She said the CTEA intended to open in the Fall of 2013 and had been approved by the State Charter Commission. She said the administration inquired as to the status of the Summit Charter School application and learned that the commission had given the charter areas that needed to be improved upon and resubmitted by October, 2012 which the charter did not do. She said according to the State Charter Commission if the charter missed the resubmission window it would not be able to open in the fall and would have to start the entire petition process over again before it could be considered. She said the District anticipated some membership impact from the opening of CTEA but hoped it would be minimal. She said the goals of the charter were very specific. Ms. Gebhardt asked where the charter would be located. Dr. Mortensen said that was yet to be determined. Ms. Cranor said that Ms. Nancy Eschief-Murillo mentioned that the charter planned to utilize modular classrooms for the first year before building a permanent facility.

**h. Any Other Elementary Education/PLCs/TIA/Beliefs Update - Dr. Mortensen**

Dr. Mortensen had no further Elementary Education update at the time of the meeting.

**i. PTE Enrollment Comparison Data – Mr. Devine**

Mr. Devine said included in the packet was PTE Enrollment Comparison data from 2011-12 and 2012-13. He said the information was requested as follow up from the PTE Overview presentation given by Ms. Naftz at the October 9, 2012 Work Session. He said there were 374 more students this year compared to last year and was broken down by trimester. He said course information for the second and third trimesters were courses that were scheduled but not complete. He said the District lost a PTE teacher at the New Horizon Center which impacted the number of students taking courses. He said many students had opted to take PTE courses in order to meet the requirement of having two math credits in the senior year. He said he was really impressed with level of involvement from Ms. Naftz and her high expectations for the programs.

**j. Brigham Young University Student Teacher Intern Request – Mr. Devine**

Mr. Devine said included in the packet was a memorandum requesting to place a Brigham Young University student at Century High School to complete a student teacher internship. He said the Board would be asked to approve the request under the Consent Agenda.

**k. Early Graduation Requests – Mr. Devine**

Mr. Devine said included in the packet was a memorandum listing the number of early graduation requests by school and the reasons students were requesting early graduation. He said there were three from Highland High School. He said the Board would be asked to approve the early graduation requests under New Business.

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

Mr. Devine said included in the packet were Out of District/Overnight Field Trip requests. He said for the tennis trip the medical needs box was checked and the teacher submitted the necessary medical information to the administration. Ms. Gebhardt said the ratio on one of the forms was listed as 1:10 but was actually 1:13 and asked Mr. Devine to make sure the school got another chaperone. Mr. Devine said he would follow up with the school to make sure that happened. He said the Board would be asked to approve the requests under Old Business.

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

Mr. Devine said the secondary school's administration and staff had been working to increase consistency with the dress code and had developed a poster to display in the hallways to increase awareness and enforce expectations for appearance. He said it may take a while to gain consistency but this was a good beginning. He said a letter went home to parents with the first trimester report card informing them that they would begin receiving emails notifying them of any missing assignments their students may have. He said the email notifications would go out weekly in hopes that parents would remind their children to bring home assignments for the weekend. He said it was also a good reminder for parents to update their email addresses in Infinite Campus. Ms. Gebhardt asked if parents would not get the notification if they had not updated their email address. Mr. Devine said yes. Mr. Facer asked how parents without access to email would be notified. Mr. Devine said the only way to notify parents without access to email was by phone. Ms. Cranor asked if it would be possible to mail the notification. Mr. Devine said it would depend on the number. He said the timeline for selecting the principal for the Alameda Middle School was moving forward. He said interviews were scheduled for December 11, 2012. He said he hoped to have a recommendation for the Board at the December Board Meeting. He said his secretary had been out on sick leave and the other secretaries Tara Jensen, Robin Griggs, Shawna Sprague, Sheryl Marley and Renae Johnson had been doing a great job filling in and he appreciated them.

**BUSINESS OPERATIONS (BUDGET, MAINTENANCE, TRANSPORTATION, FOOD SERVICE) –**

Information – Mr. Reed

**a. Idaho General Fund Update**

Mr. Reed said included in the packet was the current Idaho General Fund Revenue Report with revenue information as of October. He said revenue came in \$10 million less than anticipated. He said three out of the four months of the new fiscal year were under projections. He said corporate income tax and sales tax were the two major factors for the decreased revenue.

**b. Corrected Comprehensive Annual Financial Report for FY Ended June 30, 2012**

Mr. Reed said the Board had been provided with corrected copies of the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2012. He said the CAFR had been posted to the District's website and was available electronically. He said the Board would be asked to accept the corrected report under Old Business. Ms. Cranor asked if the corrected portion was included in the packet. Mr. Reed said it was not as the change was fairly insignificant but affected multiple pages.

**c. Review of Alameda Middle School Timeline**

Mr. Reed said included in the packet was a current timeline for the Alameda Middle School project. He said the project was moving along smoothly. He said sheet rocking was almost complete. He said temporary heat was installed for workers. He said the administration was working to complete a furniture and equipment list. He said as remodeling began it was discovered that the building's technological infrastructure was grossly inadequate and would need to be updated to be equitable with the other three middle schools. He said it was determined that it would be the most cost effective to complete the new infrastructure now rather than after the remodeling was complete. He said the proposed change order from the contractor to support the new infrastructure and data cabling totaled \$115,000. He said it was sizable amount but was a huge job. He said new rooms would have to be built to house the data cabling. He said the cost also included \$10,000 for new wiring for prox card access. He said it would cost much more to do the project down the road. He said the initial project budget was \$2 million and so far had only cost \$1.5 million. He said even with the change order

the project was still well under budget. He said so far the contractor had done a very good job keeping the project within the scope with minimal change orders. Ms. Cranor asked if the total project cost to date included the equipment and furniture list. Mr. Reed said it did not. He said it would be looked at separately during the CIP process. He said the CIP report would be brought to the Board for approval prior to any projects being completed.

**d. Free and Reduced Lunch Report**

Mr. Reed said included in the packet was a current Free and Reduced Lunch report. He said 40.7% of students in the District were eligible for free meals and 90% were eligible for reduced meals. He said Hostess was the District's primary vendor for bread and buns and due to the possibility of the company going out of business the administration issued a purchase order for another bread company called Franz in order to ensure bread and buns were available for school lunches. He said if Hostess was unable to continue to supply the inventory a bread bid for Franz would be brought back to the Board for approval in December.

**e. Proposed Building and Subdivisions (New Construction)**

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

**f. Any Other Business Operations/Operational Support Update**

Mr. Reed said as the CIP Committee met to consider upcoming projects in light of current revenue and resources there were always more needs and requests than resources. He said the committee reviewed any areas that could be reduced or eliminated in order to meet a balanced budget. He said the committee would meet again in December and in January.

**EMPLOYEE SERVICES – Information – Mr. Smart**

**a. Campus/ISEE Upload/Technology Update**

Mr. Smart said the ISEE upload was completed a full two weeks ahead of schedule. He said the department was working to make sure the report was 100% correct by the deadline. He said he was working to make sure the HQ and endorsement information were accurate and complete by mid-December. He said the technology department was currently preparing budget requests for the 2013-14 school year for the CIP Committee. He said with all of the SCF legislation reverting back to previous law it put the District and technology department back at square one. He said there was no way of knowing what the state would fund now. He said the technology department was looking into the needs for the telephone system at Alameda Middle School and would most likely complete some updates for the phone system at the Education Center at the same time. He said the repeal of the SCF legislation would throw a wrench in the technology department's work for the moment.

**b. Student Enrollment Information Update**

Mr. Smart said included in the packet was current student enrollment data. He said enrollment was down from previous projections but was holding steady. He said membership reports were not aligning with ADA reports yet and would be adjusted to account for students taking classes in multiple schools after January. He said the administration did not know how the opening of the CTEA charter school would affect District enrollments but would monitor it closely as the school prepared to open.

**c. Consultant Services for Professional Negotiations**

Mr. Smart said included in the packet was a two year contract for professional negotiations services from Victor Four Labor Relations. He said the contract was reviewed at the November Work Session. He said Mr. Bohannon had been a good resource for the District for several years. He said the contract was the same as in years past with the exception of some added language to ensure that if the District was unable to negotiate the first year's payment would be rolled to the following year, and if the District was unable to negotiate for a second year, Victor Four would reimburse the District for half of the payment. He said the Board would be asked to approve the contract under New Business.

**d. Wellness Dashboard Report**

Mr. Smart said included in the packet was the Wellness Dashboard Report for September, 2012. He said the District had to meet a certain level of participation to receive the highest discount on renewal premiums. He said participation was way above the threshold required to receive the 4% discount which was good. He said Health Risk Assessment (HRA) completion was below the 3% threshold and the administration was trying to come up with a way to increase the number of completers. He said it was a survey for employees to complete to determine if there were any potential or existing health risks that needed to be addressed. He said there were some employees with significant illnesses in the District. He said if the numbers continued to remain

high the renewal rate would increase dramatically. He said 80% of employee's prescriptions were generic which helped to reduce costs. He said the administration would focus its efforts on HRA completion to ensure the District received the maximum discount on insurance renewal rates.

**e. Supplemental Levy Information**

Mr. Smart said the Board began discussing the Supplemental Levy at the October 9, 2012 Work Session. He said information was included in the packet and in the addendum relative to possible levy amounts and the tax impacts of any increase. He said the projected cost increase showed anticipated medical insurance increases due to the terms of Obama Care. He said the administration also expected increases to dental insurance. He said another significant increase for the coming school year was the opening of the Alameda Middle School. He said costs would include a principal, clerical staff, elective and core teachers, media center staff and equipment and supplies. He said at the bottom of the cost increases spreadsheet was a textbook wish list. He said even without textbooks the anticipated cost increases totaled \$2.9 million and with the textbooks was \$4.2 million. He said currently the Supplemental Levy was set at \$7.5 million. He said for a home valued at \$100,000 the tax amounted to \$210 per year. He said the levy could be increased to \$7.75 million without increased taxes for homeowners. He said if the levy was increased to \$8 million the annual tax would increase from \$210 to \$220 per year. He said the spreadsheet showed the tax impacts up to \$8.75 million. He said the values listed on the spreadsheet represented the taxable value after the homeowner's exemption. He said this topic would be discussed again at the December Work Session and the Board would be asked to set a levy amount at the December Regular Meeting. He said the administration had to be ready to present public information in January ahead of early voting which started in February. Ms. Vagner said Mr. Sargent called in earlier to communicate his perspective on a levy increase. He said he believed \$8.5 million was ideal but would not recommend any less than \$8 million. Mr. Facer said when looking at the upcoming increases he didn't see how the Board could ask for less than \$8.5 million and still balance the budget. Ms. Gebhardt said it sounded like a lot but the actual tax impacts were not that drastic. Ms. Cranor said it would become more drastic if the business personal property tax was removed. Mr. Smart said there were a lot of unknowns. Mr. Reed said discretionary funds from the state were cut by 9% two years ago and only restored 2% this year which did nothing to address the level of cost increases the District was anticipating. He said the District was receiving far less in discretionary funds from the state than it was ten years ago. Ms. Vagner said Mr. Ferguson gave his funding presentation at the ISBA Convention and it was evident Supplemental Levies had become a staple for School Districts in Idaho. Mr. Reed noted the Supplemental Levy would only help maintain programs and would not be used to start any new programs. Ms. Cranor said School Boards were told to anticipate a reduction in funding in February from the SDE. Mr. Reed said when the Propositions were overturned money went directly into the PSEF rather than being allocated to Districts. He said funding would most likely be short in February with some type of reimbursement in May. He said if the money was not allocated based on budgets that were set in June then Districts would be in a significant bind. Mr. Smart said another potential cost increase was the loss of "use it or lose it" which if the District had to put those FTEs back into the budget it would have to come out of the general fund and would cost over \$600,000. Ms. Cranor said another big impact to District budgets was the loss of federal funding. Mr. Reed said the last of the stimulus dollars were spent in September and would not be replaced.

**f. Any Other Employee Services/Operational Support Update**

Mr. Smart said the Budget Committee had been organized and the first meeting was scheduled for December 6, 2012 at 4:15 p.m. Ms. Cranor said it would be nice to get the committee's input on the Supplemental Levy. Mr. Smart said he was working on finalizing a parent representative to sit on the committee. He said Pay for Performance checks were run the night before and delivered that day. He said \$1.7 million in bonus payments were sent out. He said parent input surveys were ready and would be mailed out the following week as part of the evaluation process included in the ESEA waiver.

**HUMAN RESOURCES – Information – Dr. Howell**

**a. Monthly Human Resources Report**

Ms. Vagner said included in the packet and the addendum was the monthly Human Resources report and the amended report. She said the amended report corrected the school from Highland High School to Hawthorne Middle School for one of the teachers and specified that Love and Logic Courses were funded through Title I and not TQ funds. She said the Board would be asked to approve the monthly Human Resources Report as corrected under the Consent Agenda.

**b. Any Other Human Resources/Operational Support Update**

Ms. Vagner had no further Human Resources updates at the time of the meeting.

**SUPERINTENDENT REPORT – Information – Mrs. Vagner**

**a. Superintendent’s Forum Report – October 25, 2012**

Ms. Vagner said there was good participation during this year’s Superintendent’s Forum. She said some Board Members attended as well. She said Mr. Ferguson gave his funding presentation and Superintendents agreed the priority for the coming school year was flexible operational funding. She said a lot of the discussion centered around SCF and Pay for Performance as the forum took place prior to the election. She said Districts were preparing for a different format for TIA. She said Superintendents discussed a one day TIA session involving Regions 4, 5 and 6. She said teachers wanted to share unit plans. She said the District planned to have the TIA session at Century High School to save on costs. She said Mr. Wegner would utilize funds that would have been spent on the week long TIA Conference to complete the unit planning. She said surrounding Districts were aware of the change and knew that Pocatello had offered help to anyone that needed help getting started.

**b. Think College, Think Career Video – Century High School**

Ms. Vagner showed a short video clip created by Century High School students and staff called “Think College, Think Career”. She said it really showed the focus at the high school to get students thinking beyond high school.

**c. Outcome of November 6, 2012 Elections and Upcoming Legislative Meeting**

Ms. Vagner said included in the packet was the agenda for the Board Work Session with Legislators set for December 10, 2012 at 4:30 p.m. She said some of the facts regarding the outcome of the election were discussed in Boise including: the current Negotiated Agreement remains in full effect, Pay for Performance would be awarded, use it or lose it would be eliminated, funding for math and science teachers could be lost, funding for education credits would be lost and technology funding could be cut. She said even if the state restored the 1.67% to salaries there would still be a deficit of millions of dollars of obligated expenses statewide. She said the impact from the loss of use it or lose it for the District after the restoration of the 1.67% to salaries would still be \$682,000. She said the impact to some other Districts was greater. She said if the legislature did not come up with a solution for distributing the money it would go back into the PSEF. She said there was talk that the Governor planned to put a group together to come up with bridge legislation to address deficits and whether or not funding would be allocated to public education. She said she would review the legislative agenda to make sure it clearly reflected the most important needs of the District. She said the District was moving forward with blended online learning and would discuss devices further. She said there were some teachers ready to roll out a blended course. She said providing more choices for students was a good thing and this would help them gain greater accountability for their work. She said training and professional development would be taken one step at a time.

**d. Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles**

Ms. Vagner said included in the packet were the Board of Trustees Operating Principles that were reviewed at the October 30, 2012 Board/Superintendent/Cabinet Retreat. She said no changes were suggested and the Board would be asked to affirm the Board of Trustees Operating Principles under Old Business.

**e. Beliefs Selected for Actualization for 2012-13**

Ms. Vagner said included in the packet were the Beliefs selected by the Board for Actualization for 2012-13 at the October 30, 2012 Board/Superintendent/Cabinet Retreat. She said at the Work Session the Board was in favor of approving the Beliefs as presented. She said the Board would be asked to affirm the Board Beliefs for Actualization for 2012-13 under Old Business.

**f. Any Other Superintendent’s Update**

Ms. Vagner had no further report on Superintendent’s update at the time of the meeting.

**g. Calendar**

Ms. Vagner said included in the packet was the calendar of the Board’s Meeting Schedule inclusive of various Committees from November 19, 2012 through January 7, 2013. She said Student Discipline Hearings were cancelled for the following evening. She said the Festival of Trees Opening Gala would be held Tuesday evening on November 27<sup>th</sup> and Employee Appreciation was set for Wednesday evening on November 28<sup>th</sup> at the Stephens Performing Arts Center. She said she would attend the Superintendents of the Year Forum in D.C. from December 5 – 7. She said Ms. Johnson would try to get Mr. Andrus’ commitment for the

legislative meeting and Mr. Barnes and Ms. Kessler would present to the legislators what it was like to be in a school that did not receive pay for performance.

**PUBLIC COMMENT** – *Self Explanatory*

**a. Public Comment Pertinent to Agenda Action items**

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

**Board Operating Principles #22 & 23:**

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

There was no public comment pertinent to agenda action items at the time of the meeting.

**CONSENT AGENDA** – *Self Explanatory* – **Action** – Mrs. Vagner

**a. Topic: Approve Human Resource Activity**

**Policy Issue:** Board approves Human Resource Activity

**Background Information:** Included in the packet was documentation of the Human Resource Activity regarding certified employees since the October 16, 2012 Regular Board Meeting.

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

**b. Topic: Authorize Payment of Claims**

**Policy Issue:** Board approves all Claims.

**Background Information:** Included in the packet were bills and invoices as of November 13, 2012 in the amount of \$1,935,752.68.

**Administrative Recommendation:** Administration recommended Board approve the bills and invoices as of November 13, 2012 in the amount of \$1,935,752.68.

**c. Topic: Approve Supplemental Financial Information from October 1, 2012 through October 31, 2012**

**Policy Issue:** Board acts on Financial Information.

**Background Information:** Included in the packet was supplemental financial information for the period of October 1, 2012 through October 31, 2012.

**Administrative Recommendation:** Administration recommended Board approve supplemental financial information from October 1, 2012 through October 31, 2012 as presented.

**d. Topic: Approve Brigham Young University Student Teacher Intern Request**

**Policy Issue:** Board approves student teacher intern access in schools.

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

**Administrative Recommendation:** Administration recommended Board approve the Brigham Young University Student Teacher Intern request as presented.

**Board Direction/Action on Consent Agenda:** A motion was made by Ms. Cranor and seconded by Mr. Vitale to approve the Consent Agenda with the inclusion of Electrical Wholesale Supply Company, Inc. in the payment of claims as presented. The voting was unanimous in the affirmative.

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

**a. Topic: Approve Payment of Claims for Electrical Wholesale Supply Company, Inc.**

**Board Direction/Action:** This item was acted upon in the Consent Agenda.

**b. Topic: Approve Early Graduation Requests**

**Policy Issue:** Board approves Early Graduation requests.

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

**Administrative Recommendation:** Administration recommended Board approve the Early Graduation requests as presented.

**Board Direction/Action:** A motion was made by Mr. Facer and seconded by Mr. Vitale to approve the early graduation requests as presented. The voting was unanimous in the affirmative.

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

**Policy Issue:** Board approves out of District/overnight travel.

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

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

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

d. **Topic:** *Accept the Corrected District # 25 Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2012*

**Policy Issue:** Board acts on financial information.

**Background Information:** This topic was previously discussed on the agenda.

**Administrative Recommendation:** Administration recommended Board accept the corrected District #25 Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2012 as presented.

**Board Direction/Action:** A motion was made by Mr. Facer and seconded by Ms. Cranor to accept the corrected District #25 Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2012 as presented. The voting was unanimous in the affirmative.

e. **Topic:** *Affirm Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles*

**Policy Issue:** Board annually affirms the Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles.

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

**Administrative Recommendation:** Administration recommended Board affirm the Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles as presented.

**Board Direction/Action:** A motion was made by Mr. Vitale and seconded by Ms. Cranor to affirm the Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles as presented. The voting was unanimous in the affirmative.

f. **Topic:** *Affirm Board Beliefs Selected for Actualization for 2012-13*

**Policy Issue:** Board annually affirms Beliefs for actualization.

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

**Administrative Recommendation:** Administration recommended Board affirm Board Beliefs for Actualization for 2012-13 as presented.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Vitale to affirm the Board Beliefs selected for actualization for 2012-13 as presented. The voting was unanimous in the affirmative.

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

a. **Topic:** *Approve Head Start Five-Year Funding Request Letter and Direct Submission to Region X Head Start Coordinator*

**Policy Issue:** Board approves funding request letters for Head Start.

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

**Administrative Recommendation:** Administration recommended Board approve the Head Start Five-Year Funding Request Letter and direct submission to the Region X Head Start Coordinator as presented.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Vitale to approve the Head Start five-year funding request letter and direct the submission to the Region X Head Start Coordinator as presented. The voting was unanimous in the affirmative.

b. **Topic:** *Approve Consultant Services for Professional Negotiations*

**Policy Issue:** Board approves professional contracts.

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

**Administrative Recommendation:** Administration recommended Board approve the Consultant Services for Professional Negotiations Contract for Victor Four Labor Relations as presented.

**Board Direction/Action:** A motion was made by Mr. Facer and seconded by Mr. Vitale to approve the Consultant Services for Professional Negotiations Contract for Victor Four Labor Relations as presented. The voting was unanimous in the affirmative.

**ANNOUNCEMENTS**

There were no announcements at the time of the meeting.

**ADJOURN**

A motion was made by Mr. Vitale and seconded by Ms. Cranor to adjourn. The voting was unanimous in the affirmative. The Board adjourned its Regular Meeting at 7:41 p.m.

**APPROVED ON:**

18 December 2012

**BY:**

Janie McEberhardt  
Chair

**MINUTES PREPARED BY:**

[Signature]  
Secretary, Board of Trustees

**ATTESTED BY:**

Jackie Cranor  
Clerk