

**MINUTES OF THE  
REGULAR SESSION BOARD MEETING  
POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25  
Education Service Center Board Room  
Tuesday, February 21, 2012  
5:30 p.m.**

**BOARD MEMBERS/SUPERINTENDENT PRESENT:**

John Sargent, Acting Chair/Vice Chair  
Jackie Cranor, Clerk  
Janie Gebhardt, Assistant Treasurer

Nate Murphy, 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 21<sup>st</sup> day of February, 2012, as provided in Section 33-510, Idaho Code. Acting Chair Sargent called the Regular meeting to order at 5:31 p.m.

**PLEDGE OF ALLEGIANCE**

Ariane Drake led the audience in the Pledge of Allegiance.

**MOMENT OF SILENCE FOR FRANK RASH**

Acting Chair Sargent called for a moment of silence for former Board Chair Frank Rash. A moment of silence was observed.

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

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

**APPROVAL OF MINUTES – Self Explanatory – Action**

- a. **Special Meeting/Work Session/Legislators** – December 5, 2011
- b. **Special Meeting/Executive Session/Hearing** – December 7, 2011
- c. **Special Meeting/Work Session** – December 13, 2011
- d. **Special Meeting/Action/Executive Session/Hearing** – December 19, 2011
- e. **Special Meeting/Work Session** – January 10, 2012
- f. **Special Meeting/Executive Session/Hearing** – January 11, 2012
- g. **Regular Board Meeting** – January 17, 2012

A motion was made by Ms. Cranor and seconded by Mr. Murphy to approve the minutes as corrected. The voting was unanimous in the affirmative.

**RECOGNITIONS/VISITORS/CORRESPONDENCE – Information**

**a. Visitors and Correspondence**

1) *Sympathy Card for Frank Rash from the School District #21 Board of Trustees*

Mr. Sargent read the sympathy card from Marsh Valley Trustees.

**b. Recognitions - Information - Ms. Allen**

1) *Recognition of Frank Rash*

Mr. Sargent said Mr. Rash was pretty quiet for the most part unless he was passionate about something and would speak his mind. He said he was very thoughtful and people respected his opinion. He said Frank enjoyed visiting schools and talking with the staff. He said the success of the District and accomplishing goals set forth in the Vision/Mission was of great concern to Frank. He said he worked well with each of the Trustees and enjoyed coming to meetings and lifting people up. Mr. Sargent said he enjoyed Frank's sense of humor and friendship. He said he worked diligently and passionately for the District and did so with integrity. He said Frank stood up for what had to be done and what was right, even if it was hard. He said Frank served the community, children and staff well and would be missed. Mr. Sargent presented a plaque honoring Mr.

Rash's service to the District to Frank's children, Ryan Rash and Hailey Duncan who were in attendance. Ryan Rash said there were very few conversations that he had with his dad that didn't involve the school district. He said his dad thoroughly enjoyed serving the District. He said the Board had been supportive during this difficult time and was very much appreciated.

2) *Prudential Spirit of Community Award – Ariane Drake, Century High School*

Ms. Allen said Ariane Drake was recognized as the top youth volunteer for the Prudential Spirit of Community Award. She said the purpose of the group was to recognize outstanding acts of volunteerism. She said Ms. Drake organized a fundraiser called "Hands 4 Uganda" to help needy Ugandan children pay for school. She also helped collect over 150 pairs of shoes for the school children. She said some of the fundraising events included a benefit concert, hot dog eating contest and setting up displays at local church events soliciting sponsorships. She said Ms. Drake actualized all of the District's Beliefs.

3) *PTE Week, Staff Recognition*

Ms. Allen asked the PTE staff to come to the podium. She said there were 38 PTE teachers in the District. She said February was National PTE month. She said K.T. Anderson started his career as a welder with the railroad and went on to become a corporate trainer. She said he started subbing at the District at his daughter's suggestion who was a teacher in the District. She said Mr. Anderson developed new curriculum for five PTE classes and revamped the school's shop room to meet safety and fire regulations. She said Mr. Anderson helped revitalize the FFA program and his classes were full and had a waiting list. She said he used live animals to teach grooming skills to students. Ms. Allen said Laurel Grant was a career development facilitator and started with the District 13 years ago. She said Ms. Grant was all about helping students and ensuring their success. She said Ms. Grant exemplified PTE. She said Sherry Ellis started her 22 year long career as an electronics engineer for NASA. She said Ms. Ellis figured out why the O rings on the Challenger were defective. She said Ms. Ellis was the team leader of the Haywire and Livewire Robotics team. She said the Haywire team had qualified for Nationals twice and the Livewire team just went for its first time. She said Roy Angle, Kelsey Margulieux and Sue Stahlecker were also a critical part of the robotics team. Ms. Allen said Annie Dutton at Century High School revitalized the fashion merchandizing program and had the best fashion design program in the state. She said Ms. Dutton set a goal to bring in male students and created a costume design course for dual credit. She said Destry Jones helped produce the year book for New Horizon High School and students loved his class. She said Mr. Jones used the latest software and was always willing to help students, teachers and even the PTE coordinator. She said Karen Whittier was hands on and had some of the most sought after programs in the District. Ms. Whittier said PTE was an opportunity for students to experience education in a different way. She said most education was delivered through pen and paper, but PTE offered more. She showed how a flat piece of paper was transformed into a visual product and helped students turn ideas into what could be a hands-on career. She said one of the greatest achievements for a teacher is to help students find what they want to do for the rest of their lives. Ms. Allen said Anne LoPiccalo was deserving of recognition. She said she was involved in developing annual goals for staff and benchmarking progress monthly. Ms. Lopiccalo introduced the PTE staff and said without all of their hard work none of this would be possible.

4) *Mary Spiker, Syringa Kindergarten Teacher*

Ms. Allen said Mary Spiker shared the District's Vision and Mission with parents to help them understand the Mission and the expectations. She said this held Ms. Spiker and her students accountable for living the Vision and Mission. She said other teachers in the school had adopted the practice as a result of Ms. Spiker's example. Principal Alessi said she would have written a speech but there were not enough pages to describe what Ms. Spiker does every day. She said Ms. Spiker problem solved, held herself and her students to high expectations, participated in the KISS program and in professional development opportunities and was on the TIA committee. She said there was never a dull moment in her classroom and kids were engaged and learning constantly. She said she wished every student could have Ms. Spiker as their teacher.

5) *Tyhee Elementary National Title I Distinguished School Award*

Ms. Allen invited Jim Denton and the Tyhee staff to the podium. She said the school was awarded the Distinguished Title I School Award by the State Department of Education and then was recognized as a National Title I Distinguished School. She said the Distinguished School Program had been in place since 1996 and was centered on academic achievement and creative and innovative programs. She said the Tyhee staff was being honored for closing the achievement gap. She said the staff demonstrated a wide variety of strengths including team work, focused professional development, individualized programs for students and strong parent and community relationships. She said interventions were put in place to improve skills and

encourage attendance. Principal Denton said it was an honor to receive national recognition. He said ten staff members were able to attend the National Conference in Seattle, WA. He said it validated what staff did every day across the District. He said the programs and staff in place were dedicated to children and ensured kids were held accountable. He said he was proud of the staff and students for all of their hard work. He thanked the Board and the community for the recognition.

**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.

**Board Operating Principles No. 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 agenda at the time of the meeting.

**REPORTS – Information**

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

**1) Alameda Center – Talisha Lowry**

**2) Century High School – Kolton Jackman/Ariane Drake**

Mr. Jackman said the school was starting “healthy relationships” week. He said the school had its elective fair and went well. He said the girls basketball team won the District Title and beat Preston and Poky. He said the boys basketball team beat Preston and would play Poky that night. He said the bowling team attended the state competition and did well. He said the school play “She Loves Me” had 25 student actors and a live pit orchestra. He said the school library was now renting out Kindles to students. He said the student council was headed to the state conference. He said finals were coming up. He said the school had six wrestlers qualify for state. He said choir was having a show case on Saturday.

**3) Highland High School – Tina Xu/Aaron Eskelson**

Ms. Xu said the girls basketball team placed 4<sup>th</sup> at state and won the Academic State Championship. She said the wrestling team had 18 wrestlers qualify for state and would compete in the state competition at the Holt Arena. She said the boys basketball District Championship game was that night. She said softball, baseball and tennis would begin Friday. She said the track team had been practicing and would start the following week. She said the school had 50 students participate in the Simplot Games. She said Dallin Farnsworth broke a Simplot record. She said the school’s Key Club sponsored the sweetheart dance and the theme was “Can’t Help Falling in Love”. She said the Trouveres were preparing for a Broadway Cabaret that weekend. She said student government was planning a Distinguished Man and Woman Competition and elections were scheduled for mid-March. She said the spring semi-formal dance was coming up and proceeds would go towards the Make a Wish charity. She said the BPA and debate teams would compete at state. She said students were busy preparing for finals.

**4) Pocatello High School – Hannah Stinson/Ricardo Chavarria**

Ms. Stinson said the school had its elective fair and was successful. She said the wrestling team won the District Championship and 14 wrestlers qualified for state. She said the debate team competed at state and four students qualified for nationals. She said girls basketball took 2<sup>nd</sup> place at the District Championships. She said the school had its National Honors Society inductions and had 65 new inductees. She said the school had a classical concert on Wednesday. She said the track team had a large number of students participate in the Simplot Games. She said the boys basketball team was competing in the District Championship game that night. She said the school’s musical, “Grease”, was scheduled for March 8 – 12, 2012. She said students were preparing for finals.

**b. Media Report – Ms. Allen**

Ms. Allen said the District had good media coverage that month. She said there were twelve written articles highlighting various students, teachers, the superintendent and one of the Board members, Ms. Gebhardt who won the Joy Morisson Award. She said the article about Ms. Vagner receiving the 2012 Superintendent of the Year had a full color photo above the fold and was glad to see it was a high priority story for the paper. She said all of the articles were positive that month with the exception of the crossing guard article and the situation was being resolved.

**c. Report on 2012 Superintendent's Annual Conference & ISBA Day on the Hill**

Superintendent Vagner said she and the Board were brought up to speed relative to legislative updates during Day on the Hill. Ms. Gebhardt said there were in-depth conversations regarding the state's ESEA waiver and would be a lot to think about. She said the meeting provided a good opportunity to discuss issues with legislators. Ms. Cranor said Senator Malepeai said public education did not get enough praise. She said his daughter talked about attending Brown University and said some of the curriculum she studied there was the same curriculum she studied in her junior year at Highland High School. She said students in the District really received a quality education and should be applauded. Mr. Murphy said the delegation was great and he appreciated how all of them were on the same page with how to best educate children.

**d. Report on Standing Committees for 2011-2012**

Ms. Gebhardt said the Boundary Committee was still doing its work and would bring in parents, teachers and administrators in the near future. Ms. Vagner said the Board could anticipate a Boundary Committee report at the April Work Session. Ms. Cranor said the Head Start Committee met and had 132 students on the waiting list. She said she and Mr. Murphy attended their first SCF Committee Meeting and was amazed at how much was involved in figuring out how to implement SCF in the District.

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

**a. Franklin Middle School Restructuring Plan – Dr. Mortensen/Mr. Vereecken**

Dr. Mortensen said the Franklin Middle School Restructuring Plan was included in the packet. She said the plan was completed per the direction of the State Department of Education and had been approved by the District's review team and would be submitted to the state by March 1, 2012 following Board approval. Mr. Vereecken said he would highlight the main points in the plan. He said the biggest change at the school was the buy-in from staff in the belief that "Students cannot opt out of their learning". He said the school implemented a program inspired by the "Power of ICU" that was presented to secondary staff earlier that year. He said the program did not allow teachers to give students zeroes. He said students were held accountable to get their work done no matter how long it took. He said ICU study halls were started to allow extra time to make up work and included after school tutoring. He said one of the staff attended the Effective Grading Conference in Portland, OR which helped all of the staff reflect on the type of assignments students were given and how assignments were graded. He said the school was making adjustments as it went along. He said at the end of the 1<sup>st</sup> trimester of the 2010-11 school year before starting the "ICU" program there were 291 students with D & F grades and at the end of the 1<sup>st</sup> trimester of the 2011-12 school year after implementing the "ICU" program there were only 118 students with D & F grades which was almost 2/3 less than the year before. He said the staff was still waiting to see how it would affect test scores but believed they would improve overall. He said there was some minor pushback from students at first but strategies were in place to handle those situations. He said he and the staff were excited about the direction the school was headed in. He said it was good to see programs not just on paper, but being practiced in the building every day. He said students that had struggled in the past were buying in and were taking an interest in their secondary careers.

**b. School Improvement Plan Assurance Pages – Dr. Mortensen**

Dr. Mortensen said in addition to Franklin Middle School several other schools were required to submit improvement plans to the state and the Instructional Directors were working with those schools to approve plans prior to submission to the state. She said the Board would be asked to approve the school improvement plans and sign the assurance pages for the District, Highland High School, Franklin Middle School, Hawthorne Middle School and the Alameda Center under New Business.

**c. Alternate Route to Graduation – Dr. Mortensen**

Dr. Mortensen said included in the packet was a memorandum listing students that were requesting an alternate route to graduation in place of the ISAT. She said school administrators had signed off on the request verifying that the alternate route had been completed and appropriate forms were on file with the District's Curriculum Department. She said the Board would be asked to approve the requests for alternate route to graduation under New Business.

**d. ESEA Waiver Update – Dr. Mortensen**

Dr. Mortensen said several Directors had gone to Boise and learned more about the state's ESEA Waiver application. She said individuals and Districts were able to provide feedback on the waiver. She said several changes were made as a result of the input including the removal of LEP 1, 2 and 3 achievement categories

provided students who were in their second and third years were new to the US and still learning the language; the state changed the growth matrix to lessen the student growth percentile for schools meeting average growth expectations; and it adjusted the new “Star Rating” system so only 5% of schools would be classified as 1 & 5 star and 10% of schools would be classified as a 2 with the rest of the schools being classified as 3 & 4 stars. She said the parameters of tutoring services had been defined to help Districts budget for set asides. She said eligibility for choice and SES had been revised. She said schools classified as a 1 or 2 star must utilize outside SES providers. She said another change allowed for a one year transition period before new rules would take effect. She said another change clarified that only one formal evaluation was required per year with new teachers being monitored twice a year. Ms. Gebhardt said the state was treading on ground it did not belong on with dictating how School Boards would evaluate the Superintendent. Ms. Cranor said she could not understand why the state was trying to take on more responsibility in areas it had nothing to do with. Ms. Gebhardt asked how Districts were supposed to explain the star rating system to parents in a way that made any sense. Dr. Mortensen said Mr. Wegner had initially reviewed the star system and said Districts had to see the state’s calculation before it could explain anything. She said that piece would be critical in helping people understand the new measures and calculations.

**e. SCF Technology Task Force Final Recommendations – Dr. Mortensen**

Dr. Mortensen said she would highlight the critical final recommendations of the SCF Technology Task Force. She said all of the items were recommendations and the state had yet to make any final decision. She said the SDE announced that “one to one computing devices” would be laptops. She said Districts would be responsible to provide training to parents of students who received laptops several times throughout the year. She said the state also clarified that devices would not become the personal property of students or staff. She said laptops would be deployed to all secondary teachers in the following school year and then 1/3 of the student population would receive laptops over the next three years. She said all students in a high school would get laptops at the same time. She said one of the recommendations for the implementation of fractional ADA was to base ADA on credits earned rather than on instructional time. She said the SDE would work with Districts to develop an online portal where parents could register their student for a pre-approved online course. She said one big question remaining was how the state intended to provide professional development. She said the state would set aside \$500,000 in professional development grants in addition to state level training. Mr. Sargent noted there was an additional insurance charge to families for laptop upkeep which had not been previously advertised. Ms. Gebhardt said some of the recommendations would most likely become additional costs to Districts.

**f. TIA Report – Dr. Mortensen**

Dr. Mortensen said the District was currently planning for the 5<sup>th</sup> Annual Working TIA Conference. She said 29 of the District’s staff members participated in a TIA Focus Group on January 26<sup>th</sup> with 150 other teachers from Regions 4, 5 & 6. She said the purpose of the focus group was to evaluate existing TIA documents and recommend any updates in preparation for the June working conference. She said the focus group was successful and provided excellent feedback. She said the District was working to finalize teacher teams for conference in June and was working in cooperation with ISU.

**g. Any Other Curriculum/PLCs/TIA/Beliefs Update – Dr. Mortensen**

Dr. Mortensen had no further Curriculum updates at the time of the meeting.

**h. 2011-2012 Federal Programs Monitoring – Dr. Mortensen**

Dr. Mortensen said the Federal Programs Monitoring was scheduled for March 6 – 10, 2012. She said included in the packet was a list of evidences which were assigned to various departments for collection. She said it had taken hundreds of hours to prepare the required materials and documentation that was submitted that day. She thanked Jan Harwood, the District’s Title I Coordinator for taking on the responsibility to make assignments and track down information by working with staff to collect all the required data. She said the review team would visit Title I schools and interview principals, teachers and parents and would observe core instruction and Tier II interventions. She said the District was excited to showcase the programs that had been implemented and the accomplishments of the schools. She said the administration would report any recommendations or findings following the review. She said the state’s review team would read and review all documented evidences prior to visiting schools. Ms. Cranor asked if the schools knew when the review team would be there. Dr. Mortensen said yes a schedule went out to schools so they would know exactly when to expect the review team.

- i. Elementary Parent Teacher Conferences Report – Dr. Mortensen**  
Dr. Mortensen said included in the packet was a report documenting parent attendance at the parent teacher conferences in January. She said one teacher was unable to attend and the school had a plan to address those conferences. She said Indian Hills attendance would be corrected to 75%.
- j. Head Start Program Update – Dr. Mortensen**  
Dr. Mortensen said included in the packet was a letter designating Ms. Cranor as the Board’s Head Start Liaison. She said the letter was required as part of the documentation for the Head Start Grant. She said the Board would be asked to sign the letter designating Jackie Cranor as the Board Head Start Liaison to ensure requirements were met.
- k. 21<sup>st</sup> Century After School Program Update – Dr. Mortensen**  
Dr. Mortensen said the 21<sup>st</sup> Century After School Program had a service learning project called Pocatello to Africa 5k Race and was to raise money for the District’s sister city in Africa. She said the 5k race was scheduled for April 28<sup>th</sup> and the after school program would learn about the sister city in Africa and train for the race up until the event. She said she hoped the community would get involved. She said the state received 22 competitive grants for 21<sup>st</sup> Century After School Programs and the District made the first cut.
- l. Idaho Food Bank – Back Pack Program Update – Dr. Mortensen**  
Dr. Mortensen said included in the packet was the Idaho Food Bank – Back Pack Program report. She said the report communicated a great need in the District.
- m. ISU Administrative Intern Request – Dr. Mortensen**  
Dr. Mortensen said John Anderson was a teacher at Lewis & Clark and was in the process of completing his Master’s Degree and was requesting to work with Principal Robinson during the administrative intern phase of the degree requirement. She said he would be assigned to a secondary school following the elementary portion. She said the internship requirement took about 500 hours to complete.
- n. Any Other Elementary Education/PLCs/TIA/Beliefs Update – Dr. Mortensen**  
Dr. Mortensen had no further Elementary Education update at the time of the meeting.
- o. Secondary Parent Teacher Conferences Report – Mr. Devine**  
Mr. Devine said the secondary schools were continuing to focus on improving D and F grades. He said the Pocatello High School faculty was very involved in contacting parents in an effort to turn grades around and attributed the high parent teacher conference attendance to that effort. He said parent teacher conference attendance was always a struggle at the secondary level.
- p. Naming of the Stocks Building – Mr. Devine**  
Mr. Devine said the name proposed by the Alameda Center students for the Stocks Building was “The New Horizon Center”. Mr. Murphy asked what the other two names were. Mr. Devine said one of the other names was the 212<sup>o</sup> Center but could not remember the other name. Ms. Vagner said the information would be included in the March Work Session packet for Board discussion. Ms. Cranor asked if students voted on the names. Ms. Vagner said Principal Barnes would be at the March Work Session and would talk about the process.
- q. 9<sup>th</sup> Grade School Choice Data – Mr. Devine**  
Mr. Devine said numbers fluctuated from year to year. He said the anticipated number of 9<sup>th</sup> graders coming into the high schools was about 1,000. He said Pocatello High School had the most new 9<sup>th</sup> graders coming in. Ms. Gebhardt said it appeared that the numbers evened themselves out. Ms. Cranor asked if all of the high schools had elective fairs. Mr. Devine said yes. Ms. Cranor said Pocatello High School must have done a really good job with the majority of 8<sup>th</sup> graders requesting to go there. Mr. Devine said the students did a really good job promoting their school at the elective fairs and said Irving Middle School also had one of the largest 8<sup>th</sup> grade populations ever which could have contributed to the high number of incoming 9<sup>th</sup> graders at Pocatello High School.
- r. 2012 Summer School Schedule – Mr. Devine**  
Mr. Devine said the 2012 Summer School Calendar was included in the packet. He said the administration proposed beginning summer school on June 11, 2012 to avoid any conflict with TIA and still finish by July 27, 2012. He said the Board would be asked to adopt the calendar under New Business.
- s. 2<sup>nd</sup> Trimester Dual Enrollment Data – Mr. Devine**  
Mr. Devine said the ISU Dual Enrollment report showed how the District compared with other high schools participating in dual enrollment courses. He said he believed word would continue to spread and students would catch on that the opportunity was available.

- t. **BYU-I Student Teacher Intern Request** – Mr. Devine  
Mr. Devine said the BYU-I Student Teacher Intern request was included in the packet and was a routine request. He said the Board would be asked to approve the request under the Consent Agenda.
- u. **Early Graduation Requests** – Mr. Devine  
Mr. Devine said included in the packet was a memorandum listing the number of students requesting early graduation and the high schools they attended. He said there were about 25 students requesting early graduation. He said the students had the necessary credits for graduation and each request had been reviewed and approved by the administration. He said the Board would be asked to approve the requests under Old Business.
- v. **Preliminary Out of District/Overnight Field Trip Requests** – Mr. Devine  
No preliminary Out of District/Overnight Field Trip Requests were received.
- w. **Out of District/Overnight Field Trip Request** – Mr. Devine  
Mr. Devine said one of the overnight field trip requests was unusual and was for the tennis team to travel to Boise for a competition but only provided transportation one way to save on transportation costs. He said the school obtained permission from all parents who were responsible to provide transportation for their student for the return trip. He said it is a small group and all parents were very involved. He said the Board would be asked to approve the trips under Old Business.
- x. **Any Other Secondary Education/PLCs/TIA/Beliefs Update** - Mr. Devine  
Mr. Devine said he wanted mention that the Highland High School wrestling team had also won the 5A Academic Championship this year. He said the Alameda Center made some changes to incentivize improvement and since implementing the new process the number of honor roll students had increased and attendance had improved overall. He said the climate of the school had improved and students and teachers appreciated the changes. He said Hawthorne Middle School staff unanimously agreed that assessments would include 80% of a student's grade. He said the school was implementing a standards based grade book. Mr. Devine said Dallin Farnsworth from Highland High School was named the Gatorade Student Athlete of the Year at the 2012 Simplot Games. He said Irving Middle School had seen a 30% decrease in D & F grades since implementing ICU at the school. He said Franklin Middle School had an instructional assistant save the life of another teacher after administering CPR.

**BUSINESS OPERATIONS (BUDGET, MAINTENANCE, TRANSPORTATION, FOOD SERVICE) –**  
Information – Mr. Reed

- a. **Idaho General Fund Update**  
Mr. Reed said the Idaho General Fund Revenue report was included in the packet for the month of January. He said the forecast exceeded projections by \$3 million. He said this was the second month in a row that the forecast exceeded projections. He said overall the general fund was \$13.2 million ahead of the forecast. He said even though revenue projections were ahead this year, revenue was down overall. He said the administration was optimistic that the economy would continue to grow and recover.
- b. **Review of Stocks Building/Alameda Center Timeline**  
Mr. Reed said the District was a year and half into the project. He said the Boundary Committee began its work in October. He said the group was very positive and had good recommendations to bring to the Board in the coming months. He said the committee would meet with the administration on February 28, 2012 to review the work of the committee and provide input. He said staff and PTO/PTA representatives would be invited to review the work and provide input on March 9, 2012. He said he hoped each group would appreciate the way the boundaries were coming together. He said an overview of the work would be presented to the Board at the April Work Session. He said the administration would begin purchasing equipment for the new alternative school in April. He said he had been through the building numerous times with the contractor to make sure nothing was missed. He said another Board tour of the building was scheduled immediately prior to the March Work Session. He said Phase II of the Alameda Center would begin in April. Ms. Cranor said she read an article in the paper about the Stocks building and did not paint the project in a positive light. She said the article listed concerns about spending money on renovating a used building while cutting salaries. Mr. Reed said the Stocks Building was paid for out of the District's School Plant Facilities Fund which was a 10 year levy and could not be spent on salaries. He said this levy negates the need to go for bond elections. He said the CIP Committee was diligent in prioritizing projects so only the most critical needs were met until the Stocks Building and Alameda Center projects were complete. Ms. Gebhardt said the article mentioned that it was far more expensive to tear down an old building and renovate than it was to build a new

school which was inaccurate. Mr. Reed said that was correct. He said about three years ago the District was able to negotiate with the seller of the Stocks Building for a purchase price of \$1.5 million and the building included the parking lot, warehouse and storage areas. He said the cost for renovations totaled \$3.2 million which put the entire project at less than \$5 million. He said the cost for building a brand new school in this market would cost around \$15 million. He said the purchase of the Stocks Building was a wise use of taxpayer dollars. He said the District was also able to save money on green space by having the alternate school share fields with Hawthorne Middle School which was just across the street. He said it also took an unused building off the market which helped to improve the community. Ms. Cranor said she appreciated Mr. Reed addressing the issue to clear up any confusion.

**c. Camp/Fundraiser Approval and Reconciliation Forms**

Mr. Reed said the District conducted a review of the high school camp and fundraiser approval and reconciliation processes and determined the process needed to be tightened. He said greater accountability was needed and the reconciliation of funds needed more controls. He said the administration established clearer guidelines and practices on how fundraisers were to be conducted and how funds were to be handled. He said the new reconciliation forms ensured funds were used to enhance programs. Mr. Sargent said the forms looked good and were very thorough. Mr. Reed said a lot of input went into revising the forms.

**d. 2012 Bid Schedule**

Mr. Reed said there were many bids coming up and wanted the Board to be aware of the projects. He said the bid list was divided into sections for formal and informal bids. He said competitive bids were done through the quoting process to ensure the District got the best possible price.

**e. 2011-2012 Budget Adjustments**

Mr. Reed said budget adjustments were routine every February. He said the budget had to be completed and submitted for approval prior to the District actually receiving funds which were sometimes less or more than anticipated. He said the administration anticipated a certain amount for maintenance of effort and ended up adjusting the budget up because the one time distribution was more than anticipated. He said the Board approved putting any excess funds into a reserve account to offset increases for future years. He said one adjustment may appear to be an increase of \$1.1 million for PTE but was only because PTE funds were not included in the original budget. He said overall everything was pretty close to the original estimates. Ms. Cranor asked how the salary was able to be adjusted down. Mr. Reed said the administration prepared the budget based on existing staff but as more teachers retired and teachers with less experience were hired the salary budget was able to be adjusted down.

**f. Free and Reduced Lunch Report**

Mr. Reed said included in the packet was the free and reduced lunch report. He said 50.07% of students in the District were eligible for free and reduced. He said also included in the packet was a year to date report.

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

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

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

Mr. Reed had no further Business Operations updates at the time of the meeting.

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

**a. Campus/ISEE Upload Update**

Mr. Smart said the latest ISEE submission was complete. He said the state implemented some new templates and it was a challenge to upload the data without errors. He said the staff was able to correct all the new errors and were ready for the following month.

**b. Student Enrollment Information/ADA/Enrollment & Budget Projections 2013 Update**

Mr. Smart said the current student enrollment data was included in the packet. He said the administration learned that the District was not receiving the ADA it anticipated. He said the reports that Campus pulled to create ADA reports included multi-school students as two separate students. This was giving the District more ADA than it should be receiving. He said the duplicates were cleaned up by designating a “primary” school for those multi-school students. Ms. Cranor asked if the District was still getting the full ADA for the student if Campus was only counting the primary school. Mr. Smart said the administration was working with Campus to aggregate attendance of all schools. Ms. Gebhardt asked if that would have an impact on the District’s graduation rate. Mr. Smart said he was not sure how it would affect the graduation rate and would research the issue. He said there were a number of budget documents included in the packet. He said the first document was the ADA adjustment based on October’s membership. He said most class loads were very

close. He said last year the District projected 591 units and was right on target. He said when he ran the projected enrollment report in January he anticipated about 590 units. He said the next budget document showed the index for teacher and administrator salaries. He said the District created a false base at about \$30,000 which was used to calculate the index and went into salary apportionment. He said the next document was the 2012-13 enrollment projection. He said the 118 duplicated students were removed from the equation and the District was still seeing an increase, just not as much as it originally anticipated. He said utilizing the same formula as in the past he calculated 599 units. He said preliminary budget information would be based on those calculations. He said the state's proposed education budget allocated a 3% increase but took it back out to pay for other initiatives. He said the District would receive \$51.3 million support dollars from the state which was \$974,000 more than the current budget. He said the total FY 2012 budget was \$69.2 million. He said he anticipated \$67 million for FY 2013 based on current revenue. He said the District would still have to figure out how it would cover the \$1.3 million reallocated to other initiatives. He said the District was already under-hired for certified staff. He said if nothing changed for the coming school year the District would be under-hired at 4%. He said the state allowed for 11% understaffing for the 2013-14 school year. Ms. Cranor asked why PCCS's enrollment was down 100 students. Ms. Vagner said it was most likely a typo and would look into it.

**c. Wellness/Insurance Committee Update/Wellness Dashboard Report**

Mr. Smart reviewed the Wellness Dashboard. He said the District did not quite meet the participation levels needed for the 4% reduction on premiums. He said participation in myRegence programs was 1.3% short. He said the administration was trying to figure out how myRegence was calculating program participation. He said the administration was still diligently watching medical numbers. He said the District held its Health Fairs and both days were well attended. He said over 600 employees and their spouses participated and everything went smoothly. He said the District coordinated the event with the hospital. He commended C.B. Giles for all of her hard work in putting the event together and for encouraging participation.

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

Mr. Smart had no further Employee Services updates at the time of the meeting.

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

**a. Monthly Human Resources Report**

Ms. Vagner said the monthly Human Resources Report was included in the packet along with the addendum for a staff member requesting a leave of absence. She said the Superintendent's Contract extension was included in the report and the Board would be asked to approve the report as amended under the Consent Agenda.

**b. Students Come First Committee Report**

Ms. Vagner said the SCF Committee met on February 13, 2012 and was ready to present the new RIF Procedure to the administrators and teachers. She said the committee provided input about renewal of Category A contracts. She said Category A teachers were subject to notice so the administration was developing letters that would inform Category A teachers of the District's intent to hire or not hire and teachers would receive another letter informing them of Board action. She said the administration was prepared to belay some fears at the building level and educate staff as to how the District would proceed. She said the committee would discuss assignment and transfer, pay for performance, leadership and hard to fill positions at the next meeting. She said the SCF Committee meeting scheduled for February 27, 2012 was cancelled because it was a record day for the schools. She said the committee would meet again on March 12, 2012.

**c. 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. Timeline for Trustee Replacement and Election of Board Chair**

- *Declare Vacancy for Trustee Seat in Zone #3 on February 21, 2012*
- *Set March 6, 2012 as the Deadline for Receipt of Resumes and Letters of Application*
- *Set Trustee Candidate Interviews for March 13, 2012*
- *Seat New Trustee and Administer the Oath of Office March 20, 2012*
- *Elect Board Chair March 20, 2012*

Ms. Vagner said the above schedule set forth the timeline for replacement of the Trustee Seat in Zone #3. She said a motion outlining the proposed timeline was included in the packet for Board consideration depending on how the Board wanted to approach the issue.

**b. Legislative Update**

Ms. Vagner said there was proposed legislation that postponed parent input into teacher evaluations until the following year and would be due by March 1 rather than February. She said the Board would need to revise its Policy and the evaluation forms. She said legislation that allowed students to access state funds to pay for dual enrollment courses if they completed all graduation requirements by their junior year was being amended to allow access to dual enrollment if students completed all graduation requirements prior to the final semester/trimester of their senior year. She said this would make far more students eligible than the original requirement. She said another change was to include the PERSI calculation into pay for performance. She said amended legislation also removed the District Office administrators from the pay for performance plan until the state could figure out how it would handle District Office administrators. She said another bill was being proposed that would remove the reallocation of salaries to pay for other initiatives. She said there was proposed legislation that would place further responsibility on coaches and parents for concussion management. She said another proposed bill lifted the cap on charter schools which she anticipated would pass. She said the District would provide rationale to its senators as to why the District was opposed to the legislation. She said there was a revision to the grievance process for non-certificated employees that left any final employment decision with the local School Board rather than with the District Courts. She said another bill would allow acceleration for students in grades 7 – 12. She said there was some debate as to how that would be funded and would most likely fall on the District's shoulders. She said another bill strengthened the current anti-bullying laws. She said this District was a good example of taking bullying seriously with the policies in place and the investigation process. She said legislation removing the asynchronous requirement passed and teachers teaching an online course would be allowed to be in the same building as students taking the course. She said there was proposed legislation that could negatively impact part-time employees. She said the change would remove PERSI benefits for most of the District's classified staff. She said she hoped any legislation would be amended to avoid any adverse effect on employees. She said there was legislation that required Districts to provide reports on bonds and levies which the District already did. She said the requirement to submit a ten year plan had been lessened to five years and added 20 days to the deadline. She said there was proposed legislation that would allow teachers to write off any school supplies purchased in excess of \$250. She said another bill would remove the requirement for a teacher to be employed for at least three years before becoming eligible for leadership positions. She said another bill would streamline the process for requesting and sending employee records. She said there was a Resolution in the House for a repeal of the No Child Left Behind Act. She said another bill strengthened consequences for not reporting child abuse to a felony rather than a misdemeanor. She said the bill also would remove the statute of limitation. She said there was some debate on the amount of sick days an employee could carry with them in the event of a RIF. She said the administration had been monitoring the elimination of the personal business property tax closely. She said the bill may not pass this year but the issue was not going away. She said another bill would allow Districts to rehire retired teachers. She said another bill would make the SDE the primary posting location for the list of liability insurance carriers and Districts would only be required to keep one year of employee notices at a time. She said JFAC would set the budget on March 5, 2012 and the administration would bring preliminary budget information to the March Work Session. She said the administration was hopeful it would have some form of a balanced budget prior to Spring Break and hoped to bring budget recommendations to the Board at the April Board Meeting in order to lock in staff as soon as possible.

**c. Policy 5310 – Purchasing Guide**

Ms. Vagner said included in the packet was Policy 5310 – Purchasing Guide. She said the changes to the policy included adding language to clarify that the District was able to partner with national cooperatives for purchasing. She said the changes were a result of the District's Annual Policy Review and people were paying attention to outdated language or practices. She said the Board would be asked to hear the Policy on first reading under New Business.

**d. Policy 5315 – Student Activity Fund Management**

Ms. Vagner said included in the packet was Policy 5315 – Student Activity Fund Management. She said the change to the policy removed language that restricted elementary schools from having school related checking or savings accounts which had not been the District's practice and the revision would bring the

policy in line with current practice. She said the Board would be asked to hear the Policy on first reading under New Business.

**e. Policy 7129 – Fringe Benefits – Certificated Administration**

Ms. Vagner said included in the packet was Policy 7129 – Fringe Benefits – Certificated Administration. She said the change aligned the Policy language with the District’s Pay Manual and Negotiated Agreement and was a result of the District’s Annual Policy Review. She said the Board will be asked to hear the Policy on first reading under New Business.

**f. Policy 7156 – Tobacco Free Workplace**

Ms. Vagner said included in the packet was Policy 7156 – Tobacco Free Workplace. She said the change prohibits the use of electronic cigarettes as part of a tobacco free workplace. She said the change was a result of the District’s Annual Policy Review. She said the Board would be asked to hear the Policy on first reading under New Business.

**g. Policy 7530 – Fringe Benefits – Classified**

Ms. Vagner said included in the packet was Policy 7530 – Fringe Benefits – Classified. She said the change aligned the Policy language with the District’s Pay Manual and Negotiated Agreement and was a result of the District’s Annual Policy Review. She said the Board will be asked to hear the Policy on first reading under New Business.

**h. Policy 8111 – District Attendance Areas and Student Transfer**

Ms. Vagner said included in the packet was Policy 8111 – District Attendance Areas and Student Transfer. She said the change eliminated redundant and outdated language in the Policy and was a result of the District’s Annual Policy Review. She said the Board would be asked to hear the Policy on first reading under New Business.

**i. Policy 8270 – Reporting Student Injury or Accidents**

Ms. Vagner said included in the packet was Policy 8270 – Reporting Student Injury or Accidents. She said the change cleaned up outdated Policy language and added the website as a source for accessing District forms. She said the change was made as a result of the District’s Annual Policy Review. She said the Board would be asked to hear the Policy on first reading under New Business.

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

Ms. Vagner said there was an article in the paper about the crossing guards at Wilcox which was being addressed in cooperation with the city with anticipation to split the cost for a crossing guard at Wilcox. She said she expected the city would resolve the situation shortly. She said the administration was working with the school to get a letter sent to parents informing them of the situation and resolution. Ms. Gebhardt asked if crossing guards were trained. Ms. Vagner said they were.

**k. Calendar**

Ms. Vagner reviewed the upcoming calendar items for the Board.

**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.

**Board Operating Principles No. 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 January 17, 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 February 10, 2012 in the amount of \$2,139,321.24.  
**Administrative Recommendation:** Administration recommended Board approve the bills and invoices as of February 10, 2012 in the amount of \$2,139,321.24.
- c. **Topic:** *Approve Supplemental Financial Information from January 1, 2012 through January 31, 2012*  
**Policy Issue:** Board acts on Financial Information.  
**Background Information:** Included in the packet was supplemental financial information for the period of January 1, 2012 through January 31, 2012.  
**Administrative Recommendation:** Administration recommended Board approve supplemental financial information from January 1, 2012 through January 31, 2012
- d. **Topic:** *Approve ISU Administrative Intern Request*  
**Policy Issues:** Board approves administrative intern access in District schools.  
**Background Information:** This item was previously discussed on the agenda.  
**Administrative Recommendation:** Administration recommended Board approve the ISU administrative intern request as presented.
- e. **Topic:** *Approve BYU-I Student Teacher Intern Request*  
**Policy Issues:** Board approves student teacher intern access in District schools.  
**Background Information:** This item was previously discussed on the agenda.  
**Administrative Recommendation:** Administration recommended Board approve the BYU-I student teacher intern request as presented.  
**Board Direction/Action on Consent Agenda:** A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to approve the Consent Agenda as presented. The voting was unanimous in the affirmative.

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

- a. **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 Ms. Gebhardt and seconded by Mr. Murphy to approve the early graduation requests as presented. The voting was unanimous in the affirmative.
- b. **Topic:** *Approve Out of District/Overnight Field Trip Requests*  
**Policy Issue:** Board approves Out of District/Overnight Field Trip requests.  
**Background Information:** This item was previously discussed on the agenda.  
**Administrative Recommendation:** Administration recommended Board approve the Out of District/Overnight Field Trip requests as presented.  
**Board Direction/Action:** A motion was made by Mr. Murphy and seconded by Ms. Gebhardt to approve the Out of District/Overnight Field Trip Requests as presented. The voting was unanimous in the affirmative.

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

- a. **Topic:** *Approve Franklin Middle School Restructuring Plan*  
**Policy Issue:** Board approves School Restructuring Plans.  
**Background Information:** This item was previously discussed on the agenda.  
**Administrative Recommendation:** Administration recommended Board approve the Franklin Middle School Restructuring Plan as presented.  
**Board Direction/Action:** A motion was made by Ms. Gebhardt and seconded by Ms. Cranor to approve the Franklin Middle School Restructuring Plan as presented. The voting was unanimous in the affirmative.
- b. **Topic:** *Approve School Improvement Plan Assurance Pages*  
**Policy Issue:** Board approves School Improvement Plans and signs the assurance pages.  
**Background Information:** This item was previously discussed on the agenda.  
**Administrative Recommendation:** Administration recommended Board approve the School Improvement Plans and sign the Assurance pages as presented.

**Board Direction/Action:** A motion was made by Ms. Gebhardt and seconded by Ms. Cranor to approve the School Improvement Plans and sign the Assurance Pages as presented. The voting was unanimous in the affirmative.

c. **Topic:** *Approve Alternate Route to Graduation*

**Policy Issue:** Board approves alternate routes to graduation.

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

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

**Board Direction/Action:** A motion was made by Mr. Murphy and seconded by Ms. Gebhardt to approve the alternate route to graduation as presented. The voting was unanimous in the affirmative.

d. **Topic:** *Adopt 2012 Pocatello/Chubbuck School District #25 Summer School Calendar*

**Policy Issue:** Board adopts school district calendars.

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

**Administrative Recommendation:** Administration recommended Board adopt the 2012 Pocatello/Chubbuck School District #25 Summer School Calendar as presented.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Murphy to adopt the 2012 Pocatello/Chubbuck School District #25 Summer School Calendar as presented. The voting was unanimous in the affirmative.

e. **Topic:** *Approve the 2011-2012 Budget Adjustments*

**Policy Issue:** Board adopts District budget.

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

**Administrative Recommendation:** Administration recommended Board approve the 2011-2012 Budget Adjustments as presented.

**Board Direction/Action:** A motion was made by Ms. Gebhardt and seconded by Ms. Cranor to approve the 2011-2012 Budget Adjustments as presented. The voting was unanimous in the affirmative.

f. **Topic:** *Declare Vacancy for Trustee Seat in Zone #3 and Set Schedule for Filling Trustee Zone #3 Seat and Electing Board Chair*

**Policy Issue:** Board declares any vacancy on the School Board and sets schedule for filling Trustee seats and electing a Chair.

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

**Administrative Recommendation:** Administration recommended Board declare a vacancy for Trustee seat in Zone #3 and set a schedule for filling the Trustee Zone #3 Seat and Electing a Board Chair as presented.

**Board Direction/Action:** A motion was made by Ms. Gebhardt and seconded by Mr. Murphy that:

**WHEREAS,** a vacancy has been created in the Zone #3 Trustee Seat due to the death of Board Chair, Frank Rash; and

**WHEREAS,** the Board of Trustees shall make such declaration of vacancy at any Regular or Special Meeting and appoint a replacement Trustee to fill the vacancy within ninety (90) days of such declaration per Idaho Code 33-504;

**NOW THEREFORE BE IT RESOLVED,** that the Pocatello/Chubbuck School District #25 Board of Trustees hereby declares a vacancy for the Trustee Seat in Zone #3;

**FURTHER BE IT RESOLVED,** that the Board of Trustees set the schedule for filling the vacant Trustee Seat in Zone #3 and electing a Chair per the following timeline:

- March 6, 2012 – Deadline for receipt of resumes and letters of application
- March 13, 2012 – Trustee candidate interviews
- March 20, 2012 – Seat new Trustee and administer the Oath of Office
- March 20, 2012 – Elect a Board Chair

The voting was unanimous in the affirmative.

g. **Topic:** *Hear on First Reading:*

Policy 5310 – Purchasing Guide

Policy 5315 – Student Activity Fund Management

Policy 7129 – Fringe Benefits – Certificated Administration

Policy 7156 – Tobacco Free Workplace

Policy 7530 – Fringe Benefits – Classified

Policy 8111 – District Attendance Areas and Student Transfer

Policy 8270 – Reporting Student Injury or Accidents

**Policy Issue:** Board adopts Policy.

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

**Administrative Recommendation:** Administration recommended Board hear the above listed policies on first reading as presented.

**Board Direction/Action:** A motion was made by Mr. Murphy and seconded by Ms. Gebhardt to hear in first reading the above listed policies as presented. The voting was unanimous in the affirmative.

**ANNOUNCEMENTS**

There were no announcements at the time of the meeting.

**ADJOURN**

A motion was made by Ms. Gebhardt and seconded by Ms. Cranor to adjourn. The Board adjourned its Regular Meeting at 8:22 p.m.

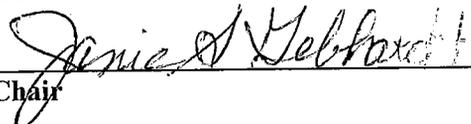
**APPROVED ON:**

MARCH 20, 2012

**MINUTES PREPARED BY:**

  
Secretary, Board of Trustees

**BY:**

  
Chair

**ATTESTED BY:**

  
Clerk