

**MINUTES OF THE
REGULAR SESSION BOARD MEETING
POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
Education Service Center Board Room
Tuesday, June 18, 2013
5:30 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Janie Gebhardt, Chair
John Sargent, Vice Chair
Jackie Cranor, Clerk

Jim Facer, Assistant Treasurer (Excused)
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 18th day of June, 2013, as provided in Section 33-510, Idaho Code. Chair Gebhardt called the Regular meeting to order at 5:49 p.m.

PLEDGE OF ALLEGIANCE

Evelyn Robinson 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 Mr. Sargent and seconded by Ms. Cranor 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/Executive Session/Hearings** – May 1, 2013
- b. **Special Meeting/Work Session/Executive Session/Negotiations/Personnel** – May 7, 2013
- c. **Special Meeting/Work Session** – May 14, 2013
- d. **Special Meeting/Executive Session/Hearings/Negotiations** – May 14, 2013
- e. **Special Meeting/Executive Session/Personnel** – May 21, 2013
- f. **Regular Board Meeting** – May 21, 2013
- g. **Special Meeting/Executive Session/Hearings** – May 29, 2013

Chair Gebhardt said the above listed minutes would be approved at the July 16, 2013 Regular Board Meeting.

RECOGNITIONS/VISITORS/CORRESPONDENCE – Information

a. Visitors and Correspondence

- 1) *Thank You Card from Shannon Allred*
- 2) *IHSAA Recognition of Century and Highland High Schools*
- 3) *Thank You Card from Pam Ward*

Ms. Gebhardt reviewed the thank you cards from Shannon Allred and Pam Ward. Ms. Vagner said the letters from IHSAA recognized the two schools for athletic accomplishments and would recognize the schools at the IHSAA Banquet in Boise in August.

b. Recognitions – Information – Ms. Allen

Ms. Allen invited Principal Robinson to the podium. She said the District thanked her for 25 years of leadership and contributions to the administrative team. She said the administration looked to her wisdom and experience. She said she had made many friends and guided countless children through elementary school. She said Principal Robinson had received many awards over the years at the state, regional and national levels. She said she continued to serve in leadership positions in the community. She said her leadership ability made her dynamic. She said Ms. Robinson believed in a bottom up management model inclusive of student and parent input. She said she always put students first. She said under her leadership the staff at Lewis & Clark Elementary were committed to the whole child including providing food for children from the school's food pantry and raising money for the school in order to meet the needs of all students. She said her success and focus on learning were apparent in student achievement. She said the K-3 students exceeded benchmarks, were proficient on the ISAT and met AYP. She said the students had done this every year since 2008. She thanked Principal Robinson for 25 years of superb leadership.

Ms. Allen invited Principal Stevens and the Hawthorne Middle School staff to the podium. She said there were many ways to measure success including parent satisfaction. She said the District received a letter from a parent expressing her appreciation for the exemplary job the Hawthorne staff did with educating children. She said the parent went on to say attending Hawthorne Middle School had been a positive experience for her daughters and she appreciated the principal's willingness to listen and the collaborative relationship between the school and parents. She said Hawthorne also met and exceeded the ISAT expectations. She said the school's Science Olympiad Team swept prizes at ISU earning 1st and 2nd place for best teams. She said Hawthorne was one of the only schools in the U.S. to earn silver status in the Math Counts competition. She congratulated the principal and staff on a successful year. Principal Stevens said the staff worked very hard right up to the last minute to pull every child through the "eye of the needle". She said teachers took assignments after they were due to ensure every child succeeded and were an amazing group of people to work with. She introduced Jamie Aubrey and Sean Boyles who were present.

c. Recognition of Retiring Trustee John Sargent

Chair Gebhardt said it was difficult to say goodbye. She said the Board had been together for a very long time and this would be Mr. Sargent's last Board Meeting. She said Mr. Sargent would return to a busier personal and business life. She thanked him for everything he had done to contribute to the Board's journey together. She presented a plaque as a token of the Board's appreciation. Mr. Sargent said it had been a good five years and he was proud to be a part of such a wonderful Board. He thanked everyone for allowing him to serve.

d. 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.

Cliff Kelley – 5013 Constitution

Mr. Kelley said he was representing the Ramrodders and the other two booster clubs. He said he had discussed the Holt Arena issue concerning the rental fee many times and over the course of those conversations he was asked to participate on the District's Budget Committee. He said he appreciated the opportunity and it was an eye opening experience. He said he researched the funding for Holt Arena and was surprised to learn that the entire burden of the rental fee was placed on schools. He said the Board committed several years ago to utilize the Holt Arena as the District's venue for activities and games for all three of the high schools. He said at some point the District had taken care of the rental fee for Holt Arena and when times got tough it cut the funding. He said he thought the funding was cut to a lower level but was not aware that the District pulled its entire commitment. He said that meant that families participating not only had to pay participation fees but also had to fundraise to pay for the venue. He said he was part of a fundraising group and was all for fundraising but believed those funds should be used for travel or extra items the school needed, not to pay for a place to practice. He said the revenue generated by football games held at Holt Arena did not go towards just the football program but for all other activities. He said football was the engine but there were so many other groups that benefited. He said fundraising groups had to fundraise at unprecedented levels for less. He said he had spoken to many community businesses and parents and heard over and over they did not know what they would do if they had to buy one more fundraising item. He said he believed the School District had an obligation to fund this type of expense. He said all three high schools were in agreement about that. He said there was also widespread support from the Budget Committee. He said he was asking the Board for a renewed commitment of funding for the rental of Holt Arena. He said he would request \$10,000 per high school which was cheaper than maintaining three fields. He said he recommended that District AD's be included in the negotiations discussion as to what was needed and what was affordable. He asked the Board to renew its commitment to fund the Holt Arena the way it should be funded, by the District. He thanked the Board for its time.

BUDGET DISCUSSION/NEW, INCREASED AND DECREASED FEES DISCUSSION/PUBLIC HEARING

a. Presentation of Proposed Revenues and Expenditure Budgets and Proposed New and Increased Fees for 2013-2014

Mr. Reed said included in the packet were the 2013-2014 District #25 Revenue and Expenditure Budgets. He said the administration started the budgetary process early in the year. He reviewed a graph detailing all of the areas of funding. He said the general fund was the largest. He said special funds included things like the school plant facilities fund and grants. He said the District also had a bond redemption fund issued to construct Century High School and to renovate Pocatello High School. He said the next largest fund was food service. He said there was not much difference in the year to year comparison with the exception of the amount in the general fund dropping. He said the District had lost over 3% of its general fund budget in three short years. He said the general fund helped the District continue to operate and a 3% loss was difficult to absorb. He said there was an increase in federal funds with the allocation of ARRA funds in 2011 but those funds were expended by the end of 2012. He said the District renewed its ten year School Plant Facilities Fund Levy in 2012. He said the District's bond would be paid off in 2017. He said if the market held true until 2014 the District could refund that bond levy to save around \$200,000 on interest for the bond. He said another issue the District was facing for 2013-14 was the sequestration of federal funds. He said federal programs could anticipate a 5.1% funding reduction. He said the District was also not able utilize the VEBA trust fund because the medical premium increase was minimal. He said the VEBA trust fund would run out in a few years. He said overall there was a 2.5% decrease for all funds. He said the District's print shop, driver's education and food service departments were self-sustaining. He said those programs had maintained a positive balance without having to increase fees. He reviewed the summary statement for the budget. He said revenues and expenditures were similar to last year. He said the District's revenues had not gone up for over four years. He said revenues other than those from the state remained consistent from one year to the next. He said there were no major changes in the District's expenditures. Mr. Smart said the general fund accounted for 71% of the District's budget. He said it took a lot of time to balance the general fund. He said the format for the budget presentation was directed by the state. He said state revenue had decreased by \$2 million from one year to the next which was significant. He said the administration hoped the state would allocate additional funds to Districts which had not happened to date. He said the fund balance had been decreased by \$3 million over the last couple of years. He said the state allocated a majority of the District's general fund and local revenues made up the next highest contribution. He said compared to 2009 the local tax revenue had gone up due to two increases to the Supplemental Levy over the last few years. He said the first increase passed at \$1.5 million and the second at \$1 million. He said the District had seen an increase in enrollment which brought in more revenue and had passed two increases to the Supplemental Levy over the last few years and yet revenue was down overall due to the significant decreases in funding from the state. He said the bulk of expenditures from the general fund were for salaries and benefits. He said education was labor intensive and expenditures should go towards personnel. He said the expenditures for salaries and benefits remained consistent. He said the "other" funds were very different in how they were made up. He said most of those funds had to be expended for specific purposes like the school plant facilities fund which could only be spent on the maintenance of facilities or for non-instructional equipment. He said the District was funded based on the number of students enrolled in the District, or by ADA. He said the District had seen a fair increase in student enrollment since 2007. He said the District had 1,000 more students now than it had in 2007. He said enrollment had leveled off over the last couple of years due to changes in the economy, employment opportunities and some migration out of the state. He said the administration used trends from past enrollment data to project future year enrollment numbers. He said if the trend continued the District would continue to see a leveling off in enrollment. He said enrollment had remained fairly steady since 2009. He said the state had two funding mechanisms, the first was salary apportionment and the second was entitlement. He said the District would prefer funding to be based on membership. He said there were some days that students did not come to class but the District still had to pay its teachers to be there. He said one unit was the equivalent of a classroom. He said the District would receive 580 units next year. He said entitlement drove the District's discretionary funds and was about 99% of salary apportionment. He said the value of the District's salary apportionment changed as the experience of the District's staff changed. He said newer staff lowered the index because newer teachers were less expensive than experienced teachers. He said the funding formula was written in Idaho code. He said the state would reimburse movement for experience and education this year which had both been frozen for the last two years. He said some teachers that moved on the experience or education schedule would see a significant increase and would increase the District's index. He said the

allowance for movement had been built into the budget. He said the District's entitlement was its discretionary funds. He said the distribution factor increased by 1.5%. He said last year's distribution was at the same level of funding as 1998. He said if the distribution factor was restored to the 2009 level it would equate to \$3.4 million increase to the District's discretionary funds. He said many people thought the District should be able to adequately fund education this year because the Supplemental Levy passed, but if they looked at how short the District's discretionary dollars were they would see the Supplemental Levy did not cover the entire shortage. He said base salaries did not increase and were still down from the 2009 level. He said the only change to the base was to increase the starting rate for new teachers from \$30,500 to \$31,000. He said the state was mandating another pay for performance plan to reward employees. He said the District formed a committee to determine how the funds would be awarded. He said the differential pay was not included in the budget presentation because the District did not know how the state would allocate the funds and would be passed straight through to employees once it was received. Mr. Reed said the differential pay funds would be included in the budget adjustment later in the year. Mr. Smart said the budget presentation broke down the budget in several different ways. He said PERSI rates would go up for employees and employers. He said the state's benefit apportionment would cover a portion of that increase. He said for every \$1,000 of salary, employees would contribute \$5 dollars to PERSI. He said the administration was able to balance the budget which took a lot of work. He said the District's current revenue was \$63 million and requested expenditures exceeded \$64 million. He said there was \$4.3 million in reserves to carry the District through 2014-15. He said the set-aside funds available for FY15 were \$800,000. He said the District's insurance renewal rates were very reasonable this year. He said life insurance had a 0% increase, dental had a 2.5% increase, vision had a 4.3% decrease and medical insurance had a 1% increase. He said the increases were minimal and the District would not utilize the VEBA Trust Fund to offset the increases. He said the District's certified staff was under-hired by 1.5%. He said the increased Supplemental Levy could not cover all of the increases. He said the Board would be asked to certify the levies including the Supplemental Levy, a Judgment Levy in the amount of \$486, a Tort Levy and the Bond Levy. He said the levies totaled at \$15.5 million. He said the property tax value in 2011 was .0038 which decreased last year. He said the personal property tax exemption could also affect the tax values. He said a copy of the District's budget was available online and was noticed in the Idaho State Journal. Mr. Reed said the District was required per Idaho Code to notice the budget two weeks in advance of a public hearing which was also directed per Idaho Code. He said the District advertised the budget hearing on June 4th and 11th. He said the notice of new/increased fees was also posted two weeks prior to the public hearing on new/increased fees. He said some of the fees were not necessarily new fees but were once an annual fee and were being implemented for each trimester. He said one decreased fee was being recommended for the pottery course but fee decreases were not required to be noticed. He said the cost of the yearbook was going up due to the increased cost of publishing. Ms. Cranor said the fees for the EMT and Pharmacy Tech courses were sizable. Mr. Reed said the EMT course fee was for a required workbook and certification cost. He said the District was not imposing the costs but were costs required by those particular fields. Mr. Smart said the purpose of the District adopting the fees was to inform students of the required fee in order to be certified in that particular field. Mr. Reed said all of the fees would be published in the high school handbook. He said teachers were good about notifying students of the fees associated with various electives prior to a student signing up for the course.

b. Recess Regular Board Meeting and Convene Public Hearing on the Pocatello/Chubbuck School District No. 25 Proposed Revenues and Expenditure Budgets and the Proposed New, Increased and Decreased Fees for 2013-2014

i. Call for Public Hearing to Solicit Public Comment on the Pocatello/Chubbuck School District No. 25 Proposed Revenue and Expenditure Budgets and New, Increased and Decreased Fees for 2013-2014

Chair Gebhardt recessed the board meeting at 6:48 p.m. and called for any public comment relative to the Pocatello/Chubbuck School District No. 25 Proposed Budgets and New, Increased and Decreased Fees for 2013-2014. There was no public comment at the time of the meeting.

ii. Close Public Hearing and Reconvene Regular Board Meeting

Chair Gebhardt closed the public hearing and reconvened the Regular Board Meeting at 6:49 p.m. to take action.

iii. Topic: *Adopt the Pocatello/Chubbuck School District No. 25 Proposed Revenue and Expenditure Budgets for 2013-2014*

Policy Issue: Board adopts budgets.

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

Administrative Recommendation: Administration recommended Board adopt the Pocatello/Chubbuck School District No. 25 Revenue and Expenditure Budgets for 2013-2014, certify the levies, and authorize appropriations as set forth in the enclosed Resolution as if read into the minutes.

Board Action/Direction: A motion was made by Ms. Cranor and seconded by Mr. Sargent that:

WHEREAS, the Board of Trustees of the Pocatello/Chubbuck School District No. 25, Bannock County, Idaho scheduled a Regular meeting on June 18, 2013 for the adoption of the budget for the fiscal year 2013-2014.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Pocatello/Chubbuck School District No. 25, Bannock County, Idaho, hereby adopts the budget as reviewed and presented in a budget hearing held on June 18, 2013, said budget being advertised in accordance with Idaho Code, Section 33-801.

FURTHER BE IT RESOLVED, that appropriations for the 2013-2014 fiscal year are hereby authorized beginning, July 1, 2013, and the levies as set forth in the budget are hereby established. The voting was unanimous in the affirmative.

iv. **Topic: *Adopt the New, Increased and Decreased Fees for 2013-2014***

Policy Issue: Board adopts new, increased and decreased fees.

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

Administrative Recommendation: Administration recommended Board adopt the new, increased and decreased fees for 2013-2014 as set forth in the enclosed Resolution as if read into the minutes.

Board Action/Direction: A motion was made by Mr. Sargent and seconded by Mr. Vitale that:

WHEREAS, on May 21, 2013 the Board of Trustees of the Pocatello/Chubbuck School District No. 25, Bannock County held discussion during its Regular Board of Trustees Meeting to consider the merits of increasing current fees and introducing new fees.

WHEREAS, a motion was duly made at the May 21, 2013 Regular Board Meeting by Trustee, John Sargent, and seconded by Trustee, Jim Facer, authorizing a hearing to take place on June 18, 2013 after proper publication of notice as required by Idaho Code 63-1311A.

WHEREAS, in accordance with Idaho Code 63-1311A, a notice of hearing was duly published once each week for the two weeks preceding the week during which the hearing required was held. This notice was published in the Idaho State Journal on June 4 and June 11, 2013. A copy of the notice is attached and by this reference becomes a part hereof.

WHEREAS, in accordance with Idaho Code 63-1311A a public hearing was held on June 18, 2013. Upon motion was duly made by Trustee John Sargent and seconded by Trustee Paul Vitale, the Pocatello/Chubbuck School District No. 25, Bannock County, Board of Trustees approved increasing current annual fees, adding eleven new fees and decreasing one fee (not listed) as listed on the attached notice.

FURTHER, the Board of Trustees of the Pocatello/Chubbuck School District No. 25, Bannock County, appoints the Director of Secondary Education, Bob Devine, as the duly authorized representative in this connection to act as the agent for said Board to ensure that the fee increases and new fees are incorporated into the fee schedule for the 2013-2014 school year.

THEREFORE BE IT RESOLVED, this 18th day of June, 2013 and executed under official seal approving above-described fee increase. The voting was unanimous in the affirmative.

REPORTS

a. **Media Report** – Ms. Allen

Ms. Allen said media coverage regarding education dropped slightly after school got out in May. She said she submitted 11 news articles, 9 of which were posted to the website. She said the Education Foundation hosted the Brian Reams Memorial 3on3 Basketball Tournament. She said the Reams' family asked if the District would take on organizing the tournament and the Education Foundation was happy to take it on. She said the funds raised from the tournament helped students in need participate in activities. She said during the tournament there was a team called "Hoop Girls 1 and 2" who wore shirts to support a teammate that was injured in an accident. She said the t-shirts said "All in for #1" which was the injured teammate's jersey number. She said the District taped "The More You Know" vignettes which provided positive messages for youth, by youth and adults. She said students did segments on bullying, tolerance, acceptance and one on texting while driving and Judge Murray did one on attendance. She said the vignettes would begin airing in one month after the last segment was taped with a new one airing every couple of months throughout the school year. She said one of the vignettes about tolerance and acceptance was done by a student with Down

syndrome. She said an American Indian student and asked people not to avoid him just because he was different. She said all of the segments were wonderful. Ms. Cranor said she was happy to see those coming back. Ms. Gebhardt asked if students would get to see them at school. Ms. Allen said the District would get copies of the DVD and would be able to show them in schools at any time.

b. Report on Standing Committees for 2012-2013

Mr. Vitale said Judge Murray's Committee discussed mental health and programs that were being provided and the collaboration between public agencies in the city. He said it was a good conversation. Ms. Gebhardt said the Sheriff's Camp preparations were under way. She said Sheriff Pledger retired. She said if teachers or administrators knew of any students that would benefit from attending the Sheriff's Camp to let her know and she would get the information to the committee. She said the camp was scheduled for July 18th and needed more boys to enroll. She said the camp was short on counselors for the girls. She said the camp would take place at Camp Taylor and was a great program. She said she attended the Fix It Committee and was very impressed with the amount of progress made about decisions on differentiated compensation. She said most members present wanted to make sure there was a component of honoring people who worked hard but not leaving anyone out like last time.

c. Benchmark the Strategic Plan: *School Safety; Curriculum and Instruction; Staff Wellness; Community Relations and Communications; Human Resources; Employee Services and Business Services*

Mr. Hobbs said his section of the Strategic Plan covered the three visions for School Safety. He said the first vision was for the physical which included drills. He said overall the schools were 98% complete with all drills. He said the District had been using ShoutPoint to send emergency messages to staff. He said the CPR/AED program donated defibrillators to the schools for athletic events and provided enough to have one in each of the elementary schools. He said staff was being trained to use the equipment properly. He said the goal was for the District to become heart healthy. Ms. Cranor asked if the donors were recognized for the donation. Ms. Vagner said yes. Mr. Hobbs said the donors were recognized at public events and a Board Meeting. He said the District convened the internal Safety Committee to improve safety practices in the workplace. He said the committee formulated a training schedule through the Safe Schools website. He said each employee group would be required to review various safety trainings pertinent to a person's job related duties. He said the committee also created a Safety Manual which included the training schedule. He said the District was appreciative of the input received from private corporations that participated on the committee. He said the second vision was regarding behavior. He said he would provide a full statistical report at a future Board Meeting. He said the administration continued to emphasize the Violence Continuum and expected staff to intervene at the lowest level. He said all staff was expected to be trained to intervene and prevent any escalation of behavior. He said the District had refined and streamlined incident reporting in Infinite Campus and was in the process of streamlining the hardcopy reporting process. He said the third vision addressed positive and respectful environments. He said the District had made major efforts to implement substance abuse training including the Idaho Drug Free Youth (IDFY) club that had training during several events throughout the year. He said over 400 students participated in presentations at the secondary level and participated in leadership training at ISU. He said students were trained by IDFY Instructors, local probation officers and Howard Manwaring from the County Commissioners. He said he hoped the training would continue to be offered in the future. He said the District had IDFY chapters in all of the high schools to promote a drug free culture. He said New Horizon Center students participated in an IDFY Youth Summit in Coeur d' Alene and would continue to be youth leaders the following school year. He said the District also held trainings on the prevention of bullying and hate in schools. He said the training was conducted by Steve Wessler for a group of 20 staff and community members that would become trainers to give presentations in the schools. He said the group partnered with Too Great for Hate and would give the presentation to summer school students the following week. He said all 9th grade students would be trained in the first part of the new school year. He said he hoped it would expand and emphasize the prevention of bullying and hate in schools. He said District administrators were assigned to watch "Bully" the movie before the start of school. He said the District also had bullying and hate prevention curriculum in all of its schools through the Second Step and Virtues programs. Ms. Cranor asked what was being done at the elementary level. Mr. Hobbs said he hoped to expand the Steve Wessler program at the elementary level as appropriate. Ms. Vagner said the elementary schools had firmly rooted interventions including the PAWS program. Ms. Gebhardt said she read information about a safety committee at the state level and wondered if there were instructions for what the District needed to do. Ms. Vagner said the only instructions were regarding a report that needed to be filed with the state by December.

Curriculum and Instruction

Mr. Wegner said the first section covered school improvement planning. He said the state moved to a Star Rating system and would no longer have Annual Yearly Progress targets. He said the administration spent a good portion of the previous school year learning about the new system and was still learning. He said the District redesigned its school improvement plan templates to reflect the new Star Rating Targets. He said the District anticipated receiving preliminary Star Rating results that week and would have one month to appeal. He said the District would hold its press release in August. He said the District had been transitioning to the ICS. He said unit development began last year and continued with math and ELA teams last summer in preparation for the pilot of core units. He said unit development would conclude that week with social studies, science and health. He said the District was in pretty good shape for implementation in the fall. Ms. Luras said the District developed six-week learning target assessments to provide feedback on identified targets. She said principals would collaborate with teachers to analyze the data at the end of six weeks. She said the pilot created capacity in staff to use the learning target assessments as a formative assessment. She said the Board waived End of Course Assessments for the coming school year in preparation for the shift to ICS. She said the curriculum department would convene an Assessment Task Force to develop a new District Comprehensive Assessment System. Mr. Wegner reviewed the District's Cycle of Renewal for textbooks. He said the District had been heavily involved in curriculum revision but funding was not available for updating textbooks. He said the administration asked teachers to identify material resources needed for the implementation of ICS. He said the administration would review needs with the Instructional Directors to determine the level of support that could be provided. Ms. Luras said the next section covered Response to Intervention (RtI) at the elementary and secondary levels. She said secondary teams had become more systematic with the implementation of RtI. She said elementary school success teams addressed a number of issues for students in need and provided intervention plans that were housed in Mileposts. She said the documentation of intervention plans had been excellent this year. She said the next section covered Professional Learning Communities (PLCs). She said the administrators participated in monthly meetings and completed a book study called "Leaders of Learning" which discussed the PLC process and was very supportive of principals. She said PLCs was the vehicle used to implement the ICS. She said the next section covered classroom walkthroughs. She said several years ago the District adopted a template that was aligned with instructional strategies including strategies for students at risk and trained principals to conduct walkthroughs. She said principals were utilizing and analyzing data throughout the school year. Ms. Cranor asked how often walkthroughs were required. Ms. Luras said administrators were asked to be in classrooms once per month and to analyze the data twice per year. She said some schools had increased capacity in their staff by analyzing the data. She said usage was monitored at the District level. She said the next section covered SIOP which was the instructional framework. She said the District continued to build capacity in its staff through the courses. She said the walkthrough template included the SIOP framework. Mr. Wegner said the next section covered the high school/middle school redesign. He said Mr. Devine worked with principals to update the master schedule to align with ICS. He said after the repeal of Students Come First the push to implement online courses had slowed down but teachers were taking the initiative to utilize online resources to communicate with students and parents. Ms. Luras she said the next section covered professional development. She said one of the professional development strategies included the New Teacher Mentor program. She said each new teacher was assigned a veteran teacher who followed a structured program. She said another professional development course was Technology Literacy and Integration in the Classroom. She said there was a need for differentiation and Mr. Merica and Ms. Spall had tailored the course to the needs of teachers. She said teachers were able to determine their level of need and sign up to attend various modules online. She said another course was Common Core Literacy which was designed to meet the needs of content area teachers and was taught by a science teacher. She said middle school math teachers recently participated in a Common Core Math Practices course taught by Corey Bennett from ISU. Ms. Cranor asked what HEQ stood for. Ms. Luras said it stood for Highly Effective Questioning. She said it was not offered this year due to low attendance the previous year and the curriculum department was working on revising the course. Mr. Wegner said the next section covered social emotional curriculum. He said the curriculum department created a rubric over the summer that allowed leadership teams to assess the implementation of Second Step or Virtues and set goals. He said it continued to be monitored and benchmarked. He said the final section covered the strategic direction for technology literacy. He said he provided an Instructional Technology report to the Board on a monthly basis to keep the Board up to speed on the various accomplishments.

Community Relations and Communications

Ms. Allen said Community Relations and Communications supported the Vision and Mission of the District and provided relevant information to the community and parents. She said the plan included three broad-based goals and the department was able to accomplish most of the objectives. She said as part of community engagement the department released over 82 media stories. She said the District's administrative staff were involved in 59 community committee boards. She said the District hosted another successful Festival of Trees and raised over \$85,000 that was used to purchase and install technology in classrooms. She said the Education Foundation was fortunate to be able to take on the Brian Reams Memorial 3on3 Basketball Tournament as a new fundraiser this year which continued to support scholarships for participation fees. She said Ms. Naftz and herself served on the Chamber Scholarship Luncheon Committee. She said Ms. Cranor was instrumental in helping to plan the Open House for the New Horizon Center and the Pocatello Chiefs held a ribbon cutting for the event. She said the next goal was regarding public relations. She said she worked with staff on dealing with the media to ensure accurate and positive communication. She said a lot of work was put into implementing Students Come First which was ultimately repealed. She said she provided reports at the monthly Board Meetings. She said the department communicated with parents through the PTA, PTO, Infinite Campus, the website, Facebook and various committees. She said the department monitored new or reduced levels of customer service with the move to an automated phone system due to the loss of the receptionist. She said as people became familiar with the new phone system it was easier to find the information they needed. She said the District used the Back to School meeting, monthly recognitions and monthly administrator meetings to implement the District's "Making it Possible" theme. She said Ms. Vagner sent monthly emails to staff recognizing them for many accomplishments. She said under the direction of the department students and staff finished taping "The More You Know" vignettes. She said the District hosted another successful Employee Appreciation Reception during the Festival of Trees event and held the District's Retirement Reception at the Mystique Theatre this year. She said the retirement reception had grown as participation increased after the change in venue. She said the District might need to find a larger venue in the near future. She said she incorporated the Vision, Mission and Beliefs into monthly recognitions at the Board Meetings. She said she served on various Chamber Committees and the Legislative Counsel in order to communicate with legislators. She said the department was also responsible to respond to public information requests. She said the third goal involved internal and external communications. She said the website was the primary engine for internal and external communications. She said the communications and technology departments continued to work on implementing the new website to ensure it was accurate. She said she hoped to have it operational by the end of July. She said there were two editorials published on emergency communications and what parents could expect from the District and what the District expected of parents. She said the District had started to use Infinite Campus for routine and emergency communication to staff and parents. She said Safe Schools training and a policy review program was purchased and implemented that year. She said new employees would be required to complete the District Policy Review within 30 days of employment. She said the District successfully ran and passed a Supplemental Levy earlier in the year. She said the passage rate was 60%. She said she worked with the Chamber of Commerce to bring in Jamie Vollmer to run a campaign on public education. She said the Chamber was excited about the idea but could not come up with the funding and hoped to pursue that option in the future. She said she developed a communication to parents on the new boundaries. She said information on the new Idaho Core Standards was posted to the website and the curriculum department presented the information to the Key Communicators. She said the next round of Face of the Board would start next year with Mr. Facer.

Staff Wellness

Mr. Smart said the District had seen a return on investment with its Wellness Plan with respect to insurance renewal rates this year. He said the program was making a difference in savings and employee wellness. He said the District implemented the premium differential plan for the upcoming school year which was not always well received. He said lots of employees said they were too busy to complete the programs or did not have a computer, but once most people got started it was pretty straight forward and was well received, especially by the classified staff. He said the deadline for completion of the wellness requirements was coming up and Ms. Giles was sending weekly reminders. He said a special fund had been set up to collect the premium differential which would be used to pay future insurance rate increases. He said he hoped the premium differential would incentivize employees to participate in the future.

Human Resources

Dr. Howell said the evaluation procedure for certified staff was ever changing. He said it seemed as if the process was forever in a temporary status. He said the District made every effort to include 50% of student

achievement into the evaluation model. He said a lot of the high school/middle school redesign was modeled after Students Come First which was repealed but the District was able to pilot IEN and Moodle. He said the District was able to open Alameda Middle School staff neutral. He said staffing was finally completed by placing certified staff from other schools at Alameda Middle School. He said HQ staff was an ongoing requirement. He said many times the District had to come to the Board for approval of special authorization in specialty areas like sign language and special education. Ms. Gebhardt asked if a majority of new teachers came to the District HQ. Dr. Howell said yes and in some of the subjects the District switched positions in order to maximize resources and obtain 100% HQ staff. He said during the year the department presented areas of concern that required adjustments such as food service this year. He said the mid-management salary structure was the next in line for restructuring. He said none of those changes were able to be implemented this year. He said the SCF Committee looked at hard to fill positions, leadership and the RIF policy and made necessary changes and would continue to make further adjustments through the Fix It Committee. He said the District implemented a new process for employee annual policy review and HR would take that on. He said the department was able to implement a new system for the substitute teachers with minimal startup costs. He said the new system was handled completely online and simplified the process. He said the District would continue to explore how it could implement a HQ classification for substitutes. He said the department participated on the Safety Committee and offered input from an HR perspective.

Employee Services

Mr. Smart said updating payroll was an annual process. He said next month he would bring revisions to the Pay Manual for Board consideration. He said the District used microfilm for many years and Deb Black in payroll took on a project to convert all of the micro phish files to PDF documents. He said some of the goals would have to be rolled to next year such as tracking student migration through the new GIS system. He said in the past the District convened a classified Meet and Confer Committee which had many benefits and he planned to get that going again this year.

Technology

Mr. Smart said the District created an offsite backup location and the new contract with ENA would make backing up data even easier. He said the department continued to become more efficient at ISEE reporting. He said the District was able to submit a clean report every month. He said the technology department had been very busy installing wireless in each of the high schools. He said the District was integrating a District-wide Voice Over Internet Protocol. He said the system was implemented at New Horizon Center and would be expanded to the Education Center and Alameda Middle School this year. He said projectors were installed in all schools. He said another piece included in the plan that did not come to fruition was the implementation of one-on-one mobile computing devices. He said that requirement would be removed from the plan this year.

Business Services

Mr. Reed said Alameda Middle School was one of the major projects undergoing renovations. He said the District was proud of the improvements and the efficient use of tax payer dollars. He said he received positive feedback from teachers. He said the elementary and middle school Boundary Committee planning was completed and implemented this year in order to determine where teachers would be placed for the 2013-14 school year. He said by completing that process the District was able to create capacity in the middle and elementary schools that would get the District through the next 10 years. He said transportation played a critical role in shifting the boundaries and moving the 6th grade up. He said the transportation department was now in the process of rerouting bus stops which was a major undertaking. He said the new boundary information was posted to the District's website. He said that sometime in the future the District would need to explore either the replacement of, or the renovation of Washington Elementary. He said both Bonneville and Washington were in desperate need of repair. He said the Board would plan the next steps through the CIP process. He said budgeting was another part of the plan and was difficult to maintain and balance a \$95 million budget with limited staff. He said the department had been able to accomplish the task and hoped it would continue to be able to do so. He said the District's utility budget was depleted or over budget for the current school year. He said the budgets would continue to be monitored very closely in the future. Ms. Gebhardt thanked the departments for their reports.

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

a. Idaho Core Standards District Implementation Plan – Mr. Wegner

Mr. Wegner said included in the packet was the draft Idaho Core Standards Implementation Plan and sample Idaho Core Standard units for English Language Arts and Math. He said the document provided a sense of the

tasks that were a part of the ICS and the progress unit development teams had made. He said one of the examples of a unit showed the 11th grade ELA unit. He said the second example was for 1st grade math titled “data analysis”. He said there were similarities that were part of the UbD model even though each was in a different content area. He said the units included ICS goals, transfer goals for the grade level or unit, acquisition of knowledge with learning targets and assessment evidence that aligned to the goal. He said in the math unit there was a learning plan that provided direction for teachers to help with implementation in the classroom.

b. Understanding by Design Professional Development Day Report – Mr. Wegner

Mr. Wegner said the professional development day titled “Understanding by Design” (UbD) was held June 3, 2013 at Century High School in order to prepare for the implementation of the Idaho Core Standards. He said the training was provided by Judy Hilton. He said UbD was the framework the District was using to implement the ICS. He said the training was a success and about 360 teachers attended. He said 125 teachers from the District attended and were participating in the unit development process. He said being involved in the process provided greater clarity for implementation.

c. Instructional Technology Update – Mr. Wegner

Mr. Wegner said part of the District’s plan included using the state classroom tech funds to purchase mobile labs to support keyboarding in the 3rd grade next year. He said implementation was on hold until the bid process was complete. He said the technology department was working on the imaging that would be implemented in October. He said the District planned to implement mobile labs in the middle schools next.

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

Mr. Wegner had no further Curriculum update at the time of the meeting.

e. PCCS Programmatic Audit Management Letter – Dr. Mortensen

Mr. Wegner said included in the packet was the draft Programmatic Audit Management Letter to the Pocatello Community Charter School. He said Dr. Martin provided an Audit Report last month. He said annually an Audit of the Pocatello Community Charter School was completed by the Audit Team and any findings and recommendations were identified and communicated in the Programmatic Audit Letter. He said the Board would be asked to approve the letter under Old Business.

f. IEN Innovation Award for Ellis Elementary – Dr. Mortensen

Mr. Wegner said included in the packet was an email from Julie Best with the IEN notifying the District that Ellis Elementary was a 2013 Innovation Award Winner. He said Ellis was selected to receive an innovation award which provided equipment for a portable IEN system that would be comparable to the IEN systems in the high schools. He said Ellis Elementary planned to utilize the equipment in a variety of ways including virtual field trips.

g. Nursing Acuity Levels Report – Year End – Dr. Mortensen

Mr. Wegner said included in the packet was the final Nursing Acuity Levels Report for the 2012-13 school year. He said caseloads were tracked three times during the school year and were broken down by the level of services provided.

h. Chief Tahgee Elementary Academy Enrollment Update – Dr. Mortensen

Mr. Wegner said included in the packet was information relative to the number of students from the Pocatello/Chubbuck School District #25 that planned to enroll in the Chief Tahgee Elementary Academy for the 2013-14 school year. He said the report broke enrollment down by grade level. He said the District did not anticipate any changes to staffing. He said the District would have a few less students and was appreciative of the new charter providing the enrolment information. He said Dr. Mortensen would remain in close communication with the school.

i. Head Start Program Update – Dr. Mortensen

Mr. Wegner said Head Start held a school picnic last month. He said the program was still waiting to find out what the final allocation for the coming school year would be. He said the Head Start Policy Council decided to eliminate transportation due to sequestration. Ms. Gebhardt said she hoped that would be the extent of the impact of sequestration.

j. 21st Century After School Program Update – Dr. Mortensen

Mr. Wegner said Seek Adventures was underway at Greenacres and 120 students were enrolled. He said students were again receiving academic and enrichment activities during the summer. He said the final day of the program was June 27th. He said Joyce Anderson was retiring at the end of the school year and the administration extended their thanks to Ms. Anderson for her leadership in the 21st Century After School Program. He said the search for new coordinator was underway.

- k. **Any Other Elementary Education/PLCs/TIA/Beliefs Update** – Dr. Mortensen
Mr. Wegner had no further Elementary Education update at the time of the meeting.
- l. **Policy 8351 – Student Activity and Participation Fees and Student Fines – 1st Reading** – Mr. Devine
Mr. Wegner said included in the packet was Policy 8351 – Student Activity and Participation Fees and Student Fines. He said the policy changes included new, increased and decreased fees and were reviewed at the May 21, 2013 Regular Board Meeting and were adopted earlier on the agenda. He said also included in the packet was Procedure 8351 which detailed the new, increased and decreased fee amounts. He said the Board would be asked to hear the policy on first reading under New Business. Ms. Cranor asked if the Board wanted to consider implementing fines for inappropriate behavior during graduation if this was where it would be address. Ms. Vagner said yes the Board could revise the Policy and bring it for further public input. She said the administration was addressing the protocols and expectations in order to correct the behavior before it occurred. Ms. Cranor said the Board wanted families and students to have fun but it was important for people to remain civilized and it was disrespectful to have inappropriate behavior during performances and speeches. She said the Board should consider putting something in the policy to address consequences for errant behavior. Ms. Gebhardt said she would like to see a recommendation from the staff before implementing any policy changes.
- m. **Kinport Turnaround Officer Update** – Mr. Devine
Mr. Wegner said Mr. Stuart Johnson had been appointed as the Turnaround Officer for Kinport Academy. He said Mr. Johnson would retain his teaching contract and would receive a Turnaround Officer stipend through the Kinport School Improvement Grant. He said Mr. Johnson, Mr. Wallace, Ms. Brown and Ms. Vagner would attend the PEAK Training Conference in Vail, CO on June 19 & 20, 2013. He said Mr. Johnson’s duties would be focused on the key components of the turnaround model, increasing student engagement, improving relationships and the non-cognitive skills of students including stress management skills.
- n. **ISU Year-End Dual Credit Report** – Mr. Devine
Mr. Wegner said included in the packet was the 2012-2013 Year End Dual Credit Report from ISU for Region 5. He said 223 students from Century High School completed dual credits, 176 students from Highland High School and 111 students from Pocatello High School. He said the report included totals for all of the high schools in Region 5.
- o. **2013-2014 High School Class Load Update** – Mr. Devine
Mr. Wegner said included in the addendum was a memorandum detailing the large class loads at Century and Highland High Schools along with a supporting course enrollment analysis. He said due to such a large number of enrollments, Century High School had to stop accepting transfer requests into the school and Highland High School was limiting the number of transfer requests it would accept in certain grades. He said Pocatello High School’s enrollment numbers were not complete but was not as full as the other two schools.
- p. **Summer School Update** – Mr. Devine
Mr. Wegner said included in the packet was a memorandum detailing summer school enrollment along with the number of students assigned to each teacher. He said the report was self explanatory.
- q. **District Academic Progress Committee (DAPC) Year End Report** – Mr. Devine
Mr. Wegner said included in the packet was a memorandum detailing the final DAPC information for each school. He said this was the 3rd year of implementation and fewer students were falling behind. He said the DAPC process was contributing to student awareness of the consequences of falling behind. He said the school’s RtI teams had also become more effective at intervening with students.
- r. **Out of District/Overnight Field Trip Request** – Mr. Devine
Mr. Wegner said included in the packet was an Out of District/Overnight Field Trip request. He said the administration reviewed the information and the request was in order. He said Ms. Moore was traveling with other schools and was not the only chaperone. He said the Board would be asked to approve the request under Old Business.
- s. **Any Other Secondary Education/PLCs/TIA/Beliefs Update** – Mr. Devine
Mr. Wegner had no further Secondary Education update at the time of the meeting.

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 May. He said revenues decreased slightly. He said the state revenue year to date was 3.5% ahead of projections.

b. 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 dates for the open house were included in the addendum. He said the public open house was scheduled for September 10th and the Chamber Ribbon Cutting would take place at 5:15 p.m. He said the parent Back to School Night was scheduled for September 11th. He said the moving of teacher equipment and classrooms was almost complete at the school. He said the upper and main floors were done. He said maintenance was waxing the floors on the lower level.

c. Review Funding for Extra-Curricular Program and Community Request for District Funding of Holt Arena Rental Fees

Mr. Reed said included in the packet was an analysis of extra-curricular revenues and expenditures from 2012-2013 and the participation fees collected in 2012-2013 by school. He said the District paid \$126,000 in stipends for extra-curricular at the middle schools which did not include anticipated stipends for Alameda Middle School. He said stipends at the high schools came out to \$500,000. He said the total stipend budget came out to \$683,000 and made up about 67% of the overall extra-curricular budget. He said the next major piece of the budget was transportation which came out to \$310,000 for the current year and made up 30.5% of the budget. He said the District utilized retro-fitted busses and hired chartered busses. He said fuel prices continued to rise. He said facility rentals were a small piece of the budget. He said other expenses included minor equipment, helmet reconditioning and IHSAA dues. He said overall the expenses totaled at over \$1 million. He said compared to the revenues collected by the District which totaled \$276,000 it only came to 27% and the remaining 73% was paid by the District. He said the Board directed a 40/60% split between student fees and general fund support in 2009-10 and added a middle school participation fee at the April 27, 2010 Special Meeting due to continually diminishing resources. He said the Board recently directed further review of funding for the extra-curricular program. He said it was apparent that the 40/60 split continued to grow further apart as costs continued to rise. He said community members and the high school boosters recently requested that the Board look into District funding options to help pay rental fees for the Holt Arena as part of the District's budget. He said the District had been collecting a \$60,000 commission off of the beverage contract at three of the high schools that went directly into the high school activity accounts based on the enrollment at each school. Ms. Cranor asked what the high school activity funds went towards. Mr. Reed said it was up to the building administrator and was allocated based on the needs of the school. Ms. Cranor asked if it had been used to offset the cost of Holt Arena. Mr. Reed said a portion of the activity fund may have been allocated for that purpose because the school was responsible to come up with those funds and the use of Holt Arena was split between the various activities. Ms. Cranor asked if the District would be responsible to maintain fields out of the School Plant Facilities Fund if it had football fields for each of the high schools. Mr. Reed said yes. Ms. Cranor asked if the Board wanted to consider giving money to the high schools to pay for the Holt Arena if it could come out of the School Plant Facility Fund. Mr. Reed said no because the School Plant Facility Funds had specific guidelines that stated funds could not be used for rental agreements. He said it would have to come out of the general fund. He said the only extra-curricular expense that was allowed to come out of School Plant funds was for equipment. Ms. Cranor said the Boosters made valid points about needing to offset some of the costs for the use of Holt Arena including what the District would spend to maintain fields. Mr. Reed said the District was in a unique situation compared to other Districts because there was no District stadium for high schools to share. He said it did have seven asphalt running tracks and soccer fields at the middle and high schools with the exception of Pocatello High School. He said the District was overdeveloped in some green space but underdeveloped in performance fields. He said other Districts did not have a venue like Holt Arena to utilize and had to build stadiums. Ms. Cranor said it would be nice if we could find money somewhere to offset those costs. Mr. Sargent agreed but said the District could not use School Plant funds and had no general funds to spare. Mr. Reed said at one point in time the District did pay for Holt Arena out of the secondary activities budget. He said when the District went through substantial reductions a few years ago the Board decided to increase fees and discontinue funding the Holt Arena. He said high schools were directed to support the cost. He said another part of the agreement was the reduction in time available for the use of Holt Arena. He said all of those decisions were part of the original budget reduction discussion and conditions had not improved. Ms. Cranor said she was hearing that it had put a very heavy burden on the high schools to have to come up with the money and she thought the District should reevaluate the decision. Ms. Vagner said it was a struggle that Mr. Devine dealt with on an annual basis. Mr. Sargent said all activities were struggling right now. Mr. Reed said the high schools collected nearly \$1 million through the student activity funds every year. He said a substantial amount of revenue went through those accounts. Ms. Cranor asked why the schools were struggling then. Mr. Reed said

a lot of the activities had large expenses. He said one choir tour could cost \$50,000. Ms. Cranor said then those funds were already earmarked for specific events. She said it was similar to the struggle with the District's general fund. Mr. Sargent said he did not know where the District could afford to come up with \$15,000 for Holt Arena. Ms. Cranor said she did not know but thought the Board needed to find somewhere to look. Ms. Gebhardt said the Board just struggled the month before trying to determine what to cut in order to balance and that would just mean finding one more thing to cut. Ms. Vagner said funding the Holt Arena could be kept as a rolling request and could be revisited in the fall. She said budget adjustments would come forward next year and the District still needed to determine how it would fund the implementation of the Common Core. She said the topic would be added to the October Work Session agenda. Ms. Gebhardt said when the District needed hundreds of thousands of dollars for textbooks that hadn't been replaced in years it was hard to justify paying for the Holt Arena. Ms. Vagner said the administration understood the need but the District was not in a restoration mode. Mr. Vitale said he did not know how the Board could face teachers and tell them we cut jobs and books but decided to fund the Holt Arena.

d. Bid Awards

Mr. Reed said included in the packet were bid memorandums for various items and projects in the District. He said the first bid was for asphalt removal and replacement for various schools. He said the recommendation was to award the bid to Imperial Asphalt which represented the lowest responsible bid and was much lower than the other vendors. He said the District did a reference check and made sure the company could honor the bid. He said the next bid was for repair of the tennis courts and drainage system at Century High School. He said the repairs would address some major safety concerns with raised concrete on the tennis courts. He said the recommendation was to award the bid to Cornerstone Concrete which represented the lowest responsible bid. He said the next bid was for concrete replacement of sidewalks at various schools. He said six schools were targeted for sidewalk repairs. He said the recommendation was to award the various schools to Cornerstone Concrete and Dykman Construction. He said the next bid was for various instructional supplies to be awarded to several different vendors. He said the next bid was for various music equipment to be awarded to three vendors. He said included in the addendum was a bid for a Hobart dishwasher for Century High School. He said the recommendation was to award the bid to RESCO who had done a lot of work for the District and always did a good job. He said the Board would be asked to award the bids under Old Business.

e. Custodial Staffing Restructure

Mr. Reed said included in the packet was information relative to the restructuring of the custodial staff following reductions for the 2013-2014 school year. He said the recommendation was reflective of budget reductions. He said seven positions were reduced which included six elementary custodians and one carpenter. He said the memorandum detailed how assignments were shifted and shared with the remaining staff. He said the administration worked out the geographical issues to avoid any down time with transportation. He said the plan would have to be revised throughout the year as needed. He said the culture would have to change at the school level. He said if students and staff wanted to maintain pride in their school they would need to contribute in some way such as picking up chairs after school, cleaning up paper and putting trash cans in the halls at night. He said some of the schools were already doing those types of things to help the custodians. He said the administration was asking for cooperation from each of the schools.

f. Free and Reduced Lunch Report

Mr. Reed said included in the packet was a current Free and Reduced Lunch report. He said the numbers remained steady for the 2012-13 school year and were self-explanatory.

g. Summer Feeding Program Update

Mr. Reed said included in the packet was the current Food Service Summer Feeding Program report and a Summer Feeding Program Comparison Report for 2009 – 2013. He said the most recent numbers were included in the addendum. He said the numbers were through the first two weeks of the program. He said numbers varied from day to day and were often dependent on the weather. He said meal counts tended to go down on really hot days and if the weather was nice, meal counts were higher. He said the lower numbers could also reflect some improvement to the economy. Ms. Gebhardt said it was a nice option for some students that had been assigned community service over the summer. Mr. Reed said the food service department prepared a set number of meals and monitored participation at each of the parks very closely in order to avoid waste. He said it was first come first serve and once the meals were gone any late comers would not get a meal. He said if a particular location ran short for a few days in a row the department would increase the number of meals prepared for that location. Mr. Sargent asked what happened to extra meals. Mr. Reed said extra meals were thrown out as federal guidelines did not allow the meals to be salvaged or taken to any other location. He said patrons were required to eat in the park and could not take food out.

h. Improvements to Edson Fichter Nature Area

Mr. Reed said included in the packet was an article regarding the improvements that were planned for the Edson Fichter Nature Area in the coming months. He said the city had removed the rocks and trees and curbing around the middle island. He said the city was preparing to grade the area during the summer and fall. He said the District would delay the bus turnaround project until the city was further along.

i. Proposed Building and Subdivisions (New Construction)

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

j. Any Other Business Operations/Operational Support Update

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

EMPLOYEE SERVICES – Information – Mr. Smart

a. Campus/ISEE Upload/Technology Update

Mr. Smart said the ISEE report for June had been submitted. He said the report included 98% of the District's evaluation data. He said there were still some outstanding evaluations which would be submitted next month. He said all of the juvenile detention data would be complete that week and data for the entire year would be uploaded. He said it was a challenge figuring out how to upload the entire year in one report.

b. Technology Staffing Restructure and Summer Work Plan

Mr. Smart said included in the packet was information relative to the restructuring of the technology staff and the technology department's summer work plan. He said the department would be down two employees as part of the reductions and the restructure had already taken place. He said getting a work schedule together with two fewer staff was a challenge.

c. High School Wi-Fi Completion

Mr. Smart said included in the addendum was information relative to the state's terms for the installation of Wi-Fi in District high schools. He said the state's terms were confining and did not meet the District's needs. He said the administration believed the District should proceed on its own and complete the project independent of the state. He said the state would not reimburse Districts for what had already been done and was mandating what equipment could be used. He said the total remaining cost to complete the installation was approximately \$20,000 and was currently included in the budget. He said going that direction would ensure the District would have what it needed. Ms. Vagner said the restrictions placed on the process by the state would limit the District's wireless capabilities and needs. She said the District would also not be able to use its Lightspeed filtering system. Mr. Smart said the state's specifications were for smaller Districts that currently had nothing in place. He said another downside of going with the state was that data would be routed through Boise and then filtered back to the District. Ms. Vagner said the five largest Districts in the state had opted out. She said wireless had already been installed in all of the high schools and the District had intended on pulling out the access points after the state provided funding for wireless but that could not happen with the process proposed by the state. She said the Board would be asked to provide direction under Old Business.

d. Student Enrollment Information Update

Mr. Smart said included in the packet was current student enrollment data. He said student enrollment ended up at 12,492 students at the conclusion of the school year. He said enrollment always started off high and ended up low. He said the District only had growth mid-year one time and that was in 2009. He said he anticipated 12,000 students for next year.

e. Wellness Dashboard Report

Mr. Smart said included in the packet was the current Wellness Dashboard Report. He said participation rates were way above the 4% threshold. He said the District had met the rebate goal for the following year. He said the medical loss ratio was right in line with the goal. He said generic prescription participation was high which was good. He said there was a large amount of prescriptions ordered for arthritis and sleep disorders. He said the District was below the recommended risk ratio and was in good shape for next year.

f. Any Other Employee Services/Operational Support Update

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

HUMAN RESOURCES – Information – Dr. Howell

a. Monthly Human Resources Report

Dr. Howell said the Monthly Human Resources Report was included in the packet and an amended report was included in the addendum. He said the District would have a new assistant principal at Irving Middle School, Mr. Kit Kanekoa. He said Mr. Kanekoa was from Washington and had a background in law enforcement and

counseling. He said four teachers had announced their retirement and two were included on the addendum. He said there were 19 new hires. He said the District was still looking to fill about ten more positions. He said seven stipends were recommended for credit recovery. He said the Board would be asked to approve the Human Resources Activity as amended under the Consent Agenda.

b. Policy 7110 – General Policy for Hiring Certificated Personnel – 1st Reading

Dr. Howell said included in the packet was Policy 7110 – General Policy for Hiring Certificated Personnel. He said the change to the policy incorporated further non-discrimination language into the District's hiring practices for certificated personnel. He said the Board would be asked to hear the policy on first reading under New Business.

c. 2013-2014 Classified and Administrative Salaries

Mr. Wegner said included in the packet was a memorandum detailing the proposed salaries for the classified and administrative staff for the 2013-2014 school year, along with a kinds and levels chart, a classified salary schedule and an administrative salary schedule. He said the Administration recommended the Board freeze the Superintendent's and the administrator's salaries but allow movement as authorized by the state for any administrators eligible to do so. He said the administration also recommended freezing classified salaries while allowing movement on the salary schedule for any classified staff member eligible to do so. He said the Board would be asked to approve the salary distribution for 2013-2014 under New Business.

d. Authorize Issuance of Contracts for Certificated Employees for 2013-2014

Dr. Howell said included in the packet was a list of certificated employees that the administration recommended the Board issue contracts to for the 2013-2014 school year. He said a revised list was included in the addendum. He said because the District had to comply with the statute requiring contracts to be issued by July 1, administrators would be issued the standard administrative contract with 2013-14 pay designated and teachers would be issued a standard teaching contract at the 2012-13 rate of pay as compensation levels for 2013-14 had not been set due to the status of negotiations between the Board of Trustees and the PEA. He said the District would issue contract addendums as any further changes were made to the 2013-14 agreement. He said the Board would be asked to authorize the issuance of Contracts for the certificated employees for 2013-2014 under Old Business. He said the administration had prepared post cards to go out informing staff that contracts were ready to pick up and staff would have 10 days to return the signed contract. Ms. Cranor asked what happened with employees that were out of town. Dr. Howell said the District had a few backup measures including certified mail, faxing and emailing but most staff were good about making arrangements before leaving town.

e. Any Other Human Resources/Operational Support Update

Dr. Howell had no further Human Resources updates at the time of the meeting.

SUPERINTENDENT REPORT – Information – Mrs. Vagner

a. Fix It Committee Update

Ms. Vagner said included in the packet was the Fix It Committee Agenda from the June 12, 2013 committee meeting. She said the committee agreed to use 40% of the allocation for professional development. She said the committee would detail the measures for differential pay at the July 17 committee meeting. She said if everything went smoothly there would not be another committee meeting in the summer but would continue its work in the fall with policy changes.

b. Policy 8116 – Part-Time Enrollment/Attendance of Students & Policy 8130 – Attendance of Students – 1st Reading

Ms. Vagner said included in the packet were Policy and Procedure 8116 – Part-Time Enrollment/Attendance of Students and Policy 8130 – Attendance of Students. She said prior to the implementation of SCF the Board directed minimum attendance requirements to avoid the District losing money on part-time enrollment. She said the state planned to resolve the issue through fractional ADA which was repealed with the SCF laws. She said the law reverted back to full time enrollment at 240 minutes and part-time enrollment at 150 minutes for ADA payment creating the need to update the policies to reflect the previous policy language defining full-time and part-time enrollment. She said the Board would be asked to hear the policies on first reading under New Business.

c. Set Date to Administer Oath of Office to Trustees

Ms. Vagner said the Oath of Office would need to be administered to the new Trustee for Zone #5, Dave Mattson and to the returning Trustees in Zone #1, Jackie Cranor and Zone #2, Janie Gebhardt. She said the administration recommended the Board set a Special Meeting date for Tuesday, July 9, 2013 at 12:00 p.m. to Administer the Oath of Office to the Trustees. She said it appeared to work with everyone's schedule. Ms.

Cranor said she would confirm her availability later in the week. She said the Board would be asked to set a date to Administer the Oath of Office under New Business.

d. Calendar

Ms. Vagner said included in the packet was the calendar of the Board's Meeting Schedule inclusive of various Committee Meetings from June 17, 2013 through August 2, 2013. She said also included in the packet was the draft Back to School Calendar for the 2013-14 school year. Ms. Gebhardt noted that Judge Murray's Committee Meeting had been rescheduled to July 23, 2013. Ms. Johnson said she would update the calendar.

e. Any Other Superintendent's Update

Ms. Vagner had no further Superintendent's update at the time of the meeting.

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 May 21, 2013 Regular Board Meeting.

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

b. Topic: Authorize Payment of Claims with the Exception of Electrical Wholesale Supply Company, Inc.

Policy Issue: Board approves all Claims.

Background Information: Included in the packet were bills and invoices as of June 10, 2013 in the amount of \$1,151,904.12.

Administrative Recommendation: Administration recommended Board approve the bills and invoices as of June 10, 2013 in the amount of \$1,151,904.12 excluding any claims from Electrical Wholesale Supply Company, Inc. as presented.

c. Topic: Approve Supplemental Financial Information from May 1, 2013 through May 31, 2013

Policy Issue: Board acts on Financial Information.

Background Information: Included in the packet was supplemental financial information for the period of May 1, 2013 through May 31, 2013.

Administrative Recommendation: Administration recommended Board approve supplemental financial information from May 1, 2013 through May 31, 2013 as presented.

Board Direction/Action on Consent Agenda: A motion was made by Mr. Sargent and seconded by Mr. Vitale to approve the Consent Agenda 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.

Policy Issue: Board approves all Claims.

Background Information: Included in the were are bills and invoices as of June 10, 2013 in the amount of \$1,837.45 for Electrical Wholesale Supply Company, Inc. Mr. Sargent declared this item as a conflict of interest for himself and excused himself prior to Board action.

Administrative Recommendation: Administration recommended Board approve the bills and invoices as of June 10, 2013 in the amount of \$1,837.45 for Electrical Wholesale Supply Company, Inc. as presented.

Board Direction/Action: Mr. Sargent was excused at 9:02 p.m. A motion was made by Mr. Vitale and seconded by Ms. Cranor to approve the payment of claims for Electrical Wholesale Supply Company, Inc. as presented. The voting was unanimous in the affirmative. Mr. Sargent returned to the meeting following the motion.

b. Topic: *Approve PCCS Programmatic Audit Management Letter*

Policy Issue: Board approves Programmatic Audit Management letters for the Pocatello Community Charter School.

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

Administrative Recommendation: Administration recommended Board approve the Pocatello Community Charter School Programmatic Audit Management Letter as presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Mr. Sargent to approve the Pocatello Community Charter School Programmatic Audit Management 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 Mr. Sargent and seconded by Mr. Vitale to approve the Out of District/Overnight Field Trips as presented. The voting was unanimous in the affirmative.

d. Topic: *Direct Completion of High School Wi-Fi Installation*

Policy Issue: Board directs completion of various projects.

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

Administrative Recommendation: Administration recommended Board direct the completion of the High School Wi-Fi installation through the District, bypassing the state's installation terms as presented.

Board Direction/Action: A motion was made by Mr. Sargent and seconded by Mr. Vitale to bypass the state's installation terms and directed completion of the high school wi-fi installation through the District. The voting was unanimous in the affirmative.

e. Topic: *Award Bids:*

- Asphalt
- Century HS Drainage
- Concrete
- Dishwasher
- Instructional Supplies
- Music Equipment – AMS

Policy Issue: Board awards bids.

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

Administrative Recommendation: Administration recommended Board award the above listed bids as presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Mr. Vitale to award the above listed bids as presented. The voting was unanimous in the affirmative.

f. Topic: *Authorize Issuance of Contracts for Certificated Employees for 2013-2014*

Policy Issue: Board authorizes the issuance of contracts for certificated employees.

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

Administrative Recommendation: Administration recommended Board authorize the issuance of contracts for certificated employees for 2013-2014 per the attached list.

Board Direction/Action: A motion was made by Mr. Vitale and seconded by Ms. Cranor to authorize the issuance of contracts for certificated employees for 2013-2014 per the attached list as presented. The voting was unanimous in the affirmative.

NEW BUSINESS – Information – Action – Mrs. Vagner

a. Topic: *Hear on First Reading:*

- Policy 7110 – General Policy for Hiring Certificated Personnel
- Policy 8116 – Part-Time Enrollment/Attendance of Students
- Policy 8130 – Attendance of Students

Policy 8351 – Student Activity and Participation Fees and Student Fines

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 Ms. Cranor and seconded by Mr. Vitale to hear on first reading the above listed policies as presented. The voting was unanimous in the affirmative.

b. Topic: Approve Salary Distribution for Classified and Administrative Staff for 2013-2014

Policy Issue: Board approves salary distribution for classified and administrative staff.

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

Administrative Recommendation: Administration recommended Board freeze the superintendent's and the administrator's salaries but allow movement as authorized by the state for any administrators eligible to do so; and freeze classified salaries while allowing movement on the salary schedule for any classified staff member eligible to do so as presented.

Board Direction/Action: A motion was made by Mr. Sargent and seconded by Mr. Vitale to freeze the superintendent's and administrator's salaries but allow movement as authorized by the state for any administrators eligible to do so; and to freeze salaries for classified staff but allow movement on the salary schedule for any classified staff member eligible to do so. The voting was unanimous in the affirmative.

c. Topic: Set Date to Administer Oath of Office to Trustees in Zone #1, Zone #2 and Zone #5

Policy Issue: Board sets date to Administer the Oath of Office to Trustees.

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

Administrative Recommendation: Administration recommended Board set Tuesday, July 9, 2013 at 12:00 p.m. as the date and time to Administer the Oath of Office to Trustees in Zone #1, Zone #2 and Zone #5.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Mr. Vitale to set the date and time to Administer the Oath of Office to Trustees in Zone #1, Zone #2 and Zone #5 for Tuesday, July 9, 2013 at 12:00 p.m. as presented. The voting was unanimous in the affirmative.

ANNOUNCEMENTS

Mr. Sargent said he appreciated the opportunity to serve on the Board and all of the experiences he shared with the Board and the District. He said they were a great group of people.

ADJOURN

A motion was made by Mr. Sargent and seconded by Mr. Vitale to adjourn. The voting was unanimous in the affirmative. The Board adjourned its Regular Meeting at 9:09 p.m.

APPROVED ON:

July 16, 2013
By: _____

Jenie A Hebbard
Chair

MINUTES PREPARED BY:

[Signature]
Secretary, Board of Trustees

ATTESTED BY:

[Signature]
Clerk