

**MINUTES OF THE  
REGULAR SESSION BOARD MEETING  
POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25  
Education Service Center Board Room  
Tuesday, July 16, 2013  
5:30 p.m.**

**BOARD MEMBERS/SUPERINTENDENT PRESENT:**

Janie Gebhardt, Chair

Jackie Cranor, Clerk

Jim Facer, Assistant Treasurer

Paul Vitale, Member

Dave Mattson, Newly Seated Trustee

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 16<sup>th</sup> day of July, 2013, as provided in Section 33-510, Idaho Code. Chair Gebhardt called the Regular meeting to order at 5:35 p.m.

**PLEDGE OF ALLEGIANCE**

Sergeant Daniels led the audience in the Pledge of Allegiance.

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

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

**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/Executive Session** – May 14, 2013
- d. **Special Meeting/Executive Session/Personnel** – May 21, 2013
- e. **Regular Board Meeting** – May 21, 2013
- f. **Special Meeting/Executive Session/Hearings** – May 29, 2013
- g. **Special Meeting/Hearing** – June 5, 2013
- h. **Special Meeting/Action** – June 11, 2013
- i. **Special Meeting/Executive Session/Personnel** – June 18, 2013
- j. **Regular Board Meeting** – June 18, 2013

A motion was made by Mr. Facer and seconded by Mr. Vitale to approve the minutes as corrected. The voting was unanimous in the affirmative. Mr. Mattson abstained from voting on the Minutes listed above as he was not a seated member at the time of the meetings.

**RECOGNITIONS/VISITORS/CORRESPONDENCE – Information**

**a. Visitors and Correspondence**

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

Chair Gebhardt said recognitions would be deferred until the August Board Meeting.

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

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

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

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

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

## **SPECIAL ORDER OF BUSINESS – BOARD REORGANIZATION – Action**

### **a. Elect Officers – Chair, Vice Chair, Clerk, Asst. Treasurer**

Chair Gebhardt reviewed the protocols for the election of officers. She said the Board annually reorganized at the July meeting. She said the Board would elect the following officers for the 2013-2014 school year: Chair, Vice Chair, Clerk of the Board and Assistant Treasurer. She said Policy 2310 was included in the packet. She said the criteria for the election of officers included: Interest in Serving; Experience on the Board; Holding a Previous Office on the Board; Availability; and Willingness to be the Spokesperson for the Board. She asked Board Members if there was any interest in serving in a particular office.

Ms. Cranor said she was interested in serving as Vice Chair. She said she was starting her 5<sup>th</sup> year on the Board. Ms. Gebhardt said she was willing to run for Chair. Mr. Vitale said he was interested in serving as Clerk. Mr. Facer said he was willing to continue serving as the Assistant Treasurer. Chair Gebhardt passed the gavel to the Superintendent who called for nominations for Chair. A motion was made by Mr. Vitale and seconded by Mr. Facer to nominate Ms. Gebhardt as Chair. The voting was unanimous in the affirmative. The Superintendent passed the gavel to Chair Gebhardt who called for nominations for Vice Chair. A motion was made by Mr. Facer and seconded by Mr. Vitale to nominate Ms. Cranor as Vice Chair. The voting was unanimous in the affirmative. Chair Gebhardt called for nominations for Clerk. A motion was made by Ms Cranor and seconded by Mr. Facer to nominate Mr. Vitale as Clerk. The voting was unanimous in the affirmative. Chair Gebhardt called for nominations for Assistant Treasurer. A motion was made by Mr. Vitale and seconded by Ms. Cranor to nominate Mr. Facer as Assistant Treasurer. The voting was unanimous in the affirmative.

### **b. Appoint Treasurer and Assistant Clerk**

Chair Gebhardt said the Board would need to appoint a Treasurer and an Assistant Clerk. She said the administration recommended that Mr. Bart Reed, Director of Business Operations, be appointed Treasurer and that Ms. Renae Johnson, Administrative Assistant to the Superintendent, be appointed Assistant Clerk.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Facer to appoint Mr. Reed as Treasurer and Ms. Johnson as Assistant Clerk. The voting was unanimous in the affirmative.

### **c. Designate Posting Locations**

Chair Gebhardt said the Board annually designated posting locations. She said the recommended posting locations included the Education Service Center, Chubbuck City Offices, Pocatello City Offices, the Bannock County Courthouse and the Pocatello and Chubbuck Public Libraries. She said information was also posted electronically to the District's website and was provided to the media.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Vitale to maintain the posting locations at the Education Service Center, Chubbuck City Offices, Pocatello City Offices, the Bannock County Courthouse and the Pocatello and Chubbuck Public Libraries. The voting was unanimous in the affirmative.

### **d. Set School Board Meeting Schedule for 2013-2014**

Chair Gebhardt said the Board must adopt the School Board Meeting Schedule annually. She said the proposed Board Meeting Schedule for 2013-2014 is included in the packet. Ms. Cranor asked the Board if there was any desire to keep the morning Work Sessions now that there was no conflict with the afternoons. Mr. Mattson said he was in favor of switching the Work Sessions to the afternoon.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Vitale to set the School Board Meeting Schedule for 2013-2014 as presented with the exception of the Work Sessions which would be moved to 1:30 p.m. The voting was unanimous in the affirmative.

### **e. Appoint Auditor**

Chair Gebhardt said the Board annually appointed an auditor. She said the administration recommended appointing Deaton & Company as the independent auditor for the School District for the 2013-2014 school year. She said Deaton & Company had conducted the District audits for the past several years.

**Board Direction/Action:** A motion was made by Mr. Facer and seconded by Mr. Vitale to appoint Deaton & Company as the auditor for the 2013-14 school year as presented. The voting was unanimous in the affirmative.

## **REPORTS**

### **a. Media Report – Ms. Allen**

Chair Gebhardt said the Media Report would be deferred until the August Board Meeting.

### **b. Report on ISBA Summer Leadership Institute**

Ms. Gebhardt said she, Mr. Vitale and Mr. Mattson attended the ISBA Summer Leadership Institute in Idaho Falls on July 10, 2013. Mr. Mattson said it was an eye opening experience. He said he learned that a Board of Trustees was approached very differently compared to running a business. He said he enjoyed getting to know other Trustees. Mr. Vitale said it was a good training session and the financial section was very appropriate and meaningful and was a good opportunity to interact. Ms. Gebhardt said she had been on the board for 7 years and there were still things to learn. She said the Board did not have many opportunities to meet Trustees from smaller School Districts in the Region and this provided a good opportunity for that. She said attending the meeting affirmed in her mind some of the District's practices. She said the way the District ran its Board Meetings was a good example.

**c. Report on and Volunteer for Standing Committees for 2013-2014**

Chair Gebhardt said there were several Standing Committees listed below. Ms. Vagner clarified that the following committees were administrative committees. She said there could be no more than two Board members represented on any committee as any more than two Trustees was a quorum and constituted an official meeting. Chair Gebhardt called for volunteers.

	<b>2012-2013</b>	<b>2013-2014</b>
Budget Committee	John Sargent/Jackie Cranor	Jim Facer/Dave Mattson
CIP Committee/Long Range Facility Planning	Jim Facer	Jim Facer
Curriculum Committee	Janie Gebhardt/Jackie Cranor	Janie Gebhardt/Jackie Cranor
District Leadership Council – <b>Date TBA</b>	John Sargent/Paul Vitale	Paul Vitale
Education Foundation (Vice Chair is Designated Representative)	John Sargent	Jackie Cranor
Head Start	Janie Gebhardt/Jackie Cranor	Jackie Cranor/Dave Mattson
Insurance/Wellness Committee	John Sargent/Jim Facer	Jim Facer/Paul Vitale
Insurance Representation Selection	N/A	N/A
Judge Murray's Juvenile Advisory Committee	Janie Gebhardt/ Paul Vitale	Janie Gebhardt/Dave Mattson
Local Issues-Chamber of Commerce	John Sargent/Jim Facer	Jackie Cranor/Jim Facer
PTA Regional Council Meetings (Meetings are at 7:00 p.m.)	April 25, 2013 <i>Wilkes Funeral Home</i> John Sargent	<b>Date TBA</b> <b>Volunteer TBA</b>
Pocatello Community Charter School Liaison	Janie Gebhardt/John Sargent	Janie Gebhardt/Paul Vitale
Safety Committee	Jim Facer	Jim Facer/Paul Vitale
Instructional Technology Committee	Paul Vitale	Dave Mattson
Textbook Adoption	Janie Gebhardt/Jackie Cranor	Janie Gebhardt/Jackie Cranor
Renovation of Stocks Building, Relocation of Alternative Programs, Modification of Alameda Center and Opening of 4th Middle School	Janie Gebhardt/Jackie Cranor	N/A
Key Communicators	John Sargent	Paul Vitale/Dave Mattson
Fix It Committee	Jackie Cranor/Paul Vitale	Jackie Cranor/Paul Vitale
Valley Pride Portneuf River Project Committee	Paul Vitale	Paul Vitale/Dave Mattson

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

**a. Student Discipline and SRO Data Summary for 2012-13 – Mr. Hobbs**

Mr. Hobbs said included in the packet was a summary of the District's elementary and secondary Student Discipline data for the 2012-13 school year. He said Sergeant Daniels would report on the SRO statistical data which was included in the addendum. Mr. Hobbs said elementary DDRCs had decreased from previous years. He said principals were working hard at interventions. He said elementary expulsion numbers were up this year due to a few students bringing toy guns and knives to school which had to be treated as a weapon per federal law. He said the number of DDRCs had gone down at the secondary level compared to previous years. He said as a result the number of expulsions hearings had also decreased. He said schools were working hard

to intervene sooner and could be a contributing factor to the decreased number of hearings. He said he also credited Judge Murray and the Bannock Youth Development Center (BYDC) for working to place students on Homebound or having students complete school work at the Bannock House under the supervision of probation officers. He said one of the District's Homebound teachers spent 5 to 8 hours per week at BYDC during the year one of the homebound teachers spends 5 – 8 hours at BYDC working with students on completing assignments. He said any students over the age of 16 at BYDC worked on the GED but most students were seeking to get a diploma and were working on PLATO. He said he had worked with many of those students over the summer. He said the students were placed on contracts and set goals for completion. He said all of the students were close to meeting their goals and were making progress. He said most of the students were not very motivated until they were closer to completing. He said the number of students that were expelled without the option for credit recovery was down from 26 to 3 from the previous year. He said the DDRC was the District Discipline Review Committee and was in place to review behavioral issues or chronic attendance problems. He said the review committee was made up of himself, the school administrator, an SRO, various District staff members and the student and parent/guardian. He the committee's job was to determine an alternative placement or if a student should return to school on a contract or if the student should be referred to the Board of Trustees for an expulsion hearing. Ms. Cranor said she spoke with a teacher from the Upward Bound program who suggested that the District look into the program's discipline policy as it worked very well for the students in the program. Mr. Hobbs said one of the factors for less discipline issues with the Upward Bound program was that it did not have compulsory attendance. He said students had to apply to participate. Sergeant Daniels said the SROs had a great relationship with the District. He said Officers enjoyed being in the schools and associating with the administrators. He said citations were down from one year to the next. He said Officers were working hard at restorative justice which including having students right any wrongs without being cited, if possible, or resolving issues through mediation or other efforts. He said Pocatello High School was still one of the busier schools and kept the SRO busy. Ms. Cranor asked if the SRO had any help. Sergeant Daniels said yes when needed. He said the SRO's office was never empty even if there was not a problem. Ms. Gebhardt said it looked like the high schools were the highest need. Sergeant Daniels said yes which was why the department tried to prioritize officers being assigned to the high schools. He said previously the department had to split the SRO duties between the high schools and the middle schools and some of the issues were not able to be addressed which the department wanted to avoid. He said the number of SROs would stay the same this year even with the opening of Alameda Middle School but the Police Chief was supportive of the SRO program and was working to add another SRO later in the year. Ms. Gebhardt said the partnership with the SROs and Judge Murray had made a big difference. Sergeant Daniels said the administrators helped a lot which made everyone's job easier.

**b. Update on Transition to New Assessment for 2014 – Mr. Wegner**

Mr. Devine said included in the packet was a communication from the State Department of Education regarding the state's plan for transitioning to the new assessment in 2014. He said Arne Duncan spoke to additional flexibility for Districts. He said Idaho would not administer the new assessment until 2015. He said the state would field test next spring. He said the District did not want to double test any students and hoped to administer only one test. He said the District would most likely administer the SBAC assessment with the exception of students who were required to take the ISAT to graduate. Ms. Cranor asked if that was separate from the college entrance exam. Mr. Devine said yes. He said students were still required to take the SAT. Ms. Gebhardt said sophomores were still required to take the PSAT which was now funded by the state. Mr. Devine said schools would be kept at the Star Rating they were assigned for the current school year and the next year. He said the state was working on a plan to avoid double testing sophomores.

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

Mr. Devine had no report on any instructional technology update at the time of the meeting.

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

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

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

Mr. Devine had no report on any Head Start Program update at the time of the meeting.

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

Mr. Devine said the administration conducted interviews the 21<sup>st</sup> Century After School Program Coordinator position. He said Ms. B.J. Adams-Bolton was selected as the new coordinator. He said she would be responsible for the eleven After School Centers and had been the assistant to Joyce Anderson for the last ten years.

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

Mr. Devine had no report on any other Elementary Education updates at the time of the meeting.

**h. Policy 8110 – Student Placement, Retention, Credits, Promotion and Acceleration – 1<sup>st</sup> Reading – Mr. Devine**

Mr. Devine said included in the packet was Policy 8110 – Student Placement, Retention, Credits, Promotion and Acceleration. He said the change to the policy was necessary due to the changes to the middle school master schedule for the 2013-14 school year. He said students would be required to have more math time thus, a need for fewer elective credits. He said the requirement for electives was reduced from 17 credits to 15. Ms. Cranor asked English Language Arts was an addition. Mr. Devine said English and Language Arts were combined. He said the Board would be asked to hear the policy on first reading under New Business.

**i. Policy 8211 – Student Athletic Code of Conduct – 2<sup>nd</sup> Reading – Mr. Devine**

Mr. Devine said included in the packet was Policy 8211 – Student Athletic Code of Conduct. He said the policy was heard on first reading at the April 16, 2013 Regular Board Meeting and the second reading was delayed due to a need for further follow up. He said the proposed language change eliminating the requirement to have all fees paid including co-curricular was to avoid impacting a student's core class schedule and co-curricular classes were still core classes. He said input was received and was included in the packet. He said the District planned to notify parents of the change as soon as possible. Ms. Vagner said the Brian Reams Basketball Tournament did provide some money to help with student participation fees this year. Ms. Gebhardt said it did not seem as if there was equal distribution of those funds. Ms. Vagner said it was not intended to be distributed equally to the schools, and was based on need. Mr. Devine said a grammatical error had been corrected and the changes were not substantive and the Board would be asked to hear the Policy on second reading for adoption under Old Business.

**j. Policy 8351 – Student Activity and Participation Fees and Student Fines – 2<sup>nd</sup> Reading – Mr. Devine**

Mr. Devine said included in the packet was Policy 8351 – Student Activity and Participation Fees and Student Fines. He said the policy change incorporated the new fees that were adopted during the Public Hearing on fee increases held June 18, 2013. He said the policy was posted for public input following a first reading and none was received. He said the Board would be asked to hear the policy on second reading for adoption under Old Business.

**k. ISU Student Counseling Intern – Mr. Devine**

Mr. Devine said included in the packet was a request from ISU to place a student counseling intern at Franklin Middle School during the fall trimester of the 2013-14 school year. He said the request was routine and was in order. He said the Board would be asked to approve the request under the Consent Agenda.

**l. Summer Camp Request – Mr. Devine**

Mr. Devine said included in the packet was a summer camp request from Highland High School. He said the Board previously approved the use of equipment for the camp but not a camp request. He said due to an unexpected loss of venue Mr. Mariani was requesting to change the location and no camp fees would be assessed for participants, and no expenses for coaches' salaries, camp supplies or equipment would be charged. Ms. Gebhardt asked the original request included participant fees. Mr. Devine said yes but due to the date and location changing so suddenly the coaches decided not to charge participants. Ms. Vagner said Coach Mariani had been running his camps as private camps that were not associated with the District but when the location changed for the third one he requested to use the District's facilities and waived participant fees for the camp. Ms. Cranor asked if the camp was in July. Ms. Vagner said yes. Mr. Devine said the Board would be asked to approve the request under Old Business.

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

Mr. Devine said there were ten administrators and teachers that would attend the Idaho Summer Institute of Best Practices. He said the institute covered various teaching strategies and new technology tools and was a valuable conference. He said recently the Board watched a video filmed by Highland High School choir students performing one continuous shot and said the video had reached over 1 million hits on YouTube. He said advertisers were requesting to buy space on the school's YouTube page. Ms. Cranor asked if the school was receiving additional revenue from the YouTube page. Mr. Devine said he did not know.

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

Information – Mr. Reed

**a. Idaho General Fund Update**

Mr. Reed said the current Idaho General Fund Revenue Report was not anticipated to be published until July 17, 2013 as the state needed more time to process end of year data. He said the state's year end matches ours and their final report takes more time. We will bring the report in August.

**b. Review of the Alameda Middle School Project Timeline**

Mr. Reed said included in the packet was a current timeline for the Alameda Middle School project. He said it was the longest standing timeline the administration had ever presented to the Board. He said the District was now in the final stages of the project. He said some of the teachers were able to put together their classrooms. He said custodians were now cleaning the hallways and cafeteria. He said the technology department was busy installing computer labs and setting up classrooms. He said the maintenance department was almost finished installing the security system and prox cards. He said the project was running on schedule and was even ahead in some areas. Ms. Cranor said the ramp leading to the front entrance looked a little run down. Mr. Reed said it would be painted or refurbished. He said the school sign would be installed in the next couple of weeks. He said the school would also have an electronic marquee. Ms. Cranor asked if the toddler playground would be removed. Mr. Reed said it would remain as it was a functional location for the daycare. He said there was no green space at New Horizon Center to move the playground to and the decision was to leave the day care at Alameda Middle School for the time being.

**c. 2013-2014 Bus Routes**

Mr. Reed said included in the packet were the proposed bus routes for the 2013-2014 school year. He said the transportation department was extremely busy configuring the new routes due to the boundary changes and rolling the 6<sup>th</sup> grade up to the middle schools. He said Head Start transportation was also eliminated which caused even further changes to the bus routes. He said the list of routes included in the packet represented about 99% of the changes. He said parents were able to look up their child's boundary and locate their bus stop on the District's website. He said the information was constantly updated as changes were made. Ms. Cranor asked if the instructions for locating bus routes were posted in the paper. Mr. Reed said a majority of the parents and public were accustomed to using the website and Infinite Campus to locate information but would find out if the transportation department also published the information in the paper. He said many parents called for the information. Ms. Cranor said publishing the information might help reduce some of those calls. Ms. Vagner said she would check to see if the information was included in the Back to School materials. Ms. Gebhardt asked why some bus stop locations did not have any students reported. Mr. Reed said typically once a bus stop was established, the transportation department did not like to eliminate it unless a couple of years went by without any students meeting there. He said some of the stops that were close together were sometimes dependent on safety concerns and other reasons. He said Mr. Leiby personally drove each route to inspect the length, safety and various needs. He said the District got hundreds of requests from parents to add stops and the department tried to help them understand what a massive undertaking creating and revising bus routes was. He said the Board would be asked to approve the bus routes under New Business.

**d. Summer Projects Update**

Mr. Reed said the HVAC project at Gate City Elementary was nearly complete. He said technicians were testing the system and would wrap up shortly. He said the roofing project at Century High School was nearly complete after applying layer after layer of recoating materials. He said the District was hopeful that the materials applied would preserve the roof for another seven years. He said replacing the school roof would have cost around \$2 million but the District was able to complete the reroofing project for a couple hundred thousand. He said the tennis court project at Century High School was underway. He said there were various sidewalk and concrete projects starting. He said the Lincoln Center windows were being removed and replaced. He said the contractors would start with the interior and then would move to the outside to allow maintenance to get the school ready on the inside. He said the parking lot and bus turnaround project at Indian Hills was still in the planning stages.

**e. Summer Feeding Program Update**

Mr. Reed said included in the addendum were current participation numbers for the Food Service Summer Feeding program along with a 2009-2013 comparison report as of July 13, 2013. He said summer feeding had gone exceptionally well this year but had decreased significantly since 2009. He said hot weather may have been a contributing factor. He said overall participation was down about 17%. He said he did not believe it was due to any problems with the program itself.

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

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

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

Mr. Reed said he met with Deaton & Company last week about the upcoming audit. He said the audit team planned to come to the District to go through all of the activity funds and District budgets. He said the

financial audit report would be brought to the Board in the fall. He said the June financial information did not add up because the District was still making end of the year adjustments. He said budget information would be complete and accurate by October.

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

Ms. Vagner said the Employee Services report would be deferred until the August Board Meeting.

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

##### **a. Monthly Human Resources Report**

Dr. Howell said included in the packet was the monthly Human Resources report. He said an amended report was included in the addendum. He said there were a couple of retirements and resignations and nine new hires. He said there was a correction to the school listed for one of the new hires which was included in the addendum. He said the last item on the report was a stipend request for Mr. Stuart Johnson who had started training as the Turnaround Officer at Kinport Academy paid for through School Improvement Grant funds. He said a memorandum explaining the details was included in the addendum. He said there were two requests for a leave of absence for the year. He said there were seven positions left to fill before the start of the school year. He said had had some leads on the remaining positions and was confident the positions would be filled in time. He said the Board would be asked to approve the Human Resources Activity under the Consent Agenda.

##### **b. Policy 7110 – General Policy for Hiring Certificated Personnel – 2<sup>nd</sup> Reading**

Dr. Howell said included in the packet was Policy 7110 – General Policy for Hiring Certificated Personnel. He said the policy incorporated further non-discrimination language into the District’s hiring practices for certificated personnel. He said the policy was heard on first reading at the June 18, 2013 Regular Board Meeting and was posted for public input following the first reading. He said one piece of input was received and was included in the packet. He said one change was made as a result of the input in order to eliminate redundancy, but was not substantive. He said the Board would be asked to hear the policy on second reading for adoption under Old Business.

##### **c. Policy 7131 – Employee Dress Code – 1<sup>st</sup> Reading**

Dr. Howell said included in the packet was draft Policy 7131 – Employee Dress Code. He said previously the only language that existed regarding appearance was found in Policy 7121 – Employee Standards of Conduct and was only one sentence. He said Cabinet discussed the proposed policy at length and agreed with a general approach that provided some flexibility if needed. He said the policy would be posted for public comment following a first reading. Ms. Cranor said the policy was very vague but Ms. Vagner helped her see that the policy gave some weight to administrators if they needed to take any action. She said she had talked to several parents who were concerned about the unprofessional way employees dressed and represented the District. She said she hoped principals would follow through and not let things go. Dr. Howell said the original proposed language included the term modest but Cabinet agreed it was subjective and decided to change the verbiage to professional. He said District employees were looked upon as professionals and should dress appropriately. Ms. Cranor said some of the concerns that were brought up by parents were teachers wearing shorts that were too short or having holes in their jeans. Dr. Howell said the District hoped to raise the bar and address the issues as they were identified. Ms. Vagner said the new policy language would be reviewed with principals at the first K-12 Administrator’s Meeting. She said the consequences for inappropriate dress or appearance were addressed in Policy 7120 – Employee Standards of Conduct. Dr. Howell said the Board would be asked to hear the policy on first reading under New Business.

##### **d. Policy 7155 – Drug and Alcohol Free Workplace – 1<sup>st</sup> Reading**

Dr. Howell said included in the packet was Policy 7155 – Drug and Alcohol Free Workplace. He said the change to the policy added language required per Idaho Code relative to providing a copy of the policy and materials describing the dangers of drug use in the workplace and any drug counseling, rehabilitation of employee assistance programs available to all employees. He said all of the requirements were addressed and employees were directed to Human Resources for further assistance. Ms. Cranor asked if all employees were required to sign a statement stating they agreed to the terms of the policy. Dr. Howell said yes every new employee at the time of hire and every employee as part of the District’s annual policy review. He said the Board would be asked to hear the policy on first reading under New Business.

##### **e. Any Other Human Resources/Operational Support Update**

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

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

a. **Policy 8116 – Part-Time Enrollment/Attendance of Students & Policy 8130 – Attendance of Students** – *2<sup>nd</sup> Reading*

Ms. Vagner said included in the packet were policies 8116 – Part-Time Enrollment/Attendance of Students and 8130 – Attendance of Students. She said the policy revisions were necessary due to the repeal of the SCF legislation and were posted for public input following a first reading. She said input was received and was included in the packet. She said one change was made as a result of the input and was highlighted in yellow but was not substantive. She said the Board would be asked to hear the policies on second reading for adoption under Old Business.

b. **Policy 6205 – Use of District Owned Electronic Devices, Software, Systems and Network Equipment** – *1<sup>st</sup> Reading*

Ms. Vagner said included in the packet was draft Policy 6205 – Use of District Owned Electronic Devices, Software, Systems and Network Equipment which was a rewrite of the outdated Policy 6205 – Use of Electronic Wide Area Network. She said current policy was included in the packet for comparison purposes. She said the rewritten policy included current terminology and District practices. She said also included were the updated agreement forms. She said students would sign the form upon starting at the elementary level, then as they started middle school and finally as they started high school. She said the procedure was included in the addendum. She said the Board would be asked to hear the policy on first reading under New Business.

c. **Policy 7127 – Staff Use of Personal Electronic Communication Devices** – *1<sup>st</sup> Reading*

Ms. Vagner said included in the packet was Policy 7127 – Staff Use of Personal Electronic Communication Devices. She said the change revised expectations for staff use of personal electronic communications' devices to align with current District practices. She said the policy was clear that the District was not responsible for the loss or theft of personal items. She said the Board would be asked to hear the policy on first reading under New Business.

d. **Policy 8162 – Student Use of Electronic Communication Devices** – *1<sup>st</sup> Reading*

Ms. Vagner said included in the packet was Policy 8162 – Student Use of Electronic Communication Devices. She said the change to the policy was in anticipation of the District moving towards Bring Your Own Device (BYOD) for instructional purposes and the language reflected the practice. She said teachers were ready to support the change in practice. She said the policy specified that use of an electronic communication device was only acceptable if directed by the teacher. She said if there was any misuse by a student the consequence remained the same. Ms. Vagner said included in the addendum was a letter for school administrators to distribute to parents informing them of the BYOD practice. Ms. Gebhardt asked if the letter would be mailed to parents. Ms. Vagner said it would be distributed with registration materials and would be posted to the District's website and in Infinite Campus. Ms. Cranor asked about students that did not have their own device to use. Ms. Vagner said students would most likely share with each other or teachers would provide devices when possible. Ms. Cranor said she worried that a lot of children would not remember to charge their device. Ms. Vagner said some would not but the District was requiring it because schools did not have enough outlets to accommodate for charging multiple devices. She said the Board would be asked to hear the policy on first reading under New Business.

e. **Policy 8210 – Student Discipline** – *1<sup>st</sup> Reading*

Ms. Vagner said included in the packet was Policy 8210 – Student Discipline. She said per Idaho Code a printed summary was to be provided to students and teachers annually and the District did not have hardcopy handbooks anymore. She said middle and high school students received planners that could include the policy summary but would not include elementary students. She said Mr. Hobbs would prepare a one page summary that would be printed annually and provided to all students and staff. She said the Board would be asked to hear the policy on first reading under New Business.

f. **ISBA Resolutions**

Ms. Vagner said included in the packet were proposed ISBA Resolutions, which were requested by the ISBA. She said she contacted Ms. Echeverria to see if the ISBA needed any Resolutions drafted. She said Ms. Echeverria requested a Resolution for the training of Board Members. She said she assumed the Resolution would be for voluntary training and drafted the Resolution to reflect that thinking but ISBA requested the Resolution be reflective of mandatory training. She said she included both options in the packet for Board consideration. She said she would recommend the Board adopt the voluntary training Resolution and did not know how the ISBA would mandate training when Board members were volunteers. Ms. Gebhardt said she the ISBA may have come up with the idea because there was some

speculation that the legislature would try to mandate Board training and the ISBA wanted to stay ahead of any proposed language. Ms. Vagner said the second Resolution addressed support for the Idaho Core Standards (ICS). She said if approved, the Resolutions would be submitted to the Government Affairs Committee for consideration at the Delegate Assembly. She said Resolutions were due to the ISBA no later than July 31, 2013 for consideration in the upcoming Legislative Session. She said the Board would be asked to consider adopting the Resolutions under New Business.

**g. Calendar**

Ms. Vagner said included in the packet was the calendar of the Board's Meeting Schedule inclusive of various Committees from July 15, 2013 through September 6, 2013. She said the Fix It Committee would meet the following day. She said Summer School Graduation was scheduled for July 24, 2013 at 10:00 a.m. at the New Horizon Center and the Board was invited to attend. She said the ceremony was short but very rewarding. She said the ISAT/Star Ratings Conference was set for August 1, 2013 at 2:30 p.m. in the Board Room. She said the Star Rating appeals would be finalized that week and the embargo would be lifted. She said the final information would be released after that occurred. She said the Star Ratings would stand for two years and one of the major elements was growth. She said the ISAT and SBAC results were to be aligned for a growth measurement and the class of 2017 would not have the three points of data until 2017 which meant the Star Ratings could be fixed until that time. She asked the Chair and Vice Chair to join that press conference. She said she would attend the SDE and IASA Annual Superintendent's meeting that week in Boise but would be back for the press conference. She said there were three Back to School dates the Board should be aware of. She said the first was Thursday, August 22, 2013 which was the all staff welcome back meeting at Pocatello High School. She said the next was Friday, August 23, 2013 which was the New Teacher Breakfast at Juniper Hills Country Club. She said the third was August 19, 2013 which was the BLT Retreat at Century High School. She said Board members were welcome to come and observe the work of the BLT teams during the retreat. She said Ms. Johnson would email dates and would send the agenda for the BLT Retreat. She said the first day of school was August 28, 2013. Ms. Cranor asked what the Food Service Annual Breakfast was. Ms. Vagner said it was the department's annual staff meeting to review the Vision and Mission and go over changes and expectations for the year. She said a complete Back to School Calendar was included in the packet.

**h. Any Other Superintendent's Update**

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

**3. 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.

**4. 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 June 18, 2013 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 July 03, 2013 in the amount of \$2,174,605.07.

**Administrative Recommendation:** Administration recommended Board approve the bills and invoices as of July 03, 2013 in the amount of \$2,174,605.07.

**c. Topic: *Approve Supplemental Financial Information from June 1, 2013 through June 30, 2013***

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

**Background Information:** Included in the packet was supplemental financial information for the period of June 1, 2013 through June 30, 2013.

**Administrative Recommendation:** Administration recommended Board approve supplemental financial information from June 1, 2013 through June 30, 2013 as presented.

**d. Topic: *Approve ISU Student Counseling Intern Request***

**Policy Issue:** Board approves placement of interns in various District schools.

**Background Information:** Included in the packet was a request from ISU to place a student counseling intern at Franklin Middle School for the fall trimester of the 2013-14 school year.

**Administrative Recommendation:** Administration recommended Board approve the ISU student counseling intern request as presented.

**Board Direction/Action on Consent Agenda:** A motion was made by Ms. Cranor and seconded by Mr. Facer to approve the Consent Agenda as presented. The voting was unanimous in the affirmative.

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

**a. Topic: *Hear on Second Reading for Adoption:***

Policy 7110 – General Policy for Hiring Certificated Personnel

Policy 8116 – Part-Time Enrollment/Attendance of Students

Policy 8130 – Attendance of Students

Policy 8211 – Student Athletic Code of Conduct

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 second reading for adoption as presented.

**Board Direction/Action:** A motion was made by Mr. Facer and seconded by Mr. Vitale to hear the above listed policies on second reading for adoption as presented. The voting was unanimous in the affirmative.

**b. Topic: *Approve Summer Camp Request***

**Policy Issue:** Board approves camp requests.

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

**Administrative Recommendation:** Administration recommended Board approve the summer camp request as presented.

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

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

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

Policy 6205 – Use of District Owned Electronic Devices, Software, Systems and Network Equipment

Policy 7127 – Staff Use of Personal Electronic Communication Devices

Policy 7131 – Employee Dress Code

Policy 7155 – Drug and Alcohol Free Workplace

Policy 8110 – Student Placement, Retention, Credits, Promotion and Acceleration

Policy 8162 – Student Use of Electronic Communication Devices

Policy 8210 – Student Discipline

**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. Ms. Gebhardt noted that the reason the Board heard policies on first reading prior to adopting any changes was to allow patrons time to provide input.

- b. **Topic:** *Set Bus Routes for 2013-2014 and Authorize Administration to make any Adjustments during the School Year*

**Policy Issue:** Board annually sets bus routes.

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

**Administrative Recommendation:** Administration recommended Board set the 2013-2014 bus routes as presented and authorize the administration to make any adjustments during the school year.

**Board Direction/Action:** A motion was made by Mr. Facer and seconded by Ms. Cranor to set the 2013-2014 bus routes as presented and authorize the administration to make any adjustments during the school year. The voting was unanimous in the affirmative.

- c. **Topic:** *Adopt ISBA Resolutions and Direct Administration to Submit to ISBA Government Affairs Committee*

Voluntary Training for School Board Trustees

Mandatory Training for School Board Trustees

Support for Idaho Core Standards

**Policy Issue:** Board adopts Resolutions.

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

**Administrative Recommendation:** Administration recommended Board adopt the Voluntary Training for School Board Trustees and the Support for Idaho Core Standards proposed ISBA Resolutions and direct the administration to submit to the ISBA Government Affairs Committee as presented.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Facer to adopt the Voluntary Training for School Board Trustees and the Support for Idaho Core Standards proposed ISBA Resolutions and direct the administration to submit to the ISBA Government Affairs Committee as presented. The voting was unanimous in the affirmative.

#### ANNOUNCEMENTS

There were no announcements at the time of the meeting.

#### ADJOURN

A motion was made by Mr. Facer and seconded by Ms. Cranor to adjourn. The voting was unanimous in the affirmative. The Board adjourned its Regular Meeting at 7:24 p.m.

#### APPROVED ON:

August 20, 2013

By:

Jennie D. Helberdt  
Chair

#### MINUTES PREPARED BY:

[Signature]  
Secretary, Board of Trustees

#### ATTESTED BY:

[Signature]  
Clerk