

**MINUTES OF THE
REGULAR SESSION BOARD MEETING
POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
Education Service Center Board Room
Tuesday, September 18, 2012
5:30 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

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

Jim Facer, Assistant Treasurer
Paul Vitale, Member
Mary Vagner, Superintendent

CONVENE REGULAR MEETING

A Regular Session of the Board of Trustees of School District No. 25 was held in Pocatello, Idaho on the 18th day of September, 2012, as provided in Section 33-510, Idaho Code. Chair Gebhardt called the Regular meeting to order at 5:32 p.m.

PLEDGE OF ALLEGIANCE

Amanda Sayer 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 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/Public Hearing** – July 12, 2012
- b. **Special Meeting/Executive Session** – August 21, 2012
- c. **Regular Board Meeting** – August 21, 2012
- d. **Special Meeting/Executive Session/Hearing** – August 22, 2012

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

SEAT THE NEW TRUSTEE FOR ZONE #4 AND ADMINISTER THE OATH OF OFFICE

The Trustee Seat for Zone #4 was declared vacant at the August 21, 2012 Regular Board Meeting due to the resignation of Trustee, Nate Murphy. The Board declared the vacancy and set the timeline in accordance with Idaho Code. A Special Meeting was convened at 4:00 p.m., prior to the Regular Board Meeting, for the purpose of conducting Trustee Candidate interviews and taking action to select a Trustee for the Trustee Seat in Zone #4. Ms. Cranor administered the Oath of Office to Mr. Paul Vitale. Mr. Vitale was seated on the Board.

ELECT AN ASSISTANT TREASURER

Chair Gebhardt reviewed the criteria for the election of Board Officers. She said the criteria included: Interest in Serving, Experience on the Board, Holding a Previous Office on the Board, and Availability. She called for nominations for Assistant Treasurer. Mr. Sargent nominated Mr. Jim Facer as Assistant Treasurer.

Board Direction/Action: A motion was made by Mr. Sargent and seconded by Ms. Cranor to elect Mr. Facer as Assistant Treasurer to the Board. The voting was unanimous in the affirmative.

RECOGNITIONS/VISITORS/CORRESPONDENCE – Information

- a. **Visitors and Correspondence**
- b. **Recognitions** – Information – Ms. Allen
There were no recognitions at the time of the 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.

Board Operating Principles No. 22 & 23:

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

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

REPORTS

a. Student Representative Reports (3 minutes each)

1) New Horizon Center – Crystal Walker

Ms. Walker said she would be representing New Horizon High School. She said students were in a new building this year and were grateful for the gift. She said students were adjusting to the smaller environment. She said over 70 members of the community attended the dedication, including the Board Members. She said Back to School Night was the next day. She said the school marquee was almost ready for people to see. She said the school would hold a Flag Dedication Ceremony for Constitution Day. She said clubs were just getting started and the Rainbow Club and IDFY had their first meetings. She said students would participate in an academic day to receive additional help to reduce failing grades.

2) Century High School – Shelby Evans/Tyler Ray

Ms. Evans said the school would have its Back to School Night the following evening. She said the drama department was practicing for the fall play. She said band was headed to Utah for a competition and was doing great. She said the student council was working on a survey to get the Stars Program up and running. She said the Stars were a piece of paper with five characteristics of each student on each one of the points. She said sports were going well. She said the current week was homecoming week which would have a tie-dye day on Monday, a “tuck-in” day on Tuesday, sports day on Wednesday, neon day on Thursday and spirit day on Friday. She said the Assistant Principal/Athletic Director, Steve Anderson was selected as the Idaho Athletic Director of the Year and the students and faculty were very proud of him.

3) Highland High School – Gennavie Judd/Kathleen Hawes

Ms. Judd said the school had two semi-finalists for the National Merit Scholarship. She said homecoming week was coming up and the dance was the coming Thursday and the theme was “popular movies” like Pirates of the Caribbean, Hocus Pocus or Avengers. She said the school would offer PSAT testing for students. Ms. Hawes said the cross country invitational was that weekend. She said one of the school’s students was involved in an accident over the summer and was in the hospital and students were holding a “Notes for Kyle” fundraiser for him and would send him a gift basket.

4) Pocatello High School – Colton Belnap

Mr. Belnap said freshman elections took place recently and the student government was complete. He said school pictures for the yearbook were done. He said a College Night would be held at Pocatello High School via the IEN Network to educate students and parents on scholarship opportunities. He said Back to School Night was the following Wednesday. He said homecoming week was set for the first week in October which was a short week. He said there would be a hippie day, a Matt Gittins crazy pants day and preppy day. He said the football team was doing great with a 4-1 standing. He said volleyball and soccer had started and cross country was doing well. He said students were having fun with the start of school.

b. Media Report – Ms. Allen

There was no media report at the time of the meeting.

c. Report on the Dedication of the New Horizon Center – Ms. Vagner

Ms. Vagner said the dedication of the New Horizon Center was held September 5, 2012. She said there were about 150 students enrolled at the New Horizon Center for the start of the year. She said enrollment tended to increase towards the middle of the school year and typically got up to about 250 students which was what the new facility could accommodate. She said 70 community members were in attendance. She said Ms. Cranor provided refreshments for everyone. She said the Pocatello Chamber of Commerce was there for a ribbon cutting and it was a good way to show the public the use of tax dollars in action. Alameda Middle School is in the process of being refurbished.

d. Report on and Volunteer for Standing Committees for 2012-2013

Chair Gebhardt reviewed the vacant committees and asked for volunteers. Mr. Vitale volunteered to fill the vacant committee seats. Mr. Facer said he attended a Community Awareness Committee where they discussed upgrading certain roads and intersections. He said the city communicated that it intended to put sidewalks in on the east side of Quinn and Hawthorne roads in the future and was considering increasing the speed limit on Hawthorne Road with the exception of the school zone area. He said the city also planned to

square up the intersection at Jefferson and Alameda and hoped it would not impact Tendoy Elementary too drastically.

2012-2013

Budget Committee	John Sargent/Jackie Cranor
CIP Committee/Long Range Facility Planning	Jim Facer
Curriculum Committee	Janie Gebhardt/Jackie Cranor
District Leadership Council – October 8, 2012	John Sargent/Paul Vitale
Education Foundation (Vice Chair is Designated Representative)	John Sargent
Head Start	Janie Gebhardt/Jackie Cranor
Insurance/Wellness Committee	John Sargent/Jim Facer
Insurance Representation Selection	N/A
Judge Murray’s Juvenile Advisory Committee	Janie Gebhardt/Paul Vitale
Local Issues-Chamber of Commerce	John Sargent/Jim Facer
PTA Regional Council Meetings (Meetings are at 7:00 p.m.)	April, 2013 Wilkes Funeral Home <i>John Sargent</i>
Pocatello Community Charter School Liaison	Janie Gebhardt/John Sargent
Safety Committee	Jim Facer
Instructional Technology Committee	Paul Vitale
Textbook Adoption	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
Key Communicators	John Sargent
Students Come First Committee	Jackie Cranor/Paul Vitale

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

a. Alternate Route to Graduation – Mr. Wegner

Mr. Devine said included in the packet was a memorandum detailing the number of students and the various reasons for completing the alternate route to graduation. He said several students had completed the alternate route for math, reading and language arts. He said the Board would be asked to approve the requests under New Business.

b. Instructional Technology Update – Mr. Wegner

Mr. Devine said the first round of training for instructional technology coaches was held in August. He said the training was well received. He said the technology training specialists continued to populate resources for the coaches and teachers via My Big Campus. He said Trent Merica and Cheryl Spall attended a Datawise training which was being introduced at the secondary level for end of course assessments. He said the two would then provide that training to middle and high school coaches who would then train teachers. He said the training included discussion regarding assessment scoring and data entry. He said the training also included a review of Infinite Campus, Mileposts, Schoolnet and Discovery. He said the elementary coaches training would take place on September 29, 2012. He said the training specialists also demonstrated lesson planning in Infinite Campus for secondary teachers. He said teachers worked on setting up grade books and how to help parents view what their students were learning. He said Pearson offered a “Write to Learn” software training and middle schools would pilot the software with 7th and 8th graders. He said the program would assist students and teachers in the writing process to prepare for the implementation of the CCSS. He said the program automatically scored a student’s writing and offered instant feedback. He said the training specialists had been busy responding to numerous calls and school concerns.

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

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

d. Head Start Program Update – Dr. Mortensen

Mr. Devine said one of our Head Start teachers, Erin Baeder, was selected as the Idaho and Region X (Idaho, Washington, Oregon, Alaska) Head Start Teacher of the Year! He said there are 68 programs in Region 10 and 10 programs just in Idaho. He said Ms. Baeder had been teaching for six years. He said she would be recognized at a future Board Meeting. He said her name was submitted to the National Head Start Association

for consideration of the national award. He said she would be honored at the Idaho Head Start Association Conference in January. He said the Head Start staff had worked hard to get ready for the start of the new year.

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

Mr. Devine said many new after school staff had been hired. He said the directors were working to recruit students into the program. He said the program was excited to be opening new centers at Tendoy, Indian Hills and Lewis & Clark Elementary Schools. He said the program offered a STEM component as well as academic support and enrichment opportunities. He said processes for targeted interventions between the program and the schools had been implemented. Ms. Cranor asked how students were recruited into the program. Ms. Vagner said most just register but some were referred by the school for further academic support.

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

Mr. Devine said included in the addendum were Idaho Food Bank – Back Pack Program numbers from the first week of school. Ms. Vagner noted that high schools were no longer included on the report as the Idaho Food Bank had shifted its focus to K-6 due to lack of funding and donations. She said the District was allocated 300 back packs per week which would include the middle schools since they had 6th graders. She said the District still had 113 slots available and would most likely fill those quickly. She said high school students in need would have access to food boxes at the Food Bank. She said the Food Bank was dealing with limited resources as well.

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

Mr. Devine had no further Elementary Education update at the time of the meeting.

h. Summer Camp Reconciliation Report

Mr. Devine said there was only one more summer camp that had not sent in its reconciliation report and all others were complete. He said the remaining camp had its participants pay at registration which slowed the process. Mr. Sargent asked if some of the coaches volunteered compared to others that were paid. Mr. Devine said yes and the coaches that were paid, were paid on an established rate set by the District's administration, and coaches had to justify the hours submitted.

i. Extra-Curricular Participation Comparison Report – Mr. Devine

Mr. Devine said included in the packet was the extra-curricular participation comparison report that included participation and fee information at the high schools from 2009-10 to the current year. He said the schools were closely tracking any students that hadn't paid or who needed accommodations. Ms. Gebhardt said Highland High School had a lot that just said "not paid" and nothing about any payment plans or scholarships. Mr. Devine said the school was working to figure out the detail and still needed to identify how many would be put on a payment plan or scholarshiped. Ms. Vagner said a complete report would be provided in October detailing that information. Mr. Sargent noted the high schools entered all of the data by hand which took a lot of time. Mr. Devine said that was correct and the staff responsible for entering the data did not start work until well after activities had begun. He noted the incentive to pay was greater for those that could not compete until fees were paid. Ms. Gebhardt said it was nice to see that participation levels were still good. Ms. Cranor asked if students that received scholarships were included in the payment plan numbers. Mr. Devine said yes. He said Century High School had 89 more students involved in activities this fall compared to last year and Highland High School had 75 more. He said only Pocatello High School had a slight decrease with 7 less participating this year compared to last year. He said it seemed the fee increase may have affected Pocatello High School a little more than the other high schools.

j. Concussion Policy Implementation Tracking – Mr. Devine

Mr. Devine said included in the packet was a memorandum detailing the number of coaches and students participating in extra-curricular activities and which of those had completed the required concussion awareness training. He said the area shaded in blue represented the coach information and the rest represented parents and students. He said an explanation for any non-completers was included in the memorandum. He said the administration would continue to monitor to make sure everyone had taken the appropriate training and that paperwork was in order for all participants.

k. ISU Administrative Intern Request – Mr. Devine

Mr. Devine said included in the packet was a letter from Idaho State University requesting to have one of their students placed at Century High School to complete an administrative internship. Mr. Devine said the Board would be asked to approve the request under the Consent Agenda.

l. Camp/Clinic Requests – Mr. Devine

Mr. Devine said included in the packet were two camp/clinic requests for Highland High School for a Cheer Clinic to be held in October and December, 2012. He said it was more of a fundraising activity than a camp. Mr. Devine said the Board would be asked to approve the requests under New Business.

m. Preliminary Out of District/Overnight Field Trip Requests – Mr. Devine

Mr. Devine said included in the packet were Preliminary Out of District/Overnight Field Trip requests. He said the administration was requiring the schools to provide paperwork for out of state or overnight travel even if the trip had been approved as part of the athletic schedule. Ms. Cranor said she did not like the student to chaperone ratio being so high and would like to see that number kept at 10/1 or less. Mr. Devine said the current policy did not have the ratio requirement that low but the administration would make that change. Ms. Vagner said Mr. Devine would work with the athletic directors to ensure there was more supervision. Mr. Devine said he would make sure the schools followed up on getting more chaperones for the trips with higher ratios. He said the Board will be asked to approve the requests under Old Business.

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

Mr. Devine said included in the packet were Out of District/Overnight Field Trip requests. He said the administration had reviewed the information and the requests were in order. He said the Board would be asked to approve the requests under Old Business.

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

Mr. Devine said the technology department created bookmarks with information on how to download the Infinite Campus Parent Portal app to a smart phone and distributed them at the high school open houses. He said the app allowed parents instant notification if their student had a missing assignment or if their grades dropped below a certain level. He said the 7th grade immunization requirements were nearly 100% complete. He said one of the middle schools was at 100% and the other two had just a few more students left that were new to the District. He said Mr. Reed and Ms. Vagner facilitated a tour of the New Horizon Center for his Gate City Rotary group and it was nice to hear the group comment on how nice the facility was and how much they appreciated the cost efficiency of renovating the facility.

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 July. He said during his last report he said the state was \$7.8 million behind but after receiving this report the information as of July was showing the state was behind by \$5.4 million. He said revenue seemed to be steady and hoped things would pick up as the year went on to bring in additional revenue for schools.

b. Review of the New Horizon Center/Alameda Middle School Moving Timeline

Mr. Reed said the Alameda Middle School project was nearing completion. He said the transportation department was working hard on recreating bus routes and a plan to communicate the new information to the public. He said overall the projects were ahead of schedule. He said crews were completing the framing for smaller classrooms to meet program needs. He said heat pumps and plumbing were being installed throughout the building. He said the ceilings were being torn down and the administration discovered the school would need additional data cabling. He said the needs of the school had changed in the last twelve years and the administration would submit a change order to get the new cables installed.

c. Policy 5410 – Transportation – 2nd Reading

Mr. Reed said included in the packet was Policy 5410 – Transportation. He said the change to the policy incorporated new language required by the state for compliance purposes relative to safety bussing. Ms. Gebhardt asked what contributed to the safety score. Mr. Reed said a lot was involved in determining the score such as whether or not a neighborhood had sidewalks, signage and speed limits posted. Mr. Sargent asked if the administration would email the information to the Board. Mr. Reed said yes. He said no comment was received on the policy change and no further changes were made. He said the Board would be asked to hear the policy on second reading for adoption under Old Business.

d. Policy 5610 – Fiscal Management-Unrestricted General Fund Balance and Contingency Account – 2nd Reading

Mr. Reed said included in the packet was Policy 5610 – Fiscal Management-Unrestricted General Fund Balance and Contingency Account. He said the terminology changes in the policy were to meet definitions as defined by state and federal agencies. He said the policy was posted for public input following the first reading, however, none was received and no further changes were made. He said the Board would be asked to hear the policy on second reading under Old Business.

e. Free and Reduced Lunch Report

Mr. Reed said included in the packet was a current Free and Reduced Lunch report. He said the District had an overall percentage of 49% and had remained consistent over the last year. Ms. Cranor asked if all applications had been submitted at this point. Mr. Reed said yes, this was usually done within the first two weeks of school with the exception of families that were new to the District.

f. Appoint VEBA Trustee

Mr. Reed said the Board recently appointed Cheryl Vermande to serve on the VEBA Board representing the classified staff but she had since left the employment of the District leaving a classified vacancy on the VEBA Board. He said the Board would be asked to approve the appointment of Laurie Butler as the classified representative to the VEBA Board under Old Business.

g. Proposed Building and Subdivisions (New Construction)

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

h. Any Other Business Operations/Operational Support Update

Mr. Reed said the Audit Report would be complete in the next week and the administration would provide the report to the Board in October. He said the administration typically provided a presentation of summer projects at this time but the presentation was incomplete and the presentation would be provided in October.

EMPLOYEE SERVICES – Information – Mr. Smart

a. Campus/ISEE Upload/Technology Update

Mr. Smart said the administration was going through Infinite Campus to determine if the student and course data had been set up and entered correctly. He said the state was allowing Districts to skip one month of ISEE uploads due to the implementation of new data templates but the administration decided to move forward to try them out and should have it completed by Friday. He said the technology department moved electronic home directories to free up space on the system and there was a glitch that caused some people to lose data stored on the old directory. He said overall the change would create space and allow the system to run faster. He said the District was in a lot better shape than it was a year ago before the Windows 7 and Microsoft conversions.

b. Student Enrollment Information Update

Mr. Smart said included in the packet was current student enrollment data inclusive of elementary overload information. He said the membership information was gathered through phone call reporting from the schools and the data could contain duplicate students and the administration would work to weed those numbers out. He said when projecting enrollment the administration anticipated having 90 more students than the year before but that number had reduced and would affect the District's anticipated units. He said the District did not hire up in anticipation of students so the FTE would remain flat. He said the number that impacted enrollment so drastically was 105 fewer 1st graders than the year before. He said the administration would take that into consideration for enrollment projections next year.

c. Wellness Dashboard Reports

Mr. Smart said included in the packet was the Wellness Dashboard Report for July, 2012. He said medical information was the major focus of the report because it was the biggest expense. He said last month the loss ratio was at 60% and this month it was up to 117%. He said the MyRegence participation numbers were at 58% which if maintained would get the District to a 4% reduction rate which was the maximum discount. He said the District would have a Mad Cash Dash wellness promotion to get the HRA completion rate up. He said the administration was hopeful the promotion would increase that percentage.

d. Any Other Employee Services/Operational Support Update

Mr. Smart said September 1 was the deadline for employees to sign up for the optional EMP services and the District submitted a list to the company that day and were told they had already been receiving calls. He said the company had been great to work with.

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 there was a leave of absence request and a resignation. He said the District was finally able to find a half time nurse. He said there was one alternative authorization request for a teacher who was certified in social studies but was also a trained interpreter and the District would like to offer it as a foreign language class which it could do if the teacher was able to get the endorsement. He said the District would help the teacher get the necessary

certification. He said the Board would be asked to approve the Human Resources Activity under the Consent Agenda.

b. 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. Policy 7124.1/8152 – Prohibition of Sexual Harassment in the Workplace and Learning Environment – 2nd Reading

Ms. Vagner said included in the packet was Policy 7124.1/8152 – Prohibition of Sexual Harassment in the Workplace and Learning Environment. She said the change to the Policy was the combining of the “workplace” and “learning environment” policies into one. She said no input was received and no further changes were made. She said the Board would be asked to hear the policy on second reading for adoption under Old Business.

b. Policy 7124.1 – Prohibition of Sexual Harassment in the Workplace – 2nd Reading for Deletion

Ms. Vagner said included in the packet was Policy 7124.1 – Prohibition of Sexual Harassment in the Workplace that was redlined for deletion due to the combining of the existing policy language into the learning environment policy which encompassed the workplace and the learning environment. She said no input was received and the Board would be asked to hear the policy on second reading for deletion under Old Business.

c. Policy 7158 – Staff Visiting and/or Entering a Private Facility or Residence – 2nd Reading

Ms. Vagner said included in the packet was Policy 7158 – Staff Visiting and/or Entering a Private Facility or Residence along with the procedure that was adapted from the current protocol and form. She said no input was received and no further changes were made. She said the Board would be asked to hear the Policy on second reading for adoption under Old Business.

d. Request to Store Foam Sword at School

Ms. Vagner said included in the addendum was a letter from a parent requesting permission for her son to bring a foam sword to school and store it in the principal’s office so he could attend sword fighting classes at ISU after school. She said per federal law only the Board could approve any look-a-like sword on District property. She said the administration was amenable to the request and the Board would be asked to approve the request under New Business.

e. Superintendent Luna’s Proposed 2013-2014 Budget

Ms. Vagner said included in the packet was Superintendent Luna’s proposed 2013-2014 Budget. She said the administration learned the budget does contain a step and a lane. She said the discretionary funds did not come close to covering the District’s anticipated cost increases for next year. She said Mr. Reed’s counterpart in Boise sent information to all Districts showing how much funding was tied up in the SCF legislation. She said if the legislation was removed this District would get over \$6 million that would instead go to SCF. Ms. Gebhardt asked if the remediation money would cover any CCSS materials. Ms. Vagner said it covered ISAT remediation and lunch time academy and the budget did not allocate any funds for materials to implement the CCSS. She said all of the funds were earmarked. She said the Board would likely learn more at the ISBA Convention.

f. Region 5 ISBA Meeting – September 27, 2012

Ms. Vagner said the Region 5 ISBA Meeting was scheduled for Thursday, September 27, 2012 at 6:30 p.m. in the IEN Room at Highland High School. She said Superintendents and Trustees from nearby Districts planned to attend at this location. She asked Board members if they planned to attend. Ms. Gebhardt and Mr. Sargent were unable to attend. Ms. Cranor, Mr. Facer and Mr. Vitale said they planned to attend.

g. Annual ISBA Convention – November 14 – 16, 2012

Ms. Vagner said included in the packet was a draft agenda for the Annual ISBA Convention. She said the convention would be held in Boise this year and was scheduled from Wednesday, November 14 through Friday, November 16, 2012 at the Riverside Hotel. She solicited Board Member availability. Ms. Gebhardt, Ms. Cranor and Mr. Vitale said they planned to attend. Mr. Sargent and Mr. Facer said maybe and would confirm one way or another later.

h. SDE Pay for Performance Memorandum

Ms. Vagner said included in the packet was a memorandum from the State Department of Education with information on specific areas of the state’s pay for performance plan and a timeline for implementation. She said the state was still calculating what shares would look like. She said Districts were informed they would be receiving lists of who were in the excellence and growth columns. She said the administration would begin

scheduling SCF Committee Meetings. She said the meetings were previously held the 2nd and 4th Mondays of the month and planned to keep that schedule. She said the Committee would convene in October. She said the work would start with the defining of leadership. She said hard to fill positions would be defined in 2013-14. She said the state had yet to define hard to fill and once it did Districts would determine if it worked. She said the state claimed there would be a 30 day window for appeals for excellence and growth once the information was released.

i. 2012-2013 Tuition Rates

Ms. Vagner said the state released tuition rates and was interesting to see what the state was willing to pay for education per pupil in this state. She said Idaho funded education close to 50th in the country when other states funded up to \$12,000 per student. She said Idaho school districts were dependent on local levies to make up for the lack of funding. Ms. Gebhardt said the paperwork actually showed the amount that it took to educate one student compared to what the state paid per student and Districts had to make up \$115 per student. Ms. Vagner said that was correct.

j. Any Other Superintendent's Update

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

k. Calendar

Ms. Vagner said included in the packet was the calendar of the Board's Meeting Schedule inclusive of various Committees from September 16, 2012 through November 2, 2012. Ms. Vagner reviewed the calendar.

PUBLIC COMMENT – Self Explanatory

a. Public Comment Pertinent to Agenda Action items

Board Protocols for Public Comment will be followed at all Board Meetings. Patrons wishing to address the Board will fill out Form AD 2 – Request to Appear before the Board and present it to the Board Chair or Board Secretary prior to the meeting.

Board Operating Principles No. 22 & 23:

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

Ms. Jan Flandro – 72 Rosewood, Pocatello, ID 83204

Ms. Flandro said she had some questions on Policy 5610. She said she wondered what the definitions were of the unrestricted and unappropriated fund balances and why the administration was proposing the language changes. She asked if it was a legal issue or if the administration was changing the fund balance in some way. Ms. Vagner said the Board did not engage with patrons during public comment and the administration would follow up with Ms. Flandro after the meeting to answer any questions.

Ms. Flandro said she would also like to know which funds made up the unappropriated fund balance and what committed, assigned and unrestricted meant compared to the way it was listed now. She said finally she would like to know what the rationale was for raising the unrestricted fund balance from 4% to 5%.

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 August 21, 2012 Regular Board Meeting.

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

b. Topic: Authorize Payment of Claims

Policy Issue: Board approves all Claims.

Background Information: Included in the packet were bills and invoices as of September 10, 2012 in the amount of \$1,091,870.08.

Administrative Recommendation: Administration recommended Board approve the bills and invoices as of September 10, 2012 in the amount of \$1,091,870.08.

c. Topic: Approve Supplemental Financial Information from August 1, 2012 through August 30, 2012

Policy Issue: Board acts on Financial Information.

Background Information: Included in the packet was supplemental financial information for the period of August 1, 2012 through August 30, 2012.

Administrative Recommendation: Administration recommended Board approve supplemental financial information from August 1, 2012 through August 30, 2012 as presented.

d. Topic: *Approve ISU Administrative Intern Request*

Policy Issue: Board approves administrative intern access in schools.

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

Administrative Recommendation: Administration recommended Board approve the ISU Administrative Intern request as presented.

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

OLD BUSINESS – Information – Action – Mrs. Vagner

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

Policy 5410 – Transportation

Policy 5610 – Fiscal Management-Unrestricted General Fund Balance and Contingency Account

Policy 7124.1/8152 – Prohibition of Sexual Harassment in the Workplace and Learning Environment

Policy 7158 – Staff Visiting and/or Entering a Private Facility or Residence

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 Ms. Cranor and seconded by Mr. Sargent to hear on second reading for adoption the above listed policies as presented with the exception of Policy 5610 until it could be clarified for the public. Mr. Sargent said the Board had already discussed the Policy and he would just as soon vote that evening. Ms. Vagner said the clarification was based on state law and the change to the level of contingency was not an increase it was a separation of the 4% and 1% that added up to the 5% which is how it had always been and was just shown differently per the state's expectation. Mr. Reed said the new terminology was directed by the federal accounting agency. He said the new definitions ensured the District's policy aligned with federal accounting requirements. Ms. Cranor amended her previous motion to hear on second reading for adoption all policies listed above as presented. Mr. Sargent seconded. The voting was unanimous in the affirmative on the amendment. A motion was made by Mr. Vitale and seconded by Mr. Facer to accept the main motion to hear on second reading for adoption all policies listed above as presented. The voting was unanimous in the affirmative.

b. Topic: *Hear on Second Reading for Deletion:*

Policy 7124.1 – Prohibition of Sexual Harassment in the Workplace

Policy Issue: Board deletes Policy.

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

Administrative Recommendation: Administration recommended Board hear the above listed policy on second reading for deletion as presented.

Board Direction/Action: A motion was made by Mr. Sargent and seconded by Ms. Cranor to hear on second reading for deletion the above listed policy as presented. The voting was unanimous in the affirmative.

c. Topic: *Approve Preliminary 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 Preliminary Out of District/Overnight Field Trip request as presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Mr. Facer to approve the preliminary out of district/overnight field trip requests with the provision that no trip have a higher student/chaperone ratio than 10/1. The voting was unanimous in the affirmative.

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

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

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

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

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Mr. Facer to approve the out of district/overnight field trip requests with the provision that no trip have a higher student/chaperone ratio than 10/1. The voting was unanimous in the affirmative.

c. Topic: *Appoint Classified Representative To VEBA Board*

Policy Issue: Board appoints VEBA Trustees.

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

Administrative Recommendation: Administration recommended Board appoint Laurie Butler as the Classified Representative to the VEBA Board as presented.

Board Direction/Action: A motion was made by Mr. Facer and seconded by Ms. Cranor to appoint Laurie Butler as the classified representative to the VEBA Board. The voting was unanimous in the affirmative.

NEW BUSINESS – Information – Action – Mrs. Vagner

a. Topic: *Approve Alternate Route to Graduation*

Policy Issue: Board approves alternate routes to graduation.

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

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

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

b. Topic: *Approve Camp/Clinic Requests*

Policy Issue: Board approves camp requests.

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

Administrative Recommendation: Administration recommended Board approve the camp/clinic requests as presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Mr. Vitale to approve the camp/clinic requests as presented. The voting was unanimous in the affirmative.

c. Topic: *Approve Request to Store Foam Sword at School*

Policy Issue: Permission to bring a foam sword shall only be approved by the Board of Trustees per federal law.

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

Administrative Recommendation: Administration recommended Board approve the request to store the foam sword at the school as presented.

Board Direction/Action: A motion was made by Mr. Facer and seconded by Ms. Cranor to approve the request to store a foam sword at school as presented. The voting was unanimous in the affirmative.

ANNOUNCEMENTS

There were no announcements at the time of the meeting.

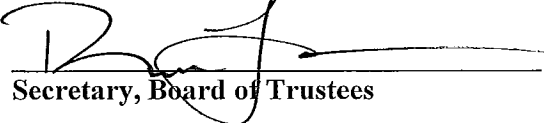
ADJOURN

A motion was made by Mr. Sargent and seconded by Mr. Facer to adjourn. The voting was unanimous in the affirmative. The Board adjourned its Regular Meeting at 7:07 p.m.

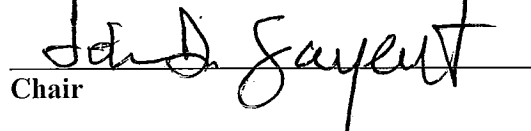
APPROVED ON:

October 16, 2012

MINUTES PREPARED BY:


Secretary, Board of Trustees

BY:


Chair

ATTESTED BY:


Clerk