

**MINUTES OF THE BOARD OF TRUSTEES
SPECIAL MEETING/WORK SESSION
Pocatello/Chubbuck School District No. 25
Tuesday, January 08, 2013
Board Room at the Education Service Center
8:30 a.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Janie Gebhardt, Chair	Jim Facer, Asst. Treasurer
John Sargent, Vice Chair	Paul Vitale, Member
Jackie Cranor, Clerk (Excused)	Mary M. Vagner, Superintendent

A Special Meeting/Work Session of the Board of Trustees of Pocatello/Chubbuck School District No. 25 was held on Tuesday, January 08, 2013, at 8:30 a.m. in the Board Room at the Education Service Center, 3115 Pole Line Road, Pocatello, Idaho, as provided in Section 33-510, Idaho Code;

Welcome, Call to Order and Convene Special Meeting to Take Action on a Resignation Request

Chair Gebhardt welcomed everyone and called the Special Meeting to order at 8:34 a.m. She said the purpose of the Special Meeting was to take action on a resignation request. A motion was made by Mr. Vitale and seconded by Mr. Facer to accept the resignation request for Julie Marley effective at the conclusion of the 2012-2013 school year as presented. The voting was unanimous in the affirmative. Chair Gebhardt adjourned the Special Meeting and Convened the Work Session at 8:35 a.m. She reviewed the agenda and the addendum and said the Special Meeting/Work Session was for the purpose of the administration discussing with the Board the following topics:

- 1. Convene Special Meeting to Take Action on a Resignation Request**
- 2. Adjourn Special Meeting and Convene Work Session**
- 3. Gateway Program Overview**
- 4. Jefferson Staff Request**
- 5. 2013-2014 School District #25 Calendar**
- 6. 2012-2013 Budget Adjustments**
- 7. 2013 CIP Plan Update**
- 8. Staffing for Alameda Middle School**
- 9. Levy Information to Community**
- 10. Reports:** *Legislative Report; Status of the Repeal of Props 1, 2 and 3; Festival of Trees Report; Update on the Financial Condition of the State and Monitor all District Budgets*
- 11. Public Comment**

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.

12. Adjourn

Gateway Program Overview

Ms. Luras said the Gateway Program Overview was submitted to the state every three years. She said the District used to receive \$20,000 every year for professional development for teachers to help meet the needs of gifted learners. She said the District no longer received any state funding to support the program. She said the program

met the District's Vision/Mission Statement by meeting the needs of students who learn at an accelerated rate to help challenge them and to help them learn to work in teams. She said senior citizens in the community helped with two projects this year including the robotics program and a dissection project. She said parents were invited to the Gateway Center to learn about the program and was a part of the District's Strategic Response to Intervention. She said the program was designed to help all students achieve their potential. She said the program aligned to the social emotional and cognitive needs of students. She said students K-2 were not formally evaluated but parents and teachers could request that their child be evaluated. She said students going into the third grade were formally screened in the spring of their second grade year and were tested in the fall of their third grade year. She said students could be tested at any time throughout the year. She said students who were identified had two formal evaluations. She said the District utilized the ISAT and a non-verbal intelligence test for students that were economically disadvantaged or non-English language learners. She said students needed a 96% or better on the ISAT to qualify. She said lunch was served onsite. She said 6th graders in the middle school attended on Mondays and 6th graders in the elementary attended with their elementary school. She said the elementary schools were split into different days of the week. She said Gateway offered a faster pace of learning, depth of content and the opportunity to interact with intellectual peers. She said the program encouraged problem solving and higher level thinking. She said the curriculum addressed English language arts, science, math, social studies and art. She said 6th grade students were also involved in activities like robotics. She said the theme at Gateway this year is "change". She said the robotics program focused on senior solutions. She said students talked with senior citizens to learn about the challenges they face in order to come up with a real-life solution that could be achieved through robotics. She said some of the robots accomplished tasks like opening a bottle or jar. She said one of the goals of robotics is collaborative competition and to help students view robotics as a sports competition. She said robotics was taught at Franklin Middle School and Irving Middle School during eighth hour and as an elective at Hawthorne Middle School. She said all of the schools participated in the robotics program, science Olympiad and a tri-district chess competition in the spring. She said elementary instructors were required to be GATE certified by the state but secondary instructors were not. She said students in grades 9 – 12 were served in a variety of ways including leadership opportunities and AP courses. She said there were 191 students participating. She reviewed the number of students by grade and student demographics. She said the state required the program to be monitored on an annual basis. She said the instructors were evaluated using the District's adopted teacher evaluation process. She said instructors developed short and long term goals and surveys were provided to parents. Ms. Gebhardt asked if the fourth middle school coming online would affect the schedule. Ms. Luras said the administration was still in the process of determining whether or not those students would be served at the middle school. Ms. Gebhardt asked if the program was funded by the state. Ms. Luras said the program was funded entirely out of the District's general fund which included two facilitators, a small supply budget and transportation costs. She said 75% of the transportation cost was reimbursed by the state. She said the supply budget was spent on text resources at the secondary level and on testing at the elementary level. She said students were not required to be qualified for GATE in order to take AP courses but it was tracked by the state. Ms. Gebhardt asked how students that came from other Districts were identified once they entered this District. Ms. Luras said if the student had comparable test scores he/she was accepted into the program and if not could be retested. She said a teacher or parent could request a child be tested at any time throughout the year.

Jefferson Staff Request

Ms. Vagner said the Jefferson Staff Request was being presented as information. She said she and Dr. Mortensen met with Jefferson's staff as a result of Jefferson Elementary and New Horizon High School not being eligible for any pay for performance bonus. She said the manner in which pay for performance was applied by the state had a demoralizing impact to staff. She said Jefferson was a three star school and overall proficiency was in the mid-90s and the success was notable and measurable but their growth from one year to the next was not high enough to earn any pay for performance on the state's grid. She said the conditions at New Horizon High School were a little different. She said the staff at Jefferson Elementary and at New Horizon High School was having a hard time coping with the performance requirements set forth by the state as was everyone else. She said one of the requests from Jefferson's staff was to allow all to receive the \$400 award included in the negotiated agreement regardless of the parameters. She said they requested the funds outside of the parameters set forth in the negotiated agreement which excluded staff that received a step or a lane. She said legally the Board did not have the authority to authorize any payment outside of the parameters of the Negotiated Agreement. She said the Union

did have the authority to present a waiver of those terms and she had spoken with PEA president and was unsure where the PEA Board stood on the issue. She said the payout for the staff affected would cost around \$12,000. She said there were some questions as to how Idaho Falls was able to pay their staff outside of the parameters set by the state. She said the Idaho Falls School District set aside a special line item in its Education Foundation budget and allowed employees that wanted to make a donation to contribute any portion of their bonus to the special line item and the District would match it. She said employees donated about \$8,000 and the District matched it for a total of \$16,000 which amounted to about a \$400 bonus for employees excluded from pay for performance. Mr. Vitale asked about the availability of any funds. Ms. Vagner said the District was down about 9 units and there were some other budget items that were still unknown. She said funding for next year was dim. Ms. Gebhardt said she understood where the employees were coming from and that the language in the Negotiated Agreement somewhat diminished the accomplishment of earning another step or a lane. She said some employees may wonder why they work so hard only to be punished for it. Mr. Facer said most teachers worked hard whether they were working towards increasing their compensation or not. He said his only concern was not knowing where the District stood financially. Ms. Vagner said she thought it would be best to let the conversation rest for now and possibly revisit the issue in the future when the Board would have a better idea of the District's budget and would give the Union a chance to weigh in on the issue. She said the administration told the Jefferson staff that their request would be brought to the Board as information.

2013-2014 School District #25 Calendar

Dr. Mortensen said the Calendar Committee completed the 2013-2014 School District #25 Calendar quickly this year. She said over the years the committee had developed a stable calendar and any requests from staff were run through the parameters previously set by the committee. She said the elementary staff preferred students to return mid-week to help with the transition from summer back to school. She said all staff liked having the Wednesday before Thanksgiving as a day off. She said previously the calendar had a record day at the end of every trimester but this year teachers requested an additional day in the third trimester to compensate for testing which the committee was able to accommodate. She said the District had an existing agreement with ISU to coordinate Spring Break dates which was the last week in March. She said graduation day was towards the end of the week and was before Memorial Day this year. She said there were 175.5 full teacher days and the half day was a result of previously imposed furlough days that were still in effect. She said there was only one day for orientation, one day for teacher prep, three professional development days and three record days. She said the half day was used as a checkout day for teachers to meet with principals and wrap up at the end of the school year. She said instructional minutes were run the minutes through a calculator to make sure the District's calendar met minimum requirements. She said PLC and Professional Development Mondays were specified on the calendar. Mr. Facer asked how snow days affected the calendar. Dr. Mortensen said Idaho Code allowed for three snow days without any impact to the instructional minutes requirement. She said if a District went over the three allowable days it would have to make up the time at the end of the year. She said snow closures had to be approved by the Board. Mr. Sargent said the only feedback he received on the 2012-13 calendar was that some parents preferred starting after Labor Day and others were unhappy about graduation being scheduled after Memorial Day. Dr. Mortensen said the committee discussed both of those things and was able to schedule graduation before Memorial Day this year but was not able to start after Labor Day and still meet the minimum instructional minutes. She said another change from last year was to move two professional development days right up front rather than spread them out because with CCSS it was believed the beginning of the year was the most beneficial time for professional development. Ms. Vagner said the proposed calendar would be brought for Board consideration at the Regular Board Meeting the following week.

2012-2013 Budget Adjustments

Mr. Reed said the administration brought budget adjustments to the Board for approval on an annual basis. He said some line items change from the budget that was originally adopted by the Board in June. He said this year there were \$2.9 million in budget adjustments to the general fund. He said the District was down 9 units caused by decreased enrollment. He said enrollment had not held steady this year as it had for the last several years and was unexpected. He said enrollment was down by as much as 2% in the secondary. He said that alone was a \$1.9 million decrease. He said the decrease was partially offset by less salary expenditures. He said one positive was that the fund balance came in almost \$2 million more than anticipated. He said the state did not fully fund

Districts for pay for performance and the District was responsible to fund \$32,000 for pay for performance benefits. He said there was a carryover amount that would need to be approved. He said the administration still did not know what would be allocated for the rest of the current budget year with the repeal of the Propositions. He said the administration would closely monitor what was happening at the state level and hoped to have clear information in the near future. He said about 15 special grants were included in the budget adjustments including SDSF and Head Start. He said most of the major adjustments were to the special education budget. He said the Title II allocation was decreased and the District used more carryover from Title II than anticipated. He said the District intentionally set aside money in the appropriated fund balance to fund ongoing budget years but due to adjustments and loss of revenue it had fallen further than anticipated. He said the Governor's proposed budget recommended shifting funds towards facility maintenance and flat discretionary funding. He said Districts were already operating at funding levels of ten years ago and the state still had no intention of replacing it. He said the administration may have to bring back further budget adjustments after the legislature allocated funds. Ms. Vagner said Mr. Smart was working with the state to get to the bottom of the high school ADA issue and appeared to be a glitch in the ISEE system that was affecting school enrollment. She said Mr. Smart was hopeful that the issue could be resolved to raise the District's unit counts. She said correcting the issue could reduce the unit loss from nine to about five or six. She said the District anticipated the February payment would be short. She said there was no news regarding whether or not positions that were funded through SCF would continue to be funded. She said the administration had also not heard anything about emergency legislation because there was no apparent advocacy from elected officials. She said the priority was focused on eliminating the business personal property tax and not on education. She said by the time the administration and School Board got to ISBA's Day on the Hill the legislature would already be one month into the session. She said the legislature needed to act on the deficits that were left as a result of the repeal of the Propositions. Ms. Gebhardt said she was sitting on the Governmental Affairs Committee this year and would work with advocates of education. Ms. Vagner said JFAC would begin meeting soon. She said the budget adjustment information would be on the agenda for Board consideration the following week.

2013 CIP Plan Update

Mr. Reed said projects on the CIP Schedule were funded out of the ten-year School Plant Facilities Levy. He said a number of District Directors, the Technology Coordinator and a Board Member sat on the CIP Committee. He said the School Plant Facilities Coordinator prepared the replacement schedule since they were directly aware of the greatest needs. He said the committee reviewed and prioritized projects for the next five years. He said the District had been unable to plan most projects beyond the third year due to limited resources. He said the replacements were not as accurate as the committee would like and hoped to improve that in the future. He said administrators and staff were asked what projects they would like to see completed the following year and any requests were reviewed by the committee. He said after the committee reviewed requests the plan was brought to the Board for final approval and after it was approved the administration was able to start the bidding process in order to get better prices on projects by starting early. He reviewed the revenue and expenditure projections. He said a majority of funds came from the School Plant Facilities Levy which was allowed to be increased by 5% every year to offset inflation. He said the estimated carryover was at \$1.2 million which gave the District just over \$6 million for CIP projects. He said some of the planned projects included carpeting and HVAC replacement. He said the heat pump units had to be replaced at Gate City Elementary as they were over 30 years old. He said the District had an emergency repair to replace the chiller which cost about \$35,000 and was unexpected. He said the school lunch program replaced equipment that did not come out of the School Plant fund. He said roofing a school was a two coat process that would be done at Century High School this year. He said the second part of the roofing would be completed over the summer. He said the roofing process was new and was an effort to save money on a complete re-roofing which would cost about \$600,000. He said the maintenance department anticipated it would get another ten years out of the new roofing. Mr. Sargent asked what a "Y" meant on the replacement schedule. Mr. Reed said it meant the District would not put the project up for bid. Mr. Sargent asked why the roofing of Century High School would not go out for bid. Mr. Reed said it was because the project would be done in-house. He said the District typically spent between \$2 and \$2.8 million on replacement projects which was dramatically reduced for the last few years due to the New Horizon Center and Alameda Middle School projects. He said one of the major projects to be completed included a new bus turnaround at Syringa Elementary as it was a safety issue. He said the current turnaround created terrible congestion and traffic and a crossing guard

was not enough. He said a new turnaround would not solve all of the problems but would help to improve safety. He said additional technology was needed to bring Alameda Middle School online. He said the concrete underneath the tennis courts at Century High School had risen dramatically and would have to be fixed to avoid any safety issues. He said the administrative office at Indian Hills was being remodeled to improve visibility and safety. He said lastly a backup generator would be installed at the Education Center to ensure there was no interruption to service and networks in case of a power outage. He said the goal was to convert every school to a VOIP system. He said the Education Center would be the hub and needed a backup power source to keep the facility up and running. Ms. Gebhardt asked if the water tank at Tyhee Elementary was above ground. Mr. Reed said yes but the District had not utilized the water tank in over 30 years but rather utilized the smaller tanks within the school. He said the old water tank would be dismantled and sold for scrap. Mr. Facer asked if the school had its own well system. Mr. Reed said yes and it was tested regularly. He said all of the facilities' electrical panels had been upgraded. He said 90% of schools had air conditioning now with the Lincoln Center partially completed and only Washington Elementary remained to be upgraded. He said none of the upgrades would be possible without the support of the community through its approval of the School Plant Facilities Levy. He said the ten year levy was recently approved for the 6th time and would be 60 years of community support when the levy was up. Ms. Gebhardt said the District had been fortunate and wise in the way it operated and maintained its facilities. Ms. Vagner said the CIP Plan would be brought for Board consideration at the Regular Meeting next week.

Staffing for Alameda Middle School

Ms. Vagner said the administration had one more interview for the Alameda Middle School principal position. She said all of the candidates were currently administrators at other schools. She said the District intended to staff in-house because funding for the coming school year was still unknown. She said it was critical for the District to staff cost neutral. She said Mr. Devine was in the process of defining the demographics of the staff needed to open the school and identifying HQ status for those teachers. She said not everyone would meet the HQ requirement and would need to take the Praxis. She said the administration was preparing the correspondence that would be sent to parents notifying them of the boundary changes and their option to be grandfathered into their current middle school. She said it was critical to start the year with all four middle schools equally staffed. She said the principal for Alameda Middle School would be named at the Regular Board Meeting the following Tuesday.

Levy Information to Community

Ms. Allen said included in the packet was a tentative Supplemental Levy presentation schedule. She said staff would be informed first in order to prepare them to field any questions from patrons. She said community groups would be presented to next. She said the first presentations scheduled were with the Key Communicators group and Chubbuck Elementary staff. She said Supplemental Levy information would be posted to the website and the District's Facebook page. She said the Board and administration would participate in an editorial board with the Idaho State Journal. She said the administration would work with the Citizen's Committee which would promote passage of the levy. She said District employees, on school time, were only allowed to give information and were not allowed to promote the levy. She said the Levy Election date was March 12, 2013 and absentee voting began on February 13, 2013. She said the District only had one month to get information out to the community. Ms. Gebhardt asked that a copy of the levy presentation schedule be sent to the Board. Mr. Vitale said he would attend the Key Communicators meeting. Ms. Gebhardt said she would attend the Chubbuck Elementary levy presentation. Ms. Vagner asked Ms. Gebhardt to add the January 17, 2013 Rotary presentation to her calendar. Ms. Gebhardt said she would plan to participate on the editorial board with the Idaho State Journal.

Reports: *Legislative Report; Status of the Repeal of Props 1, 2 and 3; Festival of Trees Report; Update on the Financial Condition of the State and Monitor all District Budgets*

Ms. Vagner said during the Governor's State of the State Address he pushed for the elimination of the business personal property tax and spoke to replacing the revenue. She said the administration was unsure of what other revenue source would be used to replace it. She said in the Governor's recommended budget there was a return of \$20 million to the lottery maintenance fund and coming from discretionary money. She said Safe and Drug Free School funding would be restored but it appeared it would be taken from discretionary funds. She said the Early Retirement Incentive had been resurrected and the National Board Certification was brought back. She said one of

the line items was a \$34 million set-aside for unknown educational reform. She said the overall proposed increase in Superintendent Luna's budget for public schools was 2% which was very little for Districts. She said the ISBA submitted a news article announcing that it would promote some of the previous SCF legislation relative to teacher contracts. She said it would be helpful to have Ms. Gebhardt on the Government Affairs Committee. She said the ISBA's Day on the Hill was scheduled for February 11-12, 2013 which affected the Board's Work Session. She said she would suggest cancelling the Work Session and push any critical items to the February Regular Board Meeting. Ms. Vagner asked Board Members if they planned to attend the Day on the Hill. Mr. Sargent and Ms. Cranor said they could not make it. Ms. Gebhardt, Mr. Facer and Mr. Vitale said they would attend. Ms. Allen said she was happy to report that the Education Foundation hosted another successful Festival of Trees. She said fundraising had exceeded the previous year by \$5,000 to \$7,000. She said there was some concern about the loss of a sponsor at the last minute, but the committee was able to solicit new sponsors in time. She said Ms. Vagner did a tremendous job soliciting sponsors through her connections in the community with various committees, activities and events. She said she appreciated the support of the Board and thanked them for attending the various Festival of Trees events. She said the Education Foundation would have about \$95,000 to distribute for 21st century technology in classrooms. She said the committee would have a wrap-up meeting in January and would start planning for the coming year's event. Ms. Vagner thanked Ms. Allen for her hard work and the many hours spent on bringing together such a beautiful event for the District and community.

Public Comment

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 #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 at the time of the meeting.

Adjourn:

Chair Gebhardt adjourned the Work Session at 9:59 a.m.

APPROVED ON:

FEBRUARY 19, 2013

By:

Janie A. Gebhardt
Chair

MINUTES PREPARED BY:

[Signature]
Secretary, Board of Trustees

ATTESTED BY:

Jackie Cranor
Clerk