

**MINUTES OF THE BOARD OF TRUSTEES
SPECIAL MEETING/WORK SESSION
Pocatello/Chubbuck School District No. 25
Tuesday, November 8, 2011
Board Room at the Education Service Center
8:30 a.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Frank Rash, Chair (Excused at 9:40 a.m.)	Janie Gebhardt, Member
John Sargent, Vice Chair/Acting Chair	Nate Murphy, Member (Excused at 9:57 a.m.)
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, November 8, 2011, 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 Statement of Purpose:

Chair Rash welcomed everyone and called the meeting to order at 8:34 a.m. He reviewed the agenda and said the Special Meeting was held for the purpose of a Work Session for the administration to discuss with the Board the following topics outlined in the agenda.

1. **Convene Meeting**
2. **PCCS Fiscal Audit Report**
3. **Summer 2011 CIP Update/Timeline**
4. **Head Start Governance Update**
5. **Proposal for the Naming of the Stocks Building**
6. **Reports:** *Post-Secondary Transition Plan; Federal Program Budgets 2011-12 – TQ/Title II, Title I & Special Education; Revised Alternate Route to Graduation Plan; PTE Audit Report; Mobility Report; Draft 2012-2013 School District #25 Calendar*
7. **Legislative Meeting Agenda – December 5, 2011**
8. **Students Come First Impacts**
9. **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.
10. **Adjourn to Executive Session – Personnel**
11. **Return to Open Session – No Action to be Taken**
12. **Adjourn**

PCCS Fiscal Audit Report

Ms. Vagner said the Pocatello Community Charter School's financial condition had improved and a pre-meeting with the District's administration was not necessary. Ms. Florez said she was in her fifth year as Business Manager for PCCS. She said when she first started as Business Manager the charter had a \$300,000 deficit and was operating on a line of credit. She said the Board developed a three year plan to pay off the deficit. She said the charter was able to eliminate the deficit in FY 2010 and would no longer need a line of credit. She said the general fund had a positive balance of \$98,000. She said the charter received a donation from the Albertson's Foundation in the amount of \$100,000 which was set aside for future reductions. Dean Martin said the school building still needed some improvements including the installation of a green roof and the completion of a gymnasium. She said the Charter's Board hoped to start a foundation to fundraise for bigger projects. Ms. Vagner said the administration would prepare a management letter for the December Work Session.

Summer 2011 CIP Update/Timeline

Mr. Reed said the Stocks Building project had used up most of the School Plant Facilities Fund. He said the District purchased the property two years ago with the intent to move Alameda programs into Stocks and open Alameda as a fourth middle school for the 2013-14 school year. He said the District had 27 buildings which equaled 1.6 million square feet, 200 acres of grass area, 55 acres of parking lots and asphalt which lasted anywhere from ten to twenty years and required constant resurfacing, 16 miles of sidewalks and 29 gymnasiums and multipurpose areas. He said the District completed about 12,000-13,000 work orders per year. He said there were less than 30 maintenance positions including grounds keepers, electricians, plumbers, and locksmiths. He said there were 49 custodial staff members and secondary cleaning was contracted with Varsity. He said the Maintenance department focused on low to no maintenance work areas and doing things right the first time to improve efficiency. He said another major focus was to improve energy conservation. He reviewed a PowerPoint detailing the improvements made over the summer. He said one major project was to replace the pipes at Wilcox Elementary. He said most of the pipe had been built into the brick and mortar which had to be completely demolished to install the new pipes. He said another project was to refurbish the old Bonneville building to get it ready for the Greenacres Elementary 6th graders. He said most of the projects dealt with safety concerns like the uneven surface at the Lincoln Center which caused water to settle right next to the building creating dangerous ice ponds. He said the area was resurfaced to drain to the lower field. He said gym floors were resurfaced every year. He said the Stocks Building dock areas were converted to storage areas and all storage items from Bonneville were moved to the new storage area at the Stocks Building. He said the District went through the bidding process twice for the Stocks Building because the first bids came in over budget. He said the second bids were within budget. He said the maintenance department completed all the internal work and demolition which saved about \$300,000. He said all new plumbing was installed and the roof was replaced. He said the crew was ahead of schedule for most of the project with the exception of the multipurpose area. He said the insulation and windows had been installed and the metal siding was finished. He noted the project would not have been possible without the continued support of the School Plant Facilities Levy. Ms. Vagner said the CIP timeline was included in the packet and projects would be limited until the completion of the Stocks Building and Alameda Center projects. Mr. Gwynn said he was impressed with the attitude of the staff in keeping things safe for students and the responsible management of funds.

Head Start Governance Update

Ms. Young said the Head Start Act required the administration to provide Board training annually to explain the legal and fiscal responsibilities of the Board. She said the federal audit of Board training would include reviewing the minutes of Board Meetings to ensure training was done properly. She played a DVD that showed the history and purpose of Head Start. She said Pocatello has had a Head Start program in place since 1965 and she was proud to be a part of it.

Mr. Rash welcomed Mayor Blad. Mayor Blad introduced Mitchell Guiberson who was a freshman at Highland High School and was job shadowing him for the day. He said this was his third student job shadow and he was excited to see the youth in the community getting involved in government.

Proposal for the Naming of the Stocks Building

Ms. Vagner said this was the District's first opportunity to name a facility in many years. She said the students would like to be involved in the process of naming the facility by proposing some names that had to do with a local historical figure or a landmark that inspired strength, perseverance or growth. She said the facility's name should be inspirational promoting perseverance and intellectual and academic growth. She said if the Board was agreeable the administration would bring a student proposal to the February Work Session. Ms. Gebhardt said she was in favor of giving a voice to the students. Mr. Sargent said he would recommend providing direction and guidance for the students but not to limit the criteria. He said the students may come up with an idea that was better. Ms. Gebhardt asked if the school would have a mascot. Ms. Vagner said the school colors would move to the new building and would have to consider a new mascot since the current mascot would stay with the middle school.

Reports: *Post-Secondary Transition Plan; Federal Program Budgets 2011-12 – TQ/Title II, Title I & Special Education; Revised Alternate Route to Graduation Plan; PTE Audit Report; Mobility Report; Draft 2012-2013 School District #25 Calendar*

Ms. Vagner introduced Ms. Frymire who is a teacher at Highland High School and teaches the 18 – 21 year old program. She said Ms. Frymire has been striving to house the program in an adult environment rather than in a high school environment and her dream was coming to fruition. Ms. Frymire said eight years ago Angie Lawless developed the 18 – 21 year old program that was housed at the high school. She said she realized the environment needed to change since the needs of high school age students and the 18 – 21 year old students were vastly different. She said she researched various programs in many states and talked to people all over the country to come up with the community based transition services program. She said the most difficult part was finding the appropriate place to locate the program. She said it all came together when the College of Technology had one room available due to the elimination of one of its programs. She said the program was called VOICE which stood for Vocational Opportunities and Independence through Community-based Education. She said the students in the program were graduates that would benefit from additional social and academic education. She said the IEP team determined the appropriateness of the placement. She said the program was designed to house up to 15 students. She said she developed new curriculum for a three year period that deals with social skills, communication, advocacy, finances, reading and writing. She said students chose a couple of areas to focus on each year. She said the effectiveness of interventions would depend on pre and post evaluations and a longevity survey. She said students would age out of the program when they turned 21. Ms. Vagner said there was a VOICE Open House scheduled for November 18, 2011 at the ISU College of Technology from noon to 3:00 p.m. She said the District was grateful to Ms. Frymire's perseverance in making the off-site program available to the 18 – 21 year old students. Ms. Frymire said students demonstrated maturity after completing the program. She said she was grateful to have the program housed at the College of Technology because of the abundance of opportunities available to the students in being so close to the University.

Mr. Wegner said included in the packet was the Title IIA – Teacher Quality budget for the 2011-12 and 2010-11 school years for comparison. He said the carryover from the 2010-11 school year was \$449,783. He said the allocation took a 17% reduction for the current school year. He said positions placed in the budget totaled 1.8 FTE. He said stipends for BLTs, curriculum work off hours, mentor teachers and the new teacher program were paid for out of the TQ budget. He said it funds the instructor salaries for professional development courses in the District. He said a certain amount was allocated to private schools that chose to participate. He said \$80,000 was set aside for non-Title schools including secondary and Gate City Elementary to fund school improvement plans and advancing initiatives. He said any school could write a mini grant for supporting additional professional development needs not covered in the base allotment. He said the top priority for use of the funds had to ensure the staff was highly qualified. He said \$35,984 was designated for the implementation of the Common Core State Standards. He said the administration was very close to finalizing a professional development plan to ensure staff are ready for the implementation of the CCSS in 2013-14. He said funds were set aside for Mileposts. He said the District applied for another \$10,000 writing grant for writing training to offset the \$60,000 cost for training. He said the total allocation was \$1,024,000. He said the allocation was reduced by about \$250,000 from the previous year.

Mr. Wegner said the Board reviewed the revisions to the Alternate Route plan in October but further changes had been made which required further Board action. He said the original plan allowed juniors to complete the alternate route to graduation which was incorrect. He said the District was required to notify students in their junior year but would only be able to take the alternate route in their senior year.

Ms. Harwood said the Title I budget had been reduced by \$230,000. She said the carryover from 2010-11 was \$112,000 which was the lowest carryover amount ever. She said the only way the District was able to carryover that amount was through the use of ARRA funds to purchase equipment that would usually come out of the Title I budget. She said the District was able to utilize additional ARRA dollars that were not spent by other Districts and would be used to purchase math interventions. She said a certain amount of Title I funds had to be spent on areas dictated by the state such as SES. She said LEA funds were allocated based on school improvement status. She said 10% had to be used for professional development which the District had used to pay for instructional coaches. She said 88% of the instructional coaches' salaries were paid out of Title I funds and the remaining 12% was paid for out of TQ which enabled the instructional coaches to work in non-Title schools. She said \$528,000 was set aside for schools that were in year 3 and 4 improvement status. She said the Alameda Center was the only one left and funds had to be used for SES and school choice. She said after the District established it had met state requirements unspent funds could be reallocated to other areas. She said personnel costs totaled \$2.2 million. She said no more than 5% could be spent on supplies. Ms. Vagner said the budgeting process would become a balancing act and supplies would be scarce.

Adjourn:

Acting Chair Sargent adjourned the Work Session at 10:01 a.m. as the Board no longer had a quorum. Ms. Vagner said the remaining topics would be discussed at the November 15, 2011 Regular Board Meeting.

APPROVED ON:

DECEMBER 19, 2011

By: 
Chair

MINUTES PREPARED BY:


Secretary, Board of Trustees

ATTESTED BY:


Clerk