

**MINUTES OF THE BOARD OF TRUSTEES
SPECIAL MEETING/WORK SESSION
Pocatello/Chubbuck School District No. 25
Tuesday, May 8, 2012
Board Room at the Education Service Center
8:30 a.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Janie Gebhardt, Chair	Nate Murphy, Member
John Sargent, Vice Chair (Arrived at 8:47 a.m.)	Jim Facer, Member
Jackie Cranor, Clerk	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, May 8, 2012, 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 Work Session

Chair Gebhardt welcomed everyone and called the Special Meeting to order at 8:34 a.m. She reviewed the agenda and the addendum 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:

- 1. Convene Work Session**
- 2. Technology Department Overview**
- 3. Benchmark Strategic Plan**
- 4. Review Proposed Fee Increases/Decreases/New Fees for 2012-13**
- 5. Insurance Carriers and Coverages/Wellness/Insurance Committee Update**
- 6. Classified and Administrative Salaries 2012-13/Classified Salary Schedule to Market Comparison**
- 7. Balancing the 2012-2013 Budget/Budget Committee Update**
- 8. Reports:** Renovation of the New Horizon Center, Relocation of Alternative Programs, Modification of Alameda Center and Opening of 4th Middle School Committee/Public Meetings Update ; Schedule Superintendent's Evaluation for June 19, 2012 at 4:30 p.m. ; Policy & Procedure 7117 – Assignment and Transfer ; Policy & Procedure 7135 – Reduction in Force – Administrative/Certificated Staff ; Policy 8122 – Graduation Requirements/Senior Project Restructure; Policy & Procedure 8351 – Student Activity Fees and Student Fines ; SCF Parent Involvement into Building Administrator Evaluations ; Technology Training Specialist/Professional Development Training Flowchart ; 2012-13 New Horizon High School Calendar ; Chief Tahgee Elementary Academy ; Delegate Authority to Superintendent to Hire through the Summer Months
- 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 Work Session & Convene Special Meeting for the Purpose of Taking Action on Human Resources Items**
 - a. Take Action to Grant Permission to Ms. Susan Dickman to Tutor a Student Assigned to Her**
 - b. Take Action on an Intent to Hire the Certificated Staff for the 2012-2013 School Year Pending Salary Assignments**
 - c. Approve the Human Resources Report**
- 11. Adjourn to Executive Session to Discuss in Accordance with Idaho Code 67-2345 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or agent;**

12. Return to Open Session and Take Any Action Pertinent to Termination of Category A Contract

Teachers

13. Adjourn

Technology Department Overview

Mr. Jolley introduced the Technology Department staff. He said he had been with the District for five years, and accepted the technology coordinator position one year ago; Joel for twelve years, five as the network administrator; David Warburton for nine years, five as the web developer/programmer; Dave Thomas for five years as a network technician; Scott Currie for six years, one as an applications specialist; Eric Salce for four months as an applications specialist; Keary Tonks for sixteen years as a telephone specialist/programmer; Trent Merica for eleven years, one as the technology training specialist; Alan Sudweeks for eight years, two as the computer repair supervisor; Randy Mittelstedt for eighteen years as a computer repair technician; Dori Dunn for seventeen years as a computer repair technician; Travis Hopkins for two years as a computer repair technician; and Alfredo Enriquez-Najera for one month as a computer repair technician. He said each of the staff members did a fantastic job. He said the team had a combined total of 206 years of professional and educational experience. He said they serviced over 6,000 computers and mobile devices, 500 printers, 40 physical servers, 20 virtual servers, 150 managed network switches and had over 8 terabytes of storage, 1 GBPS fiber connecting every building, 120 mbps of internet bandwidth which would be upgraded in the near future to meet increased usage demands. He said the daily internet traffic was at 125 GB externally and 500 GB internally. He said more than 400,000 emails were received every month and 90% were spam. He said about 250,000 emails were originated internally every month. He said the department managed, updated and provided full technical support for more than 100 applications and programs including Infinite Campus, Datawise, PLATO, Moodle, Compass, Read 180, Type to Learn and Lexia. He said the Help Desk was very busy. He said the previous year the data center hardware was upgraded which consolidated over twenty physical servers to virtual servers on four physical boxes. He said the upgrade increased performance and reduced energy consumption which saved about \$9,000 per year. He said the backup hardware was also upgraded and all data was backed up daily and stored offsite. He said the District's operating system was completely upgraded from a Novell system to a Microsoft system and the GroupWise email server was upgraded to a Microsoft Exchange. He said the old GroupWise servers were constantly failing and required daily maintenance. He said the software was outdated and technicians would no longer provide support for the old system. He said the new servers were much faster and offered a lot more features. He said teacher workstations were upgraded to Windows 7 and Microsoft Office 2003 and Word Perfect were upgrade to Microsoft Office 2010. He said the District was able to negotiate a deal with Microsoft to offer Microsoft Office to District employees at an extremely discounted price. He said the District would have end to end wireless coverage for all staff and students. He said 15 buildings had been completed so far and anticipated being finished with the elementary and middle schools by the end of May. He said the department was waiting to find out whether or not the state would allow the District to install its own wireless network or if it would be part of the state's technology implementation. Mr. Murphy asked if the New Horizon Center was included in the upgrades. Mr. Jolley said it would have all of the same upgrades after the building was complete. He said he worked with the special education and employee services departments to upload ISEE data to the state. He said he recently assumed responsibility for telephone installation and maintenance District-wide. He said the Instructional Technology Committee directed that every classroom should have a projector and the department began work installing projectors in classrooms. He said next year they would install 45 Promethean Boards and were in the process of developing IM Conferencing software. He said the department was gearing up for the implementation of the one to one mobile computing devices for high school teachers in the 2012-13 school year and for student devices in the 2013-14 school year. He said each high school would have one fulltime network repair technician. He said the technology training specialists would be utilized for ongoing professional development to train teachers in the use of the technology. Ms. Vagner said the District was fortunate to have such a dedicated team to serve the hardware and software needs of the District. She said the team was responsible to ensure the District remained operable and the demand on their time would become more exhausting with the influx of devices. She said the team was creative and hardworking and were appreciated.

Benchmark Strategic Plan

School Safety

Mr. Hobbs said schools conducted fire drills, code blue and code red drills monthly and bomb drills annually. He said all but three schools were up to date and 60% had completed code red and code blue drills. He said the District had an emergency communications system through Infinite Campus that allowed emergency messages to

be sent directly to parents and staff. He said AED devices were placed in all schools and secondary staff members were trained. He said the hospital was working to provide more devices for athletics. He said training materials were posted to the internal network that all staff could access. He said the District partnered with the Pocatello Police Department to improve emergency access to all District facilities. He said key boxes would be installed that only certain District personnel and police officers would have access to. He said in Vision 2 of the Safety Strategic Plan it was clear that the focus needed to be on prevention rather than intervention. He said Dr. Mortensen put together a very comprehensive tiered intervention/prevention program for the elementary and secondary was in the process of developing a more comprehensive plan. He said in the past there was a program called Crossroads that was more exclusionary and had been restructured to be more instructive and corrective and was now called RiT. He said the focus this year was on prevention. He said the District partnered with Too Great for Hate and brought Steve Wessler, a national trainer to conduct a study with high school student focus groups on levels of bias and harassment in schools. He said the Board was provided a copy of the student responses from the focus group study. He said the District had an excellent positive anti-drug program that taught recognition and empathy and utilized an Idaho Drug Free Youth (IDFY) trainer to promote acceptance in our schools. He said if the group was able to get the funds it would expand to include middle schools students. He said the District utilized social curriculum called Second Step for the elementary and the Virtues program for secondary that helped promote a positive culture in schools. He said the District continued to partner with Too Great for Hate and Judge Murray's group for community involvement. He said he was a member of the Bright Tomorrows Community Board. He said the District also partnered with the with juvenile justice program that was formerly an intensive 16 year old and older program that was strictly to help juveniles obtain a GED. He said the program was expanded to include students younger than 16 and allowed them to continue their school work in detention. He said expulsion hearings had been reduced by a significant amount this year. He said nine students were in the Youth Development Center (YDC) that were continuing their regular school work. He said the District continued to make progress with community groups to ensure children were staying in school and were successful. He said the District continued to emphasize the Violence Continuum which started interventions at the "put downs", "profanity" and "disrespect" levels. He said if it is heard it is reported. Ms. Cranor said she recently heard about the incident in Rigby where students were left behind during a bomb sweep at the high school and asked if the District had procedures in place to ensure this did not happen to us. Mr. Hobbs said the District had procedures in place in every classroom to ensure teachers had student rosters and did head checks as soon as they arrived at their predetermined evacuation relocation site. He said Century High School recently had an evacuation and did a head count as soon as they arrived at their destination within six to eight minutes they knew if any students were missing or if they had any extra students.

Curriculum and Instruction

Mr. Wegner said the Instructional Directors met with principals to go over their School Improvement Plans (SIP) which were housed in the WISE Tool. He said the teams looked for evidence that administrators had met with Building Leadership Teams (BLTs) and whether or not plans were being monitored and updated. He said the Instructional Directors worked with Highland and Pocatello High Schools on their corrective action plans to get them ready for submission to the state. He said Franklin Middle School had to submit a Restructuring Plan to the state and the team helped develop and review the plan prior to submission. He said Hawthorne Middle School and the Alameda Center had to revise their corrective action plans and submit them to the state. He said the new accountability system would go into effect for the next school year. He said during TIA teams unpacked the Common Core State Standards (CCSS) in language and math and embedded it into technical subjects. He said a focus group met to provide feedback and direction to the TIA Advisory Group as to how it should move forward with facilitator training and the TIA 2012 Summer Working Conference which was set for June 4th – 8th. He said this year the TIA focus would be on assessment and what was coming in the 2014-15 school year. He said the teams would research available resources. He said training would begin in July and for all staff in August. He said 140 staff members from the District were registered for the conference. He said the District piloted a Common Core writing rubric which would be expanded to any interested teachers to begin implementation. He said social studies and science textbooks were next on the curriculum cycle of renewal and would have been implemented this year if funding was available. He said the District would be looking at replacing English, Handwriting and Speech in 2012-13 but could not budget for those items without funding for textbooks. He said Apple did a presentation for the District on digital resources and noted a lot more companies were beginning to release materials electronically and were far less expensive than hard copies. He said Apple planned to roll out new technology that would allow teachers to develop their own textbook resources which the District would look into. He said it offered some hope that Districts would have access to more affordable materials in the future. Mr. Murphy asked if the digital resources would be available on all applications or if it would only be available on the

iPad. Mr. Wegner said there was software that would allow resources to be accessed on all applications. Mr. Murphy asked if there was any concern regarding the direction the state would go for the one to one mobile computing devices. Mr. Wegner said the concern was not knowing whether or not the devices would be compatible with the District's needs. Ms. Cranor said it was critical for the state to address the lack of funding because it would only become more difficult to meet the increased requirements with no resources. She said the District needed to come up with a plan to address the need and could not keep putting this off. Ms. Vagner said the District made legislators aware that it did not have the resources to meet the needs of teachers and students. Ms. Cranor said it was critical to make sure the state and community knew. Ms. Vagner said the state had no plans to provide resources other than those that were free. Mr. Wegner said administrators had heard the state was setting up a repository of resources available for teachers called Discovery, but no one had seen it yet. He said the District was installing projectors in every classroom so teachers could access online resources and project them for students. Ms. Cranor said it was the state's constitutional responsibility to provide education which was hard to do without the needed resources especially when their expectations for achievement were so high. She said it was sad that the state of education was at this point. Mr. Murphy asked how many years it had been since the state had a line item dedicated to textbooks. Mr. Wegner said it had been about 4 or 5 years since the District had received funds from the state for textbooks. Dr. Mortensen said the RtI processes continued to be refined at the elementary level. She said processes were in place and there were many intervention programs implemented through ARRA funds. She said some programs were still being constructed and were in the refinement process for identifying students in need of intervention and in delivering and monitoring those interventions. She said teachers were trained in the process through the Professional Development department. She said all new teachers were trained in Reading and Math literacy. She said RtI at the elementary level was focused on math interventions. She said a unit of instructions had been developed to ensure the right students were being identified for the right interventions. She said Instructional Coaches and Principals were trained and were preparing for the implementation of CCSS. She said RtI at the secondary level implemented positive behavior supports through daily check-in and check-out of behaviors. She said teachers were assigned to mentor students before they got to the Tier 3 intervention level. She said every one of the secondary schools had an Anti-bullying Assembly and planned to use feedback to assess needs. She said there were a reduced number of students in need of PLATO courses due to interventions. She said students were able to get back on track for graduation utilizing PLATO. She said the 2012 summer school session would be entirely PLATO based. She said the District continued to conduct universal screenings for reading and math. She said Cindy White and Krista Campos were the math coaches this year and would work with teachers on math. She said the District had made great progress in the documenting and tracking of interventions through the implementation of Mileposts. She said at first Mileposts would not follow a student from school to school but that had been worked out through Infinite Campus. She said weekly PLCs had become part of the way the District did business. She said every other Monday was a PLC Monday. She said annually schools met to conduct a self-evaluation and reset goals at the building level and made sure their SIP plans were updated in the WISE Tool. She said the Superintendent implemented a process for monthly tracking of benchmarking progress and was reviewed at the monthly K-12 Administrator Meetings. She said Building Teams were doing an excellent job. Ms. Luras said ongoing professional development training was provided throughout the year. She said administrators were conducting regular walkthroughs and were using "Talk About Teaching" as a resource. She said the expectation was that walkthroughs would be conducted on a monthly basis in order to accurately track data and identify areas of focus. She said a lot of schools were seeing a need to focus on student engagement and were utilizing the walkthrough data to monitor implementation. She said the remaining LEP enhancement grant funds were used to purchase iTouches to support administrator walkthroughs. She said 3,014 SIOP classroom walkthroughs were completed this year. She said SIOP was the adopted framework for the District and most staff members had been trained. She said SIOP training was offered throughout the year. She said teachers and mentors thought taking the course earlier in the year would be beneficial so the training date was being moved from November to August for the coming school year. Mr. Wegner said incoming freshman would be required to take two online courses as part of their graduation requirement but would depend on when the District received mobile computing devices for students. He said an IEN classroom was piloted at Century High School this year to provide opportunities for students at Highland and Pocatello High Schools. He said the pilot was successful and the administration planned to expand those opportunities to all of the high schools. He said the administration was considering some schedule changes to increase instructional time in math at the middle school level. Ms. Cranor said she had heard a lot of positive feedback regarding effective grading practices and asked if the administration had considered including it in the Strategic Plan. Ms. Vagner said the focus on effective grading practices started with the Instructional Directors as a pilot and the administration would work to embed it in the Strategic Plan. Mr. Wegner said Mr. Devine and Ms.

LoPiccalo completed a grant request to upgrade the IEN units from receiving units to send/receive units. He said the grant included the Education Service Center in hopes the site could be used for District-wide professional development. Ms. Luras said part of the plan included a professional development matrix that outlined available courses which were researched based. She said some of the professional development courses available included Promethean Training, CHAMPS and Secondary CHAMPS which was a classroom management course, Meeting the Needs of Students with Autism, Cultural Perspectives, Health and Wellness and Microsoft Word and Excell 2010. She said the administration was in the process of breaking the Cultural Perspectives course into smaller modules and would embed areas of focus from the Steve Wessler report. Dr. Mortensen said momentum continued to build around Second Step which was the K-8 intervention and the Virtues Project which was a middle and high school intervention. She said the administration developed a rubric for identifying how effectively social/emotional curriculum has been implemented at each building. She said student led conferences had become a critical component of getting parents into classrooms to view what their student had done over the trimester. She said the administration would look into the possibility of continuing some type of conference without the time built into the calendar. Mr. Wegner said the last area was technology literacy. He said the Instructional Technology Committee outlined the Vision/Mission/Goals for technology District-wide. He said at the last meeting the team brainstormed accomplishments in the four goal areas of the plan which would be benchmarked. He said the District bandwidth was increased and the servers were upgraded. He said the District's website was being redesigned and anticipated it would be rolled out over the summer. He said new projectors were being installed. He said a wireless infrastructure was being installed at every high school. He said the group came up with list of accomplishments that would be added to the technology portion of the Strategic Plan.

Wellness

Mr. Smart said Ms. Giles did an amazing job maintaining the District's Wellness Program. He said she used best practices to identify resources and programs. He said the District would see a 4% return on medical insurance premiums. He said most importantly, the program helped staff become more aware of their health needs. He said the Wellness Committee was in the process of negotiating incentives with MyRegence after they had made internal changes which negatively impacted the program. Mr. Murphy asked if Regence had changed the level of reward or the metrics for earning rewards. Mr. Smart said the incentives had changed from an employee having the option to choose a local business gift card to only being able to receive Amazon.com gift cards. He said Regence was under the impression that Amazon.com gift cards could be used to purchase other gift cards which is not the case and a solution was being worked out.

Employee Services

Mr. Smart said part of the Employee Services Strategic Plan dealt with records retention and imaging and the department was able to digitize over thirty years of payroll records this year. He said Ms. Black had been busy separating the digital files by pay date. He said there were a lot of records still on microfilm but it took time and money to get them digitized. He said he had worked to increase the accuracy of enrollment projections but so far the closest projection for kindergarten enrollment was the live birth numbers from annual demographic data. He said based on live birth data and pre-registration it looked as if there would be a downward trend in kindergarten enrollments. He said data was stored at an offsite backup location. He said it was much easier to retrieve data with the new Microsoft system. He said the District finally had a secure backup location that could be accessed within 24 to 48 hours. He said old systems would be replaced with new telephones and VOIP. He said devices would be added to classrooms without adding hardwired equipment and the telephone system would be integrated with current technology. He said the searchable database for District expenditures had been completed and posted to the website and people were utilizing it. He said the Classified Meet and Confer Committee was unable to meet this year. Ms. Vagner said one area of responsibility for the Employee Services Department that was not included in the Strategic Plan was the time and effort spent on ISEE uploads for the SDE which had displaced workloads. Mr. Smart said the time and effort spent on ISEE uploads had diminished since last year as the programs were now in place to improve efficiency for uploading data.

Community Relations and Communications

Ms. Allen said her job was internal and external communications. She said she developed a survey that would be distributed to all staff in the fall to determine if communications needs were being met. She said the department committed to involving the Board more publicly which was accomplished through quarterly editorials as part of the community engagement program, three of which had been completed this year. She said 51 staff members were directly involved with civic organizations outside of the District as part of the community engagement program. She said participation was monitored to ensure all administrators were participating in some outside civic organization. She said the District had another successful Festival of Trees and netted over \$80,000, \$7,000 more than the previous year and was able to provide 15 whiteboards and used the remaining funds to provide mini

grants for classrooms. She said the Education Foundation had a new campaign called "Every Dollar Counts" and had already netted \$19,000 internally and was working on external commitments. She said two local businesses had already committed to \$1,000 per year for 5 years. She said the Foundation was having great success with its fundraising efforts and all donations supported and enhanced educational activities. She said the Back to School campaign was redesigned to emphasize that the District cares about students. She said a communications plan was developed to comply with the MOU between the Idaho Educational Network (IEN) and the District for teleconferencing and the District had more than met the communications requirements outlined in the MOU. She said the department planned to hold a press conference when everything was ready to go. She said the District continually informed the press of student and staff accomplishments and each month this year the number of positive stories about the District exceeded last year. She said the District placed an ad in the paper celebrating National Teacher Appreciation Week and provided treats for all staff that day which included popcorn and rice crispy treats. She said a committee was in the process of redesigning the District's website and had come up with two basic designs with a goal of improving the District's professional image and to streamline ease of use. She said the new website would have an intranet and internet. She said the intranet would be for employees only and would require a username and password. She said once the committee agreed on a design it would be brought to Cabinet and the Board for final approval and hoped to have the new website completed prior to the start of the new school year. She said the District incorporated Employee Appreciation Night into the Festival of Trees when it first began and people really started getting into it this year especially with the talent show. She said the District's Retirement Reception was scheduled for May 17, 2012 at the Juniper Hills Country Club. She said the planning was done and retirees were invited as we received notice. She said Deb Zikratch who was a retired teacher helped secure the location. She said notification would be sent to parents and staff. She said the big stretch this year was the successful fundraising efforts which would continue for the coming school year. She said the committee was considering some fun fundraising events like a laser tag challenge or golf tournament.

Human Resources

Dr. Howell said the Policy and Procedure for evaluations had been updated every year, sometimes multiple times per year for a while now. He said last year revisions were made to include parental input into the policy requirements. He said the new law required parent input to be included in evaluations by February 1 and then pushed it back one year after the District had already completed the process. He said the next step would be to include the parent input requirement into administrator evaluations. He said the questions would be the same as for certificated staff. He said the administration would work to develop a rubric system similar to what was used for certificated staff. He said more math and science would be required as part of the high school and middle school redesign and the District had added an additional math and science position at all high schools. He said the original online course requirement had been dramatically reduced and would not result in staffing changes at this point. He said the online course requirements could likely be met with existing staff using the IEN system. He said the District continued to meet Highly Qualified status. He said the state now required all middle school special education teachers to be highly qualified in their core content area, such as math which was not the case in the past. He said only two teachers remained to complete the Praxis. Ms. Cranor asked if there was a plan for substitute teachers to become highly qualified. Dr. Howell said the administration was still working on some ideas with the Instructional Coaches but had not finalized any plan for implementation. He said one idea was to offer a higher compensation rate to make it worth their while. He said he hoped to have a plan finalized next year. He said next year staff would be shifted with the opening of the Alameda Middle School. He said the Students Come First legislation required many revisions to human resources policy and procedures including Reduction in Force (RIF), teacher and administrator evaluations and assignment and transfer. He said the department got through its first year of a completely electronic online hiring management system using Applitracks. He said it had worked well for principals and directors. He said the classified hiring process would be converted to Applitracks over the summer.

Business Services

Mr. Reed said the department hired a new School Plant Facilities Coordinator this year. He said it was nice to have a fresh set of eyes looking at the five year CIP plan. He said the New Horizon Center was nearly complete and would be a wonderful facility for students and staff. He said change orders had been kept to 4% of the project costs which was great considering it was the renovation of an old building. He said the Alameda Middle School project was in Phase II. He said a lot of time and effort had been put into creating the boundary proposals. He said four out of five public meetings had been conducted and the last one would take place that Thursday. He said the committee would work through all of the public comment and hoped to bring a final recommendation to the Board in June. He said the administration reported on capacity in all District schools twice a year and it had become clear the District was facing overcrowding issues which led to the addition of a fourth middle school and

the boundary changes. He said last year the District was faced with major turnover in the transportation department which was corrected with wage adjustments for new bus drivers and the District now had a full lineup of drivers and substitute drivers. He said the administration was surprised when the state allocated additional discretionary resources for next year; however, it was grossly inadequate. He said the District would have to ask voters to approve another two year Supplemental Levy next year. He said only two or three years ago only 50% of Districts had Supplemental Levies, but with the level of underfunding from the state that number had increased dramatically. He said the administration had planned for the loss of Education Jobs Act money. He said the District would need to prepare to get information out to the public about the Supplemental Levy. Ms. Vagner said Districts could only hold levy elections in March. She said the legislature was aware of the concerns and there were not a lot of changes this year. She said one major concern that was not addressed at all was the earmarking of funds which tied School Districts and local School Boards' hands from making decisions at the local level. Mr. Reed said the District did an excellent job of monitoring and disclosing its special fund expenditures. He said the District had managed to stay under budget with the exception of rising fuel costs. He said preparations had been made to address that issue for the coming year. He said the initial investment for Infinite Campus was used up and resources were needed to maintain the program.

Review Proposed Fee Increases/Decreases/New Fees for 2012-13

Mr. Reed said any new fees or any fees increased by 5% were required to be published in the local newspaper and posted in public locations twice prior to any increases taking place. He said the notice included in the packet was sent to the Idaho State Journal and listed new, increased or decreased fees by category. He said Food Services was proposing an increase for elementary and secondary meals and was the first time fees had been increased in three years. He said the increase was minimal but helped the Food Services program maintain and remain self-sufficient. Ms. Cranor said she was under the impression that the Food Service program was doing well and was surprised that an increase was needed. Mr. Reed said there was a need. He said the Food Service department had spent an inordinate amount of money on replacing equipment and tables at the schools, especially with bringing on a new middle school. He said there was also a new law in place that did not allow the Food Service program to maintain the cost of food. He said the District had not increased meal costs for three years and was able to hold the line but now it was required to meet federal requirements. He said the other proposed fees were class fees needed to provide additional supplies required to meet programs. He said the helmet reconditioning fee had gone up due to rising prices for new helmets and reconditioning fees and Districts were not allowed to use helmets older than 10 years. He said the secondary administrators and the transportation department were proposing a flat rate participation fee for all activities regardless of the number of activities. Ms. Cranor said she had a real problem with putting that kind of a financial strain on families. She said the Board agreed that a tiered fee structure was the most responsible when it implemented participation fees. Mr. Sargent said as a father with children in more than one sport he had to agree. He asked why the increase to the culinary arts fee was so high. Mr. Reed said the first trimester increase was the highest percentage and was due to the need for students to purchase a chef coat and pay for the safety certification course which was a required element of the course. Mr. Reed said the reason the flat rate fee was proposed was to make up for fuel costs which had risen dramatically over the year and was costing the District about 20% more than it had the previous year. He said the District's fees were generally lower than surrounding Districts. Ms. Cranor said gas prices fluctuated up and down and thought current prices were similar to when the fees were first imposed. She said she was concerned about having such a large increase for the second and third activity. Ms. Vagner said the Board could direct the administration to come back with a different fee proposal for activities but approve the rest of the meal and course fees as presented. Mr. Murphy said he understood the need for a fee increase but thought the percentage increase should be the same amount for each activity and maintain the tiered fee structure. Mr. Reed said the Board could amend the fees after publication so long as it was less than advertised. Ms. Vagner proposed raising each activity fee by \$10 and maintain the tiered fee structure. Ms. Gebhardt said she wondered if the District would be able to cover the cost that way. Ms. Vagner said there had been no support for any increased costs from the state but the administration would do its best to make do. The Board agreed with the proposal. Ms. Vagner said the proposed fees would be adjusted and brought to the May 15, 2012 Regular Board Meeting for adoption.

Insurance Carriers and Coverages/Wellness/Insurance Committee Update

Mr. Smart said originally Regence proposed a 20% increase in premiums and Lockton Co. and Ms. Giles were able to work with Regence to negotiate that rate down to 17.1% with another 4% earned through employee wellness participation lowering the total increase to 13.1%. He said the department just learned that Regence agreed to take another 1.5% off of the increase lowering it even further to 11.6% while allowing current benefits

to remain the same. He said there would be no plan changes to Delta Dental but premiums would increase by 6% which amounted to \$19,000. He said the District was in its second year of a rate guarantee with Hartford Life and VSP vision providers. He said the committee agreed with the recommendation for no plan changes.

Classified and Administrative Salaries 2012-13/Classified Salary Schedule to Market Comparison

Mr. Smart said there were three salary schedules included in the packet. He said the kinds and levels chart showed the increase for classified and supervisory staff. He said the administration proposed that the Board pass on the funds from the state to the classified staff. He said a 2% increase for classified staff equaled about \$84,000. He said the transportation department was reimbursed at 85% by the state. He said the intent was to increase the salary schedule and add years of experience and use the additional funds from the state to improve year two. Ms. Cranor clarified that sublevels on the chart equaled years in the District. Mr. Smart said the old salary schedule placed classified staff at a certain starting point depending on what they did and how long they had been with the District. He said the administration shifted the schedule to gradually push the salaries back together and would take quite a few years. Ms. Vagner said the proposal helped employees who were lowest on the salary schedule. Dr. Howell said included in the packet was a memorandum outlining the recommendations. He said the state had not allowed any administrative certified staff to be included in the 2% increase. He said the administration proposed allowing a step and lanes for building administrators. He said the administrative building staff was eligible for Pay for Performance if they qualified. He said mid-management classified would be included in the increase. He said also included in the packet was a Classified Salary Schedule to Market report showing how the District's classified salary schedule matched up to other Districts across the state. He said the Boise School District paid more to its classified employees in every category. He said Idaho Falls and Bonneville School Districts did not have all of the same positions as the District. He said the report did not reflect any of the changes the administration was proposing but was a comparison with where the District currently stood. He said there were a few areas that were not specified because other Districts did not have similar positions to compare to. He said the goal was to reach comparable market rates and this report showed how far above or below the District was in reaching that goal. He said the most difficult position to fill this year was in deaf education. He said it was a critical area.

Balancing the 2012-2013 Budget/Budget Committee Update

Mr. Smart said the Budget Committee would have its last meeting the next night. He said three budget documents were included in the packet. He said the only unknown at this point was the amount of cost increases for the 2012-13 FY. He said movement and the 1.5% increase for classified were reflected in the salary expenditures. He said the medical insurance expenditures reflected the 11.6% increase. He said there were 7 new FTE. He said there was \$1.9 million in the appropriated fund balance that the administration proposed be used to balance the 2013-14 budget. He said if the legislature was as skimpy with its allocations as it was this year, the \$1.9 million would barely get the District by for the 2013-14 school year. Ms. Gebhardt said she did not anticipate any change in thinking in the legislature and the majority of legislators did not want to talk about any increase to "discretionary" funds because they did not like the idea of having no control over those funds. She said the legislature may consider line items that are earmarked to stay in control of exactly where funds would go. Ms. Vagner said the District was also faced with new operational costs for the middle school that would come on board in the 2013-14 school year. She said the District was not able to fund any areas any further or it would be faced with a staffing reduction decision for the 2013-14 school year and would be devastating to students. Ms. Cranor said it looked as if next year would be an even harder fought battle in the legislature just to keep what we have now. Mr. Smart said special funds were about \$10 million less than three years ago with all the state and federal reductions. Mr. Sargent said he did not foresee any improvement in funding from the state in the next two years and the District would have nowhere left to make up the \$2 million that it was short to balance the budget and would eventually be forced to cut staff.

Reports: *Renovation of the New Horizon Center, Relocation of Alternative Programs, Modification of Alameda Center and Opening of 4th Middle School Committee/Public Meetings Update ; Schedule Superintendent's Evaluation for June 19, 2012 at 4:30 p.m. ; Policy & Procedure 7117 – Assignment and Transfer ; Policy & Procedure 7135 – Reduction in Force – Administrative/Certificated Staff ; Policy 8122 – Graduation Requirements/Senior Project Restructure; Policy & Procedure 8351 – Student Activity Fees and Student Fines ; SCF Parent Involvement into Building Administrator Evaluations ; Technology Training Specialist/Professional Development Training Flowchart ; 2012-13 New Horizon High School Calendar ; Chief Tahgee Elementary Academy ; Delegate Authority to Superintendent to Hire through the Summer Months*

Mr. Reed said the New Horizon Center was nearly complete and expected the contractor to turn the building over to the District in mid-June. He said once the building was turned over the District would begin moving furniture into classrooms and offices. He said the Boundary Committee would reconvene after the public meeting on Thursday and would review the input received and consider any suggestions with merit. He said the Policy and Procedure relative to student fees and fines would need to be amended to align with any fee increases following adoption by the Board. Ms. Vagner said her evaluation was scheduled for June 19, 2012 prior to the Board Meeting. Dr. Howell said included in the packet was Policy and Procedure 7117 – Assignment and Transfer. He said there were no changes to the Policy as it refers back to the procedure. He said the procedure was changed to align with the Students Come First (SCF) legislation. He said all the changes were considered by the SCF Committee. He said the most significant change was relative to Category A contracts which were not guaranteed employment. He said the deadline for notifying a Category A contract teacher of renewal or non-renewal of employment was in July which the committee felt was too late. He said the committee wanted to allow employees to transfer after June 30th changes were made. He said Policy 7135 – Reduction in Force – Administrative – Certificated Staff was duplicated from Policy 7136 – RIF – Certificated Staff. He said the separate policies were necessary as administrators and teachers were no longer treated the same per SCF legislation. He said the policy referred back to the procedure which is where the differences were outlined. He said the section of the procedure was entirely new and reflected Idaho Code stating that renewable contract administrative staff transferring to a teaching position would be subject to the same RIF rubric as all other teachers. He said all of the proposed language had gone through the SCF Committee. Mr. Wegner said included in the packet was Policy 8122 with a couple of changes. He said the first change was that the class of 2016 would be required to earn two online course credits and the other change clarified that students would learn a minimum of two English credits per year. He said the administration recently learned the SDE made a math rule change effective immediately that allowed seniors to apply for a waiver on the two math credits required in a student's senior year if they met the following requirements: the students has taken and passed two credits of Algebra I and two credits of Geometry; taken and passed six math credits after entering the ninth grade and prior to their senior year; and student has taken and passed a higher level math course that has Algebra II as the prerequisite with a C or better. He said it would have been nice to receive the information prior to registration. He said the last change removed 2012 from the policy language as it would no longer apply once the policy was adopted. He said students were required to complete a senior project that would culminate with the senior English course. He said previously the District's senior project was an extensive process beginning with freshman seminar. He said when the process was created the District was in better financial times and had a full time person overseeing the program. He said the District no longer had the resources to maintain the position. He said there was already too much on the plates of teachers and principals to pass the responsibility on to them, so the administration proposed that the project be scaled back to the state's minimum requirement which included an oral presentation and a research project. He said he hoped the District's vision for the senior project would be restored in the future if resources became available. He said the Board would be asked to approve the revisions to the Senior Handbook at the Regular Board Meeting the next week. He said the technology specialist position was currently being advertised and each would be funded, one through Title I and one through Title II money. He said a copy of the Professional Development Flowchart was included the packet that detailed the professional development plan for all staff. He said the plan was developed through the professional development and curriculum departments with input from the Instructional Directors. He said technology specialists would provide training to coaches in August and the coaches would train staff throughout the school year. He said the professional development would be relevant to the instruction students received every day. He said the plan was in draft form and further revisions were needed. He said the second flowchart was for individual professional development. He said the technology literacy course would be replaced with a pick 6 format. He said the new format would give teachers the flexibility to choose the professional development they needed out of the six courses offered for one credit. He said classes would start out small and staff with expertise in a particular area would teach the courses. He said the department was excited to be able to offer the courses and improve technology literacy for all staff. Ms. Gebhardt asked if the professional development plan was included in the Professional Development Grant application. Mr. Wegner said it was. He said the District did receive the \$10,000 professional development grant but still had not heard anything further in regards to the one to one mobile computing devices. Ms. Vagner said included in the packet was the 2012-13 New Horizon High School calendar for Board review. She said the Chief Tahgee Elementary Academy intended to open a charter school in the Blackfoot School District boundaries or the Pocatello/Chubbuck School District boundaries. She said the charter representatives thought the charter could be opened with a letter of support from the Board of Trustees but rather it would have to go through the same petition process that it had gone through with the Blackfoot School District. She said the item would be brought back to the Board once the petition was received. She said annually

the Board delegated hiring authority to the Superintendent during the summer months to avoid any unnecessary delays in hiring with Board Meetings taking place only once per month in the summer. Ms. Vagner said the items that would be carried forward for action at the May 15, 2012 Regular Board Meeting included Policy 7135 – Reduction in Force – Administrative – Certificated Staff, Policy 8122 – Graduation Requirements, Parent Input into Administrator Evaluations Questionnaire, 2012-13 New Horizon High School Calendar and Delegating Authority to the Superintendent to Hire through the Summer Months.

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.

Kris Mullen – 690 Redman Street, Chubbuck, ID 83202

Ms. Mullen said a group of Chubbuck Elementary PTA parents had previously given a proposal to the Board of Trustees regarding the proposed boundary changes. She said their original proposal had been improved and she had additional information to share. She asked the Board to read through the new proposal as time was limited for comment. She said she lived in the Kasiska subdivision and her children attended Chubbuck Elementary. She said the District's boundary proposal would place her children at Wilcox. She said the District's boundary maps that it presented to the public were misleading as they did not take into account certain factors that would change those numbers in the next couple of years. She said the map showed 79 students in the Kasiska subdivision which was currently the case, but by 2013 that number would have dropped to 35 students which was not reflected in the maps. She said it was essential for the Board to understand the demographics of the community. She said the Kasiska subdivision was a diminishing community. She said at one point there was a bubble of new families but there was evidence that the trend was declining. She said the parents' proposal was organized around the operating principles outlined by the District. She said the first point was relative to the 85% capacity requirement. She said the city of Chubbuck recently approved a new housing unit within Wilcox Elementary boundaries. She said the new unit would open prior to the 2013 school year and would increase the number of students at Wilcox. She said the Kasiska neighborhood had 120 units and was diversified with older families. She said the next principle was to allow children to flow to the fifth grade which their proposal achieved. She said the next principle was to work to have neighborhood walking schools which the District's proposal did not do. She said the District's proposal did not use natural boundaries and created a dangerous situation for children trying to access friends in Wilcox boundaries due to the Interstate dividing them. She said there was no way to provide security which impacts achievement as well as social emotional wellbeing. She said her children played on a Chubbuck baseball team and currently had access to neighborhood friends safely. She said under the District's scenario a small number of children would be displaced with children they did not know and could not interact with daily. She said there were not very many kids the same age as her son that would have to go to Wilcox and he would be left alone and was an injustice to her child. She said the parents' proposal provided suggestions and asked the Board to follow integrity and principles that were in the best interest of students.

Adjourn Work Session & Convene Special Meeting for the Purpose of Taking Action on Human Resources Items

Chair Gebhardt adjourned the Work Session and Convened the Special Meeting at 11:34 a.m.

Take Action to Grant Permission to Ms. Susan Dickman to Tutor a Student Assigned to Her

Ms. Vagner said Ms. Dickman had a parent request that she tutor one of her students. She said per the Idaho Code of Ethics teachers must request permission to tutor a student assigned to them from the Board of Trustees. She said the administration recommended the Board grant permission.

A motion was made by Mr. Murphy and seconded by Ms. Cranor to grant permission to Ms. Susan Dickman to tutor one of her students as presented. The voting was unanimous in the affirmative.

Take Action on an Intent to Hire the Certificated Staff for the 2012-2013 School Year Pending Salary Assignments

Dr. Howell said the administration prepared letters for staff that it intend to hire inclusive of one year Category A contract teachers with the exception of Mr. Anderson who would be brought back to the Board with a non-renewal recommendation at a future Board Meeting. He said the new hire recommendation included Pamela Sanford as the Director of Special Services and 10 new Category A contract teachers.

A motion was made by Mr. Murphy and seconded by Mr. Facer to take action on an intent to hire the certificated staff for the 2012-2013 school year pending salary assignments as presented. The voting was unanimous in the affirmative.

Approve the Human Resources Report

Dr. Howell said there were several retirements and resignations included on the Human Resources report for action.

A motion was made by Mr. Murphy and seconded by Ms. Cranor to approve the Human Resources Report as presented. The voting was unanimous in the affirmative.

Adjourn to Executive Session to Discuss in Accordance with Idaho Code 67-2345 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or agent;

A motion was made by Ms. Cranor and seconded by Mr. Murphy to adjourn to Executive Session. The roll call vote was unanimous in the affirmative; Mr. Facer, aye; Ms. Cranor, aye; Mr. Murphy, aye; Ms. Gebhardt, aye. The Board adjourned to Executive Session at 11:44 a.m.

OTHERS PRESENT:

Douglas Howell, Director of Human Resources
Susan Pettit, Principal, Irving Middle School
Rena Johnson, Board Secretary

Return to Open Session and Take Any Action Pertinent to Termination of Category A Contract

The Board returned to Open Session at 11:52 a.m. A motion was made by Mr. Murphy and seconded by Ms. Cranor that:

WHEREAS, the Board of Trustees has received a recommendation from the Administration to not re-employ **Category A Teacher Docket No. 12-01**, for the 2012-2013 school year based upon matters associated with individual performance of such identified Category A Teacher, as addressed in each of the Administrative Recommendations; and

WHEREAS, the Board is in agreement with the Administrative Recommendations to not re-employ **Category A Teacher Docket No. 12-01**, for the 2012-2013 school year, due to the performance issues specifically enumerated in the recommendation presented by the Administration and as discussed during Executive Session; and

WHEREAS, the Board of Trustees has engaged in deliberations concerning each of the individual recommendations regarding the Category A Teacher recommendation for non-re-employment; and

WHEREAS, Idaho Code 33-514(2)(a) establishes the provisions of the law relating to the employment of Category A Teachers for School Districts, specifically indicating that a Board of Trustees may make a decision to not re-employ a Category A Teacher for the next ensuing school year, that such employee does not have any due process rights attached to his/her contract and the Board is only required to provide such employee with a written statement for non-reemployment;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Pocatello/Chubbuck School District No. 25 hereby adopts and accepts the recommendation of the Administration to not re-employ **Category A Teacher Docket No. 12-01** for the 2012-2013 school year, for the reasons presented by the Administration and addressed during Executive Session;

FURTHER BE IT RESOLVED, that the Board of Trustees of the Pocatello/Chubbuck School District No. 25 hereby directs that a written statement indicating that such Category A Teacher shall not be re-employed for the 2012-2013 school year and presenting each such Category A Teacher with an individualized written statement of the Board's reasoning for this decision be provided consistent with statutory requirements. The voting was unanimous in the affirmative.

Adjourn:

A motion was made by Mr. Murphy and seconded by Mr. Facer to adjourn. The voting was unanimous in the affirmative. The Board adjourned at 11:54 a.m.

APPROVED ON:

JUNE 19, 2012

By:

Jamie Gebhardt
Chair

ATTESTED BY:

Jackie Cranor
Clerk

MINUTES PREPARED BY:

[Signature]
Secretary, Board of Trustees