

**MINUTES OF THE BOARD OF TRUSTEES
SPECIAL MEETING/WORK SESSION
Pocatello/Chubbuck School District No. 25
Tuesday, September 11, 2012
Board Room at the Education Service Center
8:30 a.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

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

Jim Facer, Member
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, September 11, 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 8:39 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. **Annual Transportation Report/Staffing Update**
3. **SRO Program and Update**
4. **Overview of the Budget & Insurance/Wellness Committee Work for FY2012 and Board Communication Topics for the Idaho State Journal for 2012-13**
5. **Brief Reports:** *Update Financial Condition of State and Monitor all District Budgets; Board / Superintendent / Cabinet Retreat / Board Self-Evaluation; Liability Insurance Notification*
6. **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.
7. **Adjourn Work Session and Convene Special Meeting for Purpose of an Executive Session Relative to Personnel and to Communicate with Legal Counsel regarding Potential Litigation**
8. **Adjourn to Executive Session**
9. **Return to Open Session and Take Any Action Relative to Personnel**
10. **Adjourn**

Annual Transportation Report/Staffing Update

Ms. Vagner said the Board directed the administration to provide operational reports periodically throughout the year. Mr. Leiby thanked the Board for allowing the department to provide the annual report. He said there had not been many operational changes since the last report and he would share information regarding the process for rebuilding the bus routes due to the boundary changes which would be implemented for the 2013-2014 school year. He said the department would post the new boundaries to the website in January 2013 to allow adequate time for families to become familiar with the impending changes. He said bus routes would have to be dismantled and recreated from scratch due to the significance of the changes. He said this would leave one month during the summer of 2013 to fine tune bus routes and conduct practice runs to ensure routes were conducted in a timely manner. He said the department would have final routes to the Board in July for final approval. He said the department would then work to inform the public of the new bus routes prior to the start of the new school year.

He reviewed bus route data to show how many stops there were for each school. He said Hawthorne Middle School had over 1,200 bus stops. He said in the past designated bus stops were printed in the local newspaper and was not an efficient method of communication when needing to make adjustments. He said posting the information to the website was the most efficient method for communicating because it was real time and was always up to date and correct. Ms. Cranor asked if the route numbers were aligned with the bus number. Mr. Leiby said yes, unless a route was changed in which case the regular bus number was covered up with a temporary number. Mr. Ferguson used the District's mapping software to review the new boundaries and how they would be posted on the website. He said currently patrons could go to the website to look up which boundary they lived in. He said the department planned to add bus stops to the boundary maps. He said over 1,700 people had utilized the online boundary maps as of August. Mr. Leiby said if the bus stops could be added to the online boundary maps it would save the department hundreds of phone calls and a lot of time. He said bus drivers and students were assigned to a particular bus stop for the entire year. He said busses had to run within the minute and were sometimes delayed due to weather conditions but most of the time they ran within the minute. Mr. Ferguson reviewed the schools that were affected by the boundary changes and the number of students in a particular neighborhood school. Ms. Vagner said the administration planned to communicate with the families affected by the boundary changes, particularly the middle school families as it would be a massive change. Mr. Leiby said one of the biggest challenges was the 6th grade move. He said the department had to start from scratch to create all new bus routes and stops. He said another challenge was not knowing how many students would utilize a particular bus stop until after the year got started. He said the department was ready to take on the challenge. He said there were students that were currently bussed to a middle school and would be expected to walk to Alameda Middle School because the school would now be within walking distance for those students. He said it was also a challenge to keep bus drivers hours and schedules similar to their current schedules. Ms. Sargent said the mapping system was great and liked the idea of using it to create the boundary maps with the bus stops. Mr. Ferguson said it would be a lot cleaner on the website and could be filtered by elementary, middle and high school. Mr. Leiby said overall last year was the best year transportation had had in a long time. He said bus tickets were down 20% from the year before and was partly due to students having the same bus driver every day. He said keeping student discipline under control was a major focus of the department to meet the Vision and Mission of safe and orderly environments. He said he could not recall one single major discipline incident from last year. He said the department still operated at 53% of the state average for cost per student which was highly efficient. He said other Districts were not able to run their bus routes as effectively because they only had one bell time which limits the number of routes one bus could run. He said the department hired seven new bus drivers this year. He said there was always some turnover. Ms. Gebhardt said the department operations were very complex and the Board appreciated their hard work and efficiency.

SRO Program and Update

Mr. Hobbs said Chief Marchand had shown a great deal of support since starting as the Pocatello Police Department's new Chief. He said he had assigned another half time SRO at Franklin Middle School. Sergeant Daniels said SROs were not in every school and were kept very busy. He said Pocatello High School, Highland High School and New Horizon Center had full time SROs. He said high school populations tended to need more attention than middle schools. He said Officer Edwards should be able to devote most of his time to Century High School this year. He said Century High School was at the top of the list for most citations last year which was probably due to the school lacking a full time SRO in the past. He said having an SRO in a school really brought to light what the issues were and made it possible to correct some of those issues just by having them there. He said the SROs actively enforced School District policies and the law. He said SROs were in schools to keep everyone safe and maintain a good learning environment. He said the Police Department was trying to come up with a solution for adding another SRO when Alameda Middle School came on line. He said the department's DARE Officer had dedicated one day per week to be spent at Irving Middle School to help Officer Harris who was currently split between Irving Middle School and Franklin Middle School. He said the school administrators were understanding about the split time and were able to hold any emergency until an SRO could get there. He said New Horizon Center was at the top of the list for most calls and citations despite the low number of students at the school. He said he was not sure that splitting the SRO at that school with one of the middle schools was the best use of time due to the volume at the school. He said his duties as the Sergeant, along with supervising the SROs, were to cover the elementary schools. He said the elementary students liked it when the officers were able

to visit the playgrounds. He said there were occasional discipline issues to be addressed at the elementary schools as well and it was good for those students to see school police presence at the schools. He said Chief Marchand asked all of the police officers to visit one elementary during the course of their day so kids would be comfortable with their presence. He said right now Officer Nielsen was able to get to two or three schools every day but now all officers would participate. Ms. Vagner said there was a great deal of communication between the police department and the District and there was a good working relationship which was greatly appreciated. Ms. Gebhardt said she liked the idea of increased police officer presence in schools so children would learn they are there to help. Ms. Vagner said the District also appreciated Judge Murray's efforts to keep children in school and SROs helped enforce the attendance policy.

Overview of the Budget & Insurance/Wellness Committee Work for 2012-13 and Board Communication Topics for the Idaho State Journal for 2012-13

Mr. Smart said included in the packet was the outline for the Budget and Insurance/Wellness Committees. He said over the last few years there were significant issues discussed by the Budget Committee. He said Mr. Grady would not be available to serve on the committee next year and would need to be replaced. He said an invitation would be sent to committee members soon. He said he planned to hold committee meetings from October through May with no meeting in December. He said the draft outline of the Insurance/Wellness Committee was included in the packet along with the new wellness plan that included mandatory participation in wellness and an insurance premium for those employees who chose not to participate. He said the District was able to get a discount on its premiums for health insurance due to employee participation last year. He said it would also help to keep employees healthy and aware of their health. Ms. Cranor asked what the Mad Cash Dash was. Mr. Smart said it was part of the District's rewards program for wellness participation in healthy activities. He said the various rewards challenges encouraged participation which contributed to the District's premium discount. Ms. Gebhardt asked if more staff were taking advantage of the program. Mr. Smart said Ms. Giles was constantly working on ways to keep people involved and interested by coming up with new ideas. He said a lot of staff members were realizing the benefits of getting a free wellness visit every year and were taking advantage of the opportunity and in some cases were identifying ways to avoid future health problems. Ms. Vagner said she had noticed a greater health consciousness relative to diet and exercise. Mr. Smart said the District would hold its annual health fair in January and February again this year. He said there was some healthy competition in health fair participation because of the cash awards for highest participation by school. Ms. Gebhardt said it was good for the organization to have a focus on wellness. Ms. Vagner said Ms. Allen had prepared potential communication topics for Board consideration. She said the suggested topics included preparing for the March Supplemental Levy in January, preparing for the restructuring of the school boundaries in March and then discussing the work of the legislature and setting the budget in June. She said Ms. Allen had listed education reform topics that could be discussed from time to time. She said the administration recommended moving forward with the topics listed with the ability to add topics as needed. Ms. Cranor said she was interested in working with Ms. Allen on the Board communication regarding the dedication of the New Horizon Center. Mr. Sargent volunteered to work on the December communication. Ms. Gebhardt volunteered to work on the March communication and Mr. Facer volunteered to work on the June communication.

Brief Reports: *Update Financial Condition of State and Monitor all District Budgets; Board / Superintendent / Cabinet Retreat / Board Self-Evaluation; Liability Insurance Notification*

Mr. Reed said Cabinet listened in on the webinar regarding the State Superintendent's Budget Request. He said the request included asking for \$65 million in increased revenue appropriation. He said it would not meet every need and would not come close to making up for three years of decreases. He said the request did propose eliminating the permanent decrease of 1.67%. He said currently two years of experience were frozen on the salary schedule and the proposed budget eliminated one of those frozen years. He said the proposal would increase Pay for Performance to \$61 million and would include classified staff. He said there was some discussion about adding District Office administrators to Pay for Performance but was not in the proposal this year. He said someone asked about the timeline for student computers and the state was unable to give a specific timeline only that it was still in the process of securing a vendor. He said the budget proposal added \$1 million for additional Instructional Technology staff in addition to the \$2.5 million it added for Instructional Technology staff this year. He said the budget included a line item for math and reading remediation to prepare for the implementation of the CCSS. He said the budget also included \$740,000 for student achievement assessments, End of Course

Assessments and PSAT testing. He said the budget proposal only increased discretionary funds by 2% which was still grossly deficient from meeting the needs of the District. Ms. Gebhardt asked if the remediation line item included textbooks for the CCSS in the budget. Ms. Vagner said no, there were no digital or print resources identified for the CCSS. Mr. Reed said there were additional funds left over that were placed into PSEF. He said Idaho General Fund Revenue report showed that state revenue was down from projections for July and August. Ms. Cranor said it blew her mind how long the state had gone without doing anything to address textbook needs. Ms. Vagner said Luna's proposed budget did nothing to address flexibility for School Districts. She said the District used up its available reserves to balance the 2012-13 budget and would not have that to help balance for 2013-14. She said it would most likely force the District to understaff in order to maintain a balanced budget. Mr. Smart said he originally anticipated an additional 90 students for the coming school year when projecting student enrollment which was higher than the actual enrollment numbers at the start of the year. He said the District did not have high enough attendance at the start of the year to go for an emergency levy. He said the District had such a high attendance rate last year in the first week of school that it was hard to beat. He said there were 40 fewer students enrolled this year than was anticipated which would also affect units. He said the numbers would be adjusted when enrollment stabilized. Ms. Vagner said the draft Board Retreat Agenda was included in the packet and included discussing Board benchmarking, actualizing Beliefs, reviewing the Board's Operating Principles, addressing challenges for the next three years, reviewing the Strategic Plan, reviewing Roles and Responsibilities and conducting a self-evaluation. She said Ms. Killpack would facilitate the meeting again and the administration would have a book study for the Board. She said the new Trustee for Zone #4 would already be seated so all five Board members would be present. Mr. Smart said every year the District was required to notify employees of the opportunity they had to purchase liability insurance over and above the District's coverage. He said the Board adopted the ISBA's list of providers and sent out notification letters to all employees and got signatures from all of them verifying they had been given the information as was required by law. He said the list was occasionally updated and employees were notified of where to find the current list. Ms. Cranor asked how many employees took advantage of the additional insurance. Ms. Vagner said the ISBA reported that not one person in the state purchased additional insurance last year but the District was compliant.

Public Comment

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There was no public comment at the time of the meeting.

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; and Idaho Code 67-2345 (1) (f) *To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated;**

A motion was made by Mr. Sargent and seconded by Ms. Cranor to adjourn to Executive Session. The roll call vote was unanimous in the affirmative; Mr. Facer, aye; Ms. Cranor, aye; Mr. Sargent, aye; Ms. Gebhardt, aye. The Board adjourned to Executive Session at 9:52 a.m.

OTHERS PRESENT:

Douglas Howell, Director of Human Resources
Rena Johnson, Board Secretary
Amy White, Attorney (by phone)

Return to Open Session and Take Any Action Pertinent to Personnel

The Board returned to Open Session at 11:07 a.m. A motion was made by Mr. Sargent and seconded by Mr. Facer to remove **Employee Docket No. 13-01**, a certificated professional employee of the District, from a period of paid suspension as recommended by the District's Superintendent. The voting was unanimous in the affirmative.

Adjourn:

A motion was made by Ms. Cranor and seconded by Mr. Sargent to adjourn. The voting was unanimous in the affirmative. The Board adjourned at 11:08 a.m.

APPROVED ON:

October 16, 2012

By:

J. Sargent
Chair

ATTESTED BY:

Jackie Cranor
Clerk

MINUTES PREPARED BY:

[Signature]
Secretary, Board of Trustees