

**MINUTES OF THE REGULAR SESSION BOARD MEETING  
POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25  
BOARD OF TRUSTEES  
Education Service Center Board Room  
Tuesday, October 20, 2015  
5:30 p.m.**

**BOARD MEMBERS/SUPERINTENDENT PRESENT:**

Janie Gebhardt, Chair  
Jackie Cranor, Vice Chair  
Paul Vitale, Clerk

Dave Mattson, Assistant Treasurer  
Jacob Gertsch, Member  
Douglas Howell, Interim Superintendent

**CONVENE REGULAR MEETING**

A Regular Session of the Board of Trustees of School District No. 25 was held in Pocatello, Idaho on the 20<sup>th</sup> day of October, 2015, as provided in Section 33-510, Idaho Code. Chair Gebhardt called the Regular meeting to order at 5:30 p.m.

**PLEDGE OF ALLEGIANCE**

Keagan Satterfield led the audience in the Pledge of Allegiance.

**REVIEW, REVISE, AND APPROVE AGENDA – Self Explanatory – Action**

Chair Gebhardt reviewed the agenda and the addendum. A motion was made by Mr. Vitale and seconded by Mr. Mattson to approve the agenda and the addendum as presented. The voting was unanimous in the affirmative.

**APPROVAL OF MINUTES – Self Explanatory – Action**

- a. **Special Meeting/Action** – September 23, 2014
- b. **Special Meeting/Work Session** – December 1, 2014
- c. **Special Meeting/Executive Session/Hearings** – August 19, 2015 (*Corrected*)
- d. **Special Meeting/Work Session** – September 8, 2015
- e. **Special Meeting/Executive Session** – September 15, 2015
- f. **Special Meeting/Work Session** – September 15, 2015
- g. **Regular Board Meeting** – September 15, 2015
- h. **Special Meeting/Action** – September 23, 2015
- i. **Special Meeting/Executive Session/Hearings** – September 23, 2015

Ms. Gebhardt said Mr. Gertsch would abstain from voting on the approval of minutes from September 23, 2014 and December 1, 2014 as he was not seated on the Board at the time of those meetings. A motion was made by Mr. Mattson and seconded by Ms. Cranor to approve the minutes from September 23, 2014 and December 1, 2014 as presented. Ms. Gebhardt, Ms. Cranor, Mr. Vitale and Mr. Mattson voted in the affirmative. Mr. Gertsch abstained. The motion passed. A motion was made by Ms. Cranor and seconded by Mr. Mattson to approve the remaining minutes as presented. The voting was unanimous in the affirmative.

**VISITORS/CORRESPONDENCE/RECOGNITIONS – Information**

**a. Visitors and Correspondence**

**b. Recognitions** – Information – Ms. Allen

Ms. Allen invited Robin Christensen to the podium. She said Ms. Christensen was the speech and debate coach at Highland High School. She said she exemplified the belief that students learn best through active engagement in their learning with highly qualified, professional staff. She said Ms. Christensen was named the 2015 Idaho Speech Arts Teacher of the Year by the Idaho Speech Arts Teacher Association. She said the award was given to the top performing teacher and included speech, debate and drama. She said she was nominated for coaching Josh Mansfield to his national championship, and was selected by her peers statewide. She said Ms. Christensen received her award at the Idaho Speech Arts Teacher Association Conference in Nampa. She said one of her colleagues stated that she went out of her way to develop positive relationships with students, even those from other teams. She said Ms. Christensen had a positive impact on the debate community. She said her hard work in her first year paid off and colleagues commented on her character, the positive morale of her team and her coaching philosophy and strategies. Ms. Harwood said under Ms. Christensen's direction, Highland High School won its first ever 5A State Speech Competition.

Ms. Allen invited Connor Lambson, Keagan Satterfield and their teachers to the podium. She said Connor was the elementary CAKE Award recipient and Keagan was the secondary CAKE Award recipient. She said Connor was a 3<sup>rd</sup>

grade student at Ellis Elementary and was nominated by his teacher, Mary Lynn Graham. She said Ms. Graham nominated Connor for showing kindness to a new student. Ms. Graham said the new student was very nervous and Connor helped him feel welcome by taking him on a tour of the playground and school and eating lunch with him. She said he was also an exceptional student. She said he epitomized the kind of character that made Ellis a great school. She congratulated Connor for receiving the award and thanked him for stepping up. Ms. Allen presented Connor with a certificate. Ms. Allen said Keagan Satterfield was a 7<sup>th</sup> grade student at Franklin Middle School. She said he was nominated by his teacher Lesly Morton. She said Ms. Morton nominated Keagan because he was the perfect example of a young gentleman whose kindness and consideration really stood out. She said Keagan helped a student with a disability in his class, and was a good example for students that were talkative or distracted in class. She said one day Keagan made a joke in class and quickly sensed he might have hurt another student's feelings, so he apologized. She said it was rare to find a student with that level of communication skills at such a young age. Ms. Morton said there could be a lack of kindness between students in middle school and she always tried to help them focus on being kind to each other. She said she wished there were more students like Keagan at school. Ms. Allen said both students and their teachers would receive a gift certificate and each school would be awarded \$50 for the media center. She thanked each of the students and their parents.

Ms. Allen invited the National Merit Scholarship Program semi-finalists to the podium. She said the students reached the semifinalist level and earned the opportunity to continue in the competition for over 7,000 scholarships worth more than \$32 million. She said approximately 1.5 million juniors entered the program by taking the PSAT or National Merit Scholar qualifying test. She said the semifinalists were Gabriel Brookman, Aaron Ludwid, Jenna Novy, Susan Prestwich and Tarrin Funderburg from Century High School and Madison Shumway from Highland High School. She said the highest scoring entries in each state would move on to the finalist level and represented less than 1% of high school seniors. She said finalists had the chance to earn scholarships worth \$2,500 each. She congratulated the students for their academic excellence, community service and leadership abilities.

Ms. Allen invited Ms. Evelyn Robinson and the STAR Coaches to the podium. She said Ms. Robinson was responsible to oversee the activities. She said STAR stood for "Students Taking Action and Responsibility." She introduced the coaches: Susan Witt at Washington, Kristin Holmes at Wilcox, Julia Rice at Tyhee, Sharma Armstrong at Jefferson, Brenda Hoch at Syringa, Connie Aguilar at Indian Hills, Shanley McFarland at Gate City and Diana Clark at Edahow Elementary Schools. She said Lydia McInelly, Donnachynel Ballard, Molly McCoy were unable to attend the meeting. She said the STAR Coaches supported the most challenging students and developed the highest level of relationships with them. She said the coaches used discipline and dignity to help students become their best. She said they used interventions and strategies to help students make informed decisions and improve their behavior. Ms. Robinson said this was her second year overseeing the STAR Coaching Program and these ladies were her golden girls. She said the STAR Coaches were the hidden gems in each of the buildings. She said the coaches helped students develop socially and emotionally as well as academically.

Ms. Allen invited representatives from the Greater Pocatello Association of Realtors to the podium. She said Joshua Ellis was the President and Karen Judd, Jennifer Brunson, Ashley Perry, and Deloy Stuart were members of the Association's Board of Directors. She said the group was a big part of the community. She said they helped provide school supplies and many other needs. She said this year the group gathered winter coats to donate to kids in need. She said it was good for children to know they had support from the whole community. She said acts of kindness like this modeled great character traits for students. Mr. Ellis said the Pocatello/Chubbuck community was a great place to live and learn. He said a lot of children faced challenges that were out of their control and he was grateful to be able to help those children. He said he hoped other organizations that were able would step up to help alleviate some of the challenges these children face. He said the group was donating 35 coats. He thanked ShopKo and Walmart for providing the coats at a discount. He thanked all of the members of the Greater Pocatello Association of Realtors.

**c. Public Comment on Items Not on Agenda**

Board Protocols for Public Comment will be followed at all Board Meetings. Patrons wishing to address the Board will fill out Form AD 2 – Request to Appear before the Board and present it to the Board Chair or Board Secretary prior to the meeting. Because of the diversity of issues, members of the Board may not respond to delegations. Instead, issues are recorded and referred to the proper staff member for follow-up. The Board is informed of these efforts by the staff member responding to concerns.

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

**REPORTS**

**a. Student Representative Reports (3 minutes each)**

**1) Century High School – Caitlyn Callaghan; Alonzo Hartman**

Mr. Hartman said the student council went to the regional conference to gain knowledge on raising participation, activities and belonging. He said the school had a presentation of the stars that were hung throughout the school.

He said the stars were unique to Century High School. He said homecoming week went well and had good student participation. He said the football team won the homecoming game and were doing well. He said both the boys and girls soccer teams qualified for state. He said choir went to an invitational competition and got 3<sup>rd</sup> place. He said all of the seniors on the swim team qualified for state. He said the drama club put on a play and had great reviews. He said students were participating in a canned food drive with the army. He said a lot of student clubs would go door to door and collect cans on Halloween night.

2) **Highland High School** – *Taylor Snell; Jenny Andrus; Emily McIntosh*

Ms. Andrus said the football team won the 5A district title and was recognized as the academic state champions. She said the volleyball team started districts that night. She said band won at a competition in Burley last week. She said the BPA club was going to the Idaho Food Bank to help sort food for distribution. She said students in the business law course attended local court cases to gain hands on experience. She said the administration was working to incorporate the school's motto "Right Attitude Means Success" into every aspect of the school. She said juniors were preparing to take the PSAT. She said while juniors were testing the seniors would go to the Majors Fair at ISU. She said the school's Veteran's Day Assembly would be held on November 11. She said the speech and debate team was at nationals. She said Robin Christensen was recognized as the Idaho Speech Arts Teacher of the Year and Josh Mansfield was the state champion and was in the top 25 in the nation.

Ms. McIntosh

3) **Pocatello High School** – *Brooke Miller; AJ Hancock*

The Pocatello High School student representative was excused.

4) **New Horizon Center** – *Chase Funk; Nickolas Gallardo*

Mr. Gallardo said students were awarded with a dress up day and had different activities during lunch breaks. He said the school decorated a float and participated in the ISU homecoming parade. He said students completed the 3 Peaks Challenge in September. He said students and staff hiked 30 miles and burned approximately 6,000 calories each. He said students that completed the challenge would be rewarded with a trip to the Trail Creek Hot Springs. He said students were preparing for Veteran's Day activities and service month. He said students were challenged to look for opportunities to serve in the month of November.

**b. Pocatello\Chubbuck School District No. 25 Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2015 and Certification of Annual Statement of Financial Condition**

Mr. Reed said included in the addendum was the Pocatello\Chubbuck School District No. 25 Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2015, the Annual Statement of Financial Condition summary and the memorandum detailing Idaho Code and the Board's requirement to certify the Annual Financial Condition Statement. He said the Board would be asked to accept the Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2015 and certify the Annual Financial Condition Statements under New Business. Mr. Reed said the report had four main categories: Introduction, Financial, Statistics and Single Audit. He said the district had participated in the GFOA and ASBO associations for last 24 years and had received the Certificate of Excellence every year. He said participating in the organizations helped the district reduce bond rates and interest. He said the reporting requirements changes this year and required companies to report their pension liability. He said the district was a part of the PERSI retirement fund which impacted the district's reporting. He said PERSI is not 100% funded so the report showed the district's net worth as \$26 million less because the district had to assume the liability of the PERSI retirement account. He said because the district had so many schools it was capital intensive which helped to maintain a positive position. He said there were a lot of districts that did not have very much capital and could have a negative impact on their position. He said some of the highlights of the report included being within .003% of revenue projections and coming in under budget. He said property taxes were slightly less than anticipated and state revenue was up. He said the district also spent less on salaries than it anticipated due to retirements. He said utilities were less due to good weather and fuel costs were down. He said the textbook account was underspent because the math adoption was deferred until next year. He said the unassigned fund balance was approximately \$4.8 million and represented 27 days of operations. He said it was similar to last year. He said as a general rule the unrestricted fund balance should represent no less than two months of operations or a minimum of 5% of the budget. He said the \$4.8 million represented more than 5% of the budget which kept the district within those guidelines. He said the restricted fund balance was at \$3.4 million and was used to pay the district's bonds and the VEBA trust fund. He said there was \$3.1 million in the assigned special revenue fund which was for the school plant facilities and other grant funds. He reviewed a graph of expenditures. He said the largest expenditure was for salaries, then benefits, purchased services, supplies and materials, capital objects and insurance and judgements. He said the statistical section detailed state support, federal assistance, property taxes, interest earnings and other local revenues. He said 61% of the budget was for instruction, 34% was for support, 5% was for capital outlay and 2.7% was for debt service. He said the district's bonds would be paid off as of August, 2016 which would be a relief to tax payers. He said property value had gone up. He reviewed the list of principle property tax payers. He said the top property tax payers had shifted over the last 10 years. He showed a 35 year historical

trend of student enrollment. He said he anticipated that enrollment would either stabilize or decrease over the next five years, but he did not anticipate any increase. He said the population had not grown very much. He said per capita income had grown and enrollment decreased slightly over the past year. He said the local unemployment rate had improved quite a bit since the recession. He said unfortunately, that made it harder for the district to hire. He said \$43 million was spent on commercial construction throughout the community and about \$17 million in residential construction. He said the community was starting to rebound but it had been a slow process. He said enrollment had gone up and staffing had gone down. He said the district was not receiving sufficient from the state to support education. He said the district had a high number of teachers with a bachelors +36 or a masters. He said 27.2% of the district's staff were at 0-4 years of experience. He said just a few years ago the percentage of teachers with 0-4 years of experience was only 16%. He said many of the District's more experienced teachers were retiring.

Mr. Charles Clark introduced himself as the independent auditor from Deaton & Company. He thanked Mr. Reed and his staff for making it so easy to do their job. He said the staff was extremely helpful and cooperative. He said the audit report and unqualified opinion on the financial statements was included in the full report. He said the new PERSI reporting requirement was also included in the report. He said there were four new pages of financial reporting due to the new requirements. He said the auditor was responsible to present the single audit section relative to compliance. He said the auditors reviewed the financial statements as a whole to make sure everything added up. He said they also reviewed internal controls to make sure they were adequate. He said they made sure the district was compliant with its financial reporting, contracts and state and federal regulations. He said the single audit act was required for organizations that had more than \$500,000 in federal awards. He said the auditor ensured there were adequate controls in place to administer the federal awards correctly. He said the district complied in all material respects for all major federal programs. He said there were no internal control issues to report. He said the finding would be submitted to the federal clearing house who would get a copy of the audit report for review. He introduced Doran Lambson who would become more involved in the process in the future and would hopefully one day take his place.

**c. Media Report – Ms. Allen**

Ms. Allen said there were 17 local news stories. She said there were many stories that highlighted the good work in the community and student competitions. She said the local media did a great job covering the Kind Community events and she was grateful the district was a part of the event. She said there was some coverage on the threat at Highland High School. She said the media did a good job covering the story and helping the district get information out to parents. She said the reporters were factual and followed the district's lead. She said there was some national interest in the story, but the district declined to comment on the event nationally. Ms. Cranor said she appreciated how the situation was handled by the administration and the media. Ms. Allen said there was good administrative presence at the school that day and staff at the Education Service Center helped communicate with the Pocatello Police, the media and fielded phone calls from parents. Ms. Allen said there was a column from Wayne Hoffman regarding the Parental Rights Resolution. She said it was full of assumptions and inaccuracies. She said the district was obligated to comply with existing laws and there were potential costs that could be incurred if those laws were violated. She said at some point the Board could consider an editorial to explain the resolution to the community. Ms. Gebhardt said the column made it sound like the district was trying to limit a parent's rights when what the Board was actually asking for was for the legislature to limit their role in making those decisions. Mr. Gertsch said the relationships that the district had with parents was what mattered most. Ms. Allen said there was still coverage regarding ongoing teacher shortages across the state, the Caldwell Board recall and the story regarding the West Ada Superintendent contract.

**d. Community Engagement Report – Ms. Allen**

Ms. Allen said included in the packet was the Community Engagement Report for the 2015-16 school year. She said there were three updates to the list: Jackie Cranor was on the Key Communicators Committee, Denise Lane was working with Idaho Food Bank and Amy Bowie was a new administrator but was heavily involved with many community groups. She said she appreciated the Board's involvement. She said involvement helped build a good community to live and work in and developed positive relationships. She said participating helped the district communicate directly with people and organizations in the community. She said there were 55 administrators involved in more than 75 organizations. She said some were involved in several aspects of one organization, like the various Chamber of Commerce Committees. She said in addition many certified and classified staff and students participate. She said she was appreciative of everyone's efforts. She said people appreciated the school district being involved so they could see what students were learning. Ms. Cranor said she appreciated hearing about students and clubs volunteering at the Idaho Food Bank and other worthwhile causes.

**e. ISBA Region V Meeting Report – Board Members**

Ms. Gebhardt said she and Mr. Vitale attended the ISBA Region V Meeting. Mr. Vitale said it was a good meeting and Trustees had a chance to review the proposed Resolutions. He said Karen Echeverria presented the Resolutions and handled it very well. He said the meeting was well attended. Ms. Gebhardt said there were good comments and questions

from legislators. She said legislators were hopeful that education would stay at the top of the list of priorities, but said that transportation and firefighting costs could end up taking priority.

**f. Report on Standing Committees for 2015-16**

Mr. Gertsch said he attended Local Issues. He said Valley Pride presented projects that had been completed and some future plans. Ms. Gebhardt said she attended Judge Murray's Meeting where they discussed updated rules and various juvenile concerns. She said the collaboration between the schools and community organizations really helped improve student discipline. She said CRWs brought up any specific concerns to be addressed. Ms. Cranor said she attended the Education Foundation Festival of Trees Grant Committee meeting and reviewed which grants would be awarded. She said planning for the Festival was in full swing and committee members were working on sponsorships. She said the committee did an amazing job. She said SEICCA agreed to fund participation fees for student athletes in need and started at the middle school level. She said families in need could apply at the SIECCA office. She said SEICCA worked hard to support the needs of the district and students.

**CURRICULUM AND INSTRUCTION AND SCHOOL SAFETY – Information – Mr. Orr, Ms. Craney, Ms. Harwood, Mr. Hobbs**

**a. Instructional Technology Update – Mr. Orr**

Mr. Orr said included in the packet was the current Instructional Technology Newsletter, Tech News. He said the technology specialists published the first newsletter and highlighted the technology grants and upcoming trainings available. He said the district received \$512,000 to support technology for the 2015-16 school year. He said teachers participated in various training options including audio and Promethean Board training. He said there was \$308,000 remaining in the technology support fund.

**b. Update on Civics Test Passage Rate – Mr. Orr**

Mr. Orr said the Board recently received information regarding the new requirement for students to take a Civics Test as a condition of Graduation. He said the District Curriculum Committee met to discuss what the passage rate should be, and determined that 60% was an appropriate passing rate and was consistent with other state and district requirements.

**c. BLT Survey Results – Mr. Orr**

Mr. Orr said included in the packet was a presentation of the Building Leadership Team (BLT) survey results from the Retreat that was held on Tuesday, August 18, 2015. He said teams took self-assessment surveys to identify strengths and areas for improvement. He said the presentation was a snapshot of those responses. He said the results were reviewed with administrators at the K-12 Administrators Monthly Meeting and provoked thoughtful discussion and created a renewed emphasis on instructional shifts in ELA and math. He said the outcome was a renewed focus on the Professional Learning Communities (PLCs). He said the group also determined that the ICS units should be reexamined to make sure the common assessments were aligned. He said schools were working hard to make gains with each of the initiatives and he was proud of the efforts of teachers, classified staff and principals.

**d. "Pick Your Passion" Professional Development Day Report – Mr. Orr**

Mr. Orr said the District's "Pick Your Passion" Professional Development Day was held Thursday, October 1, 2015. He said teachers sponsored a variety of 70 minute workshops and each teacher selected three workshops to participate in. He said the only complaint that he heard was how hard it was having to decide which workshops to choose. He said teachers loved it and asked to see the same format in the future. He said some teachers were already submitting ideas on what to share next year. He said it was a great day that highlighted the expertise in the district.

**e. IRI Testing Deadlines – Mr. Orr**

Mr. Orr said the Idaho Reading Indicator (IRI) test window closed on September 25, 2015 and each school had their individual results which would be uploaded via ISEE in October. He said the upload was complete and was successful.

**f. Middle School Math Adoption – Mr. Orr**

Mr. Orr said a planning committee met to discuss a recommendation on a middle school math adoption. He said publishers were contacted and were sending preview materials. He said the preview materials would be sent to the schools and evaluated by the math departments. He said after the materials were reviewed by the schools a steering committee would narrow the selection. He said the committee would receive presentations in December or January and would bring a recommendation to the Curriculum Committee in February and hoped to order materials in March for delivery in April. He said professional development would take place in May. He said Ms. Gebhardt and Ms. Cranor were on the Curriculum Committee and he would keep them informed on any decisions by the steering committee. Ms. Cranor asked if Chromebooks were part of any new adoptions. Mr. Orr said any hardware would be purchased separately.

**g. Any Other Curriculum/PLCs/Beliefs Update – Mr. Orr**

Mr. Orr had no further Curriculum updates at the time of the meeting.

**h. Head Start Program Notice/Update – Ms. Craney**

Ms. Craney said Head Start was fully enrolled but were still taking applications. She said enrollments were accepted based on need, and was not first come, first serve. She said included in the packet was a letter notifying Head Start that a monitoring site review would take place the week of October 12, 2015. She said the review was October 14 and the review team inspected facilities for any safety concerns and made sure that staff practices were consistent with program requirements. She said the district was still waiting on the results. She said also included in the packet was the Head Start Liaison Designation letter that was a requirement of the Head Start Grant. She said Mr. Vitale offered to remain the Head Start Liaison for the 2015-16 school year. She said the Board would be asked to designate the Head Start Liaison for the 2015-16 school year under New Business.

**i. 21<sup>st</sup> Century After School Program Update – Ms. Craney**

Ms. Craney said the 21<sup>st</sup> Century After School Program was not fully enrolled, but was due to a staffing shortage. She said one of the programs focused on the performing arts, and the other on STEM. She said the Lights On After School event was scheduled for October 22, 2015 at 4:30 p.m. at Ellis, Greenacres, Indian Hills, Lewis & Clark, Tendoy, Tyhee and Wilcox Elementary Schools and at Hawthorne Middle School. She said the Board was invited to attend.

**j. Idaho Food Bank Back Pack Program Update – Ms. Craney**

Ms. Craney said included in the packet was the new Idaho Food Bank Back Pack Allotment report for the month of September. She said back packs were delivered to the warehouse and the schools picked them up. She said 164 back packs were distributed the first week. She said she anticipated that the full 250 back pack allotment would be met once the new system was worked out. She said Denise Lane was working with volunteers to prepare the back packs at the Idaho Food Bank. Ms. Cranor asked about the schools that did not distribute any back packs. Ms. Craney said she was still working with those schools to figure out why and to inform them that 90 back packs were still available. She said it was important to make sure every back pack was distributed. Ms. Gebhardt asked about the required destruction of back packs. Ms. Craney said that only happened when a back pack had damaged or leaking items. She said the district was required to destroy any damaged back packs to avoid a child receiving food that had gone bad. She said she would continue to monitor usage and report back to the board.

**k. University of Idaho and ISU Administrative Intern Requests – Ms. Craney**

Ms. Craney said included in the packet was a request from the University of Idaho to place Gretchen Kinghorn, and a request from ISU to place Gina Christensen, in various District schools as Administrative Interns during the 2015-16 school year. She said the Board would be asked to approve the requests under the Consent Agenda.

**l. Any Other Elementary Education/PLCs/Beliefs Update – Ms. Craney**

Ms. Craney had no further Elementary Education updates at the time of the meeting.

**m. Policy 8160 – Student Dress Code – 1<sup>st</sup> Reading – Ms. Harwood**

Ms. Harwood said included in the packet was Policy 8160 – Student Dress Code. She said the change added a provision for a principal to make an exception to the prohibition of headgear at school. She said some exceptions could be due to a religious need. She said the other changes were grammatical and not substantive. She said the Board would be asked to hear the policy on first reading under New Business.

**n. Advanced Opportunities Update – Ms. Harwood**

Ms. Harwood said 155 students at Century High School had taken advantage 577 credits, 182 students at Highland High School had taken advantage of 836 credits, and 152 students at Pocatello High School had taken advantage of 612 credits. She said there was usually a discrepancy between the numbers at Pocatello High School compared to the other high schools, but that gap had all but disappeared. She said all of the credits were funded by the state through the Advanced Opportunities program. She said it amounted to \$122,785 in college credits.

**o. PTE Program Review – Ms. Harwood**

Ms. Harwood said included in the packet was a notice from the Idaho Division of Professional Technical Education that a review of the Business Program at Century High School was scheduled for October 22, 2015. She said a review was typically scheduled every 5 years, but the managers at the state department kept changing and the review would take place sooner than it would have. She said the state wanted to make sure the district was spending money appropriately and that certified teachers were teaching the right classes. She said one of the requirements was for PTE to have programs of study which included a beginning course, an intermediate and a Capstone course. She said the district's programs met that requirement. She said the review would take two hours and then a program visit would be conducted at Highland High School and New Horizon High School. She said the site managers would also visit Pocatello High School to review the Automotive and First Responder courses and would visit each of the graphics communications teachers. She said there was also someone coming from the National Academy Foundation to talk about any challenges relative to the lack of diversity in Idaho.

**p. Activity Fees Report – 1<sup>st</sup> Trimester – Ms. Harwood**

Ms. Harwood said included in the packet was a report detailing the activity and class fees collected by each of the schools as of the 1<sup>st</sup> trimester. She said the fees approved by the Board. She said there was some discrepancy with the

number of students compared to the number of payments, but was reflective of families with payment plans. She said it was astounding to see what it costs to run various programs. Ms. Cranor said she appreciated Pocatello High School making a conscious effort to collect fees and work with families on payment plans, and was interesting to see that the most affluent high school had the most outstanding fees. She asked who was responsible to collect and track fees. Ms. Harwood said one of the issues was the length of time it took for the Bursar to enter the information into Infinite Campus, which was where the data was pulled from. Ms. Cranor said she wondered how diligent the schools were about collecting fees. Ms. Harwood said the schools were diligent because students wouldn't receive a transcript if their fees were not paid. She said the outstanding balances would be better by the 2<sup>nd</sup> trimester. Ms. Gebhardt said she was asked what the fees were used for specifically. Ms. Harwood said some of the fees were pretty clear, but others were not as obvious. Ms. Cranor asked if students were required to purchase an activity card. Ms. Harwood said no, a student only had to pay for an activity card if they planned to attend extra activities like assemblies or dances. Ms. Cranor said she heard from a parent that didn't want to pay the fee because they were not allowing their student to participate in the extra activities, but still had to purchase an activity card. Ms. Harwood said it may have been because the student participated in band or choir, which also required an activity card.

**q. Extra-Curricular Participation Fees Report**– Ms. Harwood

Ms. Harwood said included in the packet was a report detailing the number of participants and the fees collected for extra-curricular activities. She said Pocatello High School made sure that student's fees from the previous year were completely paid off before being allowed to participate for the current year. She said they offered options to families to help work off the fees by allowing parents to help with concessions during games, or having the student participate in service projects. She said one of the ADs mistakenly waived fees for students with economic hardships, but she instructed him to direct those families to apply at SEICCA. She said any fees that were waived "per Kent" was because the student was homeless. She said most families ended up setting up a payment plan. She said if a family stopped making payments, the student would not be able to participate in another activity until the previous fee was paid. She said the schools were doing better at collecting fees and staying on top of outstanding balances. She said parents understood it was costly to operate the programs.

**r. Winter Athletic Schedules and Travel for 2015-16** – Ms. Harwood

Ms. Harwood said included in the packet were the Winter Athletic Schedules inclusive of travel for 2015-16 for three of the high schools and the middle schools. She said one of the schedules mistakenly was typed up as track, but should have been wrestling. She said the Board would be asked to approve the schedules inclusive of travel under New Business.

**s. Out of District/Overnight Field Trip Requests** – Ms. Harwood

Ms. Harwood said included in the packet were the Out of State/Overnight Field Trip requests. She said the requests had been reviewed and were in order. Ms. Cranor asked about the New Horizon High School trip to Salt Lake City, UT. Ms. Harwood said students earned the trip in various ways and it was funded by the SIG grant. Ms. Gebhardt asked what NHS stood for. Ms. Harwood said she thought it was the National Honor Society, but she would find out. She said the Board would be asked to approve the requests under Old Business.

**t. Early Graduation Requests** – Ms. Harwood

Ms. Harwood said included in the packet was a report detailing the early graduation requests as of the first trimester. She said one request was included in the addendum. She said some students were utilizing the alternate route which were approved last spring. She said the requests were in order and the Board would be asked to approve the requests under Old Business.

**u. Any Other Secondary Education/PLCs/Beliefs Update** – Ms. Harwood

Ms. Harwood had no further Secondary Education updates at the time of the meeting.

**BUSINESS OPERATIONS (BUDGET, MAINTENANCE, TRANSPORTATION, FOOD SERVICE)** – Information – Mr. Reed

**a. Idaho General Fund Update**

Mr. Reed said included in the packet was the Idaho General Fund Revenue Report for October. He said the report was self-explanatory.

**b. Free and Reduced Lunch Report**

Mr. Reed said included in the packet was the current Free and Reduced Lunch report which was self-explanatory.

**c. Food Service Outstanding Account Balances Report**

Mr. Reed said included in the packet was the current Food Service Outstanding Account Balances Report. He said food service continued to work hard on collecting fees which was reflected in the lower balance.

**d. City of Chubbuck Easement Request**

Mr. Reed said included in the packet was the grant of permanent easement paperwork, and in the addendum was the Right of Way Deed from the City of Chubbuck. He said the information was presented to the Board at the October 13,

2015 Work Session. Mr. Reed said the Board would be asked to grant the permanent easement request, but would also need to grant the right of way deed. He said the Board would take action under New Business.

**e. PCCS Fiscal Audit Management Letter**

Mr. Reed said included in the packet was the PCCS Fiscal Audit Management Letter which was prepared following the Fiscal Audit presentation by PCCS at the October 13, 2015 Work Session. He said the only recommendation to the Charter's administration was to continue monitoring food service rates. He said the Board would be asked to approve the letter and direct submission to PCCS under Old Business.

**f. Annual Request for Permission to Bid 2016 CIP Related Projects**

Mr. Reed said included in the packet was a memorandum detailing the proposed CIP related projects, the CIP process and the timeline for the 2016-17 school year. He said it was important to start bidding early because it allowed the district to save on vendor and construction costs. He said there was also a short timeline to complete the projects. He said all bids were brought back to the Board for final review and approval prior to starting a project. He said the Board would consider granting permission to bid 2016 CIP related projects under New Business.

**g. K-12 Enrollment and Capacity Report**

Mr. Reed said included in the packet was the District's K-12 Enrollment and Capacity Report with comparison numbers as of September. He said the report compared enrollment and capacity from February to September. He said high school enrollment was up 133 students overall, the middle schools were down by 26 students, and the elementary schools had a decrease of 152 students overall. Ms. Cranor asked why the high schools did not cap their enrollment when they were over capacity. Mr. Reed said capacity was a relative term. He said Century High School was 3% over capacity, but only amounted to 36 students. He said the middle schools were balanced fairly well. He said it could be challenged to balance attendance geographically, and overall the district was doing a good job staying within the goal of 85% capacity. Mr. Mattson asked how many students were attending the high schools from out of district. Ms. Harwood said she would find out and follow up with the Board.

**h. Proposed Building and Subdivisions (New Construction)**

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

**i. Any Other Business Operations/Operational Support Update**

Mr. Reed had no further Business Operations updates at the time of the meeting

**EMPLOYEE SERVICES – Information – Mr. Smart**

**a. Campus/ISEE Upload/Technology Update**

Mr. Smart said the October ISEE upload was complete. He said it took about a week to verify the accuracy of each of the reports. He said there were a couple of schools that had issues with their course setup in Infinite Campus. He said the new Technology Coordinator, Mr. Burkman, completed the entire ISEE report without any help and was able to get it done. He said there were a few highly qualified and certification issues that would need to be addressed with the state. He said he anticipated he would have information on ADA and units soon.

**b. Student Enrollment Information Update**

Mr. Smart said included in the packet was the current student enrollment data. He said Grace Lutheran's enrollment was down from the year before, but Conner Academy numbers were up. He said Gem Prep also had a substantial increase in enrollment. He said Chief Tahgee's enrollment was up slightly from the year before. He said the district anticipated a loss of 200 students due to charter/private school enrollment increases, but the district was actually up 172 students from the year before. He said it could translate to additional units for the district.

**c. Value Report from Lockton Companies, LLC**

Mr. Smart said included in the packet was the Value Report from Lockton Companies, LLC detailing the benefit services provided for the 2014-15 school year. He said Lockton had been a great partner for the district over the last several years and they really looked out for the best interest of the district. He said the district conducted a market analysis of all the insurance plans that were available, and the results were included in the report. He said the district had a 4.5% increase in medical premiums in moving from Regence to Pacific Source, but staying with Regence would have meant an 11% increase. He said dental, vision and life all remained the same with no increase. Ms. Gebhardt asked how much the district paid for Lockton's services. Mr. Smart said it was about \$4,000 per month but gave the district an entire team of experts that researched options and pricing and negotiated for the district. He said the service was worth every cent. He said Lockton also provided a number of additional services. He said the district had already begun the transition to Pacific Source and would meet with them in January to review the effectiveness of their wellness plan.

**d. Wellness/Insurance Update**

Mr. Smart said included in the packet was the final Wellness Dashboard Report from Regence with information as of August 31, 2015. He said there was always an increase in usage in August as staff made various appointments prior to the plan year ending. He said vision was right on target. He said dental was over the goal by 6% and medical by 7%. Ms. Cranor asked about the high claimant. Mr. Smart said the amount was for one employee over several years. He said



also included in the packet was information regarding the district's new wellness program, Café Well through Pacific Source, which became available to staff on October 1<sup>st</sup>. He said the program guide included a letter from Dr. Howell introducing the program. He said Pacific Source was impressed with the district's top down commitment to wellness. He said the district maintained the requirements for the premium differential.

**e. Any Other Employee Services/Operational Support Update**

Mr. Smart had no further Employee Services updates at the time of the meeting.

**HUMAN RESOURCES – Information – Ms. Pettit**

**a. Monthly Human Resources Report**

Ms. Pettit said included in the packet was the monthly Human Resources report. She said there was one administrative resignation and two teacher resignations, one teacher transfer and one new hire. She said there were several good prospects for replacing the second resignation. Ms. Cranor asked why a full time English teacher was being replaced by ¼ of a teacher. Ms. Pettit said a long term substitute was taking on most of the duties, and a partial student teacher who was finishing an internship would take on the rest. She said there were seven alternative authorizations for approval and each teacher or administrator would have one year to get their content specialist. She said some were very close to completing or had already completed but were waiting on paperwork. She said a few still needed to take the Praxis. Dr. Howell said some of the alternative authorizations would correct the discrepancies that were discovered in the ISEE submission. Ms. Pettit said the final item for approval was the payment of credit recovery stipends. She said the Board would be asked to approve the Human Resources activity under the Consent Agenda.

**b. Policy 7121 – Employee Standards of Conduct – 2<sup>nd</sup> Reading**

Ms. Pettit said included in the packet was Policy 7121 – Employee Standards of Conduct. She said the change to the policy added further clarification regarding the misuse of prescription and over the counter drugs. She said the policy was posted for public input, however, none was received and no further changes were made. She said the Board would be asked to hear the policy on second reading for adoption under Old Business.

**c. Any Other Human Resources/Operational Support Update**

Ms. Pettit had no further Human Resources updates at the time of the meeting.

**SUPERINTENDENT REPORT – Information – Dr. Howell**

**a. Actualization of Board Beliefs for 2014-15**

Dr. Howell said included in the packet was the Actualization of Board Beliefs for 2014-15 which was reviewed and agreed upon with the addition of further evidences suggested at the October 6, 2015 Board/Superintendent/Cabinet Retreat. He said the new stretch that the Board chose to focus on last year was the passage of the levy and the Board was successful in doing so. He said the Board also committed to retaining a highly qualified staff and advocating for wages. He said the Board continued to work with legislators to meet that goal. He said the Board would be asked to approve the Actualization of Beliefs under Old Business.

**b. Board Beliefs and New Stretch for 2015-16**

Dr. Howell said included in the packet were the Board Beliefs and New Stretch for 2015-16 that the Board agreed to focus on for the 2015-16 school year at the October 6, 2015 Board/Superintendent/Cabinet Retreat. He said there was a good discussion about increasing the positive image of the district. He said Ms. Allen was already taking action to make the district more visible and getting the message out to more people. He said there were a lot of positive things to highlight in the district like Advanced Opportunities and PTE. He said the Board chose to increase its focus on a positive district image for the coming year. He said the Board would be asked to approve the Beliefs and new stretch under New Business.

**c. Board Operating Principles**

Dr. Howell said included in the packet were the Board Operating Principles which were reviewed at the October 6, 2015 Board/Superintendent/Cabinet Retreat. He said no changes were suggested at the time of the meeting. He said the Board would be asked to affirm the Operating Principles under New Business. Ms. Gebhardt asked if the Board agreed to add the Code of Ethics to a future agenda for affirmation. The Board agreed. Ms. Johnson said she would add it to the November Board Agenda.

**d. Board Work Session with Legislators**

Dr. Howell said he was still working on drafting the agenda for the Board Work Session with Legislators which was set for Monday, November 30, 2015. He said he would send the draft agenda to the Board for their review.

**e. Board Calendar**

Dr. Howell said included in the packet was the calendar of the Board's Meeting Schedule and various Committee Meetings from October 19, 2015 through December 4, 2015. He said Restorative Practices was having a positive impact on student discipline. He said he talked to the Chamber of Commerce about changing the date for Chamber Scholarship

Luncheon next year so the Board could attend. Mr. Gertsch said he would attend. Dr. Howell said the Board was also welcome to attend any of the Veteran's Day activities in the schools.

**f. Any Other Superintendent's Update**

Dr. Howell had no further Superintendent's update at the time of the meeting.

**PUBLIC COMMENT – Self Explanatory**

**a. Public Comment Pertinent to Agenda Action items**

Board Protocols for Public Comment will be followed at all Board Meetings. Patrons wishing to address the Board will fill out Form AD 2 – Request to Appear before the Board and present it to the Board Chair or Board Secretary prior to the meeting. Because of the diversity of issues, members of the Board may not respond to delegations. Instead, issues are recorded and referred to the proper staff member for follow-up. The Board is informed of these efforts by the staff member responding to concerns.

There was no public comment pertinent to agenda action items at the time of the meeting.

**CONSENT AGENDA – Self Explanatory – Action – Dr. Howell**

**a. Topic: Approve Human Resource Activity**

**Policy Issue:** Board approves Human Resource Activity

**Background Information:** Included in the packet was documentation of the Human Resource Activity regarding certified employees since the September 15, 2015 Regular Board Meeting.

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

**b. Topic: Authorize Payment of Claims**

**Policy Issue:** Board approves all Claims.

**Background Information:** Included in the packet were bills and invoices as of October 12, 2015 in the amount of \$1,514,501.68.

**Administrative Recommendation:** Administration recommended Board approve the bills and invoices as of October 12, 2015 in the amount of \$1,514,501.68.

**c. Topic: Approve Supplemental Financial Information from September 1, 2015 through September 30, 2015**

**Policy Issue:** Board acts on Financial Information.

**Background Information:** Included in the packet was supplemental financial information for the period of September 1, 2015 through September 30, 2015.

**Administrative Recommendation:** Administration recommended Board approve supplemental financial information from September 1, 2015 through September 30, 2015 as presented.

**d. Topic: Approve University of Idaho and ISU Administrative Intern Requests**

**Policy Issue:** Board approves placement of interns in various District schools.

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

**Administrative Recommendation:** Administration recommended Board approve the University of Idaho and ISU Administrative Intern requests as presented.

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

**OLD BUSINESS – Information – Action – Dr. Howell**

**a. Topic: Approve Winter Athletic Schedules Inclusive of Travel for 2015-16**

**Policy Issue:** Board approves athletic schedules and travel.

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

**Administrative Recommendation:** Administration recommended Board approve the Winter Athletic Schedules inclusive of travel for 2015-16 as presented.

**Board Direction/Action:** A motion was made by Mr. Mattson and seconded by Mr. Gertsch to approve the winter athletic schedules inclusive of travel for 2015-16 as presented. The voting was unanimous in the affirmative.

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

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

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

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

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Mattson to approve the Out of District/Overnight field trip requests as presented. The voting was unanimous in the affirmative.

**c. Topic: Approve Early Graduation Requests**

**Policy Issue:** Board approves early graduation request.

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

**Administrative Recommendation:** Administration recommended Board approve the Early Graduation requests as presented.

**Board Direction/Action:** A motion was made by Mr. Gertsch and seconded by Mr. Vitale to approve the early graduation requests as presented. The voting was unanimous in the affirmative.

**d. Topic: *Approve PCCS Fiscal Audit Management Letter and Direct Submission to PCCS***

**Policy Issue:** Board approves management letters to PCCS.

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

**Administrative Recommendation:** Administration recommended Board approve the PCCS Fiscal Audit Management Letter and direct the submission to PCCS as presented.

**Board Direction/Action:** A motion was made by Mr. Vitale and seconded by Ms. Cranor to approve the PCCS Fiscal Audit Management letter and direct submission to PCCS as presented. The voting was unanimous in the affirmative.

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

Policy 7121 – Employee Standards of Conduct

**Policy Issue:** Board adopts policy.

**Background Information:** This policy was previously discussed on the agenda.

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

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

**f. Topic: *Approve Actualization of Board Beliefs for 2014-15***

**Policy Issue:** Board approves actualization of Beliefs annually.

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

**Administrative Recommendation:** Administration recommended Board approve the 2013-14 Actualization of Board Beliefs as presented.

**Board Direction/Action:** A motion was made by Mr. Mattson and seconded by Ms. Cranor to approve the Actualization of Board Beliefs for 2014-15 as presented. The voting was unanimous in the affirmative.

**NEW BUSINESS – Information – Action – Dr. Howell**

**a. Topic: *Accept the Pocatello/Chubbuck School District No. 25 Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2015 and Certify the Annual Financial Condition Statements***

**Policy Issue:** Board acts on financial information.

**Background Information:** This topic was previously discussed on the agenda.

**Administrative Recommendation:** Administration recommended Board accept the Pocatello/Chubbuck School District No. 25 Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2015 and certify the Annual Financial Condition Statements as presented.

**Board Direction/Action:** A motion was made by Mr. Gertsch and seconded by Mr. Vitale to accept the Pocatello/Chubbuck School District No. 25 Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2015 and certify the Annual Financial Condition Statements as presented. The voting was unanimous in the affirmative.

**b. Topic: *Designate Paul Vitale as the Head Start Liaison for the 2015-16 School Year***

**Policy Issues:** Board designates Head Start liaisons.

**Background Information:** This items was previously discussed on the agenda.

**Administrative Recommendation:** Administration recommended that the Board designate Paul Vitale as the Head Start Liaison for the 2015-16 school year as presented.

**Board Direction/Action:** A motion was made by Mr. Mattson and seconded by Ms. Cranor to designate Paul Vitale as the Head Start Liaison for the 2015-16 school year as presented. The voting was unanimous in the affirmative.

**c. Topic: *Hear on First Reading:***

Policy 8160 – Student Dress Code

**Policy Issue:** Board adopts policy.

**Background Information:** This policy was previously discussed on the agenda.

**Administrative Recommendation:** Administration recommended Board hear on first reading the above listed policy as presented.

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

**d. Topic: *Grant Permanent Easement and Right of Way Deed Requests from the City of Chubbuck***

**Policy Issue:** Board grants easements and right of way deeds.

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

**Administrative Recommendation:** Administration recommended Board grant the permanent easement and right of way deed requests from the City of Chubbuck as presented.

**Board Direction/Action:** A motion was made by Mr. Mattson and seconded by Ms. Cranor to grant the permanent easement and right of way deed requests from the City of Chubbuck as presented. The voting was unanimous in the affirmative.

**e. Topic: *Authorize Permission to Bid 2016 CIP Related Projects***

**Policy Issue:** Board authorizes permission to bid.

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

**Administrative Recommendation:** Administration recommended Board authorize Permission to Bid 2016 CIP Related Projects as presented.

**Board Direction/Action:** A motion was made by Mr. Vitale and seconded by Mr. Mattson to authorize permission to bid 2016 CIP related projects as presented. The voting was unanimous in the affirmative.

**f. Topic: *Affirm Board Operating Principles***

**Policy Issue:** Board affirms Operating Principles annually.

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

**Administrative Recommendation:** Administration recommended Board affirm the Board Operating Principles as presented.

**Board Direction/Action:** A motion was made by Mr. Gertsch and seconded by Mr. Vitale to affirm the Board Operating Principles as presented. The voting was unanimous in the affirmative.

**g. Topic: *Approve Board Beliefs and New Stretch for 2015-16***

**Policy Issue:** Board approves Board Beliefs and new stretch for actualization annually.

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

**Administrative Recommendation:** Administration recommended Board approve the Board Beliefs and New Stretch for 2015-16 as presented.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Mr. Mattson to approve the Board Beliefs and New Stretch for 2015-16 as presented. The voting was unanimous in the affirmative.

**ANNOUNCEMENTS**

There were no announcements at the time of the meeting.

**ADJOURN**

A motion was made by Mr. Vitale and seconded by Mr. Gertsch to adjourn. The voting was unanimous in the affirmative. The Board adjourned its Regular Meeting at 8:14 p.m.

**APPROVED ON:**

17 November 2015

**MINUTES PREPARED BY:**

[Signature]  
Secretary, Board of Trustees

**BY:**

[Signature]  
Chair

**ATTESTED BY:**

[Signature]  
Clerk