

**MINUTES OF THE BOARD OF TRUSTEES  
SPECIAL MEETING/WORK SESSION  
Pocatello/Chubbuck School District No. 25  
Tuesday, January 12, 2016  
Board Room at the Education Service Center  
1:30 p.m.**

**BOARD MEMBERS/SUPERINTENDENT PRESENT:**

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

Dave Mattson, Asst. Treasurer  
Jacob Gertsch, Member (by phone)  
Douglas Howell, Interim Superintendent

A Special Meeting/Work Session of the Board of Trustees of Pocatello/Chubbuck School District No. 25 was held on Tuesday, January 12, 2016 at 1:30 p.m. in the Board Room at the Education Service Center, 3115 Pole Line Road, Pocatello, Idaho, as provided in Section 33-510, Idaho Code;

**Convene Work Session**

Chair Gebhardt Convened the Work Session at 1:33 p.m. She reviewed the agenda and said the Work Session was for the purpose of the administration discussing with the Board the following topics:

- 1. Head Start Self-Evaluation**
- 2. Final Title I Budget**
- 3. Capital Improvement Program (CIP) Plan Presentation**
- 4. Changes to Policy Following the Annual Policy Review/New Policy Format**
- 5. Draft Policy 3712 – Retention of District Records**
- 6. Public Comment**

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- 7. Adjourn**

**Head Start Self-Assessment**

Ms. Craney said she met with the Head Start Board liaisons, Janie Gebhardt and Paul Vitale to complete the Board's self-assessment. She said the Board's portion was included in the packet. She said school board members were elected and as such were not required to be a qualified accountant or an attorney. She said the Head Start Governing Body had access to the required expertise. She said the evaluation spoke to any conflicts of interest which was addressed through the Board's Code of Ethics. She said the next portion of the evaluation spoke to the responsibilities of the Board. She said Policy 2320 and the Board's Code of Ethics addressed those responsibilities. She said the next section spoke to the reporting requirements which were met by reporting monthly on the Head Start Program at Regular Board Meetings. She said Board members were informed when new council members were elected and the Board approved policy. She said the Board worked through administrative channels to address complaints. She said the Board's policies were well established and the Board's Code of Ethics addressed most of the areas required. She said the Board's Head Start liaison attended policy council meetings and received monthly updates. She said the only weakness she identified was the lack of Board policy regarding the election of council members. Ms. Gebhardt said the Pocatello model was a little different than most Head Start models. She said it would not be appropriate for the School Board to direct how Head Start selected its policy council members, and she did not view the lack of a policy as a weakness.

**Final Title I Budget**

Ms. Kinghorn said the final budget was very close to the preliminary budget presented in August. She said the state allowed districts to carry over a certain percentage of the budget allocation and also allowed the District to apply for a waiver which allowed the District to carryover more than the maximum percentage. She said she submitted a request for one of the District's CRW's to be funded as a full-time CRW rather than part-time, which was granted.

She said funding for neglected students went directly to the Bannock Youth Foundation which housed those students at the Bannock House. She said the federal government required district's to set aside 1% of the budget for parent involvement. She said the District used that funding to provide Love and Logic classes for parents and families. She said Love and Logic packets were provide to the families of kindergarten students at registration. She said \$280,000 was set aside to fund the district level coaches in ELA, math, technology and a behavior prevention specialist. She said a certain amount of funding went directly to the New Horizon Center for school improvement. She said a portion of the budget funded her position and the Title I Secretary's position. She said the rest paid for office supplies and professional development. She said this year, teachers were able to attend the Six Trait Writing Conference using professional development funds. She said the District would also implement the WIDA test this year. She said Title I funding was based on the number of students that were eligible for free or reduced meals. Ms. Craney said Title I funds used to come through the District for the Pocatello Community Charter School, but were now sent directly to PCCS. She said PCCS was now responsible for managing its own reports and submitting a consolidated plan directly to the SDE. She said the District was still the authorizer and would have some level of oversight until that changed. Ms. Cranor asked what the average free and reduced lunch percentage was. Ms. Kinghorn said the District's free and reduced lunch percentage was just over 50%. Mr. Mattson asked why Gate City Elementary wasn't highlighted. Ms. Kinghorn said Gate City did not qualify for Title I services.

### **Capital Improvement Program (CIP) Plan Presentation**

Mr. Reed said the Capital Improvement Committee was made up of several people. He said himself, the Elementary and Secondary Education Directors, School Board members, the M&O Coordinator and Supervisor and the Energy Conservation Manager were all on the Committee. He said the planning stage went from July to September every year. He said the Business Office started receiving requests from the schools and departments in October. He said the Committee's first meeting was scheduled in November to review and consider all of the requests in comparison to available funding. He said the Committee then put together a proposal for the Board. He said once the proposal was approved by the Board, the Business Office would go out to bid. He said it could be challenging to decide what the greatest needs were. He said the School Plant Facility Fund was a property tax levy. He said it was a ten year levy that could be increased by 5% each year to offset the cost of inflation. He said this year the District would get \$5.02 million. He said most of the School Plant funds were spend every year and there was little left to invest, so interest earnings were minimal. He said the state lottery and maintenance match had been restored. He said the District also received bus depreciation funds from the state. He said if patrons did not vote to approve the School Plant Facilities Levy, the cost of facility repair would come out of the General Fund. He said the District was responsible to keep its facilities in good repair in order to maintain a suitable environment for the education of students. He said the District would spend \$3.5 million on the current replacement schedules. He said some of the funds were left in the account to cover unanticipated costs, like a split seam in a school roof. He said there was a lot of asphalt and sidewalks to repair every year. He said the District had delayed replacing some of the older boilers in schools for a number of years, but could not afford to put it off any longer. He said having new boilers would save the District a lot of money on energy costs in the future. He said there were old AC units in the Education Service Center that were not working properly. He said AC would be installed at Washington Elementary this year. He said Chubbuck Elementary had two units that failed over the summer which would also be repaired this year. He said new lighting would be installed at Franklin Middle School. He said there were a number of schools that would get new paint. He said there would be two painting crews this summer, instead of one. He said Gate City Elementary had a lot of rusted areas on the metal roof structure and would need to be replaced. He said the Committee discussed how much CIP money would go towards the purchase of new technology. He said the District had not purchased new district vehicles in many years and would have to replace some of the older vehicles. He said new windows would be installed at Pocatello High School, and one of the windows was extremely tall and had to be custom ordered in order to match the façade. He said the old woodshop room at Pocatello High School would be renovated and would get new lighting and windows. Ms. Gebhardt asked if the Historical Society was included in any of the renovation proposals. Mr. Reed said he would solicit feedback from the Historical Society. He said the highest level of spending was in 2013 due to the New Horizon Center and Alameda Middle School projects. He said Highland High School needed a new scoreboard. He said a new scoreboard was installed at Irving Middle School last year. He said some major renovations were necessary at Washington Elementary to address several safety concerns. Ms. Cranor said the stair railings at Washington were definitely not designed for adults. He said a handicap accessible ramp would be installed at Indian Hills Elementary. Ms. Gebhardt asked if any improvements would be made to the Annex at Franklin Middle School. Mr. Reed said the upgrades were minimal and were handled through work orders and did not have to go through the CIP process. He said one wall was removed and some

wireless access points were added and the robotics team would use the facility. He said one of the major projects would be to install a covered entry and a new bus turnaround at Franklin Middle School. He said the loading area would be moved to the west side of the school. He said the front would now be designated as a parent/student drop off area and teachers would park in the back. He said the renovation would improve safety and solve the congestion issues. He said sidewalk would be installed on the north side of the school. He said the sidewalk would make it handicap accessible and would make it easier for maintenance staff to bring equipment in and out of the school. He said the back-flow preventer would be replaced at Highland High School. Ms. Gebhardt asked about the water damage at Highland High School. Mr. Reed said a pipe had frozen and burst at the school, but had already been repaired and was not included in the CIP process. He said the District had a sinking fund that was used to cover the cost of unanticipated repairs like the one at Highland. He said the CIP schedule included new computer labs and digital phones for every classroom at the elementary level. He said there were also a number of carpeting, tile and roofing projects at the various schools. He said new fire sprinklers would be installed in the ITB building at Pocatello High School. He said a new elevator would be installed at the Lincoln Center. He said the District conducted a facilities study about 18 years ago and had followed the plan well. He said all of the electrical had been upgraded in all buildings, the HVAC upgrades were about 97% complete and the sinking fund was established and set aside for future projects. He said one of the looming problems was the upkeep and repair of the District's athletic spaces. He thanked patrons for supporting the School Plant Facilities levy which allowed the District to keep its buildings in good repair.

### **Changes to Policy Following Annual Policy Review/New Policy Format**

Dr. Howell said most of the proposed changes were grammatical in nature and were cleanup only. He said the administration was proposing a new policy format. He said some of the District's policies had over twenty revisions and the administration was proposing that the history be eliminated and only retain the year of adoption, and the most recent revision. He said the other formatting change was to update the font to a more modern font. He said the changes were not substantive. He said there were several more policies that would need more extensive revisions and would be brought individually.

### **Draft policy 3712 – Retention of District Records**

Dr. Howell said the draft policy was suggested by the ISBA's newest Policy Update release. He said one change would need to be made to the retention schedule to change the retention of personnel evaluations from two years to permanent. He said the District was in the process of storing and retaining all records electronically and had started purchasing scanners and upgrading its storage programs.

### **Restorative Practices Update**

Mr. Hobbs said included in the packet was student behavior data. He said the District implemented Restorative Practices two years ago and initially considered it a student behavior management system. He said administrators and staff were now finding that it was changing how staff thought about student discipline in the first place and was even having a positive impact on adult behavior. He said his goal was to reduce the number of behavior incidents by one third. He said the information that was included in the packet only showed the major disciplines for 2014-15, and then showed all incidents for 2015-16. He said it skewed the information and most of the incidents from 2015-16 were due to truancy. Ms. Cranor asked if parents had noticed a difference. Mr. Hobbs said he had several parents comment on the positive impact Restorative Practices was having on their student, and in their homes. He said there were now fifteen certified trainers in the District and last year 273 staff members were trained. He said 158 staff members had already been trained so far this year, and he anticipated another 130 would be trained before the end of the year. He said overall he hoped to train 600 staff members including teachers, ancillary staff and bus drivers. He said some staff members would just get an overview and not the full training. He said the District was awarded a grant that helped to pay for most of the training, and the rest came out of the Safe and Drug Free Schools fund. He said the District was even helping to train other school districts. He said the Pocatello Police Department was seeing a dramatic reduction in citations. He said there were significantly fewer DDRC Hearings this year, than at the same time last year. He said the DDRC Committee was even utilizing Circles during Hearings, rather than the formal Hearing format. He said he was working with Larry Gebhardt to involve the local Rotary groups. He said one teacher told him that she had struggled to build relationships and manage behaviors in her classroom and seen a major improvement in both after using circles with her students. He said Restorative Practices really helped people understand why certain behaviors were happening in the first place, and helped students understand the impact their behavior was having on everyone else, and their environment. Ms. Cranor asked if Board Members

could attend any of the trainings. Mr. Hobbs said Board Members were more than welcome to attend and he would get a training schedule to them. He said the morning session was an introduction to Restorative Practices and the afternoon session was on how to use circles effectively. He said the program was designed as a two day training, but the District had condensed it to a one day training. He said 80% was about community building and 20% was used for intervention. He said he planned to bring Steve Wessler back to determine if student perceptions had changed since the last group study.

**Public Comment**

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

**Adjourn**

Chair Gebhardt adjourned the Special Meeting/Work Session at 2:43 p.m.

**APPROVED ON:**

17 February 2016  
By: \_\_\_\_\_  
*Janie Gebhardt*  
Chair

**MINUTES PREPARED BY:**

\_\_\_\_\_  
Secretary, Board of Trustees

**ATTESTED BY:**

\_\_\_\_\_  
Clerk