

**MINUTES OF THE BOARD OF TRUSTEES  
SPECIAL MEETING/WORK SESSION  
Pocatello/Chubbuck School District No. 25  
Tuesday, February 9, 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 (Excused)

Dave Mattson, Asst. Treasurer  
Jacob Gertsch, Member (Arrived at 1:43 p.m.)  
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, February 9, 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 1:31 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. Annual Overview of Food Service Department**
- 3. Middle School Athletics**
- 4. Discussion on Academic Fee Changes**
- 5. Proposed Budget Adjustments for 2015-16**
- 6. Public Comment**

*Board Protocols for Public Comment will be followed at all Board Meetings. Patrons wishing to address the Board will fill out a "Request to Appear before the Board" form 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.*

- 7. Adjourn**

**Annual Overview of Food Service Department**

Mr. Wilson said food costs continued to increase. Ms. Cranor asked if the net revenue included fees that had yet to be collected. Mr. Wilson said no. Ms. Gebhardt asked how the Food Service Department was not in the red. Mr. Wilson said the net income was \$54,000 which was manageable this year because there were no big equipment purchases. Ms. Cranor asked about the previous year. Mr. Wilson said last year there were some major equipment problems which depleted the surplus by \$244,000. He said a couple of years ago the state department decreased the level of carryover that school food service programs were allowed to maintain. He said it made it difficult to remain in the black. Mr. Mattson asked if any money would have to come out of the General Fund if revenue did not increase. Mr. Wilson said no. He said as long as the food service debt did not rise above \$17,000 there would be no impact to the General Fund. He said he did not anticipate the debt rising that high this year. He said outstanding balances remained close to \$10,000. He said one of the ways the food service department controlled food costs was by the purchase of commodities. He said he was a member of the Commodity Purchasing Authority. He said the group met once a year to discuss what items would be brought in through commodities. He said the food service department received a \$350,000 allocation for the purchase of commodities. He said another way to reduce costs was by managing bid awards. He said he attended a sixteen-hour conference on Procurement In The 21<sup>st</sup> Century. He said the government was trying to make sure the school food service programs were accountable to the public. He said the new guidelines would change how bids were written. He said the bid descriptions would be more detailed and would provide justification as to why a particular vendor was awarded a bid. He said Ms. Giles, Mr. Reed and himself reviewed the overview of the conference. He said in the past the food service department had written RFQs, which was the current standard. He said RFQs allowed for some flexibility with bids. He said with a true bid, a bid was awarded based on the lowest bid and no other criteria was considered. He said an RFQ allowed other criteria to be considered including price, vendor reliability, public perception and product specifications, however, at least 50% of the rationale had to be based on price. He said last year the department started monitoring waste at each of the schools in order to determine which food items were popular, and what was being thrown out. He said the department did have to raise meal prices last year. He said

the food service department recently underwent a state review. He said in the past, the audit team provided a list of the items that would be reviewed at the time of the visit. He said this year the team sent a list requesting that certain information be sent back in advance. He said it really streamlined the process and made it easier to complete the audit. He said all of the technical issues were corrected before the audit team left and they were only here for two days. He said the audit team really liked the department's Fresh Fruits and Vegetables Program. He said the auditors took time to recognize individual schools and staff members. He said Tamara Donovan was the lead auditor and commented that even though programs were complex, Mr. Wilson took the time to make sure all rules were known and followed. He said the food service department was responsible to make sure the snacks and beverages met Smart Snacks guidelines, and also assisted vending machine suppliers with questions regarding the guidelines. He said department was constantly looking for new menu items and tried samples from various vendors on a regular basis. He said the department was looking at trying out a new breakfast pizza and breakfast stuffed sandwiches. He said French toast sticks were recently added to the menu and were very popular. Ms. Cranor asked if they were looking into any new lunch menu options. Mr. Wilson said the department was looking into adding Asian cuisine to the menu and recently tried out smoked pork street tacos that were very popular. He said the food service department also recently started making its own fresh salsa. He said they used low sodium canned tomatoes, but everything else was fresh. He said this year three schools participated in the Fresh Fruits and Vegetables Program. He said students tried dragon fruit this year and loved it. He said Copper Canyon was the main fresh produce vendor in the community. He said some of the items were expensive, but the program was funded by a separate grant. He said the purpose of the program was to introduce a variety of fruits and vegetables that some students may never have the opportunity to see or try. He said six schools were participating in the after school meal program. Ms. Cranor asked if there was a fee associated with the after school meal program. Mr. Wilson said he did not know and would have to check with the State Department. He said the Summer Food Program would operate from June 6 through August 12, 2016. He reviewed the participation history for the summer program by park. He said some parks were more popular than others. He said the department tried to advertise the program as best it could, but a couple of the parks were carrying the financial burden of the parks with low participation. He said the New Horizon Center location was for summer school students only. He said he was most surprised at the decreased participation at OK Ward Park. He said the department reviewed the data to help them in planning for the following year. Ms. Gebhardt asked if the department prepared fewer meals if attendance was down. Mr. Wilson said they used the data to estimate how many meals would be needed, but sometimes it was hit and miss and on occasion they either ran out of meals, or had to throw meals out, which they did not like to do. He said the amount of work that was done by the warehouse staff was astounding. He said the staff was extremely limited and over the summer would move 1,200 computers, classroom furniture, festival of trees inventory and textbooks for the math and science adoptions. He said Mooney Spillett and Kealy Gifford deserved a big hand for everything they do.

### **Middle School Athletics**

Ms. Harwood said she would review two proposals relative to middle school athletics. She said the proposals were in response to a couple of issues that needed to be addressed. She said currently, the District only had 8<sup>th</sup> grade athletic teams split into an A and a B team. She said there were numerous complaints regarding the officiating at B team games. She said referees were not calling fouls and the administration reviewed video to find out why, and discovered that it was due to a lack of skill in the players. She said a referee could literally call a foul every time someone touched the ball. She said the rules required that each player got six minutes of play time in order to allow everyone a chance to play, which did not give students much time to develop skills. She said she and the Athletic Directors were proposing that rather than having two 8<sup>th</sup> grade teams, middle schools would have one 7<sup>th</sup> grade team, and one 8<sup>th</sup> grade team that would both be cut teams and any student that didn't make the team could play for the city. She said teams would consist of ten players and would increase playing time and skill development for students. She said there would be no impact to gym space because it was a straight across trade. She said she talked with Parks and Recreation representatives and they said the additional teams would not be an issue because the city did not currently have an 8<sup>th</sup> grade league. Ms. Cranor said it sounded like a good solution. Mr. Gertsch agreed and said he liked that the proposal allowed students a chance to participate even if they were not quite as serious about the sport. Ms. Harwood said the next proposal was regarding cheerleading. She said she read in that morning's paper that cheerleading was the highest catastrophic activity next to football. She said it was also very expensive. She said currently cheer parents in the District were asked to pay an additional \$600 on top of the District's participation fees and activity cards for camps, uniforms and costumes. She said the other issue with cheer was the lack of safety. She said cheerleaders started meeting in the summer and were outside practicing, sometimes with inexperienced coaches, or no coach. She said the students were stunting, and often without a mat. She said it also created issues with gym space when middle school cheer teams were using high school gyms to practice. She said most of the middle schools only had two mats and the program needed nine, so the team usually ended up going to the high school gym to use their mats. She said the District's protocol required that cheer coaches have stunt training, which did not always happen. She said the administration and middle school Athletic Directors agreed that it was a safety issue to continue the program this way. She said they met

to brainstorm a solution that would eliminate the safety concern and encourage greater participation. She said the proposal would change cheer to a no cut sport and split teams into three seasons, each running for no longer than six weeks. She said currently cheerleaders were committed year round. She said it would reduce the expense for parents, and reduce the time commitment and safety concerns for students. Ms. Cranor said she wondered what the high school cheer program would think about it. Ms. Harwood said middle school cheerleaders did not have to participate in stunting and most of the high school cheerleaders came from local community clubs. She said she looked into pricing for community clubs and it was around \$35 a month for cheer. She said another unequitable part of the program was that the cheer coach was paid the same amount for the entire year as any other coach that received that amount for a six-week program. Ms. Cranor said she liked the idea and thought it was worth a try. She said her only concern was sending a middle school cheerleader to high school unprepared for the rigor of high school cheer. Mr. Gertsch asked if the cheerleaders only came from clubs. Ms. Harwood said it was both, but most of them came from clubs. She said it was critical to limit or eliminate the stunting taking place in the middle schools. Mr. Gertsch said it seemed like it was a step backwards as to the level of preparation, but agreed that safety was more important. Ms. Harwood said the proposal provided an opportunity for students to try out for a team without having to commit to that level of time and expense. She said students would get to cheer during basketball and then tryout if they were interested in continuing for the rest of the year. She said it would also prepare them for cut sports in the high schools, while still allowing them to participate during the regular season. Mr. Gertsch asked how many cheerleaders were on the team right now. Ms. Harwood said one middle school had twenty-five cheerleaders and the other middle schools had less. Mr. Gertsch asked if participation would explode after implementing the proposal. Ms. Harwood said it could, but the season would be shorter and would allow cheerleaders to participate in other activities, which they currently could not do. Ms. Cranor asked Ms. Harwood if she planned to hold a parent meeting to explain the changes. Ms. Harwood said she would. Ms. Gebhardt said the proposal was great for safety and reducing the cost for parents. Ms. Harwood said it was a good direction, but could be reworked to include a competition element at some point.

### **Discussion on Academic Fee Changes**

Dr. Howell said in November an Idaho Judge rendered a decision on the Joki vs. West Ada law suit and found in favor of Mr. Joki. He said the decision directed that academic fees were unconstitutional. He said at this point the District was not required to make any changes, but was preparing to eliminate its academic fees for the 2016-17 school year. He said the administration had been under the impression that as long as the District offered a schedule that didn't require fees, that it was okay to charge for other courses as long as the student had a choice. He said that was not the opinion of the Judge. He said the District had also been automatically charging for locker fees, student body activity cards, and class dues which was no longer acceptable. He said included in the packet was direction from the ISBA regarding fees. He said the communication directed that Districts could no longer charge for art supplies unless a student wanted to go above and beyond the required coursework. He said it also addressed co-curricular fees stating that a student could participate without paying a fee as long as they did not travel or compete. He said if a student chose to compete they would pay the District's participation fee in order to cover travel. He said extracurricular fees were still allowable because there was no academic credit offered. He said the administration was in the process of revising the policy and procedure to bring to the Board for adoption later in the spring. He said most of the fees would now be optional. He said the administration was still looking into the options for PTE courses. He said the District started charging a lot of the PTE fees up front so students and parents would know there was a cost associated with the completion of the course. Ms. Cranor said she had heard from parents who said they were required to pay for the student body activity card even though their student would not be participating in school activities. Dr. Howell said it was most likely due to their student participating in an extra-curricular, or co-curricular activity which did require students to purchase the student body activity card. He said for orchestra and band, the District would most likely have to provide a variety of instruments in order to offer the course without charging fees. He said it may not be the student's instrument of choice, but it was the only way the District could afford to offer orchestra or band. Mr. Gertsch said the more he looked at the list, the more he thought there was no way the District could afford to continue offering some of the programs. Dr. Howell said some districts may end up having to discontinue programs. Mr. Gertsch said it might be good for students to learn to work for the things they wanted. Ms. Gebhardt said almost all of the foreign exchange students she had said that none of these types of programs were offered in the curriculum and were only offered by private clubs. Dr. Howell said he hoped that the state would increase the level of operational funding for Districts which would help to offset the loss of revenue caused by the elimination of fees. He said West Ada anticipated having to come up with approximately \$900,000 to cover the loss of revenue following the ruling. Mr. Gertsch said he would personally rather pay the extra cost than eliminate programs. Ms. Cranor said the District implemented the fees after budget cuts were implemented six years ago. She said if the state restored Districts back to budget levels prior to the cuts, it might be time to look at eliminating those fees anyway. Dr. Howell said the administration would thoroughly look into all of the options during the budgeting process.

**Proposed Budget Adjustments for 2015-16**

Mr. Smart said a public hearing on the proposed budget adjustments for 2015-16 was scheduled during the Regular Board Meeting the following week. He said the Board would be asked to approve the proposed budget adjustments following the hearing. He said included in the packet was a spreadsheet detailing the adjusted revenues and expenditures. He said the adjustments totaled \$2.3 million more than the original budget. He said most of the adjustments were carryover for special funds. He said the PTE, Title I and Special Education funds all had additional carryover and the remaining adjustments were to the General Fund. He said the administration originally anticipated a decrease in revenue due to a loss of enrollment, but enrollment came in higher than expected. He said it amounted to \$500,000 more than anticipated. He said there was also quite a bit of turnover in teaching staff which resulted in the District paying out approximately \$730,000 less in salary and reduced the amount of PERSI, insurance and FICA that was paid out. He said insurance costs only came in \$50,000 more than anticipated. He said due to the amount of carryover, the administration agreed to look into a textbook adoption. He said the most critical areas for adoption were math and science. Dr. Howell said every year for quite a few years it was always the Curriculum budget that got hit the hardest. He said when the carryover came in higher than expected, the administration agreed it was time to give some back to Curriculum. He said science was one of the most expensive textbook adoptions, but was desperately needed. Mr. Smart said it would be a positive change for elementary students. He said the state did not adopt new science standards this year, but would most likely adopt new standards next year. He said local school boards could direct the curriculum, so new science standards would not impact the textbook adoption. He said the high schools were also in desperate need of AP textbooks. He said the administration was able to find a vendor to provide the textbooks at \$4 per student. He said it was great to be able to implement some positive changes and still have carryover for the following school year. He said all of the required advertising for the public hearing was complete.

**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 2:51 p.m.

**APPROVED ON:**

15 March 2016

By:

Jenie Gebhardt  
Chair

**MINUTES PREPARED BY:**

[Signature]  
Secretary, Board of Trustees

**ATTESTED BY:**

[Signature]  
Clerk