

**MINUTES OF THE BOARD OF TRUSTEES  
SPECIAL MEETING/WORK SESSION  
Pocatello/Chubbuck School District No. 25  
Tuesday, September 8, 2015  
Board Room at the Education Service Center  
1:30 p.m.**

**BOARD MEMBERS/SUPERINTENDENT PRESENT:**

Janie Gebhardt, Chair	Dave Mattson, Asst. Treasurer
Jackie Cranor, Vice Chair	Jacob Gertsch, Member
Paul Vitale, Clerk	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, September 8, 2015 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. Annual Transportation Report**
- 2. Annual Energy Conservation**
- 3. Annual M&O and CIP Presentation**
- 4. Public Comment**

Board Protocols for Public Comment will be followed at all Board Meetings. Patrons wishing to address the Board will fill out Form AD 2 – Request to Appear before the Board and present it to the Board Chair or Board Secretary prior to the meeting. 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.

**Board Operating Principles #22 & 23:**

**22)** The Board will follow the chain of command referring others to present their issues, problems, or proposals to the person who can properly and expeditiously address the issues; **23)** Board members will refrain from communications which create conditions of bias should a problem or complaint become the subject matter of a hearing before the Board.

- 5. Adjourn**

**Annual Transportation Update**

Mr. Leiby said the district's transportation department was the fourth largest in the state behind Boise, Nampa and Meridian. He said the district's costs were the second lowest in the state. He said the cost of transportation amounted to fifty-four cents on the dollar. He said Preston was the lowest at fifty-two cents on the dollar. He said the transportation department traveled over 800,000 miles per year. He said the department used to travel over a million miles per year, but had started using charter busses for out of district travel. He said in district travel covered 200 square miles and bus drivers had over 900 stops. He said bus drivers stopped over 1,200 times every morning and then again in the afternoon. He said there were 5,503 student riders this year. He said the department was able to maintain lower costs due to the district's four-tier bell schedule. He said there were two different bell schedules at the elementary level, one at the middle school at one at the high school level. He said the multi-tier bell schedule allowed the department to use one bus for multiple schools. He said school districts with one bell system needed more busses and drivers and students ended up riding the bus for longer periods. He said the district used to spend a lot of money on kindergarten travel because of mid-day bussing. He said the department's safety record was excellent due to driver training and the transportation department's student discipline program. He said if protocols were not followed it could lead to student injuries, especially during loading and unloading. He said the discipline program used to be run by school principals, but moving that responsibility directly to the transportation department made it easier to manage behavior and maintain consistency. He said principals were kept informed about any major discipline issues and smaller discipline issues like climbing over seats were handled internally. He said all discipline issues were entered into Infinite Campus and could be viewed at any time by the principal. He said in the year 2000 the transportation department issued 266 bus tickets and approximately 160 suspensions. He said the number of tickets and suspensions issued decreased every year since implementing the discipline program. He said this last year there were only 192 regular bus tickets issued and 87 suspensions. He said the low numbers were impressive. He said most parents were very supportive.

He said the bus drivers were the heart and soul of the program. He said one driver transported 150 students per day on average which meant a bus driver had to learn 150 names and make sure each of those students knew the rules and safety protocols. He said bus drivers had to have a Class B CDL driver's license with a passenger and school bus endorsement. He said all drivers were drug and alcohol tested. He said drivers were tested prior to being hired and were tested randomly after that. He said testing was mandatory after an accident or if there was reasonable suspicion. He said new drivers had to go through 130 hours of bus specific training and had to drive a test route accompanied by a department manager to ensure all procedures were followed. He said finally, every driver had to have a DOT medical card. He said previously bus drivers had to have a medical card, but any doctor could perform the medical review. He said federal requirements now mandated that only specific doctors could perform the medical review. He said if a driver did not pass the review by one of those doctors, it would go into a national data base. He said the medical guidelines were much stricter than in the past. He said a driver might not pass the medical review if they took certain medications, had eyesight problems, were at risk for heart attack or had high blood pressure. He said a lot the district's previous bus drivers were older and semi-retired and had worked with children for years, but were not able to pass the medical review. Ms. Gebhardt asked if the department was still looking for drivers. Mr. Leiby said they were always looking for drivers. He said despite the lack of drivers, the department was operating smoothly and student behavior was excellent. He said the department's managers attended job fairs at ISU, but there was hardly any interest from college students which had not been the case in the past. He said it was always a challenge to find qualified drivers that could pass the CDL and the DOT medical test. He said the department was currently short 12 to 15 drivers. He said charter companies were more efficient for long distance travel, but had a minimum daily rate of \$400 to \$600 for short distances compared to the district's transportation department at \$150 to \$200 for the day. He said the department managed the student driver education program which was completely restructured last year to streamline the process. He said students still received the same amount of instruction, but only had two sessions available instead of several. He said the state changed its certification requirements to allow districts to hire classified staff to be instructors. He said the program was a service to the community and was not a profit to the district. Ms. Cranor asked about the amount of training an instructor received. Mr. Leiby said an instructor had to complete four credits, complete an online training program and be mentored by a current instructor with a minimum number of training hours. Ms. Cranor asked Mr. Leiby if he thought the medical requirements were too strict. Mr. Leiby said he thought the requirements were too strict for short distance school bus driving. He said the requirements were the same as for a long distance truck driver. Mr. Gertsch said he witnessed a driver get in an accident due to a medical condition that might have been picked up on the medical exam. Mr. Leiby said he agreed safety was paramount but thought the requirements for short distance driving could be less strict than a long distance driver.

### **Annual Energy Conservation Report**

Mr. Glenn said the Energy Conservation Program was going very well. He said the district's square footage costs were down from \$1.02 last year to \$0.82 this year. He said he wished all of the credit could go to the energy conservation program, but it had also been a mild winter. He said natural gas usage was down 25% and electrical was down 15%. He said the energy costs were reduced from \$1.7 million in the 2013-14 school year to \$1.4 million for the 2014-15 school year. He said the average daily cost for the 2014-15 school year was \$3,755. He said a lot of the savings were due to good weather, but the rest was the result of the conservation program. He said the district continued to implement lighting upgrades in the schools because it was a cheap easy way to minimize electrical costs. He said one of the bigger lighting upgrades was to the Highland High School auditorium. He said the old bulbs were high wattage and cost about \$1,440 per year to run, which was a lot for a small space. He said the new lighting would only cost about \$28 per year. He said Idaho Power also gave the district a \$600 rebate for installing the new lighting. He said the new bulbs would last for 26 years and required no maintenance. He said several gyms had been upgraded with new lighting including Irving Middle School which used to have lights that had to be left on all day because of how long it took them to warm up. He said that upgrade would save \$1,400 per year. He said some mechanical upgrades were completed this year. He said new water pumps were installed at Century High School. He said previously if a pump had to be used, all of them had to be used. He said now one pump could be used to provide only the amount of water needed. He said it was a high cost upgrade at \$33,000 for the whole project, but the district also received a \$15,000 rebate from Idaho Power and the savings amounted to \$12,000 per year. He said there were three elementary schools that also had old water pumps and he was in the process of conducting a cost analysis for those schools. He said other upgrades included moving to a digital control system called Automated Logic. He said the district chose to go with that program because schools could be viewed in real time. He said the system was color coded to show what was running and if any areas were above or below recommended temperature settings. He said staff could identify problems before they were reported by the school. He said there was an air duct at one of the schools that had a design flaw that no one even knew existed, but the system was able to identify the problem. He said the program made it easy to see requests for temperature changes, or if someone had reported a problem. He said the program's efficiency saved time, money and equipment. He said it also made scheduling very easy. He said the system was all automated and he could

schedule an entire building, floor, wing or room with a few clicks of a button. He said there were over 12,000 pieces of equipment and it would have taken 10 to 12 hours for maintenance to shut them all down manually, which now took only minutes from a computer. He said there were eighteen athletic teams in the district that he managed schedules for. He said it was also a lot easier to monitor and track usage now. He said he started managing the outside lighting for a lot of the schools and could set the outside lights to turn on and off with the sunrise and sunset based on longitude and latitude. He said once the location was entered the system managed itself, which saved a significant amount of money. He said lights could now be turned off on weekends, where before the district had no control over that. He said it amounted to a 12% reduction in energy usage at each building. He said that was a significant savings overall. Ms. Cranor asked about arrangements for teachers going to school over the weekend. Mr. Glenn said it was not cost effective to run utilities over the weekend for one person. He said a teacher could still use lights and run a personal heater. He said the system tracked how long it took to recover the temperature at a building and knew what time to start heating or cooling the building once a start time was entered. Mr. Gertsch asked what would happen if the system went down. Mr. Glenn said it was all backed up and stored on the server and schools had their own routers. Ms. Gebhardt said the energy conservation program was good information for our legislators. Mr. Glenn said he completed a cost analysis for each of the projects he wanted to complete and found that some were not cost effective and were not implemented. He said it was important to identify the projects that would provide the greatest rate of return. Ms. Gebhardt asked how utility rate increases affected the district. Mr. Glenn said it had the same impact on the budget as anyone else in the general public. He said last year the district's utility rates were increased from the city, the county and Idaho Power. He said costs usually increased every year and he tried to budget for it, but was hard to anticipate how much a rate increase would be. He said one year Idaho Power increased its rates by 19% and the district had no way to predict that level of increase and did not have it in the budget.

### **Annual Maintenance & Operations and CIP Presentation**

Mr. Gwynn said there were four departments housed under Maintenance & Operations. He said there were trade technicians, two carpenters, two building technicians, one CCTV technician, one intercom repairmen, one locksmith, three climate control technicians, three electricians, two painters and one plumber. He said there should be at least two plumbers and the district was searching for a new lead plumber. He said there were five groundskeepers and one lead groundskeeper. He said the custodial staff covered the elementary schools and the building technicians covered the middle and high schools. He said Brett Shappart managed the custodial and grounds crews. He said Alan Spidell managed the trade workers. He said the fourth department was administration which included Brian Glenn. He said Mr. Glenn also had a strong background in HVAC and helped supervise the contractors over the summer. He said he was able to catch things during construction that helped the project mesh better with the district's system. He said staff was busy catching up on outstanding work orders that piled up over the summer while CIP projects were being completed. He said things didn't slow down until January which was when they started preparing for summer projects again. He said the department had already started planning for the upcoming year. He said the CIP budget was approved in January and then he developed a list of projects and a timeline for completion that was provided to M&O staff. He said this year there were 74 CIP projects. He said that was the most projects completed by the department in many years, but was mostly due to past CIP projects being much larger. He said it was sometimes harder to manage a large amount of small projects than a small number of large projects. Mr. Reed said he hoped the board had an opportunity to see some of the projects that were completed in the schools over the summer. He said there was a tremendous amount of infrastructure in the district and staff were constantly repairing and renovating buildings. He said maintenance processed and completed over 13,000 work orders per year. He said it took a lot of people to keep buildings clean and in good repair. He said the department always tried to create low or no maintenance projects. He said high quality work limited the need for constant repairs. He said the Highland High School B wing remodel was one of the biggest projects this year. He said the roofing project at Pocatello High School was also a big project. He said the district resurfaced school roofs on its own to save on replacement costs. He said the Lincoln Center was remodeled this year and included new wiring, cabling, HVAC and ventilation work. He said it didn't look like much had been done after the project was completed, but a lot of work went into the project. He said the annex was remodeled at Alameda Middle School and new windows and siding were installed. He said the department refinished quite a few gyms this year. He said the gym floors were stripped down to bare wood, were repainted and then waxed. He said school gyms were typically refinished every 25 years. He said Irving Middle School's gym got the most use than any other gym in the district. He said the gym was refinished and mats were replaced at Alameda Middle School and it turned out very nice. He said the hallways were redone at Gate City Elementary. He said the carpet was removed and replaced with tile which helped brighten up the school. Mr. Mattson asked what kind of tile was used. Mr. Reed said it was a highly durable vinyl. He said carpet looked old and worn in just a couple of years and tile could be waxed every couple of years to look brand new. He said the district was trying out a new kind of tile that was supposed to last 20 years without having to be waxed. He said asphalt and painting projects were completed in all of the school parking lots. He said new concrete stairs were installed at Irving Middle School, Franklin Middle School and the Education Service Center. He said the bleachers at Irving Middle School were installed ten years ago but there had been a

lot of sediment washout under the bleachers, so maintenance compacted the area and created a drainage system. He said a light pole was rusted and fell over at one of the schools and was replaced. He said a new vestibule was installed at the Education Service Center. He said Syringa Wireless was going out of business and the cell tower on top of Pocatello High School would be removed. He said the fire sprinkler system was replaced at Highland High School and the old restrooms were completely remodeled. He said the restrooms were stripped bare to have new plumbing installed and were then retiled and repainted. He said a new faculty restroom was also installed on that floor. He said the school was much brighter and welcoming after the new lighting was installed. He said hallways were all retiled to match school colors. He said new windows were installed which helped reduce noise and controlled the temperature. He said the main water line had to be replaced. He said the old wooden bleachers in the gym were replaced. He said the new ones were not cheap, but were nice and would last a long time. He showed a picture of the custom trophy case that was built by one of the district's carpenters. He said it was a testament to the skills of the district's trade workers. He said by building the trophy case, the district was able to save 2/3 of the cost. He said Deseret Book moved out of the mall and sold the old bookshelves to the district for \$500. He said the most of the bookshelves were installed at Lewis & Clark Elementary. He said he was grateful for the donation because the shelves were worth a lot more than the district paid. He said maintenance replaced and repainted parts of Indian Hills Elementary that were damaged due to corrosion and rust. He said a new scoreboard was installed at Irving Middle School. He said there was a tremendous amount of work that went into maintaining and operating the district's schools and facilities. Ms. Gebhardt said she heard about a lot of districts that had so much trouble maintaining their facilities due to poor planning and budgeting and was grateful the district was not in that kind of a situation. Mr. Reed said it took a lot of teamwork and planning to ensure that facilities were operational.

**Public Comment**

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

**Adjourn**

Chair Gebhardt adjourned the Work Session at 2:50 p.m.

APPROVED ON:

October 20, 2015

By:

Janie Gebhardt  
Chair

MINUTES PREPARED BY:

[Signature]  
Secretary, Board of Trustees

ATTESTED BY:

[Signature]  
Clerk