

**MINUTES OF THE BOARD OF TRUSTEES
SPECIAL MEETING/WORK SESSION
Pocatello/Chubbuck School District No. 25
Tuesday, September 9, 2014
Board Room at the Education Service Center
1:30 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Janie Gebhardt, Chair	Jim Facer, Asst. Treasurer
Jackie Cranor, Vice Chair	Paul Vitale, Member
Dave Mattson, Clerk	Mary M. Vagner, Superintendent

A Special Meeting/Work Session of the Board of Trustees of Pocatello/Chubbuck School District No. 25 was held on Tuesday, September 9, 2014, 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 1:30 p.m. She reviewed the agenda and the addendum and said the Special Meeting/Work Session was for the purpose of the administration discussing with the Board the following topics:

1. **Introduce New SROs and Administrators**
2. **Pocatello High School Accreditation Report**
3. **Donation of Library Books to the Marshall Public Library**
4. **District/Elementary/Secondary Professional Development Schedules**
5. **High School Activity and Athletic Event Entry Fee Proposals**
6. **Evolution of Elementary Report Cards in a Standards Based Environment**
7. **Expectations for ISAT 2.0**
8. **Diminishing Driver's Education Program**
9. **Annual Transportation Report**
10. **Annual Energy Conservation Report**
11. **Annual Maintenance & Operations Report and CIP Overview**
12. **Recommended Level of Spending for Technology Infrastructure from CIP Budget / Technology Replacement Schedule**
13. **Reports:** *Overview of Budget and Wellness/Insurance Committees; Insurance Coverage Overview; Superintendent Luna's Proposed FY16 Budget; Benchmark Board Editorials for the Journal for 2014-15; Update Financial Condition of State and Monitor All District Budgets; Policy 3711 – Student Data Privacy and Security*
14. **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.
15. **Adjourn**

Introduce New SROs and Administrators

Ms. Vagner said the District was very fortunate to have an additional School Resource Officer assigned to the District from City of Pocatello for the 2014-15 school year. She said last year Officer Gunn was added to the team and was present for student discipline hearings on many occasions. She said Officer Gunn was shared between Franklin and Irving Middle Schools. She introduced Officer Sid Seaman who was new this year and was assigned

to Alameda and Hawthorne Middle Schools. She said Officer Zach Bargee was also new and would be assigned to Century High School. She said Officer Edwards was previously assigned to Century High School and had been reassigned to patrol. She said the District was grateful for Chief Marchand's support of the SRO program. She said the District used to contribute funding for the program until the state eliminated the Safe and Drug Free Schools money. She said the District was very appreciative of the City for continuing to fund the program in difficult economic times.

Ms. Craney introduced Becky Bullock as the new principal at Syringa Elementary. Ms. Gebhardt thanked the SROs for the work they did to keep schools safe. She said the relationships they built with children made a world of difference in the schools.

Pocatello High School Accreditation Report

Ms. Vagner said Ms. Delonas was the new principal at Pocatello High School and was the lead during the accreditation visitation at the school last year. She said Ms. Delonas would show the Board what the school had put together as follow up from the accreditation review. Ms. Delonas said the students created a promotional video for the school. She said the school's website had a lot of new information and could be found at Pokyhigh.net. She said each staff member was pictured and named and a patron could email the staff person by clicking on their picture. She said the student page listed student demographics and had quick links to documents such as school and District policies and graduation requirements. She said the site had a parent tab that was similar to the student tab but included information that was more relevant to parents. She said there were individual content pages for courses like science and math where you could find detailed information on what courses were available in a particular content area. She said the website had a lot of pictures to help keep visitors engaged. She said in the future the individual content pages would have a "careers" tab that showed what careers could be available to students by taking certain courses. She said there was a link to the school's newsletter the Chieftain. She said each club and activity had its own page. She showed the promotional video that was created by students. Ms. Delonas said none of the student comments were scripted and each student did a great job. She said the Pocatello High School Handbook was also available online. She said the District had a high school handbook but she wanted a handbook that was specific to the school. She said the school's handbook was full color and cost about \$2.35 ea. She said she only ordered 50 at first to see how many students would be interested but all of them were taken so she was going to order more. She said the handbook included the school song, graduation requirements, college and career information and course offerings. She said the elective courses included detailed descriptions. She said the slogan "Class Today, Careers Tomorrow" was embedded throughout the handbook to remind students to always be looking to the future. She said even if a particular line of study did not become a career it could pave the way for job opportunities while the student was pursuing a career.

Donation of Library Books to the Marshall Public Library

Ms. Delonas said she had put a lot of thought into creating a place where students could go and be comfortable and study. She said she determined the only place that would work for that type of space was the media center. She said she decided to look at the books stored in the media center to see what books hadn't been checked out in several years. She said a media specialist went through the books to see what books were not being used and whether or not the content was relevant. She said there were a number of outdated texts that could be removed in order to create the space. She said the old books were boxed up and stored in the District's warehouse and would be taken to the public library if the Board approved. She said the side of the media center that used to have large bookshelves now had cubed book shelves, a comfortable chair, coffee tables and little nooks where students could study in groups similar to a college setting. Ms. Gebhardt asked about the reaction from the students. Ms. Delonas said the students were thrilled with the space. She said they loved the comfortable chairs and being able to plug in their laptops and study in groups. Ms. Cranor asked Ms. Delonas to tell the Board about the parent room. Ms. Delonas said Pocatello High School had a large population of parents that did not have access to the internet. She said the school created a parent center that was an inviting space where parents could log onto the computer and access student information and research available resources. She said the building space became available through attrition and the staff decided to recreate the space with furniture and computers. She said she would like to eventually add a small lounge area with coffee and snacks. She said there were parenting books available for parents to borrow. She said she wanted the space to make parents feel welcome so they would feel like a part of the school. She said the parent room included information on community resources like where food pantries were located and also had free hygiene items if they needed them. She said they were available without parents having to ask for them. Ms. Cranor said she appreciated the great ideas Ms. Delonas had for the school. Ms. Vagner said the Board would be asked to approve the donation of library books at the Regular Board Meeting next Tuesday.

District/Elementary/Secondary Professional Development Schedules

Mr. Wegner said included in the packet was the Idaho Core Standards Professional Development Schedule that was paid for with state earmarked money.

Ms. Craney said professional development at the elementary was structured with two professional development Mondays per month. She said one of the Mondays had a District-wide focus and the other was based on building needs. She said the professional development would have a common thread in each of the schools. She said the District was focusing on writing, math and assessments. She said the writing and math coaches would facilitate. She said a lot of the schools had book studies and the Six-Trait books would be used and put into practice for math. She said book studies helped to deepen teacher's content knowledge. She said professional development and PLC Mondays linked together very well. She said it was great to see the activities at each of the schools and all of the schools had a common theme but also had flexibility to do things in their own way. Ms. Gebhardt asked if the plans were developed by the BLTs. Ms. Craney said absolutely. Ms. Cranor asked if each building had writing and math coaches. Ms. Craney said yes. She said there was a writing, math and RtI coach at each school. Ms. Vagner said the leadership at the District level came from the Directors, Ms. Luras and Ms. Anderson. She said the District was undergoing intensive writing training and would use the writing coaches to develop a District writing plan that was uniform. She said writing would be the focus for the coming school year and the District would be in this cycle of training for the next three years. Ms. Craney said the writing coaches would conduct an official training on October 1st and 2nd and were in the process of planning what would take place at the building level.

Ms. Harwood said the secondary discussed a back to school night with an emphasis on communicating with all parents and would be handled by trading out time. She said teachers were expected to call and visit with parents of students that had any Ds or Fs or missing assignments. She said this actualized the District's Belief that students could not opt out of their learning and that all students can learn and that parents and the community play a vital role in a student's educational success. She said it was part of the ICU process that was put into place to set an expectation for grading practices and holding all students accountable. She said the schools used data to drive decision making. She said Pocatello High School was working on implementing writing across the curriculum with a focus on math using ICS strategies. She said writing training would take place in the spring. She said math coaches would create math tasks. She said one of the schools was doing a book study that would start the RtI process. She said Hawthorne Middle School was in the process of renewing the school's culture. She said the school placed an emphasis on technology and was doing a lot with Moodle and all staff would be trained. She said the New Horizon Center would continue to focus on PEAK strategies which were playing a major role at the school. She said key administrators had attended training in order to implement the practices at the school. Ms. Vagner said professional development was added to the monthly benchmarking document. She said the District's professional development was intentional and monitored and was reflective of the Board's Strategic Plan. She said secondary teachers were not contacting all parents but only those with students that were struggling. She said it was a positive contact with parents. She said secondary teachers had 150 students per day and communicating with parents on a regular basis was more in depth than for an elementary teacher. She said the parent contact clearly supported the direction of the District. Ms. Cranor said she appreciated the clarification on parent teacher conferences and how it tied to the District's professional development and Strategic Plan. Ms. Harwood said there was a learning curve but was great to hear secondary principals talk about the work that was taking place in the buildings. Ms. Gebhardt said this was good information for the Board. Ms. Vagner said the District was fine tuning its team and expected that professional development would be routinely structured. She said the Board gave up some instructional time with the expectation that it was for purposeful work. Ms. Brockett said the first professional development Monday was coming up. She said student lunch academies started that week. Ms. Delonas said the school's "Meet us Mondays" was included in their professional development Monday schedule to invite parents and the community to an open house to show off Pocatello High School. She said post cards were sent out three times per year. She said there were a lot of people in the community that had never been in Pocatello High School. She said the school got a grant from SPAN Idaho for suicide prevention. She said there was a focus on Sources of Strength and the grant included mandatory training for staff and activities for students that would teach them where and how they could draw on sources of strength throughout their lives. Ms. Harwood said one of the challenges at the secondary level was trying to find a common theme across all content levels. She said this year the focus was writing across all content areas using an argumentative writing structure. She said students would be able to explain and justify their reasoning. She said training would take place October 3rd for all secondary teachers. She said they would learn how to apply writing whether they taught music or math.

High School Activity and Athletic Event Entry Fee Proposals

Ms. Harwood said the Athletic Directors had been trying to come up with ways to increase attendance and revenue and came up with two proposals that would be implemented as pilots this year. She said the schools would be responsible to track attendance and gate receipts to determine if the pilot proposals increased attendance and revenue. Mr. Bell said that one of his first objectives when he started as the Athletic Director at Highland High School was to bring the Ramrodder's Booster Club back. He said the proposal was a way to offer an incentive for parents to participate on the Booster Club because currently there was not much benefit. He said one of the booster parents suggested offering a family pass as a way to incentivize other parents to become involved. He said the Booster Club came up with the proposal last year but was unable to gain approval in time. He said the Booster Club would be grateful to be able to try it this year. He said families had to pay participation fees, for travel, spirit packs and on top of that had to pay to attend games. He said a family pass would cost \$75 for a couple and wouldn't include games held at the Holt Arena or other high schools. He said Coeur d' Alene's Booster Club program was the best in the state and they used the same model as the proposal he was presenting. He said Coeur d' Alene brought in around \$150 to \$200 thousand per year. He said he believed if Highland High School was able to implement this proposal they would not have to hold all of the fundraisers that were currently held throughout the year like the potato bar and candy bar fundraisers. He said as part of the proposal the booster parents would run the gate so the school would not have to pay anyone. He said currently the school's costs were very high and most of the costs would be eliminated with this proposal. He said the program would get started by having an I Love HHS Week with a big push to sell passes at the start of the year. He said it benefited parents, the program and the community. He said with the current costs a lot of families could only afford for one parent to attend their child's event rather than the whole family which cost the program in concessions. Ms. Cranor asked if the pass was only good for athletic events. Mr. Bell said there were two band and choir events that would be included. He said a family pass could eventually be a good solution for Holt Arena events as well. Ms. Cranor asked if the cost of the passes would increase if Holt Arena was included. Ms. Vagner said Holt Arena would be looked at separately but by implementing the proposals it would allow the District to see how the proposals worked. Ms. Gebhardt said she was in favor as long as the primary focus was to encourage families to attend. Mr. Bell said the proposal originated from parents and he believed that was the primary goal. Ms. Harwood said she grew up in a family with 9 siblings and her mother was one of the parents that would wait in the car until half time because she couldn't afford to go in at the start of the game. Mr. Bell said it would cost one parent \$200 to attend just 10 activities and a family pass would let more than one family member attend for less. Mr. Anderson said each school had its own traditions and Highland High School had offered a family pass in the past and the school's booster parents had a different dynamic than parents at Century High School because Highland was more established. He said Century High School had never offered any type of incentive before and the Diamondbackers was a small organization. He said he wanted to increase participation and generate revenue for all of the activities at the school. He said if they could increase participation it would increase revenue that would help students in need. He said the proposal the school was offering was a \$25 fee to join and then two people would get a dollar off of every event including the drama productions. He said at that cost it would essentially mean that any activity after the 13th event would be free. He said he was not looking to hurt the school's gate and would like to see the number of Diamondbackers increase. Mr. Parker said this year Pocatello High School would use the same proposal as Century but would like to see which model was more successful at the end of the year and then implement the same thing. He said the Poky Priders Booster Club was down to four regular attendees and the goal was to increase the number of participants. Ms. Vagner said the proposals would be implemented as a pilot this year and the Board would be asked to approve the pilot proposals at the Regular Board Meeting the following week. She said after the pilot was completed the District would determine what was most successful and each of the high schools would implement the chosen program uniformly for 2015-16. Ms. Cranor and Mr. Mattson agreed that things should change at Holt Arena. Ms. Vagner said Ms. Harwood and the Athletic Directors would meet to brainstorm some options for Holt Arena. Ms. Cranor said having to pay \$8 per ticket was a major detraction. Mr. Parker said ticket prices were raised when Holt Arena started charging a dollar per person for building maintenance fees. Mr. Anderson said he hoped the Board would consider that each school was serving different clientele. He said he would like to gather the data on how the proposal impacted the gate and how it impacted booster club participation. Mr. Mattson said it bothered him that some students were unable to participate because of fees and he believed that participation in extra-curricular activities developed a student and made them good citizens. He said the reality was that the District needed more money. Ms. Vagner said the extra-curricular fees report would be provided to the Board next month. Ms. Cranor said she was in favor of implementing the proposals as pilots to see if participation and revenue increased.

Evolution of Elementary Report Cards in a Standards Based Environment

Ms. Craney said the goal of the standards based report card was to communicate with parents their child's progress on the standards. She said the report card allowed the school to communicate a lot of information to the parent. She said last year parents received a copy of the Learner Profile that detailed a student's attitude, behavior and skills and the gradebook was reviewed on Infinite Campus. She said the District shifted from letter grades to "meets targets" or "below targets". She said the District got feedback from parents and knew some changes needed to be made. She said a focus group was brought together to determine what was missing. She said the group determined that the report card should clearly communicate what students were learning and the progress the student was making. She said the group knew it needed to be aligned to the Idaho Core Standards and that the academic and behavior reporting needed to align to the units. She showed one of the standards for informational texts. She said RI stood for Reading Information and CS stood for Craft and Structure. She said underneath were cluster headings that grouped a list of standards for each grade level. She said everything flowed together. She said if a student was able to get the information and analyze craft and structure the student would get a "Meets Targets" rating. Ms. Cranor asked if "craft and structure" was explained. Ms. Craney said she was in the process of developing parent brochures that would fully explain the new report cards. She said information would be shared with parents consistently across the District. She said the codes were MT for Meets Targets, NT for Near Targets and BT for Below Targets. She said if a student was Below Targets then the report card would show the extra supports that were in place to help the student. She said any standard that was not taught in a particular trimester would be listed on the report card as N/A. She said the Learner Skills were outlined based on what types of behavior a teacher wanted to see and what type detracted from learning. She said in the ELA standards the only difference in grade levels was for K-1 and grades 1 and 2 that would be identifying context in print. She said only in Kindergarten do they have counting and cardinality and all other grades were consistent. She said it was critical for students to develop an understanding of math concepts. She said on each of the report cards there would be a place for comments under each section. She said a lot of parents wanted to know if there was an "Exceeds Targets" category. She said the focus group talked about addressing that issue in the comments section. She reviewed the timeline for implementation. She said teachers had already received training on the gradebook and informational letters would be mailed to parents in October. She said the first round of report cards would go out on November 19th. She said the new report card was a work in progress and Mr. Merica and Ms. Spall had done a great job implementing. Ms. Cranor asked if the report card would be available in Infinite Campus. Ms. Craney said there was a link from the gradebook to the report card. She said it should give a more precise view to parents on what their student was doing and whether or not they were struggling. Ms. Gebhardt said some of the standards seemed vague like "understands scientific principles". Ms. Craney said she would bring the informational pamphlets back to the Board for review when they were complete. Mr. Vitale asked if the changes had been reviewed with parents before implementation. Ms. Craney said she introduced the changes to parents at Indian Hills last year and the majority were thrilled. Ms. Cranor said the revised report cards seemed a lot more informative this year compared to last year. Ms. Vagner said the Board would be asked to approve the new report cards at the Regular Board Meeting next Tuesday.

Expectations for ISAT 2.0

Mr. Wegner said the State Department was now referring to the SBAC as the ISAT 2.0. He said all students in grades 3 through 10 would take the ISAT 2.0 and the test would be optional for juniors. He said the administration was recommending that the Board allow juniors to be exempt from taking the test in the spring. He said students and parents were very vocal about having to take a test that didn't count for anything when juniors were already required to take the SAT and AP tests. He said in 2015-16 all students in grades 3 through 11 would be required to take the ISAT 2.0 but would not have a passing requirement. He said in 2016-17, juniors would have to take the test and pass at a 9th grade level, and then a 10th grade level the following year and then finally at the 11th grade level in 2018-19. He said the state would set proficiency targets following the full implementation. Ms. Cranor asked if any purpose would be served by juniors taking the test this year. Mr. Wegner said no and juniors had a lot of other required testing. Ms. Gebhardt asked if the testing schedule could be changed in the future so that juniors were not required to take all of those tests in the same year. Mr. Wegner said the testing schedule and required testing was up to the state. He said the state did extend the testing window for this year. Ms. Cranor said the number one parent complaint that she heard was about the amount of testing.

Diminishing Driver's Education Program

Ms. Vagner said the Board had not received a report on the Driver's Education Program in a number of years but if the program continued to diminish the Board may need to take action in the future. Mr. Leiby said included in

the packet was a report on the program. He said program was offered through the public and private sector. He said the certification for the programs was the same. He said instructors had to have four college credits which could be completed online, 30 hours of mentoring and were required to pass the new DOT physical which was not easy. He said the District was continuing to lose bus drivers which would eventually affect the Driver's Education Program. He said any heart related problems or medication will automatically disqualify a candidate. He said instructors were also required to complete 8 hours of professional development each year. He said just this year the state finally lifted the requirement that instructors had to hold a certificate. He said prices for private driver's education programs ranged from \$250 to \$325 but offered more flexibility than the District could and were also able to condense the program which was convenient for families. He said for those reasons the District's program had begun to decline. He said the District only charged \$135 per session which was quite a bit less. He said in order for the District to break even on the cost of the program it had to fill 30 students per session. He said the current instructor pool was so limited that the District was unable to offer the program to 30 students. Mr. Leiby said the District was reimbursed at \$125 per student from the state and if the slots were not filled the District would not get reimbursed and would lose money. He said last year the District was only able to offer sessions to class sizes from as little as 18 students up to 24 students and the District did not break even. He said there was still quite a bit of interest from families but the District did not have enough instructors to fill the class. He said the District now had the option of employing instructors that did not hold a teaching certificate but it would be up to the Board to approve that decision. He said the only issue with employing current classified staff was the increase in hours would cost the District in benefits. He said the certification change would help with the summer program. He said for a person to become certified as an instructor it costs \$450. He said if the District was unable to resolve the limited instructor pool it would have to increase fees. He said the classroom portion was available online which might give the District some more flexibility if it was able to implement that portion into the curriculum. He said any student that had multiple activity commitments could take the online course and then attend the driving portion only. He said the District also had the option of condensing its program but would make sure that students still knew how to drive well. Ms. Cranor asked how much the District lost by operating the program this year. Mr. Leiby said the program lost about \$3,000 this year. Mr. Reed said that was the first time in 25 years that the program had exceeded the reimbursement amount from the state. He said costs could vary depending on things like student accidents which had not occurred in some time. He said participation and the number of instructors was the main concern.

Annual Transportation Report

Mr. Leiby invited the transportation staff to the front. He said last year was the best year on record for the Transportation Department. He said there were many successes to report. He said the Department was still operating at 59% of the state average per student and at 100% per mile which was good. He said a lot of Districts were over 100% per mile. He said last year the Department had to rebuild bus routes from scratch due to the boundary changes. He said there were over 5,000 routes and 1,800 stops. He said it took a major amount of planning and a lot of work to redesign the routes. He said he thought it would take 2 to 3 years to finalize the bus routes and work out all of the glitches but everything was running surprisingly well and costs were well under the state averages. He said student discipline on the busses had also improved. He said the number of bus incidents had decreased by 14% over last year and by 53% over a two year period. He said major incidents were very rare anymore. He said the consistent District-wide effort to catch discipline issues early was making a difference. He said there was also a 43% decrease in the number of bus accidents over last year. He said there were only eight accidents last year and only one that caused major damage. He said there was also only one major parent complaint this year. He said all of the department's success was due to the staff. He said he would recognize four bus drivers that swept the Bus Rodeo including Lorrie Aki, Jill Fox, Michele Stoneback and Traci Swanson. He said Ms. Aki took 2nd place at state. He said he would also like to recognize Mark Kearn who was the lead mechanic. He said Mr. Kearn started two years ago and had excellent leadership and supervisory skills and was a wonderful addition for the department. He said Mr. Kearn had made great strides towards improving the repair shop's customer service, timely repairs and employee attitudes. He said all of the bus drivers agreed that since Mr. Kearn started there was a night and day difference in all of those areas. He said over 1,400 repairs were completed last year. He said the Department only had four mechanics to do the work and those mechanics also handled repairs for other Departments including the Maintenance Department. He said he would like to recognize three of the Department's staff members for having perfect attendance: Gary Allen, Jeff Corrington and Cindy Turner. He said attendance was a big deal as a bus driver. He said Mr. Corrington had been a driver for years before he accepted the position as the transportation analyst. He said he did all of that while attending college. He said finally he would recognize Kelly Dial for being a major player in recreating the new routes and bus stops. Ms.

Vagner thanked the Department and Mr. Leiby for his leadership and said he did a great job being accountable for his benchmarking. Mr. Leiby said the Department was a safe, supportive and respectful environment.

Annual Energy Conservation Report

Mr. Reed introduced the District's Energy Conservation Manager, Brian Glenn. He said Mr. Glenn had been in the position for ten months and was an HVAC technician before that. He said he was very knowledgeable and did a great job. Mr. Glenn said there were three components to the energy program: minimize waste, save money and maintain comfort. He said the District used the same amount of energy as an average of 1,800 homes. He said by conserving energy the District saved money and was able to put money it would have spent on utility bills towards the classroom. He said energy costs were up front so the only way to save was by minimizing usage where it could while still maintaining comfort in occupied areas. He said a study was conducted to determine the most comfortable temperature and found that anywhere between 70 and 74 degrees was the optimal temperature setting. He said the study also found that students and staff lost 10% of their productivity if the temperature was outside of that comfort range. He said that was a critical element to keeping students comfortable and focused. He said if the temperature dropped below 70 degrees, keyboarding mistakes increased by 4%. He said in 2011-12 the District paid \$0.73 per square foot and now paid \$0.94 which was mainly due to utility rate increases. He said Idaho Power increased its rates by 19% over last year, Intermountain Gas by 2% and the City of Pocatello by 1%. He said \$0.94 per square foot did not seem like an awful lot until you considered that the District had over 1.5 million square feet. He said the cost increase over a three year period was over \$250,000 per year. He said he did not anticipate that costs would come down again. He said the District spent \$4,900 per day on energy related costs. He said it was that much more important for the District to save on energy costs. Mr. Reed said although this seemed like a lot, Idaho had one of the lowest utility rates for electricity and gas in the nation. Mr. Glenn said Idaho's cost was 10 per kilowatt and in Oregon it was 16. Ms. Cranor said she thought the legislators needed to see the District's daily energy usage costs to help them understand why the District needed more discretionary money. Mr. Reed said utility costs just continued to increase. Ms. Gebhardt said it was good information to communicate when the Board was out trying to pass the levy. Mr. Glenn said the only thing that could be controlled was the usage. He said when it came to controlling usage the primary players were staff members. He said turning off equipment was the most important thing that staff could do to help minimize energy usage. He said the District's biggest savings came from the summer, winter and spring break shut downs during non-use periods. He said the District's energy projects were huge and his role was to identify costs and fix problems before they became expensive. He said leaving one computer on amounted to 9 KW per year but the District had over 6,500 computers which amounted to 58,500 KW per year. He said that was just computers and did not include the many other electronic devices and equipment that used energy. He said looking at just one didn't seem like a lot but all of it added up very quickly. He said lighting systems, projectors, audio equipment and Promethean Boards should all be shut down every day. He said most teachers were very good about shutting off their lights and computers at the end of the day. He said on average 10% of computers were not shut off on a daily basis. He said hardly any sound systems were being turned off at all and throughout the District that was putting a dent on energy costs. He said the new boilers installed at Ellis Elementary were energy efficient and saved quite a bit of money compared to the old boilers. He said the old boilers used about 6,000 KW per year and the new energy efficient boilers would only use about 1,700 per year for the same amount of energy. He said the District had also installed the same upgrade at Lewis & Clark. He said the E building at Highland High School had all new windows installed. He said before with the old windows the halls in E building were like wind tunnels. He said the new windows would do a lot to save energy. He said another savings effort was the lighting upgrade that had taken place in several schools. He said older lights used to run continuously. He said in one building 38 old bulbs were removed and were replaced with 15 new energy efficient bulbs and were able to get the same amount of light using 20% less energy. He said just replacing the lights would be a \$4,000 savings per year, per school. He said the District would also save in the long run on maintenance and replacing ballasts. He said another feature of the new bulbs was that the color of the light eliminated glare and reflections making it easier for students to read. He said the lighting upgrades at Tyhee Elementary and Pocatello High School would save thousands of dollars in energy usage. He said he was responsible for tracking usage and utility bills and determining how to maximize energy usage and savings. He said the District received \$4,800 in energy savings rebates this year. He said the District had several energy savings projects in different phases and there were significant savings in rebate projects. He said he determined how many projects could be implemented each year. He said the new energy management system helped to quickly identify problem areas room by room, school by school. He said previously a staff member would have to call the District to inform them of a problem, but with the new system HVAC technicians could see a problem as soon as energy levels moved outside of the normal usage ranges. He

said there were seven buildings in the District that had the new system installed. He said the program also let technicians dial in remotely from the Education Center. He said staff could monitor the air quality in a school and how much the AC was running. He said thermostat data could be tracked at the classroom level and showed whether or not the room was within optimal temperature ranges. He said the building thermostats came on automatically in the morning and temperatures were set lower at first in order to prevent the heat from kicking on in the morning and then the AC in the afternoon. He said teachers let the HVAC technicians know what temperature to set their rooms at. He said the energy savings last year were \$756,583 and overall were \$6.7 million. Mr. Reed said the District had a very sophisticated energy conservation system and had been working on perfecting it for the last ten years. He said all of the savings went directly back to the classroom. Mr. Glenn said by December six more schools would be on the new system for a total of 13 schools which would continue to increase energy savings. Mr. Reed said the Board authorized \$300,000 to go towards the system upgrade through the CIP process. Ms. Vagner said this was Mr. Glenn's first report to the Board and it was impressive.

Annual Maintenance & Operations Report and CIP Overview

Mr. Reed introduced the Maintenance & Operations Supervisors, Randy Gwynn, Jerry Penrod and Bret Shappart. He said each of them had been with the District for a number of years. He reviewed a snapshot of the District's facilities. He said the District had 1.6 million square feet in facilities, 205 acres of grass, 55 acres of parking lots and 16 miles of sidewalk. He said it took a lot of work to keep it all operating. He said last year the Maintenance Department completed 12,172 work orders with 29 maintenance staff. He said there were also 43 custodial staff members and the District contracted through Varsity at the secondary level. He said the Department placed an emphasis on low or no maintenance work areas, performing high quality work to ensure it would last and maintaining safety and efficiency. He said the maintenance staff had completed a lot of technology installation. He said the District now had projectors in every classroom and audio systems in all of the secondary classrooms. He said maintenance completed the upgrade to the Highland High School C Wing, rebuilt the main entrance at Hawthorne Middle School, completed many tile and carpeting projects, resurfaced the tennis courts at Highland and Century High Schools, created a new bus turnaround at Tyhee Elementary, continued the next phase of roof resurfacing at Century High School and retiled the hallways at Irving Middle School. He said the comments on all of the projects had been very positive so far. He said maintenance also retiled the halls at Tendoy Elementary and installed new tables in the gym. He said the Tyhee Elementary parking lot was completely redone. He said trying to stay on top of cracking parking lots was almost impossible. He said the Department handled any safety concerns first. He said one of the safety projects completed was the replacement of asphalt around the Century High School's tennis courts. He said the entire foundation had to be torn out and rebuilt. He said a drainage system was installed that would carry water away from the tennis courts which had caused the issue in the first place. He said the cost to replace the tennis courts at Century and Highland was \$90,000. He said it was not cheap, but was an investment. He showed a picture of the Hawthorne Middle School entryway project. He said the whole entryway was torn out and the new stairs were completely enclosed. He said the new steps were painted to match school colors and the whole project turned out very clean. He said the Highland High School C Wing remodel was a major project. He said nearly 300 lockers were replaced with double stack lockers. He said with increased enrollment there was just not enough space in the school for single lockers. He said the hallways were in bad repair and the building constantly had freezing pipes. He said all of the pipes were re-hung under the ceiling grid which would help them stay warm. He said new lighting was installed and would use fewer bulbs to make the space brighter than before. Mr. Gwynn said for the last few years the District had to keep the furnaces running at Highland all winter long and not having to do that this year would be another huge energy savings. Mr. Reed said the remodel made the school look more modern. He said the restrooms were in decent shape, but were dated and hard to keep clean. He said the floor and plumbing were torn out and replaced. He said another upgrade at the school was to remove the metal blinds that were outside of all the windows. He said the blinds had rusted years ago and you could not see out of the windows. He said the windows were also split between two classrooms which caused heating issues. He said all of the old windows were removed and were replaced with one individual window in each classroom. He said it would help eliminate the heating issues in the classrooms. He said the gym floor was replaced in the pit at Pocatello High School and the last major project was the replacement of the Tyhee Elementary parking lot. He said everything was torn out and crews had to excavate asphalt, move the playground, and bring in loads of dirt and gravel to fill in and then graded the parking lot before pouring the asphalt. He said the bus loading area was moved to another side of the school and new curbing was installed. He said the old bus turnaround area was now the parent loading and unloading zone. He said there were two waves of busses that came to Tyhee and it was amazing to see the difference in the efficiency of loading and unloading. He thanked the

patrons for supporting the District's School Plant Facilities Levy for the last 60 years and said none of the projects would have been possible without it.

Recommended Level of Spending for Technology Infrastructure from CIP Budget / Technology Replacement Schedule

Ms. Vagner said the following items were follow up from CIP planning for 2014-15 projects. She said the Committee determined that a consistent level of spending for technology was necessary. She said Mr. Jolley looked at the big picture to see what infrastructure could be funded out of CIP. She said a five year replacement schedule was included in the packet. She said Mr. Reed developed a spreadsheet that showed what other money supports technology. Mr. Reed said the spreadsheet was a nine year snapshot that was broken out by fund. He said there was state funding, general fund and School Plant Facilities funds. He said the amount that came out of the general fund for technology had risen steadily over the years. He said computers were much cheaper now but the District's technology had expanded to much more than just computers. He said there were projectors, Wi-Fi infrastructure and access points, wireless devices, audio systems and even computerized systems for the security and fire alarms. He said the District's phone system was digital and handled through the network. He said there were added benefits of having the technology throughout the District such as being able to shut off lights at a school from the Education Center without having to drive to the school. Ms. Vagner said the list was comprehensive and presented a true picture of what was needed to maintain the District's infrastructure. She said rather than maintaining a static figure every year it would be more efficient to look at the long term replacement schedule. She said in 2018-19 the technology needs would be such that she would recommend increasing spending based on needs. She said the District would need to look at meeting the replacement schedule for the next five years. She said the detail of the computer replacement was included in the packet. Mr. Jolley said technology costs were increasing but the infrastructure was creating pathways for other areas of saving. Ms. Cranor asked if computers were replaced every five years. Mr. Jolley said computers were replaced every year but it was on a five year cycle. Ms. Cranor asked if the cycle could be extended to save money. Mr. Jolley said with how often the District was adding new software and applications it needed new computers that were able to handle the updated programs. He said the District continued to utilize the older computers for things like testing labs. He said the District did not recycle an old computer until it was so outdated that it was no longer compatible with any of the District's programs. Ms. Vagner said the District's computers needed to have the capability to run the new SBAC software and tests. Mr. Smart said the District also needed to provide the infrastructure for the multiple devices that were acquired through PTAs and the Festival of Trees. He said management of those devices was not included in the CIP schedule. He said the District had to start thinking ahead with those kinds of things as devices become more and more integral to the classroom. Ms. Vagner said the Instructional Technology Committee would look at using technology money for replacement rather than acquisition in the future. She said based on the Board's feedback the replacement schedule would be taken back to the CIP and Technology Committees for consideration. She said the Board would be updated on any committee reports on a regular basis. Mr. Facer asked if the UPS systems were being replaced. Mr. Jolley said the District had installed most of the wireless systems over the last two years and would have to start replacing the UPS systems in the next five years. Mr. Facer asked how many systems the District had. Mr. Jolley said the UPS system at the Education Center was very large. He said there were smaller cabinet mount UPS systems at each of the schools that could keep a network running for 45 minutes to an hour which was what was being replaced at the schools every 5 years. Mr. Reed said the schools constantly had power outages and the UPS systems were critical in keeping the schools up and running. Ms. Gebhardt said the amount of technology in the District had increased dramatically over the last 8 years since she had started on the Board. Mr. Jolley said technology had expanded to far beyond one computer in each classroom.

Reports: *Overview of Budget and Wellness/Insurance Committees; Insurance Coverage Overview; Superintendent Luna's Proposed FY16 Budget; Benchmark Board Editorials for the Journal for 2014-15; Update Financial Condition of State and Monitor All District Budgets; Policy 3711 – Student Data Privacy and Security*

Mr. Smart said included in the packet was the overview of the Budget Committee schedule for 2014-15. He said it appeared the District would not get a lot of money from the state for operational funds. He said the Budget Committee would review the state funding in conjunction with the Supplemental Levy that the District would have to request of the community. He said the Committee would begin to meet in October and would start planning a supplemental levy campaign. He said it was clear that the Board would have some major decisions to make with the budget, wellness and insurance. He said he was still in the process of outlining the work of the Wellness/Insurance Committee and would include the outline in the Regular Board packet. He said the District

was starting a new plan year for insurance. He said the package for medical, dental, vision, life and EAP would remain the same as last year. He said medical was always the big ticket item. He said having a 4% reduction on renewal rates last year made a big difference for employer and employee costs. He said the life and vision plans had two year guarantees, so there were no cost increases this year. He said insurance plan details were available on the website. He said included in the packet were documents from the State Department of Education regarding the proposed budget. He said money for leadership premiums would be included in the new proposed Career Ladder next year. He said Superintendent Luna proposed an increase in operational money by \$10 million, technology by \$9 million and an allocation of \$ 21.6 million for professional development. He said those were the major changes for the proposed budget. He said the second page compared increased and decreased budget percentages by line item. He said the \$23 million that was allocated for the career ladder included a 1% increase in the base but did not tie to the District's salary schedule so the administration did not yet know how the budget would play out. He said the state PERSI rate would increase whether PERSI increased its rate or not. He said the technology funds would come with strings attached. He said Districts would have to request reimbursement and only certain items would be eligible for reimbursement. He said the distribution factor increased by .2% which amounted to less than \$300,000 in operational funding for the District. He said the state allocated \$4 million for the implementation of the Idaho Core Standards which translated to \$165,000 for the District. He said the District could not even implement a full math or science adoption with that amount but any little bit helped. Ms. Gebhardt said Luna was making the proposal but had nothing on the line and left no room for priorities other than his own. Mr. Smart said a unit was currently valued at \$22,000 and had not been that low since 1999. He said that meant that unit values were behind by 16 years. He said it would only cost the state \$43 million to restore the budget but instead the state was taking that money and using it for other priorities.

Ms. Allen said last year the Board submitted five editorials which exceeded the quarterly plan. She said the editorials included stories on the opening of Alameda Middle School, Idaho Core Standards, the Education Foundation and graduation behavior. She said the additional editorial reflected on all of the District's successes throughout the year. She said an NSPRA survey was conducted and found that parents are more satisfied if a decision is explained as to how and why the decision was made. She said suggested that the District could do that for the community. She said it would help if hot topics were addressed and explained to the community as issues arose. She said one example could be to explain in detail extra-curricular funding; how fees were collected and what fees went towards. She said a good editorial for the winter might include discussing open meeting laws, how the Board conducted its business and how constituents might communicate with the Board. She said a good editorial for the spring might include a story on lost wages and the impact to the District. She said it could also be a key time to address the ISAT 2.0. She said writing an editorial on school successes was a good topic right before summer. She said she planned to have more news conferences this year that would include key community contacts that might give the District some positive exposure. She said other topics that could be covered were Advanced Opportunities, food service charging practices, Supplemental Levy, ISAT results, policy changes and an explanation of college and career ready without remediation. She said NSPRA identified certain areas that were going to impact Districts across the nation over the next five years. She said some of them were already impacting the District right now. She said the first item talked about "who was in charge". She said education had become very political through legislation and rule changes. She said corporations were weighing heavily on legislators and state educator officials. She said the second topic was high-tech, high-touch learning. She said many Districts had to implement BYOD policies which had already been addressed by this District. She said the roles of teachers were changing and learning responsibilities were being placed on students. She said the third topic was convergence which was the merging of multiple platforms to varying audiences using multiple media outlets including Facebook, Twitter and others. She said the fourth topic was the lack of a teacher candidate pool. She said teachers would become scarce. She said the District had seen more turnover this year than ever before. She said there were also fewer young people pursuing the profession. She said the state of teaching was dire. She said teachers felt devalued on top of the added pressures of testing, meeting state mandates and fulfilling student needs. She said a lot of Districts were bypassing minimum teaching requirements just to get a warm body in a classroom. She said the final topic was "leadership musical chairs". She said the survey called it the "Superintendent Churn". She said many educational leaders were retiring or changing professions altogether to avoid the pressure of doing more with less. She said the District would monitor those areas and continue to keep the community informed. She said she hoped that by keeping people informed it would help implement the changes that staff, students and parents wanted to see in this community. Ms. Cranor said she liked the idea of having more news conferences to make the District more visible. Ms. Allen said it was a good way to keep the community informed. Ms. Gebhardt said it was important for staff to be aware that there was a lot of terminology

used throughout the District that people in the community were unaware of what it meant. Ms. Allen agreed it was important to speak their language when talking with community business and parents.

Ms. Vagner said included in the packet was draft Policy 3711 – Student Data Privacy and Security that was mandated by State Board of Education. She said a new component to privacy was the additional requirement that Districts were now obligated to report any FERPA breach to the State Department of Education and State Board of Education. She said the District informed its administrators that any breach had to be reported to the parent and now to the state. Ms. Cranor said she remembered a student data breach that occurred a couple of years ago and asked if that would have to be reported. Ms. Vagner said if it happened now it would and the District would have to make sure its system was as secure as possible.

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.

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

Adjourn

Chair Gebhardt adjourned the Special Meeting/Work Session at 4:55 p.m.

APPROVED ON:

21 October 2014

By:

Janie A. Gebhardt
Chair

MINUTES PREPARED BY:

[Signature]
Secretary, Board of Trustees

ATTESTED BY:

[Signature]
Clerk