

**MINUTES OF THE
REGULAR SESSION BOARD MEETING
AND SPECIAL MEETING/WORK SESSION
ORIENTATION FOR STUDENT REPRESENTATIVES TO THE BOARD
POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
Education Service Center Board Room
Tuesday, October 18, 2011
5:30 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Frank Rash, Chair	Janie Gebhardt, Assistant Treasurer
John Sargent, Vice Chair (Excused)	Nate Murphy, Member
Jackie Cranor, Clerk	Mary Vagner, Superintendent

CALL TO ORDER/SPECIAL MEETING/WORK SESSION/ORIENTATION FOR STUDENT REPRESENTATIVES TO THE BOARD

Chair Rash called the Special Meeting/Work Session to order at 5:05 p.m. He said the purpose of the Special Meeting was for an orientation for student representatives to the Board. The Board, administration and student representatives introduced themselves. Ms. Vagner said the Board had student liaisons for six years. She said student reports were to be kept to three minutes or less. She said students were asked to meet with principals to discuss the content of the report prior to the meeting. She said students were welcome to stay for the entire meeting but were free to leave at any time after their reports. She said students were encouraged to speak to the Board on any agenda item that interested them and there were two places on the agenda for public comment. She said occasionally there were committees that needed student representation and student representatives would be asked first. She said Board materials could be located on the District website and were always posted on Friday before the meeting. She said if student representatives had questions he/she could contact the principal, any Board member, Ms. Johnson or herself. She advised the student representatives to familiarize themselves with the work of the Board, consult with the student body when critical to decision making and to communicate to the Board what the student body was thinking relative to Board decisions. She said student input on Policies that directly affected student was a critical part of the process. She said student representatives were asked to attend all Regular meetings and have a backup if he/she was unable to attend and to inform the principal. She said the role of a student representative and the role of the Board were very different. She said Board members were elected by the public to vote on issues. She said student representatives were not elected and could not vote on issues but could provide input. She said Board member contact information was included on the back of the agenda. Ms. Cranor asked that all student representatives stay until each student was done with his/her report before excusing themselves. She said she had not seen other School Boards have student representatives and appreciated them being here. Ms. Gebhardt said student participation was an important part of understanding how decisions were made that affect students. Mr. Rash said if a student representative wished to address a controversial issue to run it by the principal before sharing it at the Board Meetings as it may not be the appropriate setting to address the issue. Mr. Chavarria asked if the Board laptops were given to them by the District. Ms. Vagner said the laptops were distributed to Board members when the Board meetings went paperless. She said once a new Board member was elected the laptop was passed on. Ms. Vagner said this was a leadership development opportunity for the student representatives. She said there was a measure of competition in reporting as the pride of each school comes out which was healthy and welcome. Ms. Vagner noted that Mr. Sargent was excused but would be in attendance at future meetings. Ms. Cranor said Board members made mistakes too and told the representatives not to be afraid of making a mistake. Chair Rash adjourned the Work Session at 5:22 p.m.

CONVENE REGULAR MEETING

A Regular Session of the Board of Trustees of School District No. 25 was held in Pocatello, Idaho on the 18th day of October, 2011, as provided in Section 33-510, Idaho Code. Chair Rash called the Regular meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE

Kolton Jackman led the audience in the Pledge of Allegiance.

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

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

APPROVAL OF MINUTES – Self Explanatory – Action

- a. **Special Meeting/Work Session** – September 7, 2011
- b. **Special Meeting/Work Session** – September 13, 2011
- c. **Special Meeting/Executive Session/Personnel** – September 20, 2011
- d. **Regular Board Meeting** – September 20, 2011
- e. **Special Meeting/Executive Session/Hearings** – September 28, 2011
- f. **Special Meeting/Executive Session/Personnel/Hearing** – October 5 – 7, 2011

A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to approve the minutes as corrected. The voting was unanimous in the affirmative.

NOTE: The following minutes will be approved at the November 15, 2011 Regular Board Meeting:

- a. **Special Meeting/Work Session/Retreat** – September 21, 2011

RECOGNITIONS/VISITORS/CORRESPONDENCE – Information

a. Visitors and Correspondence

- 1) *Thank you card from Mr. & Mrs. Adona*

Ms. Vagner said included in the packet was a card from Mr. & Ms. Adona thanking the Board for its condolences relative to the loss of his mother.

b. Recognitions - Information - Ms. Allen

- 1) *Pocatello Teacher Credit Union Presentation to Century, Highland and Pocatello High Schools for National Merit Scholarship Semifinalists*
- 2) *Tyhee Faculty & Staff*

Ms. Allen asked the National Merit Scholarship semifinalists to come to the podium. She said the program was an academic competition that began in 1955. She said students qualified for the program based on their scores on the preliminary SAT screening. She said over 1.5 million entries were received. She said two students at Highland High School qualified for the program and were invited to be referred to two colleges at no cost. She said the students were among 50,000 of the highest scoring students out of 1.5 million. She said four students from Century High School and one from Pocatello High School were semifinalists and had the opportunity to continue to compete for scholarships. She said 90% would attain finalist status and half of those would be awarded scholarships which represented less than 1%.

Ms. Allen asked Principal Jim Denton and the Tyhee staff to come to the podium. She said Tyhee Elementary was being recognized for receiving the Idaho Distinguished School Award. She said the staff was high quality and highly motivated. She said the top 5% of schools that achieved AYP for two consecutive years were given the award. She said the school implemented various programs to promote positive changes in attendance and achievement. She said since implementation 90% of students scored proficient or advanced on the ISAT. She said interventions in math and reading had been successful. She Tyhee created a culture where children felt safe, wanted and expectations were clear. Mr. Denton said the school was overwhelmed by the recognition but was very deserving. He said the staff worked hard to ensure all students were provided the best opportunity for success. He said the bar had been raised and the school would continue to meet expectations. He thanked the Board for the honor and recognition.

Ms. Allen invited Melanie Delashmutt from the Pocatello Teachers Credit Union to the podium. Ms. Delashmutt asked representatives from Pocatello, Century and Highland High Schools to join her. She said each year the Pocatello Teachers Credit Union hosted the John McCarthy Golf Tournament which raised funds for student activities. She said this year \$4,500 was raised and \$1,500 would be donated to each of the high schools. She said funds for Century and Highland High Schools went to the YEA athletic fund to help pay for travel to state competitions. She said every dollar received was deposited to an interest bearing account. She said Pocatello High School's activity fund was fully funded so the school was being presented with a \$1,500 check and was encouraged to use the funds for student activities.

c. Public Comment on Items Not on Agenda

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

Board Operating Principles No. 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 on items not on the agenda at the time of the meeting.

REPORTS – Information

a. Student Representative Reports (3 minutes each)

1) Alameda Center – Talisha Lowry

Ms. Lowry said she was the student representative for New Horizon High School. She said the school was holding elections for student body officers. She said the student body had been asked to help in the process of renaming the high school when it was relocated. She said the school had two new clubs, the Idaho Drug Free Youth chapter and the Gay, Lesbian and Straight Alliance which were in the process of recruiting members. She said the school would hold an assembly to recognize students for attendance and grades and had 20 new students this block.

2) Century High School – Kolton Jackman/Ariane Drake

Mr. Jackman said band took first place in two competitions. He said girls soccer took 1st place in Districts and qualified for state. He said Century High School had a TV show called the Century Diamonds that highlighted students actualizing the Virtues. He said the school was selected as a 4A School of Excellence. He said over 200 students took the P-SAT to prepare for college.

3) Highland High School – Tina Xu/Aaron Eskelson

Ms. Xu said students participated in the Black & Blue Bowl assembly to highlight the football team and introduce the “Ram Man”. She said students were preparing for freshman elections which would take place that Friday and had 18 candidates. She said the student body was hosting a pizza social for new students. She said the school was planning an assembly for Red Ribbon Week to create awareness about the dangers of alcohol and drug abuse. She said the school would have a Trick or Treat event to raise funds for UNICEF. She said the school would hold a blood drive in November. She said the Honor Society had its annual induction for new members and had nearly 100 inductees and required a 3.6 GPA or higher. She said the football team was currently undefeated and had won an academic championship. She said the cross country team took first place at a meet the week before. She said the softball team took third place at state. She said boys soccer took second place at Districts and girls soccer was going to state. She said the school was preparing for winter sports. She said orchestra played at the ISU Youth Symphony and were traveling to compete in St. George, UT. She said the debate team had a scrimmage with Pocatello High School and was preparing for the Whitman tournament. She said the drama department was working on a winter musical. She said the school’s graduation fair would be held on Wednesday.

4) Pocatello High School – Hannah Stinson/Ricardo Chavarria

Ms. Stinson said opening day went well with lots of school spirit and freshmen involvement was high. She said the school held a blood drive during Homecoming week and collected a total of 93 pints. She said the school had an all school lunch day for every student. She said the Pokey Priders hosted the annual potato bar to raise money for athletics. She said students participated in a Black & Blue Bowl assembly to get everyone excited for the event. She said the drama department was working on the fall play, “Leading Ladies”. She said boys and girls soccer did pretty well. She said the District Volleyball tournaments were taking place that week. She said the Honor Society was holding its inductions that week and the school was preparing for Red Ribbon Week through IDFY.

b. Pocatello/Chubbuck School District #25 Festival of Trees Update – Ms. Allen

Ms. Allen said planning and preparation for the festival were going well. She said committee chairs met on a weekly basis up until the event. She said there were 17 committees in all that covered everything from operations to auctions, teas, Santa’s workshop, displays, volunteers, gift shop, trees and wreaths, model trains and employee appreciation. She said each committee had anywhere from 2 – 30 people. She said hundreds of volunteers were involved in the event to organize, set up or monitor an activity. She said set up was scheduled for November 26th and 27th with the grand opening on November 29th and employee appreciation night on November 30th. She invited the Board to attend both events. She showed the Board a prototype of the poster to advertise the event.

c. Media Report – Ms. Allen

Ms. Allen said there had been twenty five articles that covered student and teacher accomplishments and awards so far this year. She said the Regular Board Meetings were recorded and rebroadcast throughout the month. She said she appreciated the partnership the District had with the media.

d. Report on Standing Committees for 2011-2012

Mr. Rash solicited a volunteer for the Regional PTA meeting in December. Mr. Murphy volunteered. Mr. Murphy said the District Leadership Team Committee met and was a good way to involve the community in District activities.

He said he attended the Instructional Technology Committee and discussed whether the District should continue with Promethean or switch to Dell Whiteboards. Ms. Gebhardt said she attended Judge Murray's Committee and appreciated the community collaboration in working together for students.

e. District 25 Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2011

Mr. Reed said the administration began work on the annual financial report in June and didn't stop until September. He said the District was on a fiscal calendar ending June 30th. He said the state required Districts to have an independent audit and publish the financial record on its website. He said the Board would be asked to accept the report and to certify the financial condition which would be published in the Idaho State Journal within 120 days of the end of fiscal year. He said the report was divided into four sections: introduction; financial; statistical; and single audit. He said the introduction contained general highlights and information. He said the District submitted information to the GFOA and the ASBA and had been doing so for years. He said the District had received the award for financial excellence from both organizations for 20 consecutive years and was the only District in the state to receive both awards. He said one of the highlights was the District's revenue coming in over budget at \$1.4 million which was good. He said this was mainly due to one-time funds distributed by the state to maintain the 2006 levels of funding as part of a federal mandate. He said there were some savings on salaries and supplies this year and the District spent less on utilities and ISAT remediation. He said \$155,000 was leftover from the money set aside for the implementation of Infinite Campus. He said the District stayed within its budget and did not have any major unforeseen expenditures. He said the unreserved balance had been renamed to the "unassigned" balance. He said the unassigned fund balance was at \$5.3 million. He said the dollar amount may sound like a lot but only covered 31 days of operations. He said as a general rule fund balances should represent no less than two months of operations or 5% and the District was right at 5% which aligned with national recommendations. He said the state changed requirements for how certain funds could be used. He said there were five categories: restricted which was used for specific purposes; non-spendable which was inventory and prepaid items; committed which was set aside for 2012-13; assigned which could be used at the discretion of the Board and had been designated for the implementation of Infinite Campus; and unassigned which was at \$5.3 million. He said the statistical section of the report covered financial trends, revenue and debt capacity and operating expenditures. He said District revenue came from federal support, state support, local support and property taxes. He said property values had increased and the tax rate had gone down due to growth. He reviewed the District's actual and projected enrollment over a ten year period. He said enrollment stabilized over a number of years and had recently begun to rise and had nearly 13,000 enrolled. He said one trend the District was seeing was increased student enrollment and decreased staff due the implementation of the Students Come First legislation. He said another trend was less experienced teachers as experienced teachers retired and were replaced with inexperienced ones. He said the District was grateful to the community for its support of education.

Mr. Clark said a lot of hours went into the report and was reviewed by two entities that approve and grade the reports. He said the District received a good interest rate on any borrowing if it had a clean audit. He said when conducting a government audit the auditors were required to look at internal controls, compliance with state and federal law and financial statements and expenditures. He said the District had several grants over the \$300,000 threshold. He said ARRA grants had special audit requirements to ensure the funds accomplished the goals of the Act. He said the audit on internal controls and compliance identified any material errors or fraudulent abuse. He said the tests were designed to identify problem areas. He said there were no findings with the District's internal controls and the administration did a good job. He said there were no findings related to compliance with grant terms, following contracts, or any violations of local or internal laws. He said there were no compliance issues with any federal funds. He said the opinion of the auditor was that the District complied with all respects that could have a direct material affect. He said overall the District maintained good internal controls and was in compliance with state and federal laws.

f. Certification of Annual Statement of Financial Condition

Mr. Reed said the Board would be asked to certify the Annual Statement of Financial Condition under New Business.

CURRICULUM AND INSTRUCTION AND SCHOOL SAFETY – Information – Mr. Wegner, Dr. Mortensen, Mr. Devine, Mr. Hobbs

a. Alternate Route to Graduation Plan – Mr. Wegner

Mr. Wegner said the Alternate Route to Graduation plan was presented at the October 11, 2011 Work Session and satisfied the state requirement for multiple measures. He said students had to receive 300 points to pass the alternate route and points were earned through attendance and improvement in reading, math and language arts. He said one page identified juniors that were enrolled in an elective course. He said the Board would be asked to consider adopting the plan under Old Business and would be submitted to the state by October 31, 2011.

b. National Student Clearinghouse Report – Mr. Wegner

Mr. Wegner said included in the packet was an email from the state notifying Districts of the requirement to provide a list of students that were enrolled in 12th grade for the 2004 -05 school year. He said the state had contracted with the National Student Clearinghouse to collect data for the “Go On” campaign. He said the administration prepared the 12th grade data for 2004 – 2011 and would submit the files to the state when further instructions on submitting a secure transmission were received. He said the National Student Clearinghouse collected enrollment and degree data on 93% of college students which allowed Districts to track students that enrolled in postsecondary education and showed the persistence and graduation rates for those students.

c. Students Come First Technology Implementation and Funding – Mr. Wegner

Mr. Wegner said included in the packet was a memorandum regarding the implementation of classroom technology funds. He said the IEN would equip high schools with wireless capabilities and the state would provide one to one mobile computing devices. He said the memorandum listed various technology that could be implemented in a classroom K-12. He said the total amount allocated to the District for technology was \$400,000 which would be received over the next five years through the reduction of staff and reallocation of funds. Ms. Cranor asked if funds had been received for the 2011-12 school year. Mr. Wegner said yes. He said Districts had to submit a technology plan to the state by December 15, 2011. He said the Instructional Technology Committee would work through the details of the plan. He said the District had developed a Technology Strategic Plan including the vision and mission for technology which would help with the development of the plan for the state. He said final details would be brought to the Board prior to the submission to the state.

d. Any Other Curriculum/PLCs/TIA/Beliefs Update - Mr. Wegner

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

e. Head Start Program Update – Dr. Mortensen

Mr. Wegner said included in the packet were Head Start materials from the U.S. Department of Health and Human Services. He said Head Start was required to provide the information to the Board to meet federal compliance guidelines. He said section 642 of the report outlined the structure of program governance and sharing the information with the Board was part of the responsibility. He reviewed the statutory degree requirements that went into effect in 2011 and said the District was in compliance. He said there was early childhood and financial strategy information to help low income families improve stability in the document. He said there was a community engagement section that outlined the approach and outcomes. He said data was used at the federal, regional and local levels to ensure compliance, monitoring and planning.

f. 21st Century After School/Summer Program Update – Dr. Mortensen

Mr. Wegner had no 21st Century After School Program updates at the time of the meeting.

g. Idaho Food Bank – Back Pack Program Update – Dr. Mortensen

Mr. Wegner said no Idaho Food Bank – Back Pack Program information was received at the time of the meeting.

h. University of South Dakota Administrative Intern Request – Dr. Mortensen

Mr. Wegner said included in the packet was a memorandum listing an administrative intern request for a graduate student from the University of South Dakota to work with the principal at Edahow Elementary between September 26 and October 23. He said Dr. Mortensen had given preliminary approval and was requesting Board approval under the Consent Agenda.

i. Any Other Elementary Education/PLCs/TIA/Beliefs Update - Dr. Mortensen

Mr. Wegner had no further Elementary Education updates at the time of the meeting.

j. 2011 Summer Camp Reconciliation Report – Mr. Devine

Mr. Devine said included in the packet was a memorandum detailing the 2011 Summer Camp Reconciliation. He said the administration was in the process of restructuring the process to ensure accountability and would train people in the new process. He said a couple of the reconciliation reports lacked accuracy in the numbers reported and was being addressed by the administration.

k. Early Graduation Requests – Mr. Devine

Mr. Devine said included in the packet was a memorandum listing the number of early graduation requests by school and the reasons students are requesting early graduation. He said counselors and principals reviewed the requests and recommended approval. He said the Board would be asked to approve the list under Old Business.

l. Camp/Clinic Request – Mr. Devine

Mr. Devine said included in the packet was a camp/clinic request for Century High School for a Cheer Clinic. He said the District decided to include camps/clinic during the regular school year as a fundraising opportunity for schools. He said the Board would be asked to approve the request under New Business.

m. Preliminary Out of District/Overnight Field Trip Requests – Mr. Devine

Mr. Devine said included in the packet were preliminary Out of District/Overnight Field Trip requests for Hawthorne Middle School, Highland High School and Pocatello High School. She asked why the Pocatello High School's wrestling team was staying overnight for tournaments held in Idaho Falls and Burley as they were not very far. Mr. Devine said tournaments went late into the night and started very early in the morning and traveling back late at night only to turn around and travel back in the morning put teams at a competitive disadvantage. Mr. Rash noted that it could be a safety issue with people traveling on little sleep. Ms. Cranor said she wanted to make sure the details of the trips were submitted to the Board as they were received. Mr. Devine said he would make sure the information was given to the Board. He said the Board would be asked to approve the preliminary requests under Old Business.

n. Out of District/Overnight Field Trip Request – Mr. Devine

Mr. Devine said included in the packet were Out of District/Overnight Field Trip requests for Century and Highland High Schools. He said two more requests were included in the addendum. Ms. Gebhardt said the FCCLS State Leadership trip to Boise had only one chaperone listed. She said having only one adult on a trip that far out of town was a safety concern. Mr. Devine said usually groups from other schools combined as so few kids qualified for the trip but he would look into the issue and get back to the Board.

o. Any Other Secondary Education/PLCs/TIA/Beliefs Update - Mr. Devine

Mr. Devine said secondary educators had a very successful professional development day on effective grading practices. He said he had not seen this level of enthusiasm or debate on an issue in quite a while. He said the impacts were far reaching. He said parent teacher conferences would take place that Thursday and said parents had been asking teachers if the District would implement a "no incompletes" policy. Ms. Cranor asked if the District had solicited the Retired Teachers Association to help with students that were behind. Mr. Devine said the association was approached and minimal feedback was received. He said the administration would continue to pursue the option. Ms. Cranor suggested leaving a signup sheet at one of the monthly meetings. Mr. Devine said it was a good idea and would provide a signup sheet to the association.

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

a. Idaho General Fund Update

Mr. Reed said included in the packet was the current Idaho General Fund Revenue Report with data as of September. He said the state was \$100,000 above the forecast for the month. He said overall the state was down \$9.2 million below projections. He said the administration would continue to monitor any changes.

b. Review of Stocks Building/Alameda Center Timeline

Mr. Reed said included in the packet was a current timeline for the Stocks Building/Alameda Center projects. He said a good portion of the projects had been completed. He said several Board members participated in a tour of the Stocks Building last week and saw that most of the walls were up. He said since then the construction crew had poured concrete and was finishing up the exterior walls. He said the installation of the HVAC was almost complete and the electrical and plumbing were moving along. He said the preliminary Boundary Committee would convene to review the logistics and bring recommendations to the Board. He said he anticipated having a recommendation for Board approval in March with public input by May. He said the maintenance department would be extremely busy over the summer moving equipment out of Alameda into the Stocks Building and making final improvements to the Alameda Center before bringing it on as a fourth middle school. Ms. Gebhardt noted that she and Mr. Rash were a part of the initial Stocks/Alameda committee and asked if they would be included on the Boundary Committee. Ms. Vagner said yes.

c. Internal Audit – Student Activity Funds

Mr. Reed said included in the packet was a memorandum detailing the outcome of the internal audit on High School Student Activity Funds. He said from time to time the administration performed internal audits for high schools and middle schools. He said the administration usually visited around three schools per year to ensure schools were following Board Policy. He said he visited with the bursars and principals from three of the high schools. He said the meetings went well and included a review of the revenues and expenditures of the activity funds. He said millions of dollars came in and went through the accounts. He said all schools had balanced and reconciled statements which were neatly organized. He said all schools used the purchase order system for ordering equipment. He said purchasing had to be approved by the administrator. He said all funds were to be used solely for student activities. He said the administration would work to improve the process for employees receiving stipends to ensure they were paid through the payroll department. He said schools were not banks and were discouraged from cashing checks. He said the administration was developing a process to ensure greater accountability for fundraising.

d. K-12 Enrollment and Capacity Report

Mr. Reed said included in the packet was the K-12 enrollment and general building capacity data for FY 2012. He said Century High School was up 112 students and Pocatello High School was up 60 students. He said Hawthorne Middle School was down 100 students and Irving Middle School was up 27 students. He said some of the higher enrolments included the K-2 class at ISU, Lewis & Clark Elementary, Syringa Elementary and Washington Elementary. Ms. Cranor asked why Hawthorne Middle School was down so many students. Mr. Reed said it was possible that the number of 8th graders leaving the school outnumbered the 6th graders coming in.

e. Annual Request for Permission to Bid 2012 CIP Related Projects

Mr. Reed said the administration annually requested permission from the Board to bid the upcoming CIP related projects. He said this process provided time for bid planning and preparation to save on costs. He said the request was routine and projects were listed in the memorandum. He said the Board would be asked to approve the CIP projects under New Business.

f. Proposed Building and Subdivisions (New Construction)

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

g. Any Other Business Operations/Operational Support Update

Mr. Reed said the District was currently at \$359,000 in energy savings which equaled about 46% but noted that the District had not made it through the heating season yet.

EMPLOYEE SERVICES – Information – Mr. Smart

a. Infinite Campus/ISEE Upload Update

Mr. Smart said the October ISEE data was uploaded to the state on time. He said the data upload included staffing information which had been done in IBEDS in the past and was a critical upload for calculating salary apportionment. He said after the state processed the data the administration would have a better idea of where the District's ADA would be. He said the administration was hopeful that data from the state would be more refined this year.

b. Student Enrollment Information Update

Mr. Smart said included in the packet was the current student enrollment data. He said enrollment was up about 200 students from the previous year. He said total membership was at 12,530 students. He said retention rates had not been as consistent this year and projections would be scaled back on the growth model due to lower retention levels.

c. Budget and Wellness/Insurance Committee Updates

Mr. Smart said the Wellness/Insurance Committee did not meet this month. He said he was in the process of determining who would remain on the committee and was working to replace the two members that left. He said he needed to replace one principal and one classified employee. He said once the new membership was finalized he would set a meeting date.

d. Any Other Employee Services/Operational Support Update

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

HUMAN RESOURCES – Information – Dr. Howell

a. Monthly Human Resources Report

Dr. Howell said included in the packet was the monthly Human Resources report. He said there were recommendations for hire that were previously approved on a conditional basis pending a background check and the administration was recommending permanent hire. He said there were recommended contract changes and sixteen stipend requests for professional development instructors.

b. Students Come First Committee Report

- 1) *Parent/Guardian Input Forms for Teacher Evaluation; Certified Specialists; Nurses and School Psychologists*
- 2) *Teacher Evaluation – Formative Part I and Summative Part II Forms*

Dr. Howell said included in the packet were revised parent/guardian input forms and the revised teacher evaluation forms were included in the addendum. He said the forms were reviewed at the October 11, 2011 Work Session but had a few changes. He said one of the parent input forms was new and was tailored for School Psychologists. He said the committee recommended changing the language on the teacher evaluation forms from "I know" to "I believe" and was reflected on the rest of the forms. He said the language "not observed" was changed to "no opinion" which was reflected on all forms. He said the committee recommended creating a form specific to school psychologists because their interaction with parents was different from the other employee groups. He said another change was suggested by a school psychologist to remove the word "monitors" on the form since school psychologists did not monitor students. He said another change to the teacher evaluation form was to change the option of selecting "parent input not attached" to "no parent input received".

c. Any Other Human Resources/Operational Support Update

Dr. Howell had no further Human Resources updates at the time of the meeting.

SUPERINTENDENT REPORT – Information – Mrs. Vagner

a. Policy 8116 – Part Day Enrollment-Attendance of Students & Policy 8130 – Attendance of Students – 2nd

Reading

Ms. Vagner said included in the packet was Policy 8116 – Part Day Enrollment-Attendance of Students & Policy 8130 – Attendance of Students along with input received relative to the proposed changes. She said the Policy changes included the minimum number of minutes a student had to be enrolled for part-time and full-time attendance. She said Idaho Code established the authority of Boards to set enrollment parameters which the Board had done for funding purposes. She said funding information was very slow coming from the state and the District lost units during the previous school year by having dually enrolled students who did not meet the required number of minutes for funding. She said at that time the Board directed the administration to prevent further losses by changing Policy language to direct a minimum number of minutes. She said charter schools put stipulations on enrollment by requiring a minimum number of courses and directing that public schools agree to waive any ADA reimbursement from the state. She said the District was not able to educate children without receiving funding for their attendance. Ms. Cranor said after reading through some of the comments she wondered if the Board could hold off on making any changes since ADA funding for dually enrolled students would not be an issue next year after fractional ADA was addressed by the legislature. She asked if the administration knew how many students would be affected by the policy changes. Ms. Vagner said the administration was only aware of about six students but noted that many students complied with enrolling for the minimum number of minutes that might not have otherwise. She said what she did know was that last year the District lost 6 to 7 units in part by not meeting the minimum number of minutes to receive ADA funding which equated to about \$400,000. Ms. Gebhardt said one issue for her was parents that chose to homeschool their children but wanted all the benefit of a public school education even if it was at the cost of the District losing funding. She said it seemed the music programs were the most affected. Ms. Vagner said orchestra and band were the two greatest programs affected. She said the Board would be asked to hear the Policy on second reading for adoption under Old Business.

b. Policy 7164 – Salary Schedule – 2nd Reading for Deletion

Ms. Vagner said included in the packet was Policy 7164 – Salary Schedule. She said various input was received communicating concerns that the intent was to remove the salary schedule completely. She said the concerns were addressed and no further comment was received. She said the salary schedule never should have been Policy. She said the Board would be asked to hear the Policy on second reading for deletion under Old Business.

c. Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles

Ms. Vagner said included in the packet were the Board of Trustees Operating Principles that included the changes made following the September 21, 2011 Board/Superintendent Retreat. She said after reviewing the proposed changes at the October 11, 2011 Work Session, Mr. Sargent raised the concern that the change was too narrow and suggested expanding the change to read “and will deliberate on various items on the agenda” rather than “deliberate on the election of officers”. She said the administration offered two options for Board consideration, the first read: “and will deliberate on various items on the agenda”; and the second read: “and will deliberate on various items on the agenda inclusive of the election of officers”. She said Mr. Sargent could not be at the meeting that night but asked the administration to communicate that he was interested in limiting the language to “and will deliberate on various items on the agenda”. Ms. Cranor said she liked the second option.

d. Beliefs Selected for Actualization for 2011-12

Ms. Vagner said included in the packet were the Beliefs selected by the Board for Actualization for 2011-12 at the September 21, 2011 Board/Superintendent Retreat and reviewed at the October 11, 2011 Work Session. She said the Belief “Students learn in different ways and at different rates” was added per the direction of the Board at the Board/Superintendent Retreat.

e. Amended 2011-2012 School Board Meeting Schedule

Ms. Vagner said included in the packet was the amended 2011-12 School Board Meeting Schedule which was reviewed at the October 11, 2011 Work Session. She said the December meetings were changed to include the 2nd and 3rd Tuesdays as winter break was only a week and a half this year instead of two.

f. Superintendent’s Forum – October 27, 2011

Ms. Vagner said included in the packet was the Superintendent’s Forum agenda scheduled for October 27, 2011. She said Lisa Carter would present the implementation of the Common Core State Standards into the TIA document and would discuss how to approach that. She said the group would also discuss the statewide rollout of TIA. She said the

topics outlined for discussion with legislators in December were the Common Core State Standards, blended and online learning and Students Come First legislation. She said Snow White, the educational leader for Dell Computers was asked to help Regions 4, 5 & 6 walk through the technology implementation plan as required by the state. She invited the Board to attend the Forum.

g. ISBA Conference – November 9 – 11, 2011

Ms. Vagner said the ISBA Annual Convention was scheduled for November 9 – 11, 2011. She said Mr. Rash, Ms. Gebhardt and she would attend the convention in Coeur d' Alene and Mr. Rash and Ms. Gebhardt were the voting delegates and would communicate to them the direction from the October 11, 2011 Work Session.

h. 2011-2012 Work Session Topics

Ms. Vagner said included in the packet were the anticipated 2011-2012 Work Session Topics. She said the outlined topics were used as a guide to keep track of what was coming. She said the topics were aligned with the Strategic Plan and upcoming legislative issues and Students Come First legislation was imbedded in the discussion.

i. Any Other Superintendent's Update

Ms. Vagner said Sergeant Canfield was retiring effective tomorrow and the administration did not know who would replace him. She said the Police Department would assign someone to his duties in the near future. She said he would be greatly missed. She said the student body would be involved in the process of naming the Stocks Building which would be on the November Work Session agenda. She said she was working on the legislative meeting agenda which was scheduled for Monday, December 5, 2011 and anticipated having the agenda ready for Board review at the November 8, 2011 Work Session. She said Common Core State Standards and Student Come First legislation would be important discussions to have with legislators.

j. Calendar

Ms. Vagner reviewed the calendar. She said no student discipline hearings were scheduled for October 19, 2011. She said there were hearings scheduled for November 2, 2011 and would need a quorum. She said American Education Week was November 17 – 19, 2011 and District staff would be recognized during the Festival of Trees but would be notified and invited to the event during American Education Week.

PUBLIC COMMENT – Self Explanatory

a. Public Comment Pertinent to Agenda Action items

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

Board Operating Principles No. 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.

Mr. Rash said the forms for public comment were all relative to the same topic and noted that patrons would have 5 minutes unless comments became repetitive in which case they would be limited to two minutes.

Roberta Dixon – 457 Wildwood Lane, Pocatello, ID 83201

Ms. Dixon said she was concerned with the Policy changes for many reasons. She said six children affected by the policies did not have a big enough financial impact on the District to implement the changes. She said her children were denied access to soccer and orchestra even after the activities fees were paid. She said neither of the programs were at capacity. She said as a taxpayer her children should have access to those programs without argument. She said the administration pointed out more than once that the past school year was a good fiscal year. She said the law stated that she had the right to enroll her student in any school as long as precedent was given to public school students. She said she called all three high schools and was told her son could not play soccer. She asked how one more student in soccer and orchestra could possibly affect the fiscal year. She said the District was twisting the law to be vindictive to homeschoolers. She said she did want the best of both worlds and felt it was her right as a taxpayer to have both. She said she believed the policy changes were a waste of time on something that would be null and void next year.

Landon Webb – RR6 Box 36C, Pocatello, ID 83202

Mr. Webb thanked the Board for allowing him to speak and echoed the previous comments. He said he didn't know what ADA was or what had changed from previous years but being that it would not be an issue next year he proposed adding language to sunset the changes at the end of the school year. He said Idaho Code clearly stated a parent's right to enroll their child in any public institution without stipulation. He said funding for that child was the job of the State Department of Education and if there was a problem it was incumbent upon them to correct it. He said there was no provision for a minimum number of minutes in the law. He said he was not aware of any other Districts

taking this type of action. He said most home school students had a full schedule already and requiring them to take additional classes cut into their curriculum. He said most received a quality education and if the Policy was changed to mandate minimum attendance it could be detrimental to the quality of their education. He said the concern for a student's wellbeing should be the utmost concern of all adults.

Beth Huston – 732 Homestead Road, Chubbuck, ID 83202

Ms. Huston said she home schooled four boys and asked the Board to vote no on the adoption of the Policy changes. She said Idaho Code stated a parent had the right to dually enroll their child. She said there was a provision in the law that stated a Board could adopt procedures pursuant to enrollment but the proposed change was not procedural and was a violation of Idaho Code. She said she understood and respected the budget concerns but asked the Board to hold off on any changes until the issue was resolved next year.

Heather Sandy – 1711 Bachelor Circle, Pocatello, ID 83201

Ms. Sandy she and her husband were both products of parents in the education system and chose to send their children to private school because of the District's previous administration. She said she paid taxes which went to public education and not her children's private education. She said her children also needed specialized attention which they could not get in public school. She said she and her husband were pleased to learn Idaho was a "free to choose" state with dual enrollment opportunities only to learn this year that her children could not sign up for orchestra because of the proposed changes. She said she also just learned that the changes would apply to middle school students which had not been the case a few weeks ago. She said her children were enrolled in an online charter so there was no money to share but should be a problem for the Board to figure out, not her. She said her child had to take additional credit at no benefit to the District just to take one extra-curricular class. She said students were being used as a way to stick it to the state. She said she contacted Superintendent Luna who told her that her student could not be denied enrollment and yet she was being told by the District's administration that her student could not be enrolled. She said Superintendent Luna also said the funding issue would be resolved next year and asked why the Board would deny children enrichment opportunities when the District would get the money next year. She said the change affected scholarships and futures for these students. She said it was irresponsible and was not doing "whatever it takes" for kids. She asked the Board to abolish the policy and maintain the status quo which had worked in the past.

CONSENT AGENDA – Self Explanatory – Action – Mrs. Vagner

a. Topic: Approve Human Resource Activity

Policy Issue: Board approves Human Resource Activity

Background Information: Included in the packet was documentation of the Human Resource Activity regarding certified employees since the September 20, 2011 Regular Board Meeting.

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

b. Topic: Authorize Payment of Claims

Policy Issue: Board approves all Claims.

Background Information: Included in the packet were bills and invoices as of October 13, 2011 in the amount of \$581,699.80.

Administrative Recommendation: Administration recommended Board approve the bills and invoices as of October 13, 2011 in the amount of \$581,699.80.

c. Topic: Approve Supplemental Financial Information from September 1, 2011 through September 30, 2011

Policy Issue: Board acts on Financial Information.

Background Information: Included in the packet was supplemental financial information for the period of September 1, 2011 through September 30, 2011.

Administrative Recommendation: Administration recommended Board approve supplemental financial information from September 1, 2011 through September 30, 2011.

d. Topic: Approve University of South Dakota Administrative Intern Request

Policy Issues: Board approves administrative intern access in District schools.

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

Administrative Recommendation: Administration recommended Board approve the University of South Dakota Administrative Intern request as presented.

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

OLD BUSINESS – Information – Action – Mrs. Vagner

a. Topic: Approve Preliminary Out of District/Overnight Field Trip Requests

Policy Issue: Board approves preliminary Out of District/Overnight Field Trip requests.

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

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

Board Direction/Action: A motion was made by Ms. Gebhardt and seconded by Ms. Cranor to approve the Preliminary Out of District/Overnight Field Trip requests with additional information forthcoming. The voting was unanimous in the affirmative.

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

Policy Issue: Board approves Out of District/Overnight Field Trip requests.

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

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

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

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

Policy 8116 – Part Day Enrollment-Attendance of Students

Policy 8130 – Attendance of Students

Policy Issue: Board adopts policy.

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

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

Board Direction/Action: A motion was made by Ms. Gebhardt and seconded by Mr. Murphy to hear on second reading for adoption the above listed Policies as presented. Ms. Cranor said some good points were made and realized it could cost the District as much as \$400,000 but the negative impacts to children concerned her. Mr. Murphy said it concerned him as well but the Board was not denying enrollment or being vindictive; it was only setting parameters for enrollment. Mr. Rash, Ms. Gebhardt and Mr. Murphy voted in the affirmative. Ms. Cranor was opposed.

d. Topic: *Hear on Second Reading for Deletion:*

Policy 7164 – Salary Schedule

Policy Issue: Board deletes policy.

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

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

Board Direction/Action: A motion was made by Ms. Gebhardt and seconded by Ms. Cranor to hear on second reading for deletion the above listed Policy as presented. The voting was unanimous in the affirmative.

e. Topic: *Approve Alternate Route to Graduation Plan*

Policy Issue: Board approves alternate route to graduation plans.

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

Administrative Recommendation: Administration recommended Board approve the Alternate Route to Graduation Plan as presented and direct the administration to submit the plan to the state by October 30, 2011.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to approve the Alternate Route to Graduation Plan as presented. The voting was unanimous in the affirmative.

f. Topic: *Affirm Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles*

Policy Issue: Board annually affirms the Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles.

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

Administrative Recommendation: Administration recommended Board affirm the Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles as presented.

Board Direction/Action: A motion was made by Ms. Gebhardt and seconded by Mr. Murphy to affirm the Pocatello/Chubbuck School District #25 Board of Trustees Operating Principles as amended. Ms. Gebhardt said she believed the work of the Board was deliberative and the inclusion of the matter of election of officers was critical. Ms. Cranor said she agreed with the combination of both changes. The voting was unanimous in the affirmative.

g. Topic: *Affirm Board Beliefs Selected for Actualization for 2011-12*

Policy Issue: Board annually affirms Beliefs for actualization.

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

Administrative Recommendation: Administration recommended Board affirm Board Beliefs for Actualization for 2011-12 as presented.

Board Direction/Action: A motion was made by Mr. Murphy and seconded by Ms. Cranor to affirm the Board Beliefs selected for Actualization for 2011-12 as presented. The voting was unanimous in the affirmative.

h. Topic: *Adopt Amended 2011-2012 School Board Meeting Schedule*

Policy Issue: Board adopts calendars and schedules.

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

Administrative Recommendation: Administration recommended Board adopt the amended 2011-2012 School Board Meeting Schedule as presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to adopt the amended 2011-12 School Board Meeting Schedule as presented. The voting was unanimous in the affirmative.

NEW BUSINESS – Information – Action – Mrs. Vagner

a. Topic: *Accept District # 25 Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2011*

Policy Issue: Board acts on financial information.

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

Administrative Recommendation: Administration recommended Board accept the District #25 Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2011 as presented.

Board Direction/Action: A motion was made by Ms. Gebhardt and seconded by Mr. Murphy to accept the District #25 Comprehensive Annual Financial Report for the fiscal year ended June 30, 2011 as presented. The voting was unanimous in the affirmative.

b. Topic: *Certify the Annual Financial Condition Statement*

Policy Issue: Board acts on financial information.

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

Administrative Recommendation: Administration recommended Board certify the Annual Financial Condition Statement as presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to certify the Annual Financial Condition Statement as presented. The voting was unanimous in the affirmative.

c. Topic: *Approve Early Graduation Requests*

Policy Issue: Board approves Early Graduation requests.

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

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

Board Direction/Action: A motion was made by Ms. Gebhardt and seconded by Ms. Cranor to approve the Early Graduation requests as presented. The voting was unanimous in the affirmative.

d. Topic: *Approve Camp/Clinic Request*

Policy Issue: Board approves camp requests.

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

Administrative Recommendation: Administration recommended Board approve the camp/clinic request as presented.

Board Direction/Action: A motion was made by Mr. Murphy and seconded by Ms. Gebhardt to approve the Camp/Clinic request as presented. The voting was unanimous in the affirmative.

e. Topic: *Authorize Permission to Bid 2012 CIP Related Projects*

Policy Issue: Board authorizes permission to bid.

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

Administrative Recommendation: Administration recommended Board authorize Permission to Bid 2012 CIP Related Projects as presented.

Board Direction/Action: A motion was made by Ms. Gebhardt and seconded by Mr. Murphy to authorize permission to bid 2012 CIP related projects as presented. The voting was unanimous in the affirmative.

f. Topic: *Approve Students Come First Parent/Guardian Input Forms for Teacher Evaluations; Certified Specialists; Nurses and School Psychologists and the Teacher Evaluation – Formative Part I and Summative Part II Forms*

Policy Issue: Board approves parent input and teacher evaluation forms.

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

Administrative Recommendation: Administration recommended Board approve the Students Come First Parent/Guardian Input Forms for Teacher Evaluations; Certificated Specialists; Nurses and School Psychologists and the Teacher Evaluation – Formative Part I and Summative Part II Forms as revised and presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to approve the Students Come First Parent/Guardian Input Forms for Teacher Evaluations; Certified Specialists; Nurses and School Psychologists and the Teacher Evaluation – Formative Part I and Summative Part II Forms with the removal of the word “monitor” on the School Psychologist form. The voting was unanimous in the affirmative.

ANNOUNCEMENTS

There were no announcements at the time of the meeting.

ADJOURN

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

APPROVED ON:


NOVEMBER 15, 2011

BY: 
Chair

ATTESTED BY:


Clerk

MINUTES PREPARED BY:


Secretary, Board of Trustees