

**MINUTES OF THE
REGULAR SESSION BOARD MEETING
POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
Education Service Center Board Room
Tuesday, October 19, 2010
5:30 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Marianne Donnelly, Chair	John Sargent, Member (Partial/by Phone)
Janie Gebhardt, Vice Chair	Jackie Cranor, Member
Frank Rash, Clerk	Mary Vagner, Superintendent

CONVENE REGULAR MEETING

A Regular Session of the Board of Trustees of School District No. 25 was held in Pocatello, Idaho on the 19th day of October, 2010, as provided in Section 33-510, Idaho Code. Chair Donnelly called the Regular meeting to order at 5:31 p.m.

PLEDGE OF ALLEGIANCE

Devon Johns led the audience in the Pledge of Allegiance.

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

Chair Donnelly reviewed the agenda and the addendum to the agenda. A motion was made by Ms. Gebhardt and seconded by Ms. Cranor 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 14, 2010
- b. **Executive Session/Hearing** – September 21, 2010
- c. **Regular Board Meeting** – September 21, 2010
- d. **Special Meeting/Work Session** – September 30, 2010

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

RECOGNITIONS/VISITORS/CORRESPONDENCE – Information

a. Visitors and Correspondence

1) Moment of Silence for Howard Peck

Ms. Donnelly asked for a moment of Silence for Howard Peck. A moment of silence was observed.

b. Recognitions - Information - Mrs. Allen

Ms. Allen said each year administrators select one or two Beliefs and benchmark the schools' progress toward actualizing them throughout the year. She said at the end of the year the Principal identified one or two staff members who have actualized those Beliefs. She said tonight the District was recognizing staff members from Chubbuck Elementary. She asked Joan Collette, Cindy Stevens, and Richard Keller to join her and Patti Mortensen at the podium. She said Principal Herdt was unable to attend but was very proud of the staff. She said Susan Chandler was also unable to come but was deeply honored to be recognized. She said one of the Effective Schools Correlates was a climate of high expectations. She said high expectations must be launched by teachers by having high expectations for themselves. She said Chubbuck Elementary had chosen "High expectations promote high levels of student achievement" as one of its Beliefs for 2009-10. She said these teachers actualized those Beliefs. She said Ms. Collette's students were 100% proficient on the Reading ISAT last year. She said Ms. Stevens' students were 90% proficient on the Reading ISAT and Ms. Chandler's

students were 95% proficient on the spring IRI in reading. Dr. Mortensen said it was an honor to represent Ms. Herdt and congratulate the staff members. She said the staff exemplified “Whatever it Takes” in getting students to that level of proficiency. She gave each teacher a Certificate of Appreciation.

Ms. Allen asked Superintendent Vagner to join her at the podium. She said the Pocatello/Chubbuck School District was one of 2,400 out of 571,000 Districts to be recognized for the “What Parents Want Award.” She said the awards were given to Districts as a result of a survey to parents. She said some of the survey questions included ranking Districts for accreditation, academic achievement, competitive salaries, above average in expenditures for library and media services and being known for small class size. She said the District had received the award every year since Ms. Vagner had been Superintendent. She presented Ms. Vagner with a plaque for the 2010-11 “What Parents Want Award”. Ms. Vagner thanked her for the presentation and said the award goes to the District and echoed the work of the teachers, the classified staff, the administration and the leadership of Board and shared the recognition with the District.

Ms. Allen said the District’s Vision supported the work of children to become democratic citizens. She said Century students created a DVD from photos and activities throughout the year that encouraged the Virtues Project. She played the Century Virtues DVD for the Board. She said the Education Service Center’s Virtue of the week was Generosity. She read the Virtue. She said the Board gave freely of its time for students, staff and the community and recognized the Board for its generosity.

c. Public Comment on Items Not on Agenda

Mr. Michael Todhunter – 1444 Stoneridge Drive, Pocatello, ID 83201

Mr. Todhunter said he represented the Pocatello Education Watch Committee to encourage a robust constitutional curriculum. He said a District could not claim to meet the needs of community without a comprehensive curriculum. He said his History students asked him why the Constitution was so important. He said the constitution was the code for who we were as a people in a secular world. He said without the knowledge of competing interests in the creation of a Constitution students would never become self actualized. He said the school system needed to recognize the responsibility of the community in making political decisions. He said the Constitution grounded us as a people. He said it was a reminder that compromise predisposed a people to failure. He said the Constitution was created to protect the people from Government. He said the Constitutional process provided stories for future generations of children. He said whatever was wrong with democracy could be cured with more democracy.

REPORTS

a. Student Representative Reports (3 minutes each)

- 1) **Alameda Center** – *Jennifer Robinson (Not present)*
- 2) **Century High School** – *Kort Guillette/Emily McAteer*

Mr. Guillette said Century’s Homecoming week was the week before. He said teachers and the administration said it was the best Homecoming week Century had ever had and that all the activities were great. He said the activities included a tie-dye day, twin day, Disney day and superhero day. He said the students watched a Superhero movie at lunch, had an obstacle course for twins and played Disney trivia. He said he was impressed with student involvement. He said Rachel’s Challenge had a new club called Friends of Rachel that just got started. He said it was already helping kids in the school. He said part of the club’s responsibilities included making friends with new students and helping them find their classes. He said he was really impressed with the club’s progress. He said the boy’s and girl’s soccer teams would have a tournament that week. He said the boy’s team took state in academics. He said the girl’s volleyball team was at the top of the district. He said the team was two games away from state. He said the last football game was that week. He said the team was not doing too well but had made progress. He said the team would play Preston that week and wished them luck. He said Century received its new tables the week before. He said there were mixed feelings about the tables. He said the commons area was right in the front of the school and was the first impression of Century as you walked in. He said the school previously had a Bistro feel to it with the old tables and the new tables were not quite up to expectations. He said students and staff were under the impression Century would get the same tables it had in the past.

He said the old tables were circular with a pedestal and metal. He said students learned the order had been changed to a fold up table with four legs and were unhappy. He said students felt it did not represent the school or the pride they take in the school. He said the new tables were cheap in appearance and structure. He said the previous tables were sturdy and the new ones were made of particle board with a laminate over the top. He said the tables would eventually be nicked and scratched by students and the particle would swell with water. He said a scratch on laminate was also much more noticeable than a dent or scratch on metal. He said a lot of people agreed this was a poor decision. He said it was hard for students to fit around the new tables and was a problem with the increase in students Century had that year. He said the old tables could comfortably sit about 15 students and the new tables could not accommodate more than 4. He said the fold up bars on either side of the table restricted leg room. He said it made lunchtime less enjoyable. He said he had personally sat at the new tables and found that it hampered his leg room and said his build was just average and could not imagine how uncomfortable it would be if he was any taller. He said he felt the quality of the school was not adequately represented with the new tables.

3) **Highland High School** – *Kylie McKee/Chalese Andrus*

Ms. McKee thanked the administration for allowing the students to have hat day for Scott Hansen and Howard Peck. She said the donations would help the families with medical expenses. She said the school's Friends of Rachel club was going well. She said students wrote their names and a wish on a piece of paper to create a chain that would signify the school's unity with a focus on Rachel's dreams. She said the school's Homecoming week was two weeks ago and was a success. She said Highland had a new Assistant Principal, Rhonda Naftz and the students loved her. She said the school would hold its Black and Blue Ball that Friday. She said students were working on ACTs. She said the choir would hold its ISU Invitational and Band took first overall. She said student government was presenting red ribbon week. She said the school had its NHS induction the night before and had over 90 new inductees. She said students would receive progress reports the following day.

4) **Pocatello High School** – *Taryn Traugher (Not Present)*

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

Ms. Allen said planning began with brainstorming in March and regular committee meetings in June. She said committees were meeting every other week. She said the Stephens Performing Arts Center was involved with committee meetings. She said all of the Gold Sponsors had recommitted and the Platinum Sponsors were lined up. She said the Platinum Sponsors were JR Simplot, Potelco Credit Union, Portneuf Medical Center, KPVI and Key Bank. She said two new sponsors included the Idaho Lottery and the Pocatello Teachers Credit Union. She said the committee was waiting for confirmation on three more sponsors and things were going well. She said the committees were in the process of making arrangements for ticketed events and most volunteer positions were filled. She said there was a good volunteer response from District employees. She said the event was 38 days away and the committee felt comfortable with the progress. She said the opening Gala would be November 29, 2010 and the community events would go from November 30, 2010 – December 4, 2010. She said she was reminded again of the Virtue of the week and said the District was fortunate for the generosity of the community business owners and volunteers who contributed to the event. Ms. Cranor asked if the District had been receiving tree donations. Ms. Allen said the District had been receiving three to four trees per day. She said the businesses that letters were sent to last year had planned for the current year's event in advance and had been contacting the committee to donate.

c. **Report on Standing Committees for 2009-10**

Mr. Rash said he attended the Budget Committee meeting and said the committee decided it did not want to micro manage the budget and set three priorities for the District and offered ideas for the administration. Ms. Gebhardt said the Alternate School Design Committee met and had a great group of imaginative people representing the committee. Ms. Cranor said she would like to thank patrons from the community that dedicated their time and input to the District's committees. Ms. Donnelly said she attended Key Communicators and also appreciated the community members that participated. She said the discussion at Key Communicators was in regards to student enrollment and the impact of federal funds coming to the District.

2010-2011

Budget Committee	John Sargent/Jackie Cranor
CIP Committee	Frank Rash
Curriculum Committee	Janie Gebhardt/Jackie Cranor
District Leadership Council	Marianne Donnelly/John Sargent
Education Foundation (Vice Chair is Designated Representative)	Janie Gebhardt
Head Start	Jackie Cranor
Insurance/Wellness Comm.	Marianne Donnelly/Frank Rash
Insurance Representation Selection	N/A
Judge Murray's Juvenile Advisory Committee	Janie Gebhardt/Jackie Cranor
Local Issues-Chamber of Commerce	John Sargent
Long Range Facility Planning	Frank Rash
PTA Regional Council Meetings (Meetings are in the Board Room at 7:00 p.m.)	Board Rotation
	December 15, 2010
	TBA
	TBA
Pocatello Community Charter School Liaison	Janie Gebhardt/John Sargent
Safe and Drug Free Schools Advisory Committee	N/A
Safety Committee	Jackie Cranor
Instructional Technology Committee	Jackie Cranor
Textbook Adoption	Jackie Cranor
Facilities Study for Extra-Curricular Activities Inclusive of Use of Holt Arena	Frank Rash/John Sargent
Renovation of Stocks Building, Relocation of Alternative Programs, Modification of Alameda Center and Opening of 4 th Middle School	Frank Rash/Janie Gebhardt
Key Communicators	Marianne Donnelly/John Sargent

d. District 25 Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2010

Mr. Reed said the Annual Financial Report for the Fiscal Year Ended June 30, 2010 was at Board places. He said it was hard to summarize the operations of the District in one report but utilized the format available. He said the comprehensive report was separated into four sections. He said the sections included an introduction, a financial section, a statistical section and the single audit. He said statistics was the most interesting section. He said the District was required to have an audit from an independent firm. He said the report covered a number of areas. He said the reported included areas like factors affecting conditions, schools and attendance, the local economy, long term planning and the organization of the Board of Trustees. He said it was an honor to be a part of the Certificate of Excellence in Financial Reporting and appreciated the Board allowing the District to participate. He said this was the 19th year the District had received awards from both the GFOA and the ASBO. He said this was important to the District because it helped keep Bond rates low. He said District #25 was the only District in the state to receive awards from both of the organizations. He said the financial section of the report had a business side and a traditional side of reporting. He said one highlight in the financial section was that the District received more revenue than what it had budgeted for in the general fund budget. He said the budget was revised in January and the District was within 4/1000 of its projections. He said interest earnings were down and property tax collections were down. He said property tax collections were

usually higher and the lower level of collection was a reflection of the local economy but should be made up over the next couple of years. He said state revenue was up due to better student attendance than expected and because the state granted the District ADA waivers due to impact of H1N1 last year. He said Medicaid revenue was up. He said overall the District was \$1.2 million under budget in its general fund budget. He said the goal was to be as close to projections as possible or under budget. He said the areas where the District was under budget included \$550,000 in salaries, \$631,000 in purchased services which included energy savings, \$300,000 for the student information system which would carry over to the following year and \$105,000 in supplies and material which was as close as the District had ever come to projections. He said the District had an unreserved fund balance of \$3.9 million which was 29 days of operation. He said previously the unreserved fund balance supported 45 days of operations. He said the District's reserve fund balance was at \$3.6 million which was made up of inventory but also included a new line item this year which was the \$2.9 million to be held in the event of a state imposed holdback. He said if no holdback occurred the amount would be redistributed to employees in the form of a onetime stipend. He said the amount also included the carryover from the student information system. He said the unreserved fund balance was down by \$1 million. He said the revenue support for the District from the state was about 62% and federal support was about 22% which was higher than normal due to federal stimulus money. He said the ARRA funds would drop off next year. He said overall expenditure percentages were pretty normal. He said they were comparable to previous years. He said the assessed property value of the District had climbed over the last ten years. He said the value had climbed from \$1.8 billion to \$3 billion in 2010. He said the climbing property value would flatten off because of the hospital addition and no new construction. He said the District's debt rate had dropped from 8.1% to 3.79% which meant it was paying less. He reviewed the District's student enrollment projections over the last ten years saying there had been a decline in enrollment which had leveled off and was now increasing. He said the District was still growing. He said school enrollment was up but so was the unemployment rate. He said the state's unemployment rate had doubled in two years. He said construction value had declined substantially over the past two years. He said he hoped new construction would pick back up. He said the District had about 700 teachers and 73% of them held Masters Degrees or a Bachelors Degree with additional credits. He said the teacher's education was reflected in the student's success. He said the District used to have a lot of staff members in the 25+ years range but the range had evened out.

Mr. Clark said the single audit section was comprised of two reports. He said the federal government required information detailing what federal program support a District received over \$300,000. He said the District received federal program support through ARRA funds which were required to be audited separately. He said two letters were issued for the audit. He said the first letter was relative to compliance with the preparation of the financial statement and federal law. He said if there were any significant issues the auditors were required to comment in the compliance letter. He said no significant issues were found. He said the second letter was to issue an opinion as to whether the District complied with administrative federal law. He said it was the unqualified opinion of Deaton & Co. that the District was in compliance. He said the auditors looked at internal controls relative to grant funds to find any deficiencies in reporting and none were found. He said it was a clean report relative to federal awards. He said the annual audit was required by the state's general accounting office. He said the auditors reviewed the District's grant coverage amount. He said all of the District's grants were so similar that the auditors did not have to review every one of them. He said the auditor's report was in the financial section detailing the scope of the audit. He said the section also included a statement of the management's responsibilities saying it would comply with standards set by the government accounting Board. He said the auditors worked closely with the Business Office to ensure reports were prepared correctly. He said the auditors express an opinion relative to the management statement and then perform the audit to standards. He said governmental standards were higher and had significant differences as to what could be done. He said the governmental standards looked specifically for compliance type issues. He said the auditors reviewed for compliance on a test basis. He said not every transaction could be reviewed so internal control tests were run. He said the auditors would recreate balances as a control test and assess the accounting principles used. He said one of the tests was to estimate the life of a bus and see if the District's estimates were reasonable. He said the auditors reviewed financial statements to see if they were prepared to

standards and principles. He said the auditors gave a clean opinion of all control tests and statements were prepared to standards. He said the findings report was included in the financial report. He said a management letter was sent only if issues were identified and needed to be addressed. He said a management letter was not issued if no issues were identified. He said the auditors did submit a letter detailing that there were no conflicts and did not find any issues that should be in a written report. He said if the auditors had any questions relative to accounting matters it would advise the Board of those. He said if the Board had any questions as it reviewed the audit the Board could contact him and he would respond to any questions.

e. Certification of Annual Statement of Financial Condition

Mr. Reed said the Board would be asked to certify the annual financial condition statements under New Business as part of the Annual Financial Reporting process.

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

a. Chamber of Commerce Concurrent Enrollment Scholarship Fund Usage Summary – Ms. Allen

Ms. Allen said the data detailing the scholarships awarded by the Chamber of Commerce for the fall was included in the packet. She said 26 students received scholarships that helped to pay all or part of credit costs for college level courses. She said a portion of the funds were to be used only for STEM type courses. She said the selection process was determined by a Chamber subcommittee and consisted of a District representative, an ISU representative and a local business member on the Education Foundation. She said a portion of the funds were set aside for students that had gone to Bonneville Elementary called the Bonneville Fund. She said a total of \$29,000 had been contributed for scholarships since the spring. She said total contributions were at \$49,000. She said the scholarship fund had about \$8,000 left for the next round of classes. She said the Chamber would host a luncheon at the Holiday Inn on November 19, 2010 at 12:00 p.m. which was how it raised money for scholarships. She said letters had been sent regarding the luncheon and the event has turned into a much bigger success than the District or ISU had ever anticipated. She said it was exciting that it had turned into such a great opportunity for students in the community. She said some students were taking five college level classes at a time. Ms. Gebhardt asked if the college courses were on a semester or trimester system. Ms. Allen said the college courses were offered in line with the District's trimester system.

b. LEP Grant Update – Mr. Wegner

Mr. Wegner said Jan Harwood and Kathy Luras attended the LEP Collaboration Day in Boise. He said they were asked to chair a table report regarding the District's implementation of Cultural Perspectives. Ms. Luras said the District was in its third year of LEP grants to meet the academic and cultural needs of LEP students. She said after submitting the LEP Grant Report to the state, the state wanted the District to share with others what it was doing to meet the needs of those students. She said several years before the District had sent a few employees to a training in Seattle that reviewed the REACH Goals and addressed the negative "isms" that existed such as racism and sexism. She said the goal of the training was to expand the District's depth and knowledge of ethnic groups and provide strategies for multicultural concepts. She said from the training the District created and implemented Cultural Perspectives, a training that promoted cultural awareness. She said the course provided an understanding of the perspectives of others. She said it identified personal perspectives and bias so they could be changed. She said every District administrator had taken the course K-12. She said the District conducted a survey that it shared with the state for other grant recipients. She said at the collaboration day two Boise representatives thanked the District for its forward thinking and for meeting the needs of diverse learners in the District. She said she was honored to represent the District. She said training would continue to be offered for professional development in the fall, spring and summer for teachers who had taken SIOP.

c. Policy 8110 – Student Placement, Retention, Credits, Promotion, and Acceleration – 1st Reading – Mr. Wegner/Mr. Devine

Mr. Wegner said the Policy was presented at the October 12, 2010 Work Session and included the addition of intervention courses and the requirement for accepting credits from accredited schools. He said previously Board Policy limited the number of credits the District would accept from a correspondence or online school

and now was required to accept all credits from any accredited school. He said the Policy left the discretion of accepting the credits for recognitions such as Valedictorian or Honors to the school. He said the next change addressed the promotion of 7th grade students to the 8th grade. He said the change brought the District in line with state guidelines. Mr. Devine said the final change was to include language relative to the District Academic Progress Committee (DAPC) which would monitor the progress of students who were not on track to graduate and allow the committee to place a student in an intervention course to make up credits. Mr. Wegner said the policy would be posted for public input following a first reading. He said the Board would be asked to consider hearing the Policy on first reading under New Business.

d. Family Learning Night at Sho-Ban High School – Mr. Wegner

Mr. Wegner said a Family Learning Night for the Native American families in the District would be held on October 21, 2010 from 6:00 – 7:30 p.m. at the Sho-Ban High School. He said the program included families from Tyhee Elementary, Hawthorne Middle School and Highland High School. He said Mr. Denton gathered relevant information for the families that would attend the learning night to include in the program. He said JOM and Title I funds would be utilized to provide a pizza dinner and Sho-Ban High School agreed to waive the rental fee for the night and would have activities for the families to participate in.

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

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

f. Head Start Annual Report – Dr. Mortensen

Dr. Mortensen said she would review the annual Head Start Program Information Report (PIR) that was filed with the state in August, 2010. She said the report was a snapshot of data detailing the Head Start program services, management system and activities. She said the PIR system was used at the regional level to determine strengths and weaknesses. She said the PIR revealed no areas of concern. She said the PIR would be reviewed at the regional level and a risk management meeting would be set with the District and the Head Start Administrators. She said the meeting would take place in November. She said the deadline for reporting any evidence of non-compliance was due by October 13, 2010. She said the District submitted Policy and Procedure and a tracking log relative to medication training prior to the deadline. She said the responsible parties were identified. She said the regional representative would conduct a desk review and report the outcome to the District. She said she anticipated the program to be in full compliance. Ms. Donnelly asked if the compliance correction had taken place long before. Dr. Mortensen said the District had learned of the compliance issue long before and had immediately corrected the problem and continued with medication training.

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

Dr. Mortensen said current Idaho Food Bank – Back Pack Program numbers were included in the packet. She said the numbers had increased substantially and were self explanatory.

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

Dr. Mortensen said the After School Strings Program transportation had been eliminated due to budget reductions and the District anticipated a drop in participation. She said the enrollment projections were under projected and the District had more students participating than expected. She said the District brought on another instructor to help with the additional students. She said the after school strings program was being held at Hawthorne Middle School. She said there were currently 59 students involved. She said the program was self sustaining without the use of transportation. She said she would also like to report that the 21st Century After School Programs were operational. She said the Alameda Center would be brought on through a new grant. She said the programs were off to a slow start as staff learned the referral process. She said her final report was regarding a meeting with representatives from the Academy, Inc. She said the Superintendent and herself met with the Academy, Inc. representatives who communicated their intent to open another charter school in Pocatello. She said the group attended a Charter workshop and would submit a legal review by November 24, 2010. She said the legal review would address any findings and once the proposal was approved the Academy would petition the Board for authorization to open another charter school and anticipated it would be in December. She said there were 280 students on the waiting list for the Academy. She said the charter planned to expand to a K-12 school over the next 4 years. She said it planned to begin the expansion by

adding one 9th grade class next year. She said the Harbor Method was a replicated charter and planned to start as a K-6 school in 2012. Ms. Gebhardt asked if the Academy would expand its current classrooms. Dr. Mortensen said they would not. She said the Academy utilized the Harbor Method which was a one classroom per grade model and would utilize the same model for the additional charter school. Ms. Cranor asked if the state limited the number of charter schools that could be opened in one year. Dr. Mortensen said the state limited the number of new charters in a year to six for the entire state. She said representatives from the State Department of Education had six requests for the 2010-11 school year and was thought to have only one for the 2011-12 school year. She said once the Board was presented with a petition it would have 60 days to hold a hearing and make a determination. Ms. Cranor asked if the soonest the charter school would open was in 2012. Dr. Mortensen said yes. Ms. Donnelly noted the District was accountable for the PCCS charter and asked if it would be the same for the new charter. Dr. Mortensen said the Academy, Inc. was responsible for its programs and funding and the District was not accountable. Ms. Gebhardt asked if the District would be accountable for the new charter the Academy was requesting. Dr. Mortensen said it would be but it could be denied.

- i. Update on Franklin Middle School Administration for the 2010-11 School Year – Mr. Devine**
Mr. Devine said he met with the administration from Franklin Middle School and Highland High School and appointed Dian Swanson and Patrick Vereecken to be co-principals at Franklin Middle School due to Howard Peck's passing. He said a letter was sent to all Franklin Middle School parents informing them of the new responsibilities.
- j. Athletic Facilities Strategic Planning Committee Update – Mr. Devine**
Mr. Devine said the Athletic Facilities Strategic Planning Committee met to discuss the purpose of the committee and the process for making recommendations. He said he also met with the high school Athletic Directors to review aerial photographs of current fields and facilities and reviewed the financial data from the Holt Arena and discussed Varsity Football location options.
- k. Alternate School Design Committee Update – Mr. Devine**
Mr. Devine said minutes from the October 5, 2010 Alternate School Design Committee were included in the packet. He said the committee met and shared analysis and planned to visit other alternative schools in the state. He said the committee defined the parameters and set future meeting dates.
- l. Middle School Promotion Progress Update – Mr. Devine**
Mr. Devine said all of the students that were placed at New Horizons for not meeting the middle school promotion guidelines had recovered their credits except for one student. He said the students would transition back to the regular high schools after the first block. He said the final student would continue on to the second block before transitioning back to a regular high school.
- m. Early Graduation Requests – Mr. Devine**
Mr. Devine said a memorandum detailing the reasons for early graduation requests was included in the packet. Ms. Cranor asked why the number of listed reasons did not add up to the number of students. Mr. Devine said some students were requesting to graduate early for multiple reasons.
- n. Summer Camp Reconciliation Reports – Mr. Devine**
Mr. Devine said a summer camp reconciliation report was included in the packet. He said the report was a breakdown of revenues and expenditures by camp. Ms. Cranor asked if the net proceeds shown in parenthesis reflected a negative balance. Mr. Devine said it did and that all schools had an activity fund to make up for any negative balances. Ms. Gebhardt noted that some of the coaching rates varied. Mr. Devine said it depended on the number of hours put in for a particular camp. Ms. Cranor asked if the purpose of the summer camps was to raise money. Mr. Devine said some of the summer camps were held to raise money and others were intended to develop skills and brought in specialists which sometimes did not make money. He said the summer camps that did not make money held a lot of fundraisers throughout the year which was not reflected in the report.
- o. Cancellation of FFA Trip Approved by the Board at the September 21, 2010 Regular Board Meeting – Mr. Devine**
Mr. Devine said the FFA trip to Indiana previously approved by the Board had been cancelled due to lack of interest and not enough time for fund raising. He said the group had a new teacher who did not have adequate

time to plan and fundraise for the trip in such a short amount of time. He said he did not anticipate it being an issue next year.

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

Mr. Devine said there were two preliminary field trip requests included in the packet. He said a number of field trip requests come to the Board in advance for approval to begin planning and fundraising. Ms Cranor said one of the dates of the trip was for last year. Mr. Devine said it would be corrected.

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

Mr. Devine said the field trip requests were included in the packet and asked if there were questions. Ms. Cranor said she was concerned about the difficulty of fundraising for the Century High School's Choir group to travel to Salt Lake on three separate occasions. Mr. Devine said the cost of each trip was \$25 and covered the cost of the concert and travel. He said \$75 was not as significant as many of the other field trip costs and students and teachers really appreciated the opportunity to experience the live professional performances. He said he had not had any concerned parents relative to the cost of the trip and noted it was far less than the cost of playing football. Ms. Cranor said she agreed. Ms. Donnelly noted it was a good opportunity for the students to see the high level performance at the theatres.

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

Mr. Devine said he was happy to report there were a number of academic achievements from the athletic groups and Century and Highland High Schools. He said the groups would be recognized at the next Board meeting. Mr. Devine said the District brought in Myron Dueck for a one day professional development course that covered grading practices, procedures and testing. He said Mr. Dueck presented a book called "Fifteen Fixes for Broken Grades" that would be provided to the teachers in attendance. He said the District was able to record the presentation which could be provided to the Board upon request.

BUSINESS OPERATIONS (BUDGET, MAINTENANCE, TRANSPORTATION, FOOD SERVICE) –

Information – Mr. Reed

a. Idaho General Fund Update

Mr. Reed said the October Idaho Outlook had not been posted and would cover the information at the next Board meeting.

b. Architect Selection Committee Update

Mr. Reed said the Board discussed the selection of an architectural firm during two previous Board meetings and asked the Board if any further discussion was necessary. Ms. Gebhardt said it was important to shop around for quality and the District should be able to shop further than Pocatello to find a quality company with a good track record for school design and renovations. Ms. Cranor asked which company she preferred. Ms. Gebhardt said she was really impressed with Plan One Architects who used local engineers and had really good innovative ideas for flexible space. She said she felt the firm's ideas would suit the District's needs more than Jensen Barnard but both companies were competent. Mr. Rash said he felt it was important to keep every penny in the community during this economy and said Jensen Barnard had experience with previous projects in the District. He said he was also impressed that the company had gone to the Alameda Center to visit the Principal to get an idea of the alternative school needs. He said Jensen Barnard had also provided a preliminary blueprint giving the District an idea of what the building could be. He said the company was creative with flexible space as well and said it was a huge advantage to have them located locally and close to the project compared to hours away. He said he agreed that both companies were competent but it was important that the District consider the citizens of the community and spend every penny locally when possible. Mr. Sargent said he agreed with Mr. Rash that any money spent on the project should be spent locally if possible. He said Jensen Barnard was more than qualified and had experience. Ms. Cranor said both companies had good presentations and while Plan One had innovative ideas and she liked the way the company worked with flexible space, Jensen Barnard had experience and a lower fee which would free up more money to put into the building. Ms. Gebhardt said a lower fee would be moot if there were cost overruns. Ms. Donnelly asked if the District had run into any cost overruns with Jensen Barnard in the past. Mr. Reed said the projects that Jensen Barnard had completed for the District had come in favorably. He said the company worked on various CIP

projects and had no containment issues on previous projects. He said the Board would be asked to select an architect under Old Business.

c. Stocks Building Conditional Permit Update

Mr. Reed said he met with the Pocatello City Council on October 7, 2010 and it would not be too long before the District found out if the Planning and Zoning Commission approved the zoning permit.

d. Policy 5310 – Purchasing Guide – 2nd Reading

Mr. Reed said the Policy was heard on first reading at the September 21, 2010 Regular Board Meeting and was posted for public input. He said no input was received and there were no further changes to the policy. He said the original change was to increase the formal bid amount from \$25,000 to \$50,000 which would bring the Board Policy in-line with state guidelines. He said the Board would be asked to adopt the Policy on second reading under Old Business.

e. Monthly Print Room Totals

Mr. Reed said the Print Department supported the entire District and had run 356,588 copies from July through September.

f. Water Consumption Comparison

Mr. Reed said the District began a renewed focus on water consumption over the past year and was able to save money on reducing the amount of water consumed. He said the current budget was almost identical to the previous year's budget and the area had not had the amount of moisture that it had the year before. He said Century High School's irrigation system was up and running. He said it would be ready to go for the following spring. Ms. Cranor asked if there was a reason that only one school had consumed more water than the year before. Mr. Reed said there were various reasons one school might consume more water such as increased enrollment or dry lawns that required more watering than the year before.

g. K-12 Enrollment and General Building Capacity

Mr. Reed said the K-12 Enrollment and General Building Capacity report was a semi-annual report and the District had increased enrollment at elementary, middle school and high school levels and was at capacity in several schools. He said there were a lot of variables that affected student enrollment.

h. Annual Request for Permission to Bid 2011 CIP Related Projects

Mr. Reed said it was routine for the District to request permission to bid CIP related projects for the upcoming school year. He said it allowed the District to move forward with bidding projects when bidding prices were favorable. He said the Board would be asked to authorize the request under New Business.

i. Proposed Building and Subdivisions (New Construction)

Mr. Reed said there were no proposed building and subdivisions (new construction) updates at the time of the meeting.

j. Any Other Business Operations Update

Mr. Reed said he had no further Business Operations updates at the time of the meeting.

EMPLOYEE SERVICES – Information – Mr. Smart

a. Infinite Campus Update Inclusive of Parent Portal Access

Mr. Smart said there was a learning curve for people new to Infinite Campus. He said teachers were in the middle of midterm grading and that was a learning process. He said a lot of teachers preferred the new system and thought it was simpler. He said parents that were signed up for the parent portal could review midterm grades online. He said the parent portal usage was increasing. He said as of Monday parent access was around 30%. Ms. Cranor asked how parents were informed of the parent portal. Mr. Smart said letters were sent to all parents. He said the highest usage was with the 7th and 9th grade parents.

b. Student Enrollment Information Update

Mr. Smart said included in the packet was current student enrollment data. He said according to a comparison to the first month of school, retention was not quite as steady as it had been two years before, especially with 7th and 8th graders. He said the numbers could look different because of the new reporting system in Infinite Campus. He said enrollment was steady overall.

c. ISEE Data Uploads to the State

Mr. Smart said the District had a big deadline on Friday. He said the administration had uploaded the preliminary data and had about 400,000 line items with quite a few errors that needed to be cleaned up. He said the state accepted the upload with errors for the Friday deadline but would require all future uploads to be error free. Ms. Cranor asked how long the administration would have to clean up the data before uploading to the state. Mr. Smart said the next deadline was around November 9, 2010. He said the upload process replaced IBEDs and was more cumbersome. He said the administration was working nonstop to clean up the data and was making progress.

d. Policy 5511 – Wellness/Nutrition – 1st Reading

Mr. Smart said the Policy had been in place for several years but only applied to students. He said the Regence Blue Shield Wellness program required the District to have an employee wellness policy in place to be eligible for the program's maximum benefit. He said the administration changed the student wellness policy to include employees which satisfied the wellness program requirement. He said the policy would be posted for public input and brought for a second reading at the November 16, 2010 Regular Board Meeting. He said the Board would be asked to hear the policy on first reading under New Business.

e. Education Jobs Act Report/Budget Committee Update and Recommendations

Mr. Smart said an updated memorandum was included in the addendum. He said the Budget Committee met on October 14, 2010 to reiterate priorities and identify any needed changes. He said the committee confirmed that the restoration of jobs and hours was the number one priority. He said the restoration of jobs included custodians, media specialists, counselors, and four central service positions as well as previously delineated positions. He said the Budget Committee agreed with the restoration of the four central service positions but asked the District to review each one to make sure the restoration was absolutely necessary. He said the second priority was to reduce the impact of furlough days to the staff. He said the committee discussed adding a parent teacher conference day to reduce the impact of furlough days. He said the administration would discuss that with the PEA. He said the last priority was the restoration of behavior technicians after ARRA funds no longer supported the position. He said after the priorities were taken care of there would be \$300,000 to \$400,000 left for reallocation. He said the committee recommended using the carryover to support priority two. He said all positions restored would be notified that positions were temporary. Ms. Cranor reiterated that the committee agreed that any remaining money should go towards reducing the impact of furlough days whether through parent teacher conferences or professional development days.

f. Any Other Employee Services Update

Mr. Smart said there were no further Employee Services updates at the time of the meeting.

HUMAN RESOURCES – Information – Dr. Howell

a. Monthly Human Resources Report

Mr. Reed reviewed the monthly Human Resources report. He said there were several new hires for the District. He said per Board Policy stipends over a certain amount must be reported. He said one stipend was for Anne LoPiccalo for her duties as Regional Supervisor for the Gateway Academies program. He said the stipend reflected the 4% reduction. He said there were two LEP Grant stipends for Gretchen Anderson for SIOP training. He said there were stipends for autism, Cultural Perspectives, CHAMPS, Excel, Love and Logic, Moodle, SIOP and Technology trainings. He said there was an EETT grant stipend for Promethean Smart Board training. He said there were stipends for Patrick Vereecken and Dian Swanson for splitting the principal duties at Franklin Middle School with the passing of Howard Peck. Ms. Donnelly noted the reason the stipends were different amounts was to offset the difference in current pay levels for an even salary.

b. Any Other Human Resources Update

Mr. Reed said there were no further Human Resources updates at the time of the meeting.

SUPERINTENDENT REPORT – Information – Mrs. Vagner

a. District 25 Strategic Plan 2009 – 2014 – Final

Mr. Reed said the District 25 Strategic Plan 2009 – 2014 was included in the addendum. He said Ms. Vagner would review the document in detail at a later date if acceptable to the Board.

b. 2010 Idaho State Journal Business Awards

Mr. Reed said the 2010 Idaho State Journal Business Awards Meeting was held October 14, 2010. He said the District had three nominees; Helen Keezer, Susan Pettit and Don Cotant. He said Mr. Cotant was the recipient of the K-12 Education Award. He said the District recognized all three nominees for their efforts and congratulated Mr. Cotant on receiving the award.

c. Review Legislative Meeting Agenda

Mr. Reed said the meeting with Legislators date had been set for December 6, 2010 and an agenda outline would be completed soon. He said the meeting would begin at 4:30 p.m. in the Board Room.

d. Review of Revised Board/Superintendent/Cabinet Retreat Agenda

Mr. Reed said the Board/Superintendent/Cabinet Retreat was scheduled for October 28, 2010. He said the Board had been notified and had received the Retreat materials.

e. ISBA Conference

Mr. Reed said the ISBA Conference was November 10 – 12, 2010. He said four Board members were registered to attend with the Superintendent.

f. Calendar

Mr. Reed reviewed the upcoming calendar appointments for the Board.

Tuesday, October 19, 2010

Special Meeting/Executive Session/Personnel
Superintendent's Office at the Education Service Center
5:00 p.m.

Tuesday, October 19, 2010

Regular Board Meeting
Board Room at the Education Service Center
5:30 p.m.

Wednesday, October 20, 2010

Student Discipline Hearings
Superintendent's Office at the Education Service Center
4:30 p.m.

Thursday, October 28, 2010

Board/Superintendent/Cabinet Retreat
Board Room at the Education Service Center
4:30 p.m.

Tuesday, November 2, 2010

Board School Visits
9:00 a.m. – 11:30 a.m.
Century High School – Mr. Rash/Ms. Vagner
Highland High School – Ms. Donnelly/Ms. Cranor/Dr. Mortensen
Syringa Elementary – Ms. Gebhardt/Mr. Sargent/Mr. Devine

Wednesday, November 3, 2010

Student Discipline Hearings

Superintendent's Office at the Education Service Center
4:30 p.m.

Tuesday, November 9, 2010

Board Work Session
Board Room at the Education Service Center
1:30 p.m.

Wednesday, November 10 – Friday, November 12, 2010

ISBA Conference
Boise, ID
Ms. Vagner; Ms. Donnelly; Ms. Gebhardt; Mr. Rash; Ms. Cranor

Tuesday, November 16, 2010

Regular Board Meeting
Board Room at the Education Service Center
5:30 p.m.

Wednesday, November 17, 2010

Student Discipline Hearings
Superintendent's Office at the Education Service Center
4:30 p.m.

PUBLIC COMMENT – Self Explanatory

a. Public Comment Pertinent to Agenda Action items

Mr. Todhunter said he appreciated Mr. Rash's comments regarding the selection of an architectural firm. He said due to the economic times any money spent by the District should be kept in the community. He said it was beneficial to the quality of life for local patrons. He said another important aspect was to keep the proximity of the business close because time was money. He said if any troubleshooting was required having a company close by was important. He said strong consideration should be given to the community with any financial decisions from the District.

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 21, 2010 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 7, 2010 in the amount of \$1,521,968.54.

Administrative Recommendation: Administration recommended Board approve the bills and invoices as of October 7, 2010 in the amount of \$1,521,968.54.

c. Topic: Approve Supplemental Financial Information from September 1, 2010 through September 30, 2010

Policy Issue: Board acts on Financial Information.

Background Information: Included in the packet was supplemental financial information for the period of September 1, 2010 through September 30, 2010.

Administrative Recommendation: Administration recommended Board approve supplemental financial information from September 1, 2010 through September 30, 2010.

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 Trips as presented. 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 Ms. Gebhardt and seconded by Mr. Rash to approve the Out of District/Overnight Field Trips as presented. The voting was unanimous in the affirmative.

c. Topic: Hear on Second Reading for Adoption:

Policy 5310 – Purchasing Guide

Policy Issue: Board adopts policy.

Background Information: The above listed Policy was posted for public comment and no input was received resulting in no changes to the Policy.

Administrative Recommendation: Administration recommended Board hear on second reading for adoption Policy:

Policy 5310 – Purchasing Guide

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to hear on second reading for adoption Policy 5310 – Purchasing Guide. The voting was unanimous in the affirmative.

d. Topic: Select Architect for Stocks Building Project

Policy Issue: Board selects Architects.

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

Administrative Recommendation: Administration recommended Board select either Plan One Architects or Jensen Barnard Architects, Inc. as presented.

Board Direction/Action: A motion was made by Mr. Rash and seconded by Mr. Sargent to approve Jensen Barnard Architects, Inc. as the architectural firm for the Stocks Building project. Ms. Cranor, Mr. Rash and Mr. Sargent were in favor of the motion. Ms. Gebhardt and Ms. Donnelly were opposed.

e. Topic: Direct Allocation of Education Jobs Act Resources

Policy Issue: Board allocates resources.

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

Administrative Recommendation: Administration recommended Board take action to restore jobs and hours based on the outcome of the October 14, 2010 Budget Committee Meeting and further recommendations and to ensure that any jobs and hours restored were noticed as temporary.

Board Direction/Action: A motion was made by Ms. Gebhardt and seconded by Ms. Cranor to accept the Budget Committee's recommendation of restoration of jobs and hours and the replacement of furlough days. 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, 2010

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, 2010 as presented.

Board Direction/Action: A motion was made by Ms. Gebhardt and seconded by Ms. Cranor to accept the District 25 Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2010 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. Gebhardt and seconded by Mr. Rash to certify the Annual Financial Condition Statement as presented. The voting was unanimous in the affirmative.

c. Topic: Hear on First Reading Policies:

Policy 8110 – Student Placement, Retention, Credits, Promotion, and Acceleration

Policy 5511 – Wellness/Nutrition

Policy Issue: Board adopts policy.

Background Information: Following the first reading the above listed Policies were posted for public comment and were calendared for adoption on second reading at the November 16, 2010 Regular Board Meeting.

Administrative Recommendation: Administration recommended Board hear on first reading Policies:
Policy 8110 – Student Placement, Retention, Credits, Promotion, and Acceleration
Policy 5511 – Wellness/Nutrition

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to hear on first reading Policies:

Policy 8110 – Student Placement, Retention, Credits, Promotion, and Acceleration

Policy 5511 – Wellness/Nutrition

The voting was unanimous in the affirmative.

d. 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 Mr. Rash and seconded by Ms. Gebhardt to approve the early graduation requests as presented. The voting was unanimous in the affirmative.

e. Topic: Authorize Permission to Bid 2011 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 2011 CIP related projects as presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to authorize permission to Bid 2011 CIP related projects as presented. The voting was unanimous in the affirmative.

ANNOUNCEMENTS

Ms. Donnelly asked everyone to keep Superintendent Vagner in their thoughts and wished everyone safe travels.

ADJOURN

A motion was made by Ms. Gebhardt and seconded by Mr. Rash to adjourn. The voting was unanimous in the affirmative. The Board adjourned its Regular Meeting at 8:05 p.m.

APPROVED ON:

MINUTES PREPARED BY:

Secretary, Board of Trustees

BY:

Chair

ATTESTED BY:

Clerk