

**MINUTES OF THE SPECIAL MEETING/EXECUTIVE SESSION**

**To Discuss a Personnel Matter in Accordance with Idaho Code, Section 67-2345(1) (b)**

*To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or agent;  
(With the Option to Take Action in Open Session)*

**AND OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
SCHOOL DISTRICT NO. 25**

**Tuesday, March 16, 2010**

**Board Room at the Education Service Center**

**5:30 p.m.**

**BOARD MEMBERS/SUPERINTENDENT PRESENT:**

Marianne Donnelly, Chair  
Janie Gebhardt, Vice Chair  
Frank Rash, Clerk

John Sargent, Member  
Jackie Cranor, Member  
Mary Vagner, Superintendent

**CALL TO ORDER/EXECUTIVE SESSION**

Chair Donnelly called the Special Meeting to order at 5:01 p.m. A motion was made by Ms. Gebhardt and seconded by Mr. Sargent to adjourn to Executive Session. The roll call vote was unanimous in the affirmative; Ms. Cranor, aye; Mr. Rash, aye; Mr. Sargent, aye; Ms. Gebhardt, aye; Ms. Donnelly, aye. The Board adjourned to Executive Session at 5:02 p.m.

**Purpose:** *To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or agent;*

**OTHERS PRESENT:**

**Employee 09-01**

Douglas Howell, Director of Human Resources  
Rena Johnson, Board Secretary

**RETURN TO OPEN SESSION**

The Board returned to Open Session at 5:11 p.m. No action was taken.

**Adjourn:**

Chair Donnelly adjourned the Special Meeting/Executive Session of the Board at 5:13 p.m.

**CALL TO ORDER OF THE REGULAR MEETING**

A Regular Session of the Board of Trustees of School District No. 25 was held in Pocatello, Idaho on the 16<sup>th</sup> day of March, 2010, as provided in Section 33-510, Idaho Code. Chair Donnelly called the meeting to order at 5:31 p.m.

**PLEDGE OF ALLEGIANCE**

Nathan Peck led the audience in the Pledge of Allegiance.

## **ROLL CALL**

Chair Donnelly, Ms. Gebhardt, Mr. Rash, Mr. Sargent, and Ms. Cranor were in attendance. Student Representatives Andy Krawtz from Century High School; Kaitlin Hoehner from Highland High School; Taryn Traugher from Pocatello High School, and Katie Burke from Alameda Center were in attendance.

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

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

## **APPROVAL OF MINUTES – Self Explanatory – Action**

- a. **Special Meeting/Work Session/Executive Session** – February 9, 2010
- b. **Special Meeting/Executive Session/Hearing** – February 10, 2010
- c. **Regular Board Meeting** – February 16, 2010
- d. **Special Meeting/Executive Session/Hearing** – February 24, 2010

A motion was made by Ms. Gebhardt and seconded by Mr. Sargent 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 Shawna Balls*

Ms. Donnelly asked everyone present to participate in a moment of silence for Shawna Balls.

### **b. Recognitions - Information - Mrs. Allen**

Ms. Allen wished everyone a happy election day. She said if the levy passed the District would have the means to maintain a safe, caring and orderly environment in its schools. She invited Ms. Melancon and her students to come to the front and present their displays for the Invent Idaho Competition. She said the students had created working models and non-working models of their inventions. She said the inventions were rated on originality. Tallia Olsen a third grader at Chubbuck Elementary, placed third in the model's category. Madeline Downes a sixth grader at Gate City placed first in the grades category, and Jake Melancon a fourth grader at Gate City placed second in the Jules Verne's category. Ms. Melancon said Madi Downes, Jenna Novy, Marley Barnes, Jake Melancon and Renae Miller all demonstrated they were innovators of the future. She said students learned to problem solve and work in teams. Ms. Melancon said Madi and Jake were present. She said the project was special because they had to come up with creative ideas and kept a journal learning about the invention process. She said they had just learned about Leonardo Da Vinci and said they learned a lot from it. She said in program students worked as a unit but voluntarily submitted their own ideas. She said the four competitors did a great job in the competition. The students shared their inventions that included a transporter with a non-working model and information on how the transporter worked and what it would cost; an Aquabatics board game with trivia, charades and word puzzles; and a "perfect memory" that implanted chips into each part of the brain to help with memory loss and Alzheimer's disease. Ms. Melancon said the students played the board game in her class and loved it. Ms. Allen asked everyone to join her in congratulating the students. Ms. Allen invited the middle school Mathletes and their coaches to the front. She said Math Counts was a national competition. She said Irving Middle School placed 4<sup>th</sup> and Hawthorne had 6 students that placed in the top 24 standings. She said these student Mathletes demonstrated competency and critical thinking. She invited the coaches to say a few word about the students. Ms. Novy from Irving said she and her students spent the whole trimester learning math skills. She said there was a collaborative mathematician from ISU that helped the team. She said the competition was a lot of fun and was sponsored by the American Society of Professional Engineers. She said it was a good experience and encouraged the students to practice math skills. Ms. Frasure said Nathan Peck learned problem solving skills which are skills that students need in order to survive in the world. She said he learned to explain and defend a position and

gained a lot of skills that would help him in the future. Ms. Allen congratulated them. She then invited the transportation department to the front and said they did a great job. She said they were the most efficient department in the state and had a strong work ethic. She said they helped a neighboring district with their transportation troubles and read a letter the receiving district sent to show how they went above and beyond expectations. She said a neighboring district's bus was heading through the area when the bus broke down. She said the bus driver called our transportation department to see if they could get assistance. She said our transportation department brought the broken down bus to the maintenance garage and fixed it. She said meanwhile the bus driver had a toothache and transportation department employees drove him to an emergency dentist appointment while the bus was being fixed. She said this recognition was to commend their work ethic and excellent customer service. She said it was a wonderful story of giving.

**c. Public Comment on Items Not on Agenda**

Ms. Donnelly said there was one request for public comment on items not on the agenda from Kris Olson. Ms. Olson thanked the Board for letting her speak. She said she was a concerned parent at Greenacres. She said she was concerned with the suggestion to change the half day kindergarten program to all day every other day and found that other parents had the same opinion. She said parents liked the multi-age program they had and appreciated the support of teachers. She said that she and other parents wanted to let the Board know that they were concerned about the change and had a petition of 117 names they had put together so far. She asked if it was important to bring parent voices to the public hearing. Ms. Donnelly said some representation would be appropriate. Ms. Olson said there were parents that were willing to self transport their children if the only reason for the change was a busing cost savings issue. Ms. Donnelly said most of the Board members had been to Greenacres and knew how valuable the program was. She assured Ms. Olson the Board would not make the decision lightly.

**d. Public Comment on 2010-11 District Budget**

Beginning with the February 16, 2010 Regular Board Meeting and continuing through June 15, 2010, patrons have an opportunity to provide any input relative to the 2010-11 budgeting process. Chair Donnelly asked if there were any visitors that wished to address the Board regarding the 2010-11 District budget. There was no public comment on the 2010-11 District budget.

## **REPORTS**

**a. Student Representative Reports (3 minutes each)**

**1) Alameda Center – Katie Burke**

Ms. Burke said there was not a lot going on but the accreditation team had come on the 9<sup>th</sup> and the school would get the results in June. She said students had a good time giving the accreditation team a tour of the school. She said there was an assembly about respect on Friday. She said there was a fashion show with teachers dressing up. She said it was getting close to the end of the year but it was still important to show respect. She said the school was starting its fourth block soon and graduation plans were under way and going well. She said seniors had received their caps and gowns. She said speakers had come to talk about anti-teen dating violence and had discussion and games. She said the science team had gone to an ISU event and one student got the best looking edible car.

**2) Highland High School – Kaitlin Hoehner/Kaylee Judy**

Ms. Judy said Highland had just ended its second trimester. She said out of 1289 students, 787 finished with a 3.0 GPA or higher and 161 had a 4.0 GPA or higher. She said the faculty and staff was working hard on accreditation. She said Mr. Crawford had gone to Alameda and they wished him luck. She said the school had a blood drive coming up. She said during the last blood drive they drew 75 pints of blood. She said the boys wrestling team placed second overall. She said the girls got second in basketball. She said the cheerleaders had taken state 3 years in a row. She said Make a Wish was starting in April and the school would sell stars to raise money for a 5 year old boy named Mitchell who had lung cancer and heart problems. She said the drama department was starting a play called Jaberwocky. She said she wanted to let the Board know how important extra-curricular activities were to students since budget cuts were coming. She said seniors were getting ready for graduation. She invited the Board to "15 minutes" on

April 15<sup>th</sup>. She said a Pow-Wow was scheduled for Friday. She asked the Board to visit the student government when they did their school visits on the 6<sup>th</sup>.

**3) Pocatello High School – Taryn Traughber**

Ms. Traughber said the building construction class had finished taping and texturing the house. She said students were hanging doors and putting on the final touches. She said finals were done in February and the school just started the third trimester. She said freshman registration had gone smoothly and counselors were in the process of following up on incoming registration. She said class elections were coming up the week after spring break. She said the drama departments play, AIDA went very well. She said the BPA team won the cup and 10 people won the torch award for service. She said the boys wrestling team took third at state. She said debate had one team that took 4<sup>th</sup> and one that took 8<sup>th</sup>. She said golf, baseball and tennis had all begun. She said the robotics competition was the coming weekend in Salt Lake City. She said DNCFR was coming to Pocatello and Highland and Pocatello High School students would volunteer time to set up and tear down. She said Pride Week was the first week in April and ISATs were in April as well.

**4) Century High School – Andy Krawtz /Savannah Mitchell**

Mr. Krawtz said the school had an outdoor MORP dance which was a casual dance and very popular with the students. He said the Century debate team got third overall and had a quarter and semi-finalist. He said the drama departments “Meet me in St. Louis” play had finished two weeks ago and had gone very well. He said student council was doing a joint community service project with the other two high schools. He said the Interact Club was planning a “Chili for Chile” event which was a dinner fundraiser. He said even small contributions went a long way. He said the third trimester was coming up. He said the Cheerleaders had a male pageant. He said there was a break between winter and spring and was looking forward to upcoming events.

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

Mr. Sargent said he had gone to local issues and heard an overview from ISU. He said the speaker did a great job and said ISU was going through budget changes as well. He said he was impressed with the things ISU was doing for the community and applauded Dr. Vailas.

Budget Committee  
 CIP Committee  
 Curriculum Committee  
 District Leadership Council  
 Education Foundation (Vice Chair is Designated Representative)  
 Head Start  
 Insurance/Wellness Comm.  
 Insurance Representation Selection  
 Judge Murray’s Juvenile Advisory Committee  
 Local Issues-Chamber of Commerce  
 Long Range Facility Planning  
 PTA Regional Council Meetings  
 (Meetings are in the Board Room at 7:00 p.m.)

**2009-2010**

John Sargent  
 Frank Rash  
 Janie Gebhardt/Jackie Cranor  
 Marianne Donnelly/John Sargent  
 Janie Gebhardt  
 Jackie Cranor  
 Marianne Donnelly/Frank Rash  
 John Sargent  
 Janie Gebhardt  
 John Sargent  
 Frank Rash

**Board Rotation**

December 3, 2009  
 March 4, 2010  
 May 6, 2010  
 John Sargent  
 Marianne Donnelly  
 Jackie Cranor  
 Jackie Cranor

Pocatello Community Charter School Liaison  
 Safe and Drug Free Schools Advisory Committee  
 Safety Committee  
 Instructional Technology Committee

- c. School Plant Facilities Reserve Fund Levy Election Update and Possible Results – Ms. Allen**  
Ms. Allen said absentee voting started that day and polls opened at noon. She said poll captains had reported that voting was steady in the early afternoon but picked up between 5:00 p.m. and 7:30 p.m. She said the polls would close at 8:00 p.m. and each location would call and report their numbers which would be recorded and posted at the Education Service Center. She said results would be posted both outside and inside the Board room. She said the District Office would have final results before 10:00 p.m. She thanked several groups for endorsing the levy and for their support. She said the Citizens Committee had actively supported the levy and held events to fundraise to ensure flyers were taken door to door. She thanked the teachers and staff that helped with distribution of flyers.

**CURRICULUM AND INSTRUCTION – Information – Mr. Wegner, Dr. Mortensen, Mr. Devine**

- a. 2010-11 State LEP Budget Allocations for Districts – Mr. Wegner**  
Mr. Wegner said there were two LEP issues in this topic. He said the first was the reduction in funds from \$6 million to \$4 million state wide. He said funds would be divided by the number of LEP students in the state. He said administration would not know for certain the District allocation until spring when the number of LEP students were received and turned into the state. He said Ms. Tobias told him there was some carry over that would help. He said the District had been receiving the competitive grant funds for several years and administration anticipated receiving another \$50,000 allocation for the 2010-11 school year and found out that it will only be \$29,000.
- b. LEP Grant Visitation and 2008-11 Grant Goals – Mr. Wegner**  
Mr. Wegner said SIOP had been implemented. He said much of it had been funded with the LEP enhancement grant money. He said included in the packet were the LEP goals and action plans. He said part of the LEP visit from the state consultant included interviewing SIOP trainers, Kathy Luras and Gretchen Anderson. He said the state consultant also interviewed Julian Duffey at Century about SIOP and classroom walkthroughs and went to Ellis to observe training. He said the state consultant was impressed with the sustainability of the program which had a strong implementation plan and showed the impact. He said the evaluator would provide a written report that would be shared with the Board.
- c. Department of Labor Grants for Professional Technical Education – Mr. Wegner**  
Mr. Wegner said Pocatello High School's building construction program was awarded DOL grants that would be used to purchase equipment for the program. He said the teacher would be required to update curriculum to include green technology and students who had taken the course would be tracked for 3 years to see who was headed towards a career in green technology.
- d. 2010 Federal Program Compliance Requirement District Self-Monitoring Tool – Mr. Wegner**  
Mr. Wegner said the new monitoring tool was for ISAT and ISAT-Alt. He said the State Department of Education was encouraging its use for the current year but the use would not be required until next year. He said the tool would be available online and would be submitted to the SDE online. He said the tool included security assessments, use of accommodations and limited English students. He said Ms. Luras would fill out the tool this year and submit to the state. He said after that it would be filled out annually and submitted every three years. Ms. Vagner noted this was the 6<sup>th</sup> new compliance report required from the state in the past few months.
- e. GATE Demographic/SES Data Analysis – Mr. Wegner**  
Mr. Wegner said included in the packet was gifted and talented demographic data. He said the data was used to create an action plan for low referrals. He said the plans were utilized to improve the referral process. He said letters would be sent to teachers to create awareness of the referral program for schools that had low referral numbers. Ms. Cranor asked if teachers were referring them and they weren't qualifying or if they just weren't referring anyone. Mr. Wegner said administration felt the number of referrals was pretty low and was possible that teachers were not making referrals.
- f. Any Other Curriculum/PLCs/TIA/Beliefs Update – Mr. Wegner**  
There were no further curriculum updates at the time of the meeting.

- g. Idaho Food Bank – Back Pack Program Update – Dr. Mortensen**  
 Mr. Wegner said he would present for Dr. Mortensen. He said included in the packet was an update on the Idaho Food Bank – Back Pack Program numbers. He said 192 back packs were distributed and the history of how many had been distributed over the year was on the report.
- h. 2011-12 Revised District Calendar – Dr. Mortensen**  
 Mr. Wegner said the revised calendar was included in the packet. He said the Board would consider approval of the revised calendar under Old Business. He briefly reviewed the minor changes.
- i. Head Start Federal Review April 12 – 16, 2010 – Dr. Mortensen**  
 Mr. Wegner said the Board was aware that Head Start federal review team would come to the District to ensure compliance with federal guidelines. He said the grant was in the final stages and would require Board approval.
- j. Letter Addressing Head Start Operational Oversight and Delegation – Dr. Mortensen**  
 Mr. Wegner said Dr. Mortensen talked about this briefly last week at the March 9, 2010 Work Session. He said included in the packet was a draft letter delegating Ms. Cranor as the Head Start representative.
- k. Idaho Reads! VISTA Grant Applications – Dr. Mortensen**  
 Mr. Wegner said there were two new VISTA grants. He said the grants would help train teachers in literacy. He said they would also go towards summer reading programs and writing grant applications. He said the Board would be asked to approve the grants under New Business. Ms. Gebhardt noticed there was not a parent signature on the Tyhee application. Mr. Wegner said administration would make sure to have the required signatures before it was submitted.
- l. Any Other Elementary Education/PLCs/TIA/Beliefs Update - Dr. Mortensen**  
 There were no further elementary education updates at the time of the meeting.
- m. 2009-2010 Middle School “F”s Data Analysis – Mr. Devine**  
 Mr. Devine said he would review the “F” Data Analysis starting with Irving. He said there was concern about some 8<sup>th</sup> graders meeting the middle school promotion policy. He said there was a total of 24 students that had F’s but only 9 continued to have F’s in the second trimester. He said there were 2 students in English and only one continued to have an F in the second trimester. He reviewed the students that had an F in the second trimester and not the first. He said at Hawthorne only 7 continued to have F’s out of 16 students. He said administrators had seen progress with interventions. He said the biggest problem was math. He said included in the addendum was a one page report on the “Ramp Up to Algebra” grades. He said students who were failing in 8<sup>th</sup> grade math were increased to 2 periods of instructional time and went to the new curriculum. He said it included a lot of writing to explain the math problem but it helped to train the brain to explain and remember the problem. He reviewed the F’s using the new curriculum. He said it was hard to say whether it was the increased instructional time or the new curriculum that was helping but either way it was working. He said teachers would pre-identify students that struggle with math and start them on the new curriculum right away.
- n. Secondary Projected Enrollment 2010-11 Data – Mr. Devine**  
 Mr. Devine said there was a report detailing the projected secondary enrollment for the 2010-2011 school year included in the packet. He said recently students registered for the coming school year but numbers would not be finalized until later. He said the report compared where enrollment was in August of last year to where administration expected enrollment to be in the coming school year. He said Century High School usually gets transfer requests from the Marsh Valley District and would likely see some enrollment increases later. Ms. Gebhardt mentioned there was some concern about Highland remaining 5A for sports. Mr. Devine said it put them around 5 ahead in the 5A division. Mr. Sargent said Highland was one of the smallest schools in the state in 5A. Mr. Devine said the numbers would change a little but were pretty close. Mr. Sargent said there could be transportation issues playing other 5A teams. Mr. Devine said administration would stay as close to home as possible but was sensitive to the issue.
- o. Early Graduation Requests – Mr. Devine**  
 There were no early graduation requests at the time of the meeting.

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

Mr. Devine said there were out of district/overnight field trip requests in the packet. He said one request was lacking complete information. He said the missing information would be sent in if the team qualified for the trip and received details and would be brought to the Board for approval at that time. Ms. Vagner said the request was sent in by a teacher who taught Japanese at Pocatello High School whose students were working on a Harry Potter project in Japanese to submit to the Today Show competition. She said if her class won the competition it would qualify for a trip to Orlando, FL.

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

Mr. Devine said recently secondary administrators met for a workshop that focused on PLCs and how to deal with difficult colleagues. He said people have different opinions and need tools for dealing with those differences. He said the workshop would help schools operate more effectively. He said Irving had a positive update on the extended bell schedule and did not have upset parents anymore and things were going well. He said New Horizons High School had gone through a successful accreditation visit and were waiting on results. He said the District was proud of them because there a lot of alternative high schools did not have the same accreditation opportunity. He said Highland would go through its accreditation process in April. He said Century was utilizing its academic success coach to help with students that needed to catch up in core classes. He said one teacher, Tony Stapleton, had created his own credit recovery class. He reported that Hawthorne's Student Government heard about a fundraiser called Pennies for Peace to raised money for school supplies abroad and raised \$1000 dollars for the cause.

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

**a. Free and Reduced Meals Update**

Mr. Reed said the current Free and Reduced Meals Report was included in the packet. He said participation numbers were running close to the same percentage for this time of year. He said there was a total participation of 47.7% which was up slightly. He said this was most likely due to the economy and a new application process that made it easier to qualify. He said the District was still operating in the black and monitored the status on a monthly basis. Mr. Sargent asked for the participation percentage comparison to last year. Mr. Reed said it was around 45% last year and was only about 2.7% higher this year.

**b. BID/RFP Schedule for 2010-11**

Mr. Reed referred the Board to the BID/RFP schedule for 2010-11. He said the Board had not seen this before but he wanted them to know what projects were coming up. He said one bid had been awarded to date. He said included in the packet was a lunch table bid that he would review later. He said there would be about 15 bids in April. He said the bids included asphalt, music, equipment and other maintenance needs. He said one of the higher cost bids was for the Franklin elevator. He said the Board would consider around 25 formal bids and several more informal bids. Mr. Rash received a letter from a bidder requesting to be part of the permanent bid process. Mr. Reed said he would be happy to look at it and consider the request for the next available bid.

**c. Franklin Elevator Bid Update**

Mr. Reed said the bid had opened for the Franklin Elevator system and he would have a bid memorandum available for Board consideration at the next Regular Board meeting.

**d. Warehouse Inventory Report**

Mr. Reed said a warehouse inventory report for February 2010 was included in the packet. He said there were two different categories, custodial and instructional. He said both numbers were right on the mark, there was even a slight gain in inventory. He said this was better than losing inventory. He said numbers were only off by \$670 which was only one quarter of a percent off. He said the Maintenance & Operations department was very efficient and accurate. He said the auditors see the operations are very in control and in compliance.

**e. Pocatello Development Authority Refund**

Mr. Reed said included in the packet was a copy of the letter received from the Pocatello Development Authority. He said the letter was received a couple of weeks ago announcing payment to the Pocatello/Chubbuck School District in the amount of 31,079. He said the payment came from the East Center

Taxing District. He said the taxing district was originally set up for a hopeful hospital group and once a deal was solidified the taxing district was closed out. He said this does not happen very often.

**f. Bid Awards**

Mr. Reed said included in the packet was a memorandum regarding bids for lunch tables. He said Caxton Printers represented the lowest responsible bid at \$31,950. He said the bid had been sent to 13 different vendors. Two of the three vendors submitted a different product than what administration had requested. He said that was why the other two bids were lower than Caxton Printers. He said Caxton had a 15 year warranty on the tables compared to a 5 year warranty on the others and had a much more durable product. Ms. Donnelly said with the number of accidents involving collapsing lunch tables the District needed to pay attention and make the most responsible choice. Ms. Gebhardt asked if the amount was within the bid range. Mr. Reed said it was. Ms. Cranor asked what would become of the old tables. He said the District had no use of the tables after 30-40 years of use and they would be hauled off for scrap metal.

**g. Summer Feeding Program Grant Approval**

Mr. Reed said included in the packet was a copy of the summer feeding program grant application. He said this was a routine process. He said the feeding program took place most of the summer and the District's Food Services Department was fortunate to be nationally recognized for the program.

**h. Proposed Building and Subdivisions (New Construction)**

There were no proposed building and subdivisions (new construction) updates at the time of the meeting.

**i. Any Other Business Operations Update**

Mr. Reed said the final documents were signed the day before on the Stock's Property and the deal was complete. He said the locks had been replaced and an alarm system installed. He said the District would have to apply for a rezoning permit before it could begin any remodeling on the building. He said administration had been in the process of finding a buyer for the Bonneville Elementary building for a few years and the Academy at Roosevelt Center was moving forward with its decision to purchase the building. He said administration would meet with the Charter School that week and would update the Board at a future meeting. He said he hoped the building would be a good fit for ARC. Ms. Gebhardt asked what would happen to Montessori if ARC purchased the building. Mr. Reed said administration was working on plans to re-house the program. Ms. Vagner said housing of Montessori was part of the bigger picture of the budgeting process. She said administration anticipated having a proposal in April.

**EMPLOYEE SERVICES – Information – Mr. Smart**

**a. Infinite Campus Conversion Report**

Mr. Smart said he was a poll captain for the school plant facility levy and had to go at 6:14 p.m. He said conversion was on target and that was good news. He said the second data conversion had gone very well and Infinite Campus was pleased with the quality of the data. He said training would continue and several administrators were involved. He said training costs were coming in less than administration had anticipated. He said the teams would continue to work with Infinite Campus to finalize the issues associated with the Idaho special education forms and required data elements. He said he would report on this at a later date.

**b. Student Enrollment Information Update/ADA Reporting to State Department regarding H1N1**

Mr. Smart said included in the packet was the current student enrollment data and ADA attendance data by school. He said attendance was holding and was about 99.75% the same as the previous month. He said this was closer than any previous month. He said there were issues with ADA this year. He said 4 weeks had been added to the ADA report. He said only 6 schools had been negatively impacted by ADA over the last year. He said those numbers were going down. He said the numbers were closer to being where they were last year which was good news.

**c. 2010-11 District 25 Revenue Picture**

Mr. Smart said included in the packet was a copy of the estimated District 25 2010-11 revenue picture. He said the state funding estimates took the District's 2010 data on units and calculated everything in that administration knew was coming relative to salaries and benefits. He said there would be a significant reduction in the revenue picture. He said the state distribution factor was down and related to \$2.1 million

dollars less than the year before. He said it totaled to \$3.5 million. He said right now the dollar amount was \$4.5 million less than what the District anticipated getting from the state.

**d. Clarification on Idaho State Journal Article Regarding Land Board Resources**

Mr. Smart said there had been discussion in the paper about the District getting \$22 million from the State Land Board. He said he wanted to clarify that this amount had always been in the District's revenue budget formula and the District usually only got a portion of it. He said the additional money was coming to the District from the endowment fund because Superintendent Tom Luna asked for the Board to be released to offset the reductions. He said the Land Board funds had minimized the amount of reduction to the District's entitlement. He said the District's distribution fund was down and would have been down even less without the funds. He said this just made the reductions less severe.

**e. School Plant Facilities Reserve Fund Levy Election Results**

Mr. Smart said he didn't have anything further to add from what Ms. Allen covered in her previous report.

**f. Canvas Election Special Meeting – March 18, 2019**

Mr. Smart said the Board would canvass the Levy election on Thursday, March 18, 2010 at its Special Meeting at 4:30 p.m. in the Education Service Center. He said there always needed to be a canvass of election and was required by Idaho Code. He said canvassing the election would make the results official. He said after results were canvassed they were turned into the County for scanning. He said the District was meticulous about making the canvass valid.

**g. Any Other Employee Services Update**

There were 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 was one resignation and five intent to retire letters had been received. He said one teacher was requesting a leave of absence and five staff members were recommended for stipends for work on courses. He said the last recommendation was that Employee 09-01 be removed from probationary status as of March 16, 2010.

**b. Policy 7141 – Teacher Supervision and Evaluation of Certificated and Professional Staff – *Second Reading for Adoption***

Dr. Howell said included in the packet was input received from staff regarding Policy 7141. He said as a result of the input some minor changes had been made to the policy. He said the changes did not change the substance or content. He said one of the changes was to correct the language from semester to trimester and to keep the building administrators language consistent. Ms. Cranor asked about teachers that substitute for a full year. Dr. Howell said they were offered a leave of absence contract for the year and could not hire additional FTEs for teachers taking a leave of absence. He said the substitute positions were equivalent of the daily rate but without benefits. He said principals did the same for Category II and III teachers. He said there was still an opportunity for an informal review.

**c. Any Other Human Resources Update**

There were no further human resources updates at the time of the meeting.

**SUPERINTENDENT REPORT – Information – Mrs. Vagner**

**a. Legislative Update**

Ms. Vagner said she had a brief update. She said the concept of use it or lose it was no longer a possibility as it did not make it through committee discussion. She said legislators were talking about 5% of a District's FTE being shifted to virtual learning which did not apply to the District. She said the District did not have the federal funds to shift allowable FTEs and could not use class size reduction money. She said the District's special education funding was being used for special education teachers. She said some districts shifted the money into ARRA funds and now had to shift the FTE back into their general fund. She said the session was supposed to end March 26, 2010 and legislators expected the funding bill to pass this week. She said there was speculation that if the funding bill did not pass in its current condition then education funding could be reduced by another \$22 million. She said legislators were working to be able to adjust salaries mid-year. She

said there was a general belief that March numbers would come in lower than anticipated which meant the possibility of having a 5% holdback in August. She said there would be a special session of the legislature if that happened. She said there was a possibility of more work for administrators if HB 650 passed that would require a District to post its financial records on a searchable program on the internet. She said District financial records were already public record but legislators wanted them readily accessible. She said there were no further updates regarding a financial emergency from JFAC. She said the intent language was still unclear and legislators could do something unexpected. She said administration was working on the budget and had a good idea of the degree of reductions but expected there might be further transportation reductions. She said Mr. Smart was working on narrowing units for the coming year and hoped to have something for the Board to consider by the April 13, 2010 Work Session. She said it was important to note that even with the flexibility language the District could not use any discretionary money to increase salaries. She said every expenditure of discretionary money will have to be tracked. She said Mr. Reed was breaking down the funds to show levy, salaries and benefits and discretionary so administration could keep track of where every dollar was coming from and where it was spent. She said even though legislators say the discretionary funds are not earmarked they are not fully discretionary if Districts cannot use the funds where they are needed. She said some intent language gave District's options to shift its school plant facility funds in to its general fund budget, but would require a 50% voter passage. Ms. Donnelly said it would require another election. Ms. Vagner reiterated the funds could not be used for any personnel related expenditures. Mr. Sargent said it just reinforced what legislators were trying to do to teachers.

**b. Rachael's Challenge**

Ms. Vagner said Highland participated in Rachel's Challenge the previous year and this year the other high schools participating were excited about the opportunity and invited the Board to participate and attend the April 22, 2010 public assembly at Highland High School at 7:00 p.m.

**c. Reschedule April 7, 2010 Student Discipline Hearings**

Ms. Vagner said that due to scheduling conflicts with District administration and Board members, the April 7, 2010 Student Discipline Hearings would need to be rescheduled. She proposed April 14, 2010 for the rescheduled Student Discipline Hearings if the date was acceptable with the Board's schedules. She asked Board members who could be available. Ms. Vagner said so far there were three hearings scheduled. Ms. Cranor and Mr. Rash said they could be available. Mr. Sargent asked to be emailed with the date and he would let administration know.

**d. Education Funding Public Meeting March 17, 2010**

Ms. Vagner said there would be a public forum on March 17, 2010 at 6:30 p.m. in the Highland High School cafeteria relative to public education funding. She said the IEA Director Robin Nettinga would be present to conduct the meeting. She asked the Board to put the meeting into its calendar and invited the community to participate. She said the community was unaware for the most part what the District was about to go through. She said as it was the District could not meet expectations and further holdbacks without dramatic reductions. She said administration would identify further freezes in its general fund budget and would come to the Board with any proposed freezes. She said the District's negotiation team would participate in Interest Based Bargaining on March 31, 2010 at 4:00 p.m. She said the PEA and District bargaining teams would be trained together. She said the ISU Technical Exposition was Thursday, March 18, 2010 at the Holt Arena and a number of students would participate. She said coupons for lunch were available for Board members and administrators due to the District's participation in the event. She said the canvassing of the levy election was Thursday, March 18, 2010 at 4:30 p.m. and Kindergarten registration was scheduled for April 8, 2010. She said if there were any reductions to Kindergarten transportation funding any changes to programs should be deliberated separately from the other budget freezes as parents should know in advance so they could make other transportation arrangements. She said administration proposed a public hearing in the coming week following the canvass and ahead of Spring Break to resolve their issues. She said if a public hearing was held then administration would propose a special meeting to take action on proposed program changes and on the Head Start Grant application on March 30, 2010, the week after Spring Break. She said following the special meeting the Board would need to adjourn to Executive Session to discuss negotiations. She said it would be timely for the District's bargaining team to meet with the Board. Mr. Rash asked if the public hearing would

be held in the Board Room. Ms. Vagner said it would. She said the action items on March 30, 2010 would be brief. Ms. Vagner noted a press release regarding All Day Every Other Day Kindergarten had been given to the Idaho State Journal. She said the transportation department would meet to discuss the proposed changes to Kindergarten transportation before the hearing. She said Dr. Mortensen would be in attendance to discuss the delivery impact at Greenacres and Tyhee which had varying programs and would cover those options.

**e. Calendar**

**Tuesday, March 16, 2010**

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

**Wednesday, March 17, 2010**

Education Funding Public Meeting  
Highland High School Auditorium  
6:30 p.m.

**Thursday, March 18, 2010**

Canvass Election Special Meeting  
Board Room at the Education Service Center  
4:30 p.m.

**Mon – Fri, March 22<sup>nd</sup> – 26<sup>th</sup>, 2010**

Spring Break – No School

**Monday, March 29, 2010**

1 Hr. Early Release PLC

**Tuesday, April 6, 2010**

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

**Cancelled - Wednesday, April 7, 2010**

Student Discipline Hearings

**Thursday, April 8, 2010**

Kindergarten Registration

**Monday, April 12, 2010**

1 Hr. Early Release PLC

**Tuesday, April 13, 2010**

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

**Wednesday, April 14, 2010**

Student Discipline Hearings

Superintendent's Office  
4:30 p.m.

**Wednesday, April 14, 2010**

Midterm 3<sup>rd</sup> Trimester-5<sup>th</sup> 6 wks (elem)

**Tuesday, April 20, 2010**

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

**Wednesday, April 21, 2010**

Student Discipline Hearings  
Superintendent's Office  
4:30 p.m.

**Thursday, April 22, 2010**

Grades 9-12 Parent/Teacher Conf  
4:00 – 7:00 p.m.

**Monday, April 26, 2010**

1 Hr. Early Release PLC

**PUBLIC COMMENT – *Self Explanatory***

**a. Public Comment Pertinent to Agenda Action items**

There were no public comments pertinent to agenda items.

**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 February 16, 2010 Board Meeting.

**Administrative Recommendation:** Administration recommended the Board approve the 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 March 5, 2010 in the amount of \$1,142,940.29.

**Administrative Recommendation:** Administration recommended the Board approve the bills and invoices as of March 5, 2010 in the amount of \$1,142,940.29.

**c. Topic: *Approve Supplemental Financial Information from January 1, 2010 through January 31, 2010***

**Policy Issue:** Board acts on Financial Information.

**Background Information:** Included in the packet was supplemental financial information for the period of February 1, 2010 through February 28, 2010.

**Administrative Recommendation:** Administration recommended the Board approve the supplemental financial information from February 1, 2010 through February 28, 2010.

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

**OLD BUSINESS – Information – Action – Mrs. Vagner**

**a. 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 the Board approve the Out of District/Overnight Field Trip Requests as presented.

**Board Direction/Action:** A motion was made by Mr. Sargent and seconded by Ms. Gebhardt to approve the out of District/overnight field trips as presented. The voting was unanimous in the affirmative.

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

**Policy 7141 – Teacher Supervision and Evaluation of Certificated and Professional Staff**

**Policy Issue:** Board adopts policy.

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

**Administrative Recommendation:** Administration recommended the Board hear on second reading for adoption as revised:

Policy 7141 – Teacher Supervision and Evaluation of Certificated and Professional Staff

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to hear on second reading for adoption Policy 7141 – Teacher Supervision and Evaluation of Certificated and Professional Staff as presented. The voting was unanimous in the affirmative.

**c. Topic: *Approve Summer Feeding Program Grant***

**Policy Issue:** Board approves various grants.

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

**Administrative Recommendation:** Administration recommended the Board approve the Summer Feeding Program Grant as presented.

**Board Direction/Action:** A motion was made by Ms. Gebhardt and seconded by Mr. Rash to approve the Summer Feeding Program Grant as presented. The voting was unanimous in the affirmative.

**d. Topic: *Approve Letter Regarding Head Start Operational Oversight and Delegation***

**Policy Issue:** Board directs the Head Start Program.

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

**Administrative Recommendation:** Administration recommended the Board approve the letter regarding Head Start Operational Oversight and Delegation as presented.

**Board Direction/Action:** A motion was made by Ms. Gebhardt and seconded by Ms. Cranor to approve the letter regarding Head Start Operational Oversight and Delegation as presented. The voting was unanimous in the affirmative.

**e. Topic: *Award Bids***

**Policy Issue:** Board awards all bids.

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

**Administrative Recommendation:** Administration recommended the Board award bid for lunch tables to Caxton Printers in the amount of \$31,950.00 as presented.

**Board Direction/Action:** A motion was made by Mr. Rash and seconded by Mr. Sargent to award the bid for lunch tables to Caxton Printers in the amount of 31,950.00 as presented. The voting was unanimous in the affirmative.

**f. Topic: *Adopt 2011-12 District Calendar as Revised***

**Policy Issue:** Board adopts District calendars.

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

**Administrative Recommendation:** Administration recommended the Board adopt the 2011-12 District Calendar as revised.

**Board Direction/Action:** A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to adopt the 2011-12 District Calendar as revised. The voting was unanimous in the affirmative.

**NEW BUSINESS – Information – Action – Mrs. Vagner**

**a. Topic: *Approve Idaho Reads! VISTA Grant Applications***

**Policy Issue:** Board approves various grants.

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

**Administrative Recommendation:** Administration recommended the Board approve the Idaho Reads! VISTA Grant Applications as presented.

**Board Direction/Action:** A motion was made by Ms. Gebhardt and seconded by Ms. Cranor, pending completion, to approve the Idaho Reads! VISTA Grant Applications. 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 Mr. Rash to adjourn. The voting was unanimous in the affirmative. The meeting adjourned at 7:38 p.m.

**APPROVED ON:**

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**MINUTES PREPARED BY:**

\_\_\_\_\_

**Secretary, Board of Trustees**

**BY:**

\_\_\_\_\_

**Chair**

**ATTESTED BY:**

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**Clerk**