

**MINUTES OF THE
REGULAR SESSION BOARD MEETING
POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
Education Service Center Board Room
Tuesday, June 21, 2011
5:30 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Marianne Donnelly, Chair	John Sargent, Member (Excused)
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 21st day of June, 2011, as provided in Section 33-510, Idaho Code. Chair Donnelly called the Regular meeting to order at 5:39 p.m. She said it was the last regular meeting of the school year.

PLEDGE OF ALLEGIANCE

Teena Marley 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 – May 3, 2011

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

NOTE: The following Minutes will be approved at the July 19, 2011 Regular Board Meeting:

- a. Special Meeting/Work Session – May 10, 2011**
- b. Regular Board Meeting – May 17, 2011**
- c. Special Meeting/Executive Session/Hearing – May 18, 2011**
- d. Special Meeting/Executive Session/Negotiations – May 25, 2011**

RECOGNITIONS/VISITORS/CORRESPONDENCE – Information

a. Visitors and Correspondence

1) Moment of Silence for Terry McHargue (Retired Employee)

Chair Donnelly asked for a moment of silence.

2) Thank you cards

Chair Donnelly said there were thank you cards from Emily Bennett, Jann Herdt, Karlene Dance, Jerry and Leona Skaggs and Kylie McKee a former student representative.

b. Recognitions - Information - Mrs. Allen

Ms. Allen said staff were recognized monthly for actualizing beliefs. She said over the summer the Education Service Center staff would be recognized. She asked Ms. Steenrod, Dr. Mortensen, Mr. Smart and Ms. Giles to come to the podium. She said Ms. Steenrod was the Director of Special Services and actualized a “Safe, supportive and respectful environment” and “Students learn in different ways and at different rates”. She said Ms. Steenrod implemented training for staff who worked with autistic children and helped to implement academic programs like Lexia, Ramp Up, Read 180 and Math Navigator. She said she oversaw the writing and implementation of the Restraint and Seclusion Policy. She said she promoted awareness for Cultural Perspectives and whiteboard training. She thanked Ms. Tiffany Ranere and Ms. Gwen Lloyd for their supportive and caring attitude which inspired others. She said Ms. Steenrod was retiring and wished her the best on behalf of the administration and the Board.

Ms. Allen said Dr. Mortensen selected “Students learn in different ways and at different rates” and “parents and the community play a vital role in a student’s educational success” as her two Beliefs to focus on throughout the year. She said Elementary Principals were successful in building momentum in academic achievement through the school success model, generating measurable results and utilizing Title I and ARRA resources for academic interventions. She said the schools modeled collaboration and support. She said parents were included in school committees and their input was sought during the decision making process. Dr. Mortensen said Principal Goeltz actualized the school’s Beliefs through the acquisition of technology and by chairing the strategic planning committee for technology. She said Principal Denton had high expectations of the school’s staff and students and had a willingness to train and implement best practices for student success. She said Principal Morton created a new infant/toddler program which actualized a safe, supportive and caring environment.

Ms. Allen said Mr. Smart selected “High expectations promote high levels of student achievement” and “Education is a means to quality of life” to focus on throughout the year. Mr. Smart said the department worked hard to treat all employees and visitors with respect and took care to answer all questions without judgment. He said the staff learned new programs and processes to become more productive. He said he would like to recognize and thank Ms. C.B. Giles who put in long hours and ensured the department had the data it needed to make intelligent decisions regarding safety, benefits and liability issues. Ms. Giles said the District was a family and she was happy to be a part of it. She expressed her appreciation for Ms. Donnelly’s knowledge and demeanor in guiding the District and that she would be missed.

c. Recognition of Trustee Marianne Donnelly for Ten Years of Service to District 25

Ms. Gebhardt asked Ms. Donnelly to stand and open a gift from the Board and the administration. She said it was hard for her to accept this would be Ms. Donnelly’s last meeting. She said Ms. Donnelly’s leadership would stay with the District in a special way. She said her integrity, wisdom and guidance were much appreciated. Ms. Donnelly said she enjoyed serving on the Board even if people said you had to be crazy to do it. She said she appreciated the opportunity to work with the finest staff in the state and with the best Superintendent. She said she had perfect attendance for her entire ten years on the Board without being promised a bicycle.

d. Public Comment on Items Not on Agenda

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

Board Operating Principles No. 22 & 23:

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

There was no public comment on items not on the agenda at the time of the meeting.

REPORTS

a. Report on Standing Committees for 2010-11

Included in the packet were minutes from the Instructional Technology Committee. Ms. Gebhardt said she attended Judge Murray’s meeting where the committee discussed a Youth Conference. Ms. Cranor said the Head Start Committee was moving the meetings from the first Thursday to the third Thursday.

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 Committee	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 at 7:00 p.m.)	Board Rotation
	December 15, 2010 – John Sargent Board Room
	March 17, 2011 – Jackie Cranor Blackfoot
	May 5, 2011 – Marianne Donnelly Wilkes Funeral Home
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

BUDGET DISCUSSION/PUBLIC HEARING

a. Presentation of Proposed Revenues and Expenditure Budgets for 2011-2012

Mr. Reed said he would begin by reviewing the special revenue funds. He said the first graph was a comparison between this year and next year. He said the general fund reflected an increase but was due to an increased Supplemental Levy and federal ARRA funds which would not be there the following year. Ms. Cranor asked if the Education Jobs Act funds were included. Mr. Reed said they were and would also be coming to an end. He reviewed a four year history of the general, state and trust funds. He said the general fund had seen a \$6.1 million decrease from 2009 through 2012 because of decreases in state funding. He said it equaled an 8.5% decrease over a four year period even with increased student enrollment. He said without increased student enrollment the reduction would have been even higher. He said the trust fund had decreased by 28% because \$75,000 from the VEBA trust was used to offset insurance increases. He said federal funding had held steady. Mr. Smart said future general fund dollars had been diverted to support the Students Come First initiatives. Ms. Gebhardt asked what had reduced the School Plant Facilities Fund in 2011. Mr. Reed said it was mainly the purchase of the Stocks property which reduced the reserves by \$1.5 million. Mr. Reed reviewed the local program funds. He said the Johnson O'Malley funds went directly to the Sho-Ban Tribes rather than the District. He said funding for technology and safe and drug free schools had been eliminated. He said lottery funds no longer supported facility maintenance but went directly to the general fund. He said there was no measurable growth in special revenue funds which did not keep up with inflation. He said unappropriated fund balance was reduced from \$6.1 million to \$5.6 million due to the purchase of the Stocks property. He said if ARRA funds were taken out of the picture revenue had been fairly consistent. He said the District was notified that Title IIA funds would be reduced by 17% in addition to other District grants being reduced. He said the District had been stable with its spending. He said the majority of District funds supported salaries and benefits. He said overall supplies and other budgets were comparable to previous years. He said the District's bond interest funds for Century and Pocatello High Schools would expire in 2017. He said he anticipated those would be paid off in the next six years. Mr. Smart said most of the remaining funds after salaries and benefits were earmarked for specific purposes and could not be used for other expenses. He said revenues had decreased significantly for four consecutive years. He said budget cuts had been discussed extensively over the past few years. He said if the state did not provide funds for certain areas the District had to support those areas from other budgets or cut programs. He said the Supplemental and Tort Levies were less than 1/8 of the District's total budget. He said federal funds were also a small portion of the overall budget and were mostly allocated for Medicaid. He said purchased services and supplies were the other big portions of the budget. Ms. Cranor asked what transfers were. Mr. Reed said they were transfers to support the PTE program and food service in order to meet the federal match requirement. Mr. Smart said the budget

was based on the District's ADA which was driven by student enrollment. He said there was a jump in membership due to large classes in early grades that should remain over the next several years. He said the District had 350 new students this year. He said the District anticipated an additional 200 students next year. He said Kindergarten was always the big unknown. He said he believed 1,050 was a close estimate. He said there were two funding mechanisms; one was salary apportionment and the other was entitlement which was based on attendance over time. He said District anticipated receiving 593 support units for next year based on enrollment. Ms. Cranor asked why there was a difference between salary and entitlement. Mr. Smart said this was due to fluctuations in attendance as some students moved, dropped out or graduated early. He said some years the number was very high and others were very low. Mr. Reed said the state set the formula up differently for some reason. Mr. Smart said the state picked the best 28 weeks of attendance to base entitlement off of. He said it was a complex formula per Idaho Code. He said the state had not allowed movement over the past two years and the index had gone down significantly which caused reimbursement to go down. He said the state would allow movement this year which would increase the index. He said there was quite a bit of turnover and experienced teachers would be replaced with inexperienced teachers. He said salary apportionment would be reduced by 1.67% for this year which reduced the base salary. Ms. Cranor asked if the movement would be an additional cost to the District. Mr. Smart said the state would reimburse about 85% of the allowable movement. He said entitlement funds were discretionary and could help with supplies, textbooks and salaries. He said most of the District's discretionary funds had been eliminated. He said there was almost no discretion left. He said the District had taken a hit in salary apportionment funds and the distribution factor which generated the discretionary funds. He said the District would see a \$1.3 million reduction in discretionary funds next year. He said if those funds were earmarked the reduction could have been more. Ms. Gebhardt asked if the law had changed to reallocate lottery funds. Mr. Reed said yes the law was changed to reallocate lottery funds to the general fund. He said there was not much hope that those funds would ever be returned to facility maintenance funds. Mr. Smart commented that state lottery advertisements still stated that funds went to school improvement when they no longer did. He said salaries for all employee groups had gone down. He said since 2009 the administrative base had been reduced by 13% and certified and classified by about 8% each. He said with the decrease to entitlement by \$1.3 million and the reduction to the salary based apportionment the District would see a \$2.6 million reduction overall next year. He said if the District remained status quo with salaries and froze all expenditures it would still have to come up with \$1.1 million to balance the budget. He said the amount would come out of reserves. He said the state allowed Districts to understaff to balance the budget. He said no more one-time funds or appropriated funds would be available after this year. He said the Board approved the insurance benefits package at the last Board meeting. He said life insurance had increased by 37%, medical by 7.3% and dental by 6%. He said vision had an 18% decrease due to a plan change that eliminated one provider in Blackfoot. He said the VEBA trust fund helped to offset the costs this year. He said the 2011-2012 calendar had the same number of furlough days as last year. He said the District would add back one day by virtue of the Education Jobs Act funds. Ms. Cranor commended the administration for its foresight as other Districts all over the state were dealing with major reductions this year due to a lack of planning for future reductions. Mr. Smart said it was a group effort inclusive of the Board, the Administration and the Association to make it happen. He said the District had reduced staffing by about 16 FTE through attrition and program changes. He said last year the District held funds in a reserve account in anticipation of a 5.5% holdback which did not occur and was able to pay a portion of those funds back to employees and used the rest to balance the budget. He said with the use of the appropriated fund balance, the reserve account and the FTE reductions the administration was able to come up with almost \$3 million to balance. He said behavior technicians would remain in schools which had been funded through special funds and would now be pushed back into the general fund and equaled about 13 FTE. Mr. Reed said it equaled about \$257,000 which was less than .5%. He said other Districts had to move hundreds of thousands of dollars back into the general funds because they placed permanent positions into ARRA. Mr. Smart said SB 1184 would decrease the budget by at least \$2.4 million every year. He said the passage of the Supplemental Levy was critical to the District balancing the budget. He said the Board would certify the levies that night which included the Supplemental Levy increase from \$6 million to \$7.5 million and the Tort Levy which supported liability insurance costs. He said property values had been flat which was indicative of the economy nationwide. Mr. Reed said the District did not receive a lot of interest earnings anymore and still had to have enough cash on hand to pay scheduled bond payments. He said the District was entitled to have 19 months of reserves on hand to pay out bonds and other critical operational costs. Mr. Smart said the budget was available electronically on the District's website. He said it was accessible to the

public. He said included in the packet was a Resolution to set the budget and certify the levies with the County.

b. Recess Regular Board Meeting and Convene Public Hearing on 2011-2012 Pocatello/Chubbuck School District No. 25 Proposed Revenues and Expenditure Budgets

i. Call for Public Hearing to Solicit Public Comment on the 2011-2012 Pocatello/Chubbuck School District No. 25 Proposed Revenue and Expenditure Budgets

Chair Donnelly recessed the meeting at 6:40 and convened a public hearing. She said there was one request for comment on the budget.

Gene Waters – 1516 N. Garfield Avenue, Pocatello, ID 83204

Mr. Waters said over the past few year he had observed the food service summer feeding program which provided free lunches to families in the summer. He said he reviewed the District's budget which had a line item for this program and every year expenses always exceeded projections. He said last year the cost was \$475,000 and did not know what this year would be. He said he questioned how the District would provide a free education if it continued this line item in the budget. He said he had three questions: the first was whether the program was funded locally or federally; how the District reconciled this line item as it always exceeded the projected costs; and how the expense was justified or supported by the District's Vision/Mission/Learner Goals statement. He asked if anyone could speak to those questions.

Mr. Reed said the food service department had been running the program for 10 years. He said the program took place in several parks throughout the city and was a similar program to the federal free and reduced meal program. He said the program was federally funded and there was no cost to the District. He said participation had increased this summer and even had one day where over 3,300 meals were served. He said if any line item was being exceeded it was due to the large number of meals served that were unanticipated. He said the District received reimbursement from the federal government for all meals served, so even if projections were off, the District still received the funding. He said he believed good nutrition was a critical element in a child's education and fully supported the District's Vision/Mission/Learner Goals statement.

Mr. Waters said he appreciated the information and agreed with feeding students during the school year but not during the summer and parents needed to take more responsibility.

Mr. Reed said 42.8% of the community's students that attended schools in the District qualified for free and reduced lunches which spoke to the need in the community.

ii. Close Public Hearing and Reconvene Regular Board Meeting

Chair Donnelly closed the public hearing and reconvened the Regular Board Meeting at 6:48 p.m.

iii. Topic: Adopt the 2011-2012 Pocatello/Chubbuck School District No. 25 Proposed Revenue and Expenditure Budgets

Policy Issue: Board adopts budgets.

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

Administrative Recommendation: Administration recommended the Board adopt the 2011-2012 Pocatello/Chubbuck School District No. 25 Revenue and Expenditure Budgets, certify the levies, and authorize appropriations as set forth in the enclosed Resolution as if read into the minutes.

Board Action/Direction: A motion was made by Ms. Gebhardt and seconded by Mr. Rash that:

WHEREAS, the Board of Trustees of the Pocatello/Chubbuck School District No. 25, Bannock County, Idaho scheduled a Regular meeting on June 21, 2011 for the adoption of the budget for the fiscal year 2011-2012.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Pocatello/Chubbuck School District No. 25, Bannock County, Idaho, hereby adopts the budget as reviewed and presented in a budget hearing held on June 21, 2011, said budget being advertised in accordance with Idaho Code, Section 33-801.

FURTHER BE IT RESOLVED, that appropriations for the 2011-2012 fiscal year are hereby authorized beginning, July 1, 2011, and the levies as set forth in the budget are hereby established.

The voting was unanimous in the affirmative.

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

a. **Benchmark the 2010-2011 District 25 Strategic Plan – Curriculum and Instruction; Community Relations and Communications; Safety**

Ms. Vagner said throughout the year the Strategic Plan was benchmarked as departments worked their annual plans. She said the finalized plan would be revisited in August for adoption.

Curriculum and Instruction

Mr. Wegner said all BLTs were trained in the use of the Wise Tool and all schools had developed School Improvement Plans within the tool. He said Instructional Directors met with principals to review school improvement plans and provide feedback. He said tool was still new and completing the plans took a lot of work but would get easier as plans were monitored. He said the department received preliminary AYP results and would make any necessary appeals and resubmit. He said AYP would likely be posted on August 1, 2011. He said several District schools participated in the Idaho Capacity Builder Project. He said Wilcox Elementary and the Alameda Center both had one more year and Washington Elementary and Syringa Elementary were new this year. He said the TIA Conference was held the week of June 6, 2011. He said health and humanities were added last year and PE and PTE this year. He said the teams focused on the implementation of the Common Core State Standards for language arts, math and literacy standards for social studies and science and embedded them in the District's practices. He said SIOP and TIA training was a major focus at the conference and the District provided support for vocabulary and identification of vocabulary words across the curriculum in every grade and subject. He said the District piloted formative assessments K-5 and planned to expand the pilot in the future. He said the District was researching standards based report cards and Greenacres Elementary had done a lot of work in that area. He said cycle of renewal was reviewed but the District was not able to implement and no new textbooks would be bought. Ms. Cranor asked how much money it would take to bring the District current on textbook adoptions. Mr. Wegner said the amount was included on a previous budget spreadsheet. Ms. Vagner said the administration would bring the information to the Board at a later date. Dr. Mortensen said RtI was embedded in the District's Strategic Plan and the administration continued to refine systems to ensure it was being responsive to the needs of students. She said the administration's job was to make sure schools had access to core curriculum which was accomplished through TIA and was a collaborative effort. She said Tier 2 & 3 interventions had been implemented with greater fidelity and the District was progress monitoring those interventions to ensure consistent results. She said the District had a method for documentation and had created a math screening tool for 3rd graders. She said the District provided professional development for reading and writing which received good feedback and plans were in place to continue that professional development next year. Mr. Devine said there were a record number of students involved in the RtI process and the administration was tracking why students were in need of interventions and what was being done to accommodate. He said secondary teams had implemented a process for teachers to meet with students and review assignments, tests and attendance. He said the District Academic Progress Committee (DAPC) was implemented for students that were behind on credits as an intervention. He said it was successful. He said there would be a greater focus on interventions for those coming into high school. He said schools would focus on effective grading practices to reteach, retest and give assignments. Dr. Mortensen said the PLCs at the elementary utilized the time effectively and the four questions drove the collaborative work. She said new stretches were documented and the Superintendent had been vigilant in making sure the documentation was being done and monitored on a regular basis. Mr. Devine said secondary had become more involved with TIA and PLCs to track how TIA documents were being utilized. He said secondary teams were working on common formative assessments and student achievement data and how to engage students. He said it was a challenge for teachers who were the only one in their content area. Dr. Mortensen said the BLT retreat was an exercise of benchmarking the continuum of PLCs and informing teams of the work being done at the building level which would be done in the fall. She said the classroom walkthroughs were supported throughout the implementation processes K-12. She said elementary principals had done 1,083 walk-throughs with the SIOP template to improve uses and strategies and developed classroom management templates, techniques and strategies. She said walk-through data was shared throughout the District and was consistently reviewed. Mr. Devine said there was an emphasis on classroom walk-throughs at the secondary level with discussions in staff meetings to share what was being observed. He said it provided a joint perception and was an opportunity to solicit feedback and get buy-in from the staff. He said it was being used as a basis for decision making and goal setting. Dr. Mortensen said SIOP was a basic framework for teachers. She said the District provided ongoing support for SIOP coaches and training for administrators to monitor the implementation which was done K-12. She said SIOP 1 was being provided for Lincoln Center, Syringa, Tyhee and Washington Elementary. She said more training would begin next week. She said the District continued to move forward with implementation. She

said teachers would be trained in walk-throughs in the fall to support their colleagues. Ms. Cranor asked where teachers found time. Dr. Mortensen said it would be a building decision as to whether classes were covered. She said each school would have one coach. Mr. Devine said the high school and middle school redesign were still making fine tune adjustments. He said some students needed more than two trimesters of a class and assessments were being revised. He said there was restructuring in math with two period blocks to allow more time for work on pre-algebra for middle school students. Mr. Wegner said the professional development program supported the major initiatives in the strategic plan. He said Cultural Perspectives was being offered that week in the training center and the training would take on a greater meaning as data was analyzed from the focus groups conducted by Steve Wessler. He said a health and wellness course was offered through Karen Donaldson and was so successful the District had to add another session. He said another new course was an autism course taught by special education teachers who had expertise in that area. He said the evaluation of the course was highly rated and well received and the District would continue to offer the courses. He said a CHAMPS course was offered through Moodle and summer courses were available online. He said there was enough interest this summer that the District would offer three sessions. Dr. Mortensen said the social emotional curriculum continued to be implemented. She said Second Step was the program implemented for the elementary level. She said the District conducted a teacher survey to evaluate the effectiveness and use. Mr. Devine said the Second Step program at the secondary level was delivered through Shape classes but schools implemented a Virtues theme on a monthly basis. He said high school students wrote about a Virtue of their choice and several shared what they wrote about another student implementing the Virtues throughout the year. He said it was catching on with the students. He said Second Step and Virtues workbooks and activity books were utilized by students in the pass room. Dr. Mortensen said parent-teacher conferences were a challenge in the beginning of the year but the District was able to bring back one day in the calendar for parent-teacher conferences through the Education Jobs Act funds. She said lack of time given for parent-teacher conferences made it necessary to restructure the conferences at all schools. She said student led conferences helped schools accomplish the necessary restructuring. She said students came in one at a time and went through portfolios with parents and teachers. Mr. Devine said principals chose to have student led conferences for students and parents for students with D & F grades to walk students through missing assignments and plans to get back on track. He said it was the most productive use of time for the students and parents to get an in-depth analysis. Ms. Cranor asked if the District ever surveyed for parent satisfaction. Mr. Devine said Franklin Middle School had student led conferences and the parents were extremely pleased. Ms. Cranor said she heard varying reports that parents did not find them useful and asked if the District should survey parents as to whether or not that was the case. Dr. Mortensen said feedback was informal and reviews had been mixed and depended on how well prepared the students were. She said some parents were very supportive of talking with teachers one on one and the District was doing its best to ensure conferences were offered on an as needed basis. Mr. Wegner said the strategic direction for technology literacy was a function of the committee which was to develop a technology vision for the District along with a strategic plan for moving forward with technology implementation. He said the plan would be presented as piece of the final strategic plan.

Community Relations and Communications

Ms. Allen said the department utilized the Correlates of Effective Schools to ensure the department was supporting the District's Strategic Plan. She said it had been a difficult year as Ms. Sprague had to absorb Ms. Smith's position while keeping up with assignments. She said the department also took on additional responsibilities with the Festival of Trees and was spread pretty thin. She said despite the challenges the department met its goals. She said community engagement was a major function for the department. She said it was a District-wide effort inclusive of administrative and Board participation in community groups and activities to maintain relationships. She said the Education Foundation was busy fundraising and Festival of Trees was a major fundraising effort. She said the Foundation got five new contributors that committed to a sustained contribution over a five year period. She said the Foundation was conducting an employee and individual contributor campaign and hoped to increase contributors by 100. She said the Board had been increased by 20 people. She said the Foundation resurrected its Recognition Program. She said the Foundation would attend the Board Meeting in August to participate in the Annual Report. She said the Foundation continued to maintain support for whiteboard technology to improve instruction and learning. She said the department managed volunteers at the secondary level and elementary schools continued to handle volunteers on their own and the department helped with business partnerships. She said the department increased the number of news releases by five. She said ads were updated and communication with parents and the community was increased through Key Communicators and Infinite Campus. She said an automated

phone system was implemented, monitored and altered as needed. She said part of the Correlates of Effective Schools was a “safe, supportive and caring environment”. She said staff recognition was key to a caring environment and the District did this monthly during Regular Board Meetings. She said one of the Foundation’s goals was to implement an Employee Recognition Program based on tenure but it did not have the funding to support it. She said the Foundation would continue the staff appreciation week through the Festival of Trees. She said communications revised safety information and protocols which would be in the administrative training. She said the department worked hand in hand with Mr. Hobbs and Ms. Giles and hoped to be able to provide communication and safety information on handhelds. She said the department was working with the technology department to develop an intranet for internal documents to be shared within the District. She said the public website would be redesigned. She said the objective of redesigning would be to make the site cleaner and more user-friendly. She said one of the highlights for the department was the passage of an increased Supplemental Levy through the development of a communications campaign. She said overall the department met most of its goals.

Safety

Mr. Hobbs said the Safety Committee had been meeting to develop preventative protocols and processes for emergency situations. He said the District had an opportunity to demonstrate efficiency with the safety protocols when the high schools were faced with bomb threats. He said the high schools conducted evacuations and maintained the entire student body at a safe location outside of the school. He said the overall school drill compliance was at 95% for fire, code blue and code red drills. He said he was pleased with the results but the goal was 100% for the next school year. He said the department was looking into the development of an emergency plan book for every classroom and all departments in the District. He said the administration would work with first responders in developing protocols as a result of several events over the year. He said there was a need for more complete emergency protocols for building administrators. He said CPR and first aid training was up and running and a number of courses had been completed. He said Beth Sloan, the previous first aid trainer retired so the District would need to find a replacement for her. He said Elementary Schools developed three tier intervention plans for all students. He said secondary was beginning its work in providing protocols for interventions. He said the administration would conduct a survey to find out how much information parents had regarding safety expectations and emergency protocols. He said the District continued to implement the violence continuum at all levels and all schools intervened at name calling. He said the Student Information System had been implemented where student behaviors were tracked and reported to the Board on a monthly basis. He said the department was working to ensure efficiency in reporting. He said the District had intervention programs in place that were supplemented by the focus groups conducted by Steve Wessler. He said the District would continue to work with the Too Great for Hate Committee and the student body to promote respectful environments. He said there were four kids in the District that were involved with Idaho Drug Free Youth (IDFY). He said those students would become a core group to promote the programs at the schools through activities and community projects. He said Judge Murray had a community group which had a lot of support. He said Larry Fisher would work to promote the prevention of legalized marijuana in Idaho and hoped to expand to the youth in the community. He said the District students had a good working relationship with the community which continued to flourish. He said the department was focused on the promotion of a safe, respectful and positive climate in all schools.

Ms. Vagner said she recognized the collaboration between the departments including Ms. Giles as she worked so closely with the directors. She said all of this work supported the leadership and direction of the District.

b. New School Status Update: *Wilcox Elementary, Hawthorne Middle School* – Mr. Wegner

Mr. Wegner said included in the packet were letters from the state regarding the New School Status applications submitted by Wilcox Elementary and Hawthorne Middle School. He said the State Board Committee gave Wilcox Elementary a provisional approval with an opportunity to resubmit after completing recommendations from the committee. He said Principal Sion did resubmit after adding additional information detailing the use of data for key implementations. He said the committee would make a recommendation to the State Board of Education which would make a final decision in August. He said the State Board Committee was unable to recommend Hawthorne for approval but said the school could reapply in two years after further implementation. He said the State Board Committee said the changes were too leader dependent. He said Hawthorne would stay in a restructuring status and would continue with the work that was being done.

c. Media Center Restructuring Plan – Mr. Wegner

Mr. Wegner said included in the packet and addendum were media center restructuring plan documents. He said the Board of Trustees directed the administration to develop an implementation plan. He said media

specialists and Building Leadership Teams would have oversight of the implementation. He said the administration presented a plan to principals and media specialists to solicit feedback. He said the media specialists recommended some modifications to the plan and articulated the services that would be maintained as part of the restructure and those that would be abandoned. He said the input was presented to the Instructional Directors and to Cabinet. He said the changes would be presented to elementary and secondary principals next. He said the media clerk job description had been developed in May 2008 and was included in the packet. Ms. Vagner said the administration did not have a chance to review the draft Policy so it was not included. She said the media specialists met for two days to develop the implementation plan. She said Mr. Devine and Dr. Mortensen put together representation from the principals to work through the plan and make any recommendations. She said the media specialists did a good job looking at all the elements. Ms. Cranor said she was surprised to see all of the expectations compared to the pay and said there was quite a discrepancy.

d. 2011-12 Teacher Quality (TQ) Budget Update – Mr. Wegner

Mr. Wegner said the Title II-A allocation would be reduced by 17% for the upcoming school year. He said it equaled a \$121,000 reduction. He said the Instructional Directors would put together a revised budget plan over the summer which would be presented to the Curriculum Committee for feedback and approval. He said the final budget would be presented to the Board. Ms. Vagner said Mr. Reed informed the administration that other federal programs would also be reduced including Carl Perkins, Title I and Special Education budgets.

e. Alternate Routes to Graduation Update – Mr. Wegner

Mr. Wegner said Districts would be required to make changes to their Alternate Route to Graduation plans. He said the District currently utilized Plato for the alternate route. He said the locally approved plan must include multiple measures in addition to Plato. He said the second change was for juniors who had not passed the ISAT; they would now be eligible for an alternate route to graduation which in the past had only been available to seniors. He said a committee would be convened in September to provide input on multiple measures. He said recommendations would be brought to the Board for final approval and submission to the state. He said the deadline for submission was October 30, 2011.

f. Technology Task Force – Mr. Wegner

Mr. Wegner said State Superintendent Luna convened a task force to provide recommendations on the implementation of the technology portion of the plan. The membership and backgrounds of the committee were included in the packet. He said the committee met the week before and heard from Jeb Bush who was an advocate of the Students Come First plan. He said the committee was divided into five subcommittees including technology governance, technology integration, Schoolnet integration, which was the program purchased by the state as part of ISEE which warehoused student achievement data, platform specifications and procurement and online learning implementation. He said the committee's minutes were posted on the SDE website. He said the next committee meeting was scheduled for August 8 & 9, 2011 and would meet twice a month for the rest of the year.

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

Mr. Wegner wished Ms. Donnelly well and thanked her for everything she had done to benefit the students and staff in the District.

h. Summit Charter School Petition – Dr. Mortensen

Dr. Mortensen said a memorandum detailing the work of the petition review committee was included in the packet. She said specific committee assignments were given based on areas of expertise of the committee members. She said the business section of the petition was assigned to Mr. Reed, the governance section to Dr. Martin and the curriculum section to Mr. Wegner and Ms. Luras. She said as a result of the input of the committee a Resolution was drafted to summarize the committee's findings. She said Idaho Code required that a public hearing be held within 60 days of a review in which the Board would consider the merits and the level of employee and parental support for the petition. She said Ms. Vagner would propose a date for the hearing with Board action to follow. She said further information would be provided at the hearing.

i. Elementary Administrative Staffing Update – Dr. Mortensen

Dr. Mortensen said it was always hard to hear when top performing principals were retiring. She acknowledged the dedication and work that had been done by Jan Green at Gate City and Jann Herdt at Chubbuck Elementary. She said the principals' leadership would be missed by the staff and students. She said the administration moved forward in finding qualified individuals to replace them. She said interviews were conducted the week before where Deane Dye who had been a principal in Soda Springs K-3 and in Firth at the middle school was selected for the principal position at Gate City. She said A.J. Watson who had been a prevention specialist at Wilcox elementary was recommended for the principal position at Chubbuck

Elementary. She said Mr. Watson had shown his ability to provide leadership and collaboration and the necessary people skills to be successful in the position. She said she hoped those would be the only administrative changes.

j. Amended 2011-2012 District 25 Calendar – Dr. Mortensen

Dr. Mortensen said 2011-12 District 25 calendar had been recently adopted. She said after adoption the administration received input from teachers who were concerned about not having the needed time to prepare for finals. She said the final Monday early release was being moved to the last day of school to allow for more preparation time for finals at the secondary level. She said the administration would work hard to ensure that parents were aware of the change and recommended the Board adopt the proposed change.

k. 2011-2012 Kindergarten Calendar – Dr. Mortensen

Dr. Mortensen said the Kindergarten calendars were drafted. She said it was a challenge to balance the alternating Tuesday and Thursday and Monday and Friday groups. She said there were 30 Mondays, 15 Mondays each, 69 regular days for the Tuesday and Thursday group and 68 regular days for the Monday and Friday group which was as close as the calendar committee could get the two groups. She said the calendar met the required instructional minutes.

l. Kindergarten Enrollment Update – Dr. Mortensen

Dr. Mortensen said there was not a lot of change to Kindergarten enrollment. She said registration would open on August 18, 2011 and expected over 1,000 students to register.

m. Head Start Program Update – Dr. Mortensen

Dr. Mortensen said the documents included in the packet defined the new emphasis on preparing kids for school. She said the work was focused on improving outcomes and how preparation would be accomplished by the Head Start program. She said the new process raised expectations for processes and family engagement. She said the new expectations would be met through professional development initiatives and holding programs accountable to expectations. She said she anticipated the annual reviews would reflect the new emphasis. She said the new performance standards would coordinate with the District's processes for a seamless transition to Kindergarten and public school. She said the circular model illustrated the comprehensive nature of what was effective and appropriate for early childhood students. She said also included in the packet was a letter from the Regional Manager notifying the District that the Head Start grant had been funded at \$1.2 million which reflected no change from the previous year.

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

Dr. Mortensen said the data included in the packet reflected the numbers anticipated by the administration.

o. 21st Century After School Program Update – Dr. Mortensen

Dr. Mortensen said the "Bright Tomorrows" 21st Century After School Program newsletter was included in the packet. She said it provided an overview of the new "Seek Adventure" camp. She said students began with academic work and then took trips in the afternoon. She said there were 70 students signed up for the camp and was a great program.

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

Dr. Mortensen said Ms. Donnelly would be missed and thanked her for her dedication to students and staff.

q. ISU Elementary and Secondary Student Teacher Intern Requests – Mr. Devine

Mr. Devine said there were a number of student teacher intern requests which were included in the packet. He said the requests were routine and were in order and recommended the Board approve the requests.

r. Secondary Administrative Staffing Update – Mr. Devine

Mr. Devine said one of administrative interns, Lisa Delonas, completed her internship and was interviewed and hired as a secondary administrator at Alameda Center. He said she would do a great job. Ms. Gebhardt said she would be missed at Jefferson Elementary.

s. Draft Proposal for Extra-Curricular Activities Facilities Inclusive of Use of Holt Arena – Mr. Devine

Mr. Devine said the Extra-Curricular Activities Facilities Committee met on and off last year in which a large number of members participated. He said the committee presented a plan to deal with the home football games situation. He said the administration learned it had been charged a higher rental rate for football due to its use of the Holt Arena for football practice, Jensen Concert Hall for band, the Davis Field for track, Simplot Games and New Horizon's graduation. He said the set forth the plan the District be charged the lower rental rate and pay for any additional uses on an as needed basis. Ms. Cranor asked if the rates in the proposal were the rates the District would pay now. Mr. Devine said yes. He said the District would now pay \$1,000 for single games and \$2,000 for double headers. He said schools would provide their own ticket takers and custodial volunteers for games rather than ISU providing them. He said ISU would still manage the complete wash down of the facility. He said the administration would work with the Bannock County Juvenile Justice

department to help with providing custodial volunteers. He said the proposed changes could result in a \$2,700 savings for double headers. He said it would still not be back to the previous revenue levels but reflected some savings which would allow schools to net more revenue from gate receipts. He said the District was also proposing that double headers start a half hour earlier which would allow time for travel and cleanup. He said the District was proposing high schools find another location for home games because the Holt Arena would not serve the needs of the District in the long run. He said the proposal suggested limiting the number of games played at the Holt Arena and move a majority of home games to the Hawthorne Middle School field which had adequate parking. Ms. Cranor said Stocks Building parking could be utilized once the school was finished. Mr. Devine said the District was proposing Hawthorne Middle School field be used for all games except games played late in the season when there was inclement weather or for cross-town games that would be played at the Holt Arena. He said playing at Hawthorne would also allow for controlled access at JV games. He said the cost for the Hawthorne Middle School field would be added to the District's CIP plan. Ms. Cranor asked if some of the cost could come from gate receipts. Mr. Devine said some of the cost could. Mr. Rash asked where the District would get the up front money for the necessary improvements to the field. Mr. Devine said if the District set aside \$167,000 each year for three years it would have the money to make the necessary improvements including bleachers, LEP lights on 80 foot poles, a booth, restrooms, a sound system, fencing and a scoreboard. He said the scoreboard would be sponsored by advertisers. He said the net concessions could generate \$5,000 – \$7,000 per game. He said it could add up to around \$20,000 to \$25,000 over the season. He said this would also allow the District to lower ticket prices from \$8 to \$5 which was average for neighboring Districts. He said concessions would also not be as high priced as the Holt Arena. Mr. Cotant said many schools that the District was scheduled to play did not have fans that would travel to Holt and pay the higher prices so those schools were scheduling other games. He said the late start to games was another issue because fans traveling farther distances were not heading home until after midnight in some cases. He said even if the District decided to stay at Holt it would need to lower the ticket price to be equitable with other schools. Ms. Cranor asked if games could start at 5:00 p.m. at Holt Arena. Mr. Devine said the ISU Bengals were not off the field in time for games to start that early. Ms. Cranor asked if the recommendation was to stay at Holt Arena until money could be set aside to develop the Hawthorne Middle School field. Mr. Devine said it was. Mr. Rash asked if there were changing rooms at Hawthorne Middle School. Mr. Devine said there were but were not as nice as the administration would prefer. He said they were better than some changing rooms the teams had to deal with on the road. Ms. Vagner said the proposal was not on the agenda for action, but for information purposes so the Board could direct cost savings measures. She said due to the long term impacts with planning and saving the Board needed to direct the cost savings measures. She said the long term issues could be discussed at the September Work Session to allow adequate time to explore all the long term impacts. Ms. Gebhardt asked if the District would be able to do much long term planning with CIP while the Stocks Building and Alameda Center projects were still ongoing. Ms. Vagner said the CIP funds were committed until those projects were complete which was about two years out. She said the overall facility needs and impacts needed to be explored before any decisions were made. Ms. Cranor asked if the pay as you go cost savings measures would enable the District to lower ticket prices at games. Ms. Vagner said the administration was recommending the Board implement the proposed cost savings measures and look at long term planning in the future. Ms. Gebhardt asked about changing the New Horizon graduation location. Mr. Devine said the District previously utilized Frazier Hall for the same price as Holt Arena and would have to reevaluate where the graduation was held. Ms. Vagner asked if the Board was agreeable to implement the proposed cost savings measures and delay the long term planning discussion to the September Work Session. The Board agreed to do so.

t. Year End District Academic Progress Committee (DAPC) Report – Mr. Devine

Mr. Devine said the District Academic Progress Committee was in its first year of implementation. He said many of the students that came to the hearings were so far behind that they would not have graduated with their class. He said after attending a hearing many students were seeing there was hope that they could catch up. He reviewed the number of students that transferred or went back to their schools. He said the committee had positive feedback from counselors and administrators and validated that students could not opt out of their learning. He said in most cases students were not getting higher grades due to not turning in assignments. Ms. Gebhardt said the committee should positively impact graduation rates. Mr. Devine agreed.

u. Middle School Promotion/Summer School Update – Mr. Devine

Mr. Devine said the District added 7th grade promotion as required by the state. He said the District started with 8th grade last year. He reviewed the breakdown by middle school. He said Franklin Middle School had the greatest number of summer school students for credit recovery. He said summer school enrollment was

underway. He said the administration was hopeful a majority of the middle school students would recoup the necessary credits during summer school. He said Josh Nielsen at Franklin Middle School developed a life study skills course for summer school and was teaching it this summer. He said if a 7th grader was not successful he/she would be placed in credit recovery until their credits were complete. He said any 8th grader that was not successful would be placed at Kinport to continue credit recovery.

v. Previously Approved Summer Camp Requests – Mr. Devine

Mr. Devine said the summer camp requests had been approved at a previous Board meeting and were being included with complete information.

w. Previously Approved Out of District/Overnight Field Trip Requests – Mr. Devine

Mr. Devine said included in the packet were previously approved out of District/overnight field trip requests with a letter explaining the lateness of the request.

x. High School Football Equipment Use for Summer Football Camps – Mr. Devine

Mr. Devine said the IHSAA required Board approval for the use of equipment for football camps. Ms. Cranor asked why there was not a request from Highland. Mr. Devine said the requirement was only for offsite camps.

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

Mr. Devine said Ms. Donnelly would be missed. He said the District had to lengthen the instructional day at the high school level by one minute per period for ADA purposes. He said the ADA requirement did not leave very many options for the District and would lengthen the middle school day. He said the administration was ensuring parents are aware of the changes. He said parents would be notified in a newsletter and by the automatic phone dialer. He said the middle school teacher day would be standardized from 8:00 a.m. to 4:00 p.m.

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

a. Benchmark the 2010-2011 District 25 Strategic Plan

Mr. Reed said the District passed the ten year School Plant Facilities Levy and redesigned the CIP projects around the levy. He said the District had major projects which have impacted those funds. He said the District was dealing with less facility maintenance funds due to the loss of lottery proceeds. He said a lot of committee work had been completed with respect to the Stocks Building and Alameda Center projects. He said the maintenance department had done a lot of work over the past four months preparing for a second bid on the Stocks Building. He said the District was in phase I of the Alameda Center project which included the installation of the HVAC system and the cafeteria expansion. He said the Wilcox Elementary had the water system replaced. He said the water pipes were so badly rusted and some were completely closed so it was necessary to replace the entire system. He said the District had to complete more projects in house and required experienced staff, plumbers, electricians and a coordinator to ensure everyone worked together and stretched the budget as far as possible. He said the District completed over 12,000 work orders every year. He said the transportation department had to rearrange bus routes to accommodate all day every other day kindergarten and overloads at the elementary level. He said the transportation department continued to be one of the most efficient in the state and were under the cap every year which avoided funds from being pulled from the general fund. He said the food service department continued to operate in the black and were self sufficient and provided meals at minimal cost to students. He said the department upgraded equipment in school cafeterias including ovens and tables. He said the implementation of Infinite Campus was a major challenge and accomplishment for the department. He said the accounting department had to increase the monitoring of the budgets and compliance with grant requirements had been increased three fold. He said the ARRA funds were a blessing and a burden relative to the amount of record keeping and reporting required with the use of the funds. He said the department received the Excellence in Reporting Award for the 20th consecutive year. He said the District had to do without supplies and textbooks on such a reduced budget. He said the District's energy savings were around \$800,000 and would provide a full report in the fall.

b. Idaho General Fund Update

Mr. Reed said revenue was still slightly ahead of projections overall at \$66 million. He said May revenue was down \$8 million from projections. He said there were three straight months of being ahead of projections but fell slightly in May and would have to wait and see how it played out for the July payment.

c. Free and Reduced Lunch Report

Mr. Reed said the District was at 48.2% free and reduced meals overall. He said the percentage had increased over the years.

d. Summer Feeding Program Update

Mr. Reed said the summer feeding program was going extremely well and was averaging over 3,000 meals per day. He said the previous Tuesday over 3,300 meals were served which was a record breaking day.

e. Bid Awards

Mr. Reed said a school bus bid was included in the packet. He said three bids were received and the administration recommended the Board award the bid to Rush Bus at \$172,720 which represented the lowest responsible bid. He said a portion of the cost would be reimbursed by the state. He said bids for fuel and gas did not receive a response from any other vendors and the administration recommended the District continue with the services of Bowen Petroleum at .001 per gallon. He said there were bids for twelve ovens and received a response from thirteen vendors. He said the administration recommended the Board award the bid to Restaurant & Store Equipment Co. (RESCO) at \$51,900. He said there was a bid for furniture and the administration recommended awarding the bid to six various vendors on several projects.

f. Stocks Building/Alameda Center/Summer Projects Update

Mr. Reed said the Stocks Building was ready for contractors to begin construction. He said the administration would meet with the architect to review changes and the new specifications for the bid which would be opened on July 12, 2011. He said the administration would bring a new bid to the Board at the July 19, 2011 Regular Board meeting and hoped the bids would be within the District's budget. He said the contractors working on the Alameda Center and Wilcox Elementary had clean worksites and were on schedule.

g. Proposed Building and Subdivisions (New Construction)

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

h. Any Other Business Operations/Operational Support Update

Mr. Reed thanked Ms. Donnelly for her years of service to the District and said she would be missed.

EMPLOYEE SERVICES – Information – Mr. Smart

a. Benchmark the 2010-2011 District 25 Strategic Plan

Mr. Smart said some of the department's goals had been put on hold due to the implementation of ISEE. He said the implementation of APECS online would have to be rolled to next year. Ms. Cranor asked what APECS was. Mr. Smart said it was the District's software program for payroll and finance. Ms. Donnelly asked when Mr. Tonks would return from Iraq. Mr. Smart said October, 2011. He said the transportation department would help with the GIS system for boundary changes. He said the department worked to keep the Pay Manual up to date. He said the administration would bring Pay Manual revisions to the Board next month. He said currently the District's record retention was done on microfilm which was not made or repaired anymore and he worked with a company in Boise to digitize the system. He said the department was now virtually paperless with its payroll files. He said the technology department was restructured and had made great strides with Mr. Jolley as the new coordinator. He said the District was transitioning from the old Novell system to Microsoft and there would be a learning curve. He said the District would provide training for the new system and programs. He said the technology department was creating an offsite backup. He said the administration presented a balanced budget to the Board and a lot went into accomplishing that. He said many people and committees were involved in the process and all played a critical role. He said a new law was in place that required Districts to provide a searchable database online and was a top priority for the department. He said the District's Wellness program had positive results and thanked Ms. Giles for the hard work she put into making the program a success. He said she worked with the insurance carriers and Lockton, Inc. to ensure the District was moving in the right direction relative to wellness. He said she also worked with the association to ensure rigorous wellness participation. He said the District started off the year with a 25% premium increase on medical insurance but with the work of the Insurance Committee in negotiating plan changes the District was able to get a 7.3% increase. He said because of employee participation the District received a 3% rebate on medical insurance and almost received 4%. He said 4% was the maximum rebate available and that was the goal for next year. He said the Wellness program paid for itself, what the District spent in incentives it got back in rebates on renewal rates. He said Ms. Giles was working to implement fun and constructive wellness activities for employees to do which included a summer walking plan. He said the District would implement a more rigorous participation requirement to increase the District's return on investment. He said it would be a long term plan that would benefit the District and employees.

b. Infinite Campus/ISEE Upload Update

Mr. Smart said Infinite Campus and ISEE work would slow down some over the summer. He said the department would update employee data over the summer for new evaluation requirements. He said the SDE

was looking for volunteers to conduct an audit on data quality for the ISEE system and if no one volunteered the District may be required to do it.

c. Student Enrollment Information Update

Mr. Smart said the District ended the year with an overall retention rate of 98.66%. He said it was better than the average over previous years but not as good as last year which was an extraordinary rate. He said he anticipated meeting estimates for student enrollment numbers next year.

d. Rezoning of Trustee Zones

Mr. Smart said the Board would be asked to approve the rezoning plan. He said Idaho Code required zones to be within 10% of each other's population. He said the District had to have a plan in place by July 8, 2011. He said the District was able to work with Quadrant Consulting an engineering firm in Boise that created a new Trustee Zone map with balanced populations. He said the boundaries were aligned as closely as possible to county precinct lines. He said this was done to avoid confusion over which precinct a patron went to to vote for a trustee. He said the map was able to be realigned so trustees were able to stay in their current zone. He said one change to zone boundaries split census blocks and switched it from one zone to the other. He said on the previous map populations varied by as much as 23%. He said the target population per zone was 15,000. He said the biggest change was to zone one which had to be distributed to other zones. He said the District was able to get all zones under 10% which met the state's requirements. He said all of the changes took growth projections into account. He reviewed the final map and said if it met Board approval it would be submitted to the state for review and approval. Ms. Gebhardt said she received phone calls from patrons wanting to know where they could vote and she asked who would be responsible to make the information absolutely clear for the voters. Mr. Smart said the administration would work with the county to provide the most accurate information to the community. Ms. Cranor asked what would happen if the trustee map was approved and the county changed its precinct lines. Mr. Smart said he realized that could happen but the District did not have time to plan for it with the deadline from the state. He said the District would provide the trustee map to the county so it would have the current information and hoped that would avoid major issues with changes to county precincts. Ms. Donnelly said there were 11 precincts in her zone alone. Ms. Cranor said the new election consolidation law hurt Districts and was not cost effective. Ms. Gebhardt said there was not adequate information provided to people in the community about all the changes that took place. Mr. Smart said it would be a learning curve for the District and the county and would work together closely to avoid as much confusion as possible.

e. Any Other Employee Services/Operational Support Update

Mr. Smart will report on any other Employee Services updates at the time of the meeting.

HUMAN RESOURCES – Information – Dr. Howell

a. Benchmark the 2010-2011 District 25 Strategic Plan

Ms. Vagner said the District discontinued its use of Pathwise and the feedback had been positive. She said the District had worked to monitor and refine its teacher evaluation process which was approved by the Board and the state and was cited as a model rubric for the state. She said the District planned to post revised job descriptions to the website beginning in 2012. She said it had to be delayed due to personnel reductions in the HR department. She said the human resources department worked hard to maintain a highly qualified staff along with the special education department which was a challenge. She said both departments were committed to reaching 100% highly qualified staff by 2012. She said this was an ongoing issue with the classified staff and was maintained through the hiring process. She said a classified salary schedule to market analysis would be done in the fall. She said the human resources and transportation departments were in the process of reviewing bus driver pay which would be discussed in July. She said a middle management salary schedule to market analysis would be reviewed in 2012. She said the department reviewed and revised Policies to meet the new state standards. She said the administration would review various Policies with legal counsel to make any necessary changes. She said the District provided ongoing Policy and safety reviews for substitute teachers and was discussing online training options. She said the department streamlined its processes with the purchase of the Applitracks system. She said feedback was positive. She said the department was involved with the safety committee and provided ongoing support in that area.

b. Contract Distribution Update

Ms. Vagner said post cards were sent out notifying employees of the contract pickup date which began June 13, 2011. She said 620 contracts had been picked up and signed which was 88% complete. She said the administration appreciated the cooperation of employees to get this done. She said final contracts would be mailed.

c. Pay for Performance Update

Ms. Vagner said a committee would be pulled together to review Pay for Performance. She said the administration would bring a plan to the Board and would have to submit the plan to the state by September 1, 2011. She said cabinet had spent hours reviewing the various requirements and had a lot of work to complete between now and September 1st. She said the state would take the number of teachers in the state and divide that number by four which would then be divided into growth and excellence quadrants which is how the state would decide how many schools would go into the quartiles. She said growth would account for three of the quartiles. She said the 2011 ISAT scores would be ranked by District and by school. She said the 2012 scores would be the ones used for the payout in December 2012. She said the administration needed to have the 2011 scores to determine where the District lined up in comparison to other Districts. She said no certificated employee could receive more than one share from the state. She said students whose test results were excluded should be excluded from the results. She said if ISEE was any indication of data tracking success then the District was in for a challenge. She said staff like speech therapists would be calculated by the amount of time spent in each school and by case load. She said school psychologists were divided proportionately. She said District level certificated administrators were not assigned to any specific school but would still be required to tie 5% of their compensation to student achievement which would increase over time up to 15%. She said the Board could do this with a straight cut or it could set aside an account for pay for performance equivalent of what would come into the District. She said the Board's philosophy was to treat people fairly and if it started cutting District level administrators by such drastic percentages there would not be any District level administrators left. She said the administration did not know why the state was treating this group so differently. She said the local shares' measures had to be developed locally. She said the performance ratings and shares would be developed at the school level. She said the District would look at using the ISAT for its 2012 measure. She said it would probably be the wisest measure to use because it was standard and would be similar to the state measure. She said the Board would have to adopt a pay for performance plan in time for teachers returning on August 29, 2011 to submit to the state by September 1, 2011. She said a committee would be convened to research the framework and provide recommendations on District measures. She said the District would work on the hard to fill positions at a later date. She said the state put together a PowerPoint that showed examples of District shares and distributions to employees. She said one of the examples was an elementary using the spring IRI. She said certificated staff would include counselors who would get 1/6 of what each grade got. She said principals would also get 1/6 and special education would get 1/4 of grades 4 & 5 and Title I would get 1/12 of each grade. She said this information is what the committee would review and have a plan ready to submit to the state. She said Districts had the option to revise shares after the plan was submitted but could not change the plan. She said after February everything was locked in and could not be changed. She said it would then be evaluated on an annual basis. Ms. Cranor asked if Districts could only use one tool. Ms. Vagner said the state did not have an answer to that question yet but she believed it would be wise to use only one tool for continuity. Ms. Cranor asked how teams would have time. Ms. Vagner said it was so important that everyone had to make time. Ms. Cranor asked if there was buy in from other Districts. Ms. Vagner said Districts did not have a choice. She said this was just an overview of what was coming and the Board would have to seriously consider what it would do regarding non-building administrators.

d. Superintendent Designation to Hire through August 31, 2011

Ms. Vagner said the Superintendent was designated annually to hire throughout the summer. She said it was a routine request and the Board would be asked to approve the request under New Business.

e. Monthly Human Resources Report

Ms. Vagner said the monthly human resources report was included in the addendum and the Board would be asked to approve the report under the Consent Agenda.

f. Any Other Human Resources/Operational Support Update

Ms. Vagner said included in the addendum was an email from the State Department of Education commending the District on its development of the teacher evaluation rubric and requested to use it as a model for other Districts.

SUPERINTENDENT REPORT – Information – Mrs. Vagner

a. Benchmark the 2010-2011 District 25 Strategic Plan

Ms. Vagner said the Board annually adopted the Strategic Plan and would adopt the 2010 – 2015 Strategic Plan at the Regular Board Meeting in August. She said the Strategic Plan was based on Effective Schools

Research and Correlates of Effective School. She said TIA was grounded in this research and the District continued to be research based and move forward with best practices.

b. ISBA Resolution – Funding for Merit Pay

Ms. Vagner said the District had been asked to sign on to a joint Resolution with the New Plymouth School District that spoke to a need for a sustained funding source for pay for performance rather than funding it from cuts mandated by SB 1184. She said with all of the changes to legislation the District did not have time to draft any other Resolutions but could consider joining the New Plymouth School District in submitting this Resolution to the ISBA for consideration. She said the Board would be asked to consider approving the Resolution under New Business.

c. Policy 8116 – Part Day Enrollment/Attendance of Students Attending Non-Public Schools – 2nd Reading

Ms. Vagner said there was one change to both Policy 8116 – Part Day Enrollment/Attendance of Students Attending Non-Public Schools and Policy 8130 – Attendance of Students as a result of input received relative to clarifying that the part time attendance applied to “high school” students and not to all “secondary” students as there were no part time middle school students. She said the change was highlighted in both Policies and the input was included in the packet. She said the Board would be asked to hear both Policies on second reading for adoption under Old Business.

d. Policy 8130 – Attendance of Students – 2nd Reading

Ms. Vagner said the change to the Policy was previously addressed.

e. Policy 2211 – School District No. 25 – Board of Trustees – 1st Reading

Ms. Vagner said the change to Policy 2211 – School District No. 25 – Board of Trustees was based on the new election consolidation laws. She said Ms. Gebhardt asked about adding language clarifying that a Trustee must remain living in his/her zone and the language would be added to the Policy. She said the Board would be asked to hear the Policy on first reading under New Business.

f. Policy 2310 – Meetings of the Board of Trustees – 1st Reading

Ms. Vagner said the change to Policy 2310 – Meetings of the Board of Trustees was relative to the current requirement that minutes specify who called for a Special Meeting and how Board members were notified. She said this was not statute and the extra work was not necessary and recommended the language be removed from Policy. She said the Board would be asked to hear the Policy on first reading under New Business.

g. Calendar

Ms. Vagner said included in the addendum was a Q&A sheet from the IBSA stating that new Trustees had to take the Oath of Office prior to July 15, 2011 which the administration was unaware of. She said the Board could convene a Special Meeting in order to administer the Oath of Office to the new Trustees prior to the deadline. She said the administration also learned that Ms. Donnelly’s term would end June 30, 2011. Ms. Gebhardt asked if the Board would reorganize at the Regular Board Meeting in July. Ms. Vagner said yes. Ms. Cranor said she thought the Board should be in attendance when the Oath of Office was administered and recommended the Board hold a Special Meeting. Ms. Vagner said the Board could consider a Special Meeting at 12:00 p.m. or 4:30 p.m. before July 15, 2011 to administer the Oath of Office to Mr. Rash and Mr. Murphy. She said the administration would propose scheduling a Special Meeting/Public Hearing regarding the Summit Charter School Petition with Board action to follow. She said there were three people in attendance at the meeting on behalf of the charter. She said Ms. Johnson would email the Board for their availability for the two proposed Special Meetings. She said the administration would pull together a committee to go through the parking lot items and put them into Board Policy that would be brought to the Board for consideration at the July Board Meeting. She said the July Regular Board Meeting was set for July 19, 2011.

Monday, June 20, 2011

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

Tuesday, June 21, 2011

Executive Session/Personnel
Superintendent’s Office at the Education Service Center
4:30 p.m.

Tuesday, June 21, 2011

Regular Board Meeting

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

Tuesday, July 19, 2011

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

PUBLIC COMMENT – Self Explanatory

a. Public Comment Pertinent to Agenda Action items

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

Board Operating Principles No. 22 & 23:

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

There was no public comment on agenda action items at the time of the meeting.

CONSENT AGENDA – Self Explanatory – Action – Ms. 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 May 17, 2011 Regular Board Meeting.

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

b. Topic: Authorize Payment of Claims

Policy Issue: Board approves all Claims.

Background Information: Included in the packet were bills and invoices as of June 13, 2011 in the amount of \$1,051,784.26.

Administrative Recommendation: Administration recommended Board approve the bills and invoices as of June 13, 2011 in the amount of \$1,051,784.26.

c. Topic: Approve Supplemental Financial Information from May 1, 2011 through May 31, 2011

Policy Issue: Board acts on Financial Information.

Background Information: Included in the packet was supplemental financial information for the period of May 1, 2011 through May 31, 2011.

Administrative Recommendation: Administration recommended Board approve supplemental financial information from May 1, 2011 through May 31, 2011.

d. Topic: Approve ISU Elementary and Secondary Student Teacher Interns

Policy Issue: Board approves student teacher intern access in schools.

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

Administrative Recommendation: Administration recommended Board approve the ISU Elementary and Secondary Student Teacher Intern requests as presented.

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

OLD BUSINESS – Information – Action – Ms. Vagner

a. Topic: Adopt the Amended 2011-2012 District 25 Calendar

Policy Issue: Board adopts District calendars.

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

Administrative Recommendation: Administration recommended Board adopt the amended 2011-2012 District 25 Calendar as presented.

Board Direction/Action: A motion was made by Ms. Gebhardt and seconded by Mr. Rash to adopt the amended 2011-2012 District 25 Calendar 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. Cranor and seconded by Ms. Gebhardt to approve the out of District/Overnight Field Trip Requests as presented. The voting was unanimous in the affirmative.

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

Policy 8116 – Part Day Enrollment/Attendance of Students Attending Non-Public Schools

Policy 8130 – Attendance of Students

Policy Issue: Board adopts policy.

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

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

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

d. Topic: *Award Bids*

Policy Issues: Board awards all bids.

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

Administrative Recommendation: Administration recommended Board award bids as presented.

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

e. Topic: *Approve Trustee Zones and Authorize the Submission to the State Board of Education*

Policy Issues: Board approves Trustee zones and authorizes submission to the State Board of Education.

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

Administrative Recommendation: Administration recommended Board approve the Trustee Zones and authorize the submission to the State Board of Education as presented.

Board Direction/Action: A motion was made by Ms. Gebhardt and seconded by Ms. Cranor to approve the Trustee Zones and authorize the submission to the State Board of Education as presented. The voting was unanimous in the affirmative.

NEW BUSINESS – Information – Action – Ms. Vagner

a. Topic: *Adopt the 2011-2012 Kindergarten Calendar*

Policy Issue: Board adopts District calendars.

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

Administrative Recommendation: Administration recommended Board adopt the 2011-2012 Kindergarten Calendar as presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to adopt the 2011-2012 Kindergarten Calendar as presented. The voting was unanimous in the affirmative.

b. Topic: *Approve the use of High School Football Equipment for Summer Football Camps*

Policy Issue: Board approves equipment use.

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

Administrative Recommendation: Administration recommended Board approve the use of high school football equipment for summer football camps.

Board Direction/Action: A motion was made by Ms. Gebhardt and seconded by Mr. Rash to approve the use of high school football equipment for summer football camps as presented. The voting was unanimous in the affirmative.

c. Topic: *Delegate Superintendent to Hire through August 31, 2011*

Policy Issue: Board delegates hiring.

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

Administrative Recommendation: Administration recommended Board delegate the Superintendent to hire through August 31, 2011 as presented.

Board Direction/Action: A motion was made by Ms. Gebhardt and seconded by Mr. Rash to delegate the Superintendent to hire through August 31, 2011 as presented. The voting was unanimous in the affirmative.

d. Topic: *Approve the ISBA Resolution – Funding for Merit Pay and direct the Submission to the ISBA*

Policy Issue: Board approves Resolutions.

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

Administrative Recommendation: Administration recommended Board approve the ISBA Resolution – Funding for Merit Pay and direct the submission to the ISBA as presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to approve the ISBA Resolution – Funding for Merit Pay and direct the submission to the ISBA as presented. The voting was unanimous in the affirmative.

e. **Topic: *Hear on First Reading:***

Policy 2211 – School District No. 25 – Board of Trustees

Policy 2310 – Meetings of the Board of Trustees

Policy Issue: Board adopts policy.

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

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

Board Direction/Action: A motion was made by Ms. Gebhardt and seconded by Ms. Cranor to hear on first reading the above listed Policies as presented. 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 meeting. The Board adjourned its Regular Meeting at 9:50 p.m.

APPROVED ON:

AUGUST 16, 2011

BY:


Chair

MINUTES PREPARED BY:


Secretary, Board of Trustees

ATTESTED BY:


Clerk