

**MINUTES OF THE BOARD OF TRUSTEES
SPECIAL MEETING/WORK SESSION
Pocatello/Chubbuck School District No. 25
Tuesday, March 8, 2011
Board Room at the Education Service Center
1:30 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Marianne Donnelly, Chair	John Sargent, Member (Excused)
Janie Gebhardt, Vice Chair	Jackie Cranor, Member
Frank Rash, Clerk	Mary M. Vagner, Superintendent

A Special Meeting/Work Session of the Board of Trustees of Pocatello/Chubbuck School District No. 25 was held on Tuesday, March 8, 2011, at 1:30 p.m. in the Board Room at the Education Service Center, 3115 Pole Line Road, Pocatello, Idaho, as provided in Section 33-510, Idaho Code;

Welcome, Call to Order, and Statement of Purpose:

Chair Donnelly welcomed everyone and called the meeting to order at 1:34 p.m. She reviewed the addendum to the agenda. She said the Special Meeting was held for the purpose of a Work Session for administration to discuss with the Board the topics outlined in the agenda.

1. **Convene Meeting**
2. **Early Graduation Request**
3. **Convene Special Meeting to Take Action on Early Graduation**
4. **Adjourn Special Meeting and Reconvene Board Work Session**
5. **Credit Recovery Update**
6. **ARRA Funds Update: Title I; Special Education**
7. **2011-12 Technology Replacement/Acquisition Plans**
8. **Safe and Drug Free Schools Fund Update**
9. **2011-12 Projected TQ Budget**
10. **District Capacity Enrollment Analysis**
11. **Preliminary 2011-12 Secondary Enrollment Information**
12. **Policy Update: Policy 8111.0 – Rights of Homeless Students – Attendance, Services, Transportation; Policy 8122 – Graduation Requirements**
13. **May 17, 2011 Elections: Trustee Elections; Supplemental Levy Election**
14. **Legislative Report**
15. **Updates: Unit Information from State; Insurance and Budget Committee Updates; Stocks Building; Elementary Space Needs; Infinite Campus; ISEE Uploads**
16. **Public Comment**
17. 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.
18. **Board Operating Principles #22 & 23:**
19. **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.
20. **Adjourn**

Convene Special Meeting to Take Action on Early Graduation

Chair Donnelly called the Special Meeting to order at 1:34 p.m. She said the purpose of the Special Meeting was to Take Action on an Early Graduation Request. A motion was made by Ms. Gebhardt and seconded by Ms. Cranor to approve the Early Graduation Request as presented. The voting was unanimous in the affirmative.

Adjourn Special Meeting and Reconvene Board Work Session

A motion was made by Ms. Gebhardt and seconded by Ms. Cranor to adjourn. The voting was unanimous in the affirmative. Chair Donnelly adjourned the Special Meeting and reconvened the regular Board Work Session at 1:35 p.m.

Credit Recovery Update

Mr. Devine said the credit recovery program was successful and had more students involved than anticipated. He said students used PLATO, a test designed to diagnose what a student did not understand and what areas a student was proficient in to determine which areas a student needed credit recovery in to be on track to graduate. He said there was a decline in participation due to a lack of ISAT remediation funds from the state. He said students with the greatest needs were given priority. He said teachers who provided credit recovery courses as part of their regular class did not receive a stipend. He said teachers who taught credit recovery in a lab under a teacher of record were given a \$100 stipend. He said the administration was exploring ways to provide credit recovery within the budget available. Ms. Cranor asked if Title I or Title II could fund credit recovery. Ms. Vagner said Title I funds were for the elementary only and Title II could only be used for staff development. Mr. Devine said the administration needed to figure out how to handle the demand within the budget. He said it was exciting to help students get back on track to graduate. Ms. Cranor asked the percentage of students who were successful with the credit recovery courses. Mr. Devine said overall the courses had about an 88% passage rate at the end of the first trimester. He said if students did not pass the first time they would be placed in the next trimester's credit recovery course. Ms. Gebhardt asked what was causing the high need for credit recovery. Mr. Devine said missing assignments or poor attendance caused low grades and the need for credit recovery. He said some of the students were dealing with personal issues and had difficulty staying on task. He said the administration was also becoming aware of the need for consistent grading practices and hoped to correct those issues. He said there were a lot of variables that factored into the need for credit recovery but sometimes it was because students weren't comfortable raising their hands in class and saying they don't understand. Ms. Cranor said she had heard that consistent grading practices would make a big difference. Ms. Donnelly said there seemed to be a significant disparity between the need for credit recovery at each school. Mr. Devine said secondary teachers would engage in consistent grading practices discussions during the PLC Mondays. Mr. Rash asked if there were any issues with students not trying as hard for the first couple of years knowing they could take credit recovery courses to catch up. Mr. Devine said it was being addressed through DAPC meetings because students are allowed to move on without bringing their grades up. He said students could also be transferred to the Alameda Center depending on how far behind they were. Mr. Rash said the Board saw students during expulsion hearings that did not care about their education until it was almost too late. Mr. Devine said the support of the administration and the Board really helped to make a difference before it got to that point.

ARRA Funds Update: *Title I; Special Education*

Ms. Vagner said Ms. Steenrod and Ms. Harwood would provide an update on the winding down of the spending of ARRA funds. Ms. Steenrod said the special education ARRA budget was included in the packet. She said the District had spent about 47% of the ARRA funds to date and were on track to spend the remaining balance by September. She said the goal was to ensure the District took full opportunity of the funds and left nothing on the table. She said she was working closely with Principal Morten and Cabinet to keep everyone informed of expenditures. She said there were enough funds to provide elementary and special education teachers with new computers as part of the technology replacement schedule. She said secondary teachers were due to receive computer replacements in 2012 but would get them one year ahead of schedule in order to use the ARRA funds before September. She said the state was no longer reimbursing the District for work experience transportation costs so the District set aside funds to pay for transportation using city transportation for the next year. She said ARRA funds would also be used to pay for the 2011-12 SEIS contract. She said the ARRA funds would be used to pay ahead on software licenses to avoid losing any. She said the administration was looking at how every dollar

was spent to ensure the District would take full advantage of the funds. Ms. Cranor asked if any of the funds could be spent on credit recovery. Ms. Steenrod said the ARRA funds were limited to special education. She said writing curriculum for K-12 would be purchased with ARRA funds to enhance the curriculum. She said the funds would also be used to purchase assessments which were constantly being revised. Ms. Donnelly said the District had been capacity building rather than program building. Ms. Steenrod said that was correct. Ms. Vagner said there were very few positions funded through ARRA. She said there would be minimal impact to the general fund. Ms. Steenrod said school psychologist interns were funded through ARRA but would come to an end in June.

Ms. Harwood said the salaries funded out of Title I ARRA included STAR coaches and behavior specialists which would be picked up through the Education Jobs Act funds next year. She said there were three after school program providers which would come to an end at the end of the year. She said there was one instructional coach, specialist and interventionist funded with Title I funds. She said the administration was working on a plan to fund the coaches after Title I funds expired. She said Title I ARRA also funded a portion of salaries for reading aides. She said originally the plan was to purchase a writing program in elementary but determined that purchasing the services of reading aides a greater priority. She said some of the supplies purchased through Title I ARRA included Datawise, Infinite Campus and after school program supplies. She said inservice for substitutes that attended writing seminars were paid for out of salaries. She said audio enhancement in elementary was purchased with Title I resources. She said there was a budget for after school coordinator's travel. She said the travel budget was for after school program field trips. She said the inservice contract funded professional development for instructional coaches. She said funds left over from ARRA extended reading time aides was put into supplies to help purchase computer equipment for elementary teacher stations. She said Gate City could not be included in the purchase because it was not a Title I school, but all other schools would be included. Ms. Steenrod said the Lincoln Center would be covered through the special education ARRA budget. Ms. Donnelly said it sounded like quite a challenge figuring out how to optimize funds. Ms. Harwood said Title I ARRA funds were being used in a way that allowed the District to carry over more money to continue supporting the instructional coaches, specialists and interventionists.

2011-12 Technology Replacement/Acquisition Plans

Mr. Reed said the administration presented the Capital Improvement budget to the Board at a previous meeting and part of the budget included a portion of technology. He said the lottery funds used to go into the school plant facilities budget but had been shifted to the general fund and left the District short about \$700,000 for maintenance and technology. He said the state usually allocated about \$300,000 for technology but that had also been eliminated this year. He said the District had lost a little over \$1 million in technology funding over the past year. He said the current budget was very limited. He reviewed the six year replacement schedule. He said the schedule up to 2010 had been accomplished and the District was now focused on the plans for 2011-12. He said the replacement of elementary computers was next on the replacement schedule. He said most of the computers were over six years old and were not capable of running some of the current software without upgrades and were transferred to secondary computer labs. He said the computers that would be replaced were 10-12 years old. Ms. Cranor asked if the old computers would be auctioned off. Mr. Reed said the District put old equipment up for bid. He said the District utilized technology for a good number of years before replacing it. He reviewed the technology plan for 2011. He said only \$300,000 had been allocated from capitol improvement for technology. He said \$164,000 would come from the school plant facilities fund, \$27,000 would come from special education and \$134,000 would come from Title I ARRA to help offset the technology fund shortage and help the District get through another year. He said a lot of the older computers at the elementary would go to the Stocks Building. Ms. Cranor asked if the rest of the technology replacements would come from the amount allocated in the Capital Improvement Plan. Mr. Reed said yes it would be a combination of all those budgets to get the District through 2011. He said the District's six year technology plan would be updated when the new Technology Coordinator was hired. He said Mr. Smart would work with the technology department to help them develop a plan six years out. Ms. Gebhardt noted the Education Center and the middle schools did not have any allocation for replacements. Mr. Reed said both of those areas had been updated in the past 2 – 3 years and the budget addressed the critical areas. He said the replacement schedule was rotated throughout the District to get the maximum use out of the technology. He said the administration would bring computer bids to the Board in May.

Safe and Drug Free Schools Fund Update

Mr. Hobbs reviewed the budget. He said originally there was \$9,000 in carryover. He said the grant had been discontinued at the federal and state level. He said the expenditures were included in the packet and the remaining balance would be used before the end of next fall. He said safe and drug free school funds were used for activities like red ribbon week and Rachel's Challenge. Ms. Cranor asked if the District would get any safe and drug free school funds for next year. Ms. Vagner said no. Ms. Gebhardt said some safe and drug free school funds would be available next year but it would be in the form of grants.

2011-12 Projected TQ Budget

Mr. Wegner said the proposed 2011-12 TQ budget was included in the packet. He said it would take several revisions and meetings with the Instructional Directors and the Curriculum Committee before it would be finalized. He said there were still some unknowns. He said he would have a better idea of the carryover as the end of the school year approached. He said he listed \$500,000 as a placeholder. He said the administration heard the potential reduction at the state level was about 17%. He said that was one fifth of the budget. He said the preliminary TQ budget was nowhere near complete and would have to be reprioritized when final figures came in. He said any budget item highlighted in yellow was a new item for next year but might have to be reconsidered. He said there were no full time class reductions in the budget because the District was in a needs improvement status and not 100% of teachers were HQ so the positions were removed for next year. He said half of the professional development coordinator's salary was placed in the TQ budget to save general fund dollars. He said 12% of the budget was for the reading coaches. He said the math coach was funded through Title I ARRA and if the District was to maintain the position the administration would have to figure out how to fund the position after the ARRA funds expired. He said the administration was proposing to fund the coach out of Title II. He said secondary principals were requesting a second instructional math coach. He said the administration did not know if the positions could be maintained for the next school year. He said the assessment and testing specialist's salary was funded out of TQ. He said technology mentor stipends were paid out of TQ. He said the administration hoped to expand courses for Datawise learning target assessments being piloted and would pay stipends to teachers who taught the course. He said all of the stipends paid out of TQ were push ins from the general fund and included stipends for mentors, new teacher support, professional development and TIA participants. He said instructor salaries were stipends for teachers who taught professional development courses like CHAMPS and Moodle. The MTI math course was a state math course that the state had allowed the District to pilot the course for staff as long as the District paid the stipend which came out of TQ. He said the District hoped to offer STEM courses through TQ as well. He said the District hoped to offer Microsoft Word training. Ms. Cranor asked what the August BLT meetings were. Mr. Wegner said Building Leadership Teams met before the start of the new school year to review information from the year before and prepare goals to improve in the coming school year. He said the District held BLT meetings for the last four or five years. He said it was held at Century High School. He said participation was based on their enrollment and would be adjusted when the District received the figures. He said the District used Title I funds for school improvement for all Title I schools and TQ covered the non-Title I schools which included all secondary schools and Gate City Elementary. He said \$50,000 was set aside for special projects for schools that wrote mini-grants. He said in order for schools to receive the mini grants the project had to increase the number of highly qualified staff. He said new teacher support program materials and substitutes were supported. He said administrative training courses and materials were also supported. He said the TQ budget supported elementary and secondary schools with materials and resources as the District worked with administrators and staff. He said special education and PTE training were supported by TQ. He said staff worked on calendars and end of course assessments and the District planned to implement assessment literacy training with TQ funds. He said there was non-salary training for STEM. He said the carryover history over the past three years peaked in 2010-11. He said the budget was still in draft form but wanted the Board to have an idea of what the District was facing for the next year. He said once the District finalized its budget the TQ budget would most likely be reprioritized.

District Capacity Enrollment Analysis

Mr. Reed said enrollment was increasing. He said the administration brought an enrollment capacity analysis to the Board twice a year. He said building capacity was not a finite number but an ideal level of student enrollment per building that the District did not like to exceed. He said the analysis showed enrollment numbers at the

beginning of the year and then as of February. He said Century High School showed very little change starting at 1,156 and ending up at 1,158 in February. He said Pocatello High School was at 84% capacity as of February. He said Highland High School was at 87%. He said ideally capacity should be between 85-87% to allow room for growth. He said the District was pretty much on target with the exception of Century High School. He said Franklin and Hawthorne Middle Schools were very close to reaching capacity and Irving Middle School was at about 88%. He said there were a little over 300 students heading into middle school that could not be pushed into those buildings without going way over capacity which was why the District had a critical need to open a fourth middle school. He said there were a few schools that were currently over capacity including Chubbuck Elementary at 106%, Greenacres Elementary at 101% and Indian Hills Elementary at 102%. He said a couple of schools that were close to reaching capacity included Edahow Elementary at 95%, Lewis and Clark Elementary at 94% and Tendoy at 98%. He said almost all of those schools had primary grades with additional classrooms that rolled each year which was why the District needed to complete the sixth grade move. Ms. Gebhardt said Indian Hills did not have room for the sixth graders still there. Ms. Vagner said the District would begin the boundary process next year. Ms. Cranor asked which elementary schools still had sixth grade classes. Mr. Reed said Edahow, Gate City, Greenacres, Indian Hills, Jefferson and Washington Elementary still had sixth grade classes. He said there were 326 sixth graders as of February. He said the District was one year behind with capacity which caused overloads and transfers. He said once the District was able to move the alternate programs to the Stocks Building and open the Alameda Center as a fourth middle school the District would be in a much better position.

Preliminary 2011-12 Secondary Enrollment Information

Mr. Devine said the preliminary 2011-12 secondary enrollment data was included in the packet. He said enrollment continued to change. He said the high school enrollment numbers were up or down by just a few students compared to last year. He said just a few years ago Century High School did not have nearly the amount of the other two high schools and now it had more. He said Century anticipated receiving about 300 students the middle schools due to 9th grade choice. He said it would be a challenge for Century to accommodate that number of students. He said the administration was working with the school to figure out how to handle the increase in students if that occurred. He said about 16 students at Century were from Marsh Valley. Ms. Donnelly asked if there was any impact from out of District transfers. Mr. Devine said he had been unable to authorize out of District transfer requests due to a lack of space at Century. Ms. Cranor asked if the out of District students were being directed to the other high schools if Century was unable to accommodate them. Mr. Devine said there was no transportation to the other schools which was problematic. Mr. Reed said the District did what it could to accommodate students within reason. Ms. Cranor said it appeared that enrollment at Pocatello High School was declining. Mr. Reed said enrollment numbers went up and down over the years but over the long haul enrollment numbers were fairly consistent. He said Century High School was the only school that had continually increased over the years. He said population was pretty evenly dispersed.

Policy Update: Policy 8111.0 – Rights of Homeless Students – Attendance, Services, Transportation; Policy 8122 – Graduation Requirements

Ms. Vagner said the first change to Policy 8111.0 – Rights of Homeless Students – Attendance, Services, Transportation was the deletion of language to allow a child to remain at the current school for the duration of homelessness which could go beyond the current school year. She said the appeal process had been embedded in the Policy as a recommendation from the state. She said the changes to Policy 8122 – Graduation Requirements added clarity to the English requirements. She said since the District was on a trimester system and some students took three credits per year the language change freed up a minimum and clarified requirements would be aligned with the core requirements for the appropriate grade level. She said the Policies would be heard on first reading at the March 15, 2011 Regular Board Meeting pending any changes from the Board.

May 17, 2011 Elections: Trustee Elections; Supplemental Levy Election

Mr. Smart said the Supplemental Levy Election was that day. He said the Trustee Election timeline would start next week. He said recent changes to Idaho Code changed the timeline. He said the County Clerk was unaware of the reason for the change. He said this year there was no time limit on nominating petitions for the Board. He said now petitions could be picked up and turned in at any time but the deadline was March 18, 2011. He said the deadline for write in candidates had been pushed back to April 2, 2011. He said if a petition was not turned in by

April 2, 2011 an interested party would not be able to run. He said the county was responsible to publish notices for deadlines and the election notices this year. Mr. Rash asked if the Trustee Elections were stand alone elections. Mr. Smart said with the consolidation law there would be a number of positions up for election. He said the Trustee Elections were on an odd year and would be offset by the general elections which were on even years. He said the District would be on the ballot with irrigation and fire districts. He said there were a number of departments that would have their elections on the same day. He said Trustee Elections would only be held every two years. He said two zones were up for election this year and three in 2013. Ms. Cranor asked what would happen when boundaries were redone. Mr. Smart said Trustees would still remain in their zones with minor changes. He said the District was on hold until census data was received. He said the District would work to align boundaries as closely as it could to Trustee Zones. He said the District realigned boundaries ten years ago and was able to keep Trustees in their zones. He said he didn't anticipate any big changes with the realignment of boundaries. He said if the District needed to hold another Supplemental Levy Election it would have a limited opportunity for the Board to meet and set an amount due to the 45 day notice timeline.

Legislative Report

Ms. Vagner said included in the packet was an article from Spokesman-Review which outlined the budget shortfall. Mr. Reed said the Idaho Outlook was received that day with data as of February. He said income tax came in \$43 million ahead of projections but was a temporary surplus due to the unusually low number of income tax refunds processed. He said it could have been due to federal tax law changes. He said surplus would be minimized in March. He said other categories like sales tax were close to projections. He said the year to date graph showed a 97% decrease in revenue from 2009 to 2010. He said there was an 8.4% increase in 2011 but was nowhere near 2009 levels. He said revenue numbers were a little ahead of projections and would hopefully not be too far off when March numbers came in. Ms. Vagner said SB1108 passed in the house with a 48-22 vote. She said the pay for performance bill would follow but was not addressed that day. She said another bill that passed prevented school boards from paying teachers for association activities. She said the PEA reimbursed a portion of the PEA President's salary and the District reimbursed the remaining portion. She said the new bill would likely prevent the District from reimbursing the salary. She said there was a bullying bill that was expected to pass with possible amendments. She said Governor Otter and State Superintendent Tom Luna met to rewrite the reform bill. She said the bill would be introduced with a new number and would go to the State Affairs Committee due to the lateness. She said it would then be sent back to the Senate Education Committee. She said there was a lot of secrecy surrounding the rewrite of the bill and Districts had no idea what the new plan would contain.

Updates: *Unit Information from State; Insurance and Budget Committee Updates; Stocks Building; Elementary Space Needs; Infinite Campus; ISEE Uploads*

Mr. Smart said the District received some unit information from the state. He said the District still had not received index information. He said the units for Kindergarten and the alternate school were much lower than anticipated because of how the District was reporting the information on the calendars in Infinite Campus. He said the administration was working with Joyce Popp to resolve this issue. He said the solution for the District was to send two different calendar schedules for Kindergarten along with every school that had a different schedule. He said the state only counted half of the ADA because of the way they interpreted the data. He said he hoped the revised units would be closer to projected units. He said the Insurance Committee did not meet last month but renewal information was sent to members. He said a lot of critical issues would be addressed at the next Insurance Committee meeting. He said the Budget Committee had planned to meet on Thursday but the District still did not have funding information from the state which was a big driver for the committee's discussion. He said the committee would postpone meeting for one week. Mr. Smart said in the past the District ran its own elections and set up election central to tally the results and post them. He said the District would probably get the election results from the county website. He said the county would open one court room to post the results. He said some of the administrators would probably go to the courthouse to await the results. He said the county would start counting at 8:00 p.m. He said the county had an automatic counter and hoped results would be in by 9:00 or 10:00 p.m. He said the machines were certified last Friday. Ms. Vagner said she would go the courthouse and report results to the Board. Mr. Smart said there were a lot of learning curves with Infinite Campus. He said the District was working on creating schedules and setting up registration in Infinite Campus. He said the Blackfoot District would be implementing Infinite Campus soon. Ms. Vagner said the Blackfoot District was also upgrading from

SASI. Ms. Cranor said she had received calls from parents that were impressed with the message updates. Mr. Smart said technology had been able to set up messages to go out to parents whose students had a negative balance on food service accounts. He said the technology department was working hard to figure out how to do more with less. He said the department was trying come up with creative solutions for lab replacements and software. He said the department was working to reduce costs and commended their efforts. Mr. Reed said the preliminary cost estimate for the Stocks Building was included in the addendum. He said the administration and the architect had been working tirelessly on the details for the Stocks Building to ensure nothing was left out of the cost estimate. He said the bid should come in close to the amount of the cost estimate. He said the District's maintenance department took care of all of the demolition and stripped the building which saved the District money. He said the new multipurpose area would accommodate students outside the main building. He said the building needed to have the roof replaced. He said the current roof was in bad shape and hoped a roof replacement would last about 20 years. He said cost to install the new HVAC system would be around \$600,000. He said it would be upgraded similar to other school HVAC systems. He said the new system would be energy efficient. He said a sprinkler system had to be installed. He said electrical installations would include the electrical for technology. He said plumbing had to be installed throughout the building. He said new windows and interior glass would be installed for greater visibility in the school. He said the siding on the outside of the building would be replaced to last for the next few decades. He said millwork would be done for counters, desks, cabinets and storage. He said a small set of bleachers would be installed to accommodate about 2/3 of the school for assemblies. He said it came in at \$3,125,000. He said they were hopeful that the project would come in at \$3 million to \$3.5 million. He said the bid could very well come in under the estimate because of better construction rates and there was a lot of interest from contractors in and out of the area. Ms. Cranor asked about the kitchen equipment. Mr. Reed said the District's food service department would fund the kitchen equipment so it would be separate from the cost estimate.

Public Comment

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

Adjourn

Chair Donnelly adjourned the Work Session at 3:14 p.m.

APPROVED ON:

APRIL 19, 2011

BY:



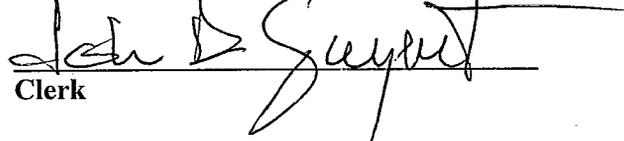
Chair

MINUTES PREPARED BY:



Secretary, Board of Trustees

ATTESTED BY:



Clerk