

**MINUTES OF THE BOARD OF TRUSTEES
SPECIAL MEETING/WORK SESSION
Pocatello/Chubbuck School District No. 25
Tuesday, March 9, 2010
Board Room at the Education Service Center
1:30 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Marianne Donnelly, Chair	John Sargent, Member (Excused at 3:46 p.m.)
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 9, 2010 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. All Board members were in attendance. Ms. Donnelly said the Special Meeting was held for the purpose of a Work Session for administration to discuss with the Board the following topics:

- 1) Head Start Governance Changes Update and Funding Clarification**
- 2) Benchmark 2009-10 Strategic Plan – Curriculum and Instruction, School Safety, Human Resources, Community Relations and Communications, Employee Services, Business Services**
- 3) Legislative Report/Budget Preparation Schedule/Projected Revenue for 2010-11**
- 4) Discussion of ISBA Proposals**
- 5) Convene Special Meeting – To Take Action on Providing Direction Regarding ISBA Proposals**
- 6) Adjourn Special Meeting and Resume Work Session**
- 7) Trustee Election Timeline**
- 8) School Plant Facilities Reserve Fund Levy Election Update**

Head Start Governance Changes Update and Funding Clarification

Dr. Mortensen said Head Starts federal review would begin April 12 – 16, 2010. She said one change in federal law was a change in the definition of the governance of Head Start. She said since the School Board was the Board for Head Start there were certain things that needed to be done under the Head Start Act. She said a School Board member would need to be delegated as a representative to the Head Start Board. She said that Board member would be Jackie Cranor. She said a technical advisor suggested the Head Start director write a letter outlining changes and delegating a representative. She said Head Start would have a draft letter ready for the March 16, 2010 Regular Board meeting. She said the draft letter would delegate Jackie Cranor as the representative to the Head Start Board under the direction of the Head Start Board Chair. She said the representative would attend monthly meetings with Head Start Board and Management Team to meet the new governance requirements. She said the Board could make any necessary changes before the draft letter was approved and sent. Mr. Sargent asked about the term “duly elected” and noted that Ms. Cranor was appointed and asked if that would affect anything. Dr. Mortensen said she would look into the question. Dr. Mortensen said when the grant amount had been reported the Board asked if the grant was more or less than the previous year. She said the previous years’ grant amount ended up being less overall due to a one time amount included in the current grant, but the overall program support was about the same amount. Ms. Donnelly said she was happy the governance issues were sorted out. Dr. Mortensen said Ms. Cranor was an excellent representative. Ms. Cranor said it was great to be a part of the Head Start Program.

Benchmark 2009-10 Strategic Plan – Curriculum and Instruction, Human Resources, School Safety, Community Relations and Communications, Employee Services, Business Services

Ms. Vagner said that over the year the Board heard various benchmarking elements of the Strategic Plan which was adopted the plan at the August 18, 2009 Regular Board Meeting. She said today administration would review it in its entirety and provide a mid year benchmark. She said Curriculum and Instruction had been allocated 40 minutes and the remaining departments would have 10 minutes each.

Curriculum and Instruction

Mr. Wegner said he would cover the School Improvement Plans. He said schools were required to submit school improvement plans this year by April 1, 2010. Mr. Wegner said all schools had the option to use the SIP tool except Wilcox and Alameda who had to use the WISE tool because they were part of the Capacity Builder Project. He said directors were glad that not all schools were required to switch to the new tool, as this would give administration an opportunity to determine the strengths and weaknesses of tool. He said administrators worked with the tool and decided they would make the system work for them rather than the system driving its work. He said the team plotted major initiatives and determined which indicators were pertinent. Mr. Wegner reviewed an example of the District's WISE Tool plan online. He showed the Board the first indicator which covered the District's improvement plan, administrators and communication. He said the indicator had been marked as fully implemented. He said everything that was being doing to meet the work could be listed within the tool. He reviewed all the meetings and listed evidences. He said the next indicator reviewed District achievement targets and described the level of development. He said current templates included ISAT and IRI but they were looking into expanding them. He said administration wanted to include SMART goals for school use. He said the District's use of the tool was helpful in identifying ways to improve it for schools. He said administration would work to sharpen the tool to achieve District and school improvement. He said tasks were established to achieve SMART goals. He said Instructional Directors would hold a retreat to benchmark targets. He said learning targets would be assessed and implemented District wide. He said administrators worked with schools to provide interventions. He said RtI was major initiative in the District Plan. He reviewed the level of development, SMART goals and specific tasks in the tool. He showed the Board how it would look when indicators were implemented and the tasks that would keep the plan moving forward. He said TIA was another major initiative and identified the development, SMART goals and tasks that would assist in meeting goals and full implementation. He said administration made the WISE tool work for the District's Strategic Plan. He said administrators would start with TIA. Dr. Mortensen said TIA was a work in progress and continually refined. She said TIA along with pacing guides for different programs in the core made a big difference in focusing teachers and ensuring students were learning key concepts. She said TIA was a document that directed conversation in the professional learning community. She said administrators discussed how it fit with core programs to focus and improve instruction across the board. Mr. Wegner said various secondary departments were using TIA documents for key vocabulary terms and for revising end of course assessments. He said the document was used in PLC discussions for student achievement. He said administration was looking at resources in preparation for the TIA conference June 7 – 11, 2010 and plans were well underway. He said TIA use varied by department and school. He said it was still in the growth stages. He said administration was looking at different approaches to TIA by including connections to SIOP, assessment depth, social studies further instruction, bringing new content areas on board with K-12 health, world language, arts and theatre. He reviewed the Curriculum Cycle of Renewal. He said funding was not available for textbooks this year. He said under better conditions new social studies textbooks would be purchased for the next school year, but most likely would not be possible. He said as a result of TIA administration was looking at other resources besides textbooks including online resources. He said teachers could utilize online resources in place of textbooks. Ms. Steenrod said she would cover Response to Intervention (RtI). She said she wanted to highlight collaborative efforts with administrators and teachers across the District. She said administrators worked hard on reading interventions and formed intervention committees. She said they had begun implementation of new programs including the elementary "Soar to Success" program that aligned to core programs and Lexia. She said Read 180 and Lexia had been implemented at the middle schools, and Language and Read 180 at the high schools. She reviewed

the Read 180 reports that outlined the program success. She said the report covered 136 students in Read 180 over a full school year. She reviewed the percentage increase at the basic, proficient and advanced levels. She said a lot of students that were below basic had moved up in skill. She said some students with good reading skills were in the program because their writing skills needed strengthening. She said the report covered the secondary schools. She said administrators focused on math interventions this year. She said they had implemented Fast Math and Math Navigator at the elementary level. She said Math Navigator was close to Math Expressions in concept and strategy. She said administration wanted to ensure core instruction aligned with special education. She said teachers liked Math Navigator because it created discussion between students and teachers. She said it taught students how to solve problems in different ways. She said Evelyn Robinson, the principal at Lewis & Clark said her special education teachers loved Math Navigator because of the engagement and success of students. She said the middle schools got Ramp Up to Pre-algebra and Ramp Up to Algebra. She said these were replacement type programs. She said this year there was a late start in implementation and would have full implementation the following school year. She said administration wanted consistency throughout each grade level. She said pre-school and K-3 got Orago Math to get them started in strong math concepts. She said this would also be fully implemented the following school year. She said programs would be reviewed in the spring for the following school year. Ms. Donnelly asked if the District was getting the materials through ARRA funds. Ms. Steenrod said yes. She said non-special education teachers were utilizing disproportionality money. Dr. Mortensen said RtI was known as school success. She said RtI was embedded into practices and the culture of the school with a systematic approach to core programs and interventions. She said the three tier problem solving approach was being refined. She said intervention teams had been put in place in every building. She said there was a universal reading assessment in the fall that was completed in the first 3 weeks. She said this helped to identify students right away that were not reading at grade level. She said the intervention teams reviewed students that were not meeting benchmarks. She said these students were using Lexia right away. She said teachers could use classroom accommodations to get students up to benchmark. She said there was a school level accountability and administrators were seeing good progress. She said each school was working very hard. She said when student were in interventions they were monitored weekly and then data was reviewed to see if they were meeting benchmarks. She said teams met on a 6-week cycle to review data and decide what was working and what needed to change. She said it was a very systematic process. She said administrators were working hard to strengthen core math programs and the new program was a very different approach. She said the program provided a lot of support to teachers through seminars. She said the Tier 1 programs ensured children do well in core programs. Dr. Mortensen said administration was working very hard on core programs, refined RtI and problem solving. She said administrators were looking deeper and focused on finding solutions for processes that were not working. Mr. Wegner said RtI was different at secondary. He said secondary had implemented initial levels of RtI. He said the RtI focus at the middle schools was on middle school promotion and administrators were closely monitoring the levels of "D" and "F" grades. He said the high schools focus was on the Freshman Success program. He said the lunchtime homework academy was utilized at both the middle and high schools. He said students were utilizing the credit recovery courses to get back on track. He said administration would provide the Board with a report after the 3rd trimester. He said a Pyramid of Interventions had been established. Mr. Sargent said during school visits teachers want to talk about credit recovery and everyone seemed excited about the progress. Ms. Gebhardt said at Pocatello High School students were having great success with student support. Dr. Mortensen said PLCs were completely operational at the elementary level. She said time was managed at every grade level and team meetings were vertical. She said teachers met for one hour with data in hand to make decisions on what needed to happen. She said teams were collaborative. She said one school had an intervention management team that viewed the big picture and already knew what needed to happen so PLCs were driving interventions. She said they were in a very strong position as to how PLCs were working. She said this made teachers feel valuable and capable of meeting the instructional needs of students. She said the only thing they ask for is more time. She said administration was implementing more common assessments and needed more time to do it. She said the next step was development of assessments at the elementary level. Ms. Gebhardt asked if early releases were discussed during parent-teacher conferences. Dr. Mortensen said school newsletters discuss PLCs and what

was happening, but it was difficult to get the information to every parent. Ms. Donnelly said most parents just see that kids are not in classrooms. Mr. Wegner said Mr. Devine had a workshop focused on organization and communication developing the use of Norms for PLCs. He said there was development of common assessments and relevant data. He said there was evidence that many groups were addressing the question of “how do we know when kids know.” He said it was moving in a positive direction. He said referrals would build RtI teams to implement interventions and monitor progress. Ms. Luras said she would cover walk-throughs and SIOP. She said administrators were trained. She said there would also be training for new administrators coming in after implementation. She said the LEP grant had supplied administrators with PDA’s so they could record classroom walk-throughs and share information with their staff. She said the initial purchase had been through McRel but determined administrators needed a better fit and now included SIOP strategies and other programs. She said it was in the piloting stages and would roll out in the spring or fall. She said walk-throughs were monitored monthly. She said administrators report what they are observing and then it is monitored at the District level. She said the District had been awarded \$150,000 in LEP grant funding and was distributed over three years to meet student linguistic and cultural needs. She said SIOP was implemented as an instructional framework for access to content and developing language. She said it helped support all learners. She said training was offered September – October then funds were used for resources and schools could apply for the grant at the building level. She said it helped teachers monitor improvement. She said expectations had been created for 2010-11 school year. She said the next year was the final year for the grant. She said due to budget cuts the District would only get \$28,000 rather than \$50,000. Ms. Luras said an external evaluator had come to the District and was impressed with how SIOP was embedded in the District. She said the evaluator said the District’s program was sustainable even after funds were gone. She said it was good to see it support interventions; PLCs and TIA that specified what students really need to know. She said SIOP was engaging and helping students. She said administrators were able to view SIOP in their walk-throughs. Mr. Sargent asked how comfortable principals were with doing the walk-throughs. Ms. Luras said administrators were getting more comfortable with the technology. She said individual support was available and administration had identified administrators that need support. Ms. Donnelly noted there were more teachers buying in than before and said it was exciting that principals and teachers were getting it and working together. Mr. Wegner said as part of the high school redesign, trimesters had been implemented and the change had been well received by most. He said there were some adjustments made to curriculum to fit it into a 70 minute instruction period. He said topics of discussion in PLCs and effective use of time were being monitored. He said middle school promotion currently had 14 students that failed a course subject for 2 trimesters in a row. He said the biggest area of concern was math. He said interventions for math, credit recovery and English would be implemented. He said administration was working on preparations for science and geography in the summer school plans and hoped to have the plan solidified for summer school. Dr. Mortensen said as part of elementary success every school was required to maintain an attendance program to reiterate the importance of attendance. She said there were incentive programs at the building level to make sure kids were attending. She said administration was fine-tuning how to deal with excess tardies and absences. She said schools were having success with early interventions. She said it was an ongoing process and had been done for several years. She said positive behavior support was a big part of school success. She said administration was trying to teach student expectations school wide. She said there was a tremendous effort in the fall to introduce expectations to students and work on it consistently. She said schools were very proactive with teaching expectations. She said with the refinement of the discipline policy schools had grown in terms of reporting and identifying behaviors at certain age levels and administrators were working to be proactive in addressing the issues. She said it was important to be proactive rather than reactive. Mr. Wegner said a truancy court was created as a result of excess trancies. He said it helped with parent accountability and provided more counseling for the court. He said pass rooms strategies were developed to identify why problems occur and prevent attendance issues at Crossroads. Dr. Mortensen said the parent support project was alive and well and a number of parents had attended Love and Logic and STEP courses. She said administration would be able to give report in June and would show the great strides that had been made with parent support. Ms. Cranor noted there seemed to be a problem with time management for math teachers on the trimester system. She asked if administration was looking into fixing the problem. Mr. Wegner said

algebra was a three-trimester course but algebra 2 had concerns that two trimesters were not enough. He said he would check with administrators at each school to see how math instructors were dealing with the time management. He said only one high school that he knew of was having a problem. He said if the school wanted to present a new course to the curriculum committee it could do that. Mr. Wegner said another area of focus was social emotional learning. He said the Virtues project and second step had been implemented. He said administration surveyed the elementary schools to evaluate program effectiveness to help refine second step. He said K-12 principals reported on strategies to implement second step and Virtues. He said a parent component had not been completed and were working on improving in that area. Dr. Mortensen said parent conferences were student led at most elementary schools. She said there would be a report showing participation levels and how many conferences were student led and would summarize the data for the Board at a future meeting. Mr. Wegner said parent teacher conferences were working at some schools better than others and it continued to be an area of growth. He said administration would have more information later. Ms. Cranor asked if parents liked the conferences. Dr. Mortensen said there were mixed reviews and usually depended on how well kids were prepared. She said if the teachers worked with the students on an overview and the goals that had been met they went better. She said there was less satisfaction when students were not as prepared. Mr. Wegner said this was probably true at the secondary level as well. He said staff training had been reviewed. He said courses were offered on-site or online but Cultural Perspectives had been offered the most. He said the District had applied for an EE grant and partnered with ISU to provide technology training and to see what other trainings could be offered. He said the grant funding would be available over a two year period to offer the training if the District received the grant. He said administration was in the process of developing a health and wellness course for the fall. He said Wilcox and Alameda were in their second year of the Capacity Building Project. He said Syringa applied for the grant and received it and had begun participating in the statewide initiative. Mr. Wegner said the Festival of Trees provided some funding for technology equipment. He said administration was developing a comprehensive plan for technology installation and hoped to complete the plan by spring.

Human Resources

Dr. Howell said a lot of his portion was a review of the past few meetings. He said administration had been directed by the state to look at the evaluation process for teachers. He said he brought revised Policy 7141 – Supervision and Evaluation of Professional and Certificated Staff to the Board for first reading at the February 16, 2010 Regular Board meeting and would be brought to the March 16, 2010 Regular Board meeting for adoption. He said the District was fortunate that it already used the Danielson’s model and would need little refinement. He said minimal input was received from staff on the policy and small technical changes were made due to the input. He said Pathwise was no longer being supported. He said administration developed a PDF document that was similar to the current system. He said he would monitor state requirements and make any necessary changes. He said some changes were needed for the procedures for classified staff and would use a rubric driven model to develop evaluations for classified staff. He said administration was developing the materials for the changes and would review them with supervisors. He said administration was able to review job descriptions and put them in a new format. He said one department remained, which was technology. He said the combination of classified rubrics and job descriptions would be completed next year and administration would review as necessary. He said it was thought that the changes to curriculum due to high school redesign would increase the demand on teachers, but the issues were being addressed and additional support was not needed. He said 100% of teachers meeting Highly Qualified was now a requirement. He said the District’s percentage had improved but there were still some teachers that did not meet the new requirement. He said a lot of the teachers not meeting the requirement were special education teachers who had certain degrees, but needed to complete additional requirements. He said some of Highland’s staff had been recognized at the last regular Board meeting for accomplishing Highly Qualified. He said the state could change requirements at any time but teachers were required to be HQ. He said the new requirement would limit the District’s funding if teachers were not 100% HQ. He said it was a critical focus in order to get funding. He said the yearly review of salary structure had been completed and most salaries were within market ranges anywhere from 5 – 10 % and would be monitored annually. He said administration looked into middle management and would continue to review and monitor. He said it was subject to change

depending on the state's budget and funding for education. He said administration would watch other Districts to see how they were handling the changes. He said administration would continue with the policy and procedure process and would do a formal review of the 7000 series the following year. He said the last review was 4 or 5 years ago. He said human resources was working with curriculum and instructional coaches for classroom management helps for substitute teachers. He said there was minimal overview available to subs, but due to some recent concerns administration was working on providing more accountability and instruction requirements for substitute teachers. Ms. Donnelly agreed it was important. He said currently the overview was voluntary and about 20% of substitute teachers had shown up for the course. He said it was important that all substitute teachers attended the overview course. Ms. Cranor asked if there was any way to make the overview mandatory. Dr. Howell said it was open for discussion, especially since more subs were available. Ms. Cranor noted that the District's expectations could be different than a substitute teachers. Dr. Howell said administration had a plan to put money aside for hiring HQ staff and had developed a PDF for the application hiring and workflow requirements. He said the District's savings in paper and print costs should make up for cost of providing better recruitment. He said potential HQ staff looked at technology as a criteria for taking a position. He said increasing the District's technology capabilities could go a long way in making the District more efficient for teachers and administrators, and would streamline the process. He said the professional development committee agreed. Dr. Howell said administration needed to review timelines soon because a lot was coming up. He said administration would look at how everything would come together. Dr. Howell said human resources had worked on the safety portion of the strategic plan which Mr. Harrell and Ms. Giles.

School Safety

Mr. Harrell said he would like to note the hard work of Ms. Giles and the safety committee to put this plan together for the Board. He said it was not easy but the plan had been completed and checks and balances were in place. He said all administrators met the safety guidelines. He said lock downs and drills were performed and administrators were tracking schools that had completed drills to review what was being done. He said administrators and SROs participated in fire drills. He said administration had presented a component of NIMS to the Superintendent to become a NIMS certified District. He said the District was waiting on a \$50,000 grant that would bring Century High School along in the certification process and would tie into the safety program by providing radio systems. He said the radios would allow the school to talk directly to police departments. He said the District had applied for the grant and actually got one. He said it would help with District wide communication. He said the District would use the Infinite Campus system instead of textwire, which would create a better communication process between the District and parents. He said the purchase would be placed on the capitol improvement schedule to keep schools online with safety upgrades. He said the Safety Committee monitored protocols and safety procedures. He said administrators were working to maintain a consistent process of visitors wearing badges when visiting a school. He said administration ensured that play areas and grounds were inspected for signage twice a year. He said signage was posted around play areas and included "no trespassing" signs to govern access to facilities. He said signage was in place and continually monitored. He said snow and ice removal was in place and would continue. He said the chemical hygiene plan was ongoing and administration would continue to monitor lockout/tag-out protocols and would meet with the Safety Committee. He said courses were being offered to personnel. He said Athletic Directors and SROs were available in schools and on buses. He said the Business Office monitored all legal documents for renting facilities and made sure people knew what the expectations were. He said student behavior plans and procedures were in place. He said schools were making progress in student attendance and discipline processes. He said a lot of the progress was centered on interventions what was being implemented district-wide. He said there was a stronger RtI model at the elementary level. He said prevention was farther along at the elementary level. He said the different steps were prevention, intervention and response to. He said Irving Middle School piloted a positive behavior support program and had positive results. He said the program was a student mentor program and provided students with a positive peer role model. He said this helped students to identify with, and want to be positive role models themselves. He said administration would like to expand the program to the other middle and high schools. He said staff was being trained to address and intervene in cyber-bullying and aggressive behavior. He said there were parent classes available to help in all of those areas. He said administration could see what schools were doing to

monitor and help with these behaviors. He said teams met once a month to review and intervene in behavior issues. He said there was a comprehensive plan that showed what was being done. He said staff and students were expected to contribute to a positive, safe and caring school and the Second Step and Virtues projects were continuing. He said administration would gather data to see how the programs were affecting progress at the end of the year. He said three schools would participate in Rachel's Challenge through grant funding and would begin April 19, 2010. He said this was another positive effort at the secondary level to help with virtues and school culture to contribute to safety at school. Mr. Sargent asked if the form for "lock down drills" was filled out electronically. Mr. Harrell said most schools filled them out electronically, but some still filled them out by hand. He said eventually all forms would be completed online. He thanked everyone for their contribution to discipline and said it had improved 100%. He said the goal was to set the bar high relative to expectations. He said nothing was black and white, but the more consistent the District was with its Discipline process the easier it would be to set the bar and expectations. Ms. Gebhardt said it helped that the Board and District administration had a good relationship with the Judge, SROs and police department. Ms. Donnelly noted that the more problems were dealt with at an earlier age, the less problems there would be at the secondary level. Mr. Harrell said teams met monthly which contributed to a better process and better outcomes. Ms. Gebhardt said people asked all the time what was being done to prevent trancies at the elementary level and said if students were trained at a young age, attendance problems can be stopped early. Mr. Harrell said parents were now being cited for trancies rather than students which helped with accountability.

Community Relations and Communications

Ms. Allen said her section would cover community relationships and education. She said the Community Relations and Communications goals were relationships driven to provide positive support of student and lifelong learning. She said an internal communications group would be developed and would begin the following month. She said community relations and communications was an ongoing process that needed continual assessment and participation of the community. She said the number of Education Foundation directors had increased and were working to improve communications between community groups. She said the number of Board members had also increased and now had 21 members. She said the foundation had gone to a new model in which the group met quarterly. She said work would begin immediately to develop relationships in the community and on the Festival of Trees fundraiser. She said the first Festival of Trees generated \$83,000 and the Education Foundation Board worked with the Instructional Technology Committee to create the application for the whiteboards. She said the first grant application had been approved and the foundation was proud of the success of the event. She said Education Foundation Bylaws had been changed and would be adopted at the next meeting. She said the next meeting would address the Foundations funds and investments. She said it was also working on the elementary volunteer process and had recently addressed the secondary volunteer process which provided additional safety measures. She said elementary had a very different process with most volunteers being in the classroom. She said the Foundation would assess needs at the end of the year. She said the assessment of business partnerships and needs was ongoing. She said the next objective was to support education opportunities and ISU relationships. She said many members participated in the I Love ISU campaign and had become strong partners with ISU and the Chamber of Commerce. She said the Chamber endorsed the District's School Plant Facilities Levy and had supported the efforts of the District in communicating with Legislators. She said other goals included maintaining educational programs for youth and adults, creating changes in committees to become financially self-sufficient, creating a policy for a working relationship with the media, and providing support to schools. She said the Foundation had revised its ad campaign to include current affairs and parent groups that were involved in many aspects of District. She said the Foundation had invited parent groups to participate in the Festival of Trees and the parents did a book fair which was very successful. She said an informational video and radio ad were created for the levy and was a success. She said the foundation was working on problem solving and customer service. She said administration surveyed issues, corrected processes and used information to develop communications to improve service. She said the process would be followed in the coming year and would benchmark improvement. She said administration learned of any safety issues or image concerns during its school visits. She said the tenure based employee recognition program would be

evaluated as the recognition program was costly to implement and maintain. She said the Festival of Trees offered an opportunity for employee recognition and was nicer than anything the District had done in the past and said the District was moving in a positive direction. She said the District was building credibility and support in internal and external communication. She said the newly created website matched the District branding with the Vision/Mission. She said administration was working with the technology department to create an intranet for internal District communications only. She said the project was on hold due to the implementation of the new student information system (SIS) and will continue working on the project once the conversion to the new SIS was complete. She said a focus group would come together to work on improving the website. She said administration was working to improve the new system and developed a list of employees that would have access to modify the site which would create consistency. She said the District would have a mass notification system after the conversion to Infinite Campus and administration would work with the Safety Committee to improve the notification process. She said an internal and external communications plan had been developed for the levy and the Board had been provided with monthly updates. She said Beliefs and learner goals would be updated as needed and posted to the District website. She said the Vision and Mission statement had been posted throughout District buildings. She said the District's Goals, Vision and Mission were referenced throughout recognitions held at the Regular Board Meetings

Employee Services

Mr. Smart said there were four categories administration was working with. He said Employee Services were on track overall, but had areas to work on. He said the employee portal was not fully implemented and administration would participate in trainings when they became available. He said transportation was doing a good job with the GIS and layers were needed to track students so the District could take advantage of the feature. He said technology programs were being pulled under one roof and that was going well especially with new Student Information System (SIS). He said the new system had the potential to review all of the District's software needs. He said the Curriculum Department had begun identifying its software and how it would work with the new system and be funded in the future. He said training employees on technology would be a challenge. He said a lot of employees requested training on Microsoft Excel and Word, but the programs were not available to all employees. He said the Wellness component was going really well and the return on investment was paying out with a reduction in premiums due to employee participation. He said the Labor Management Committee meetings were going well. He said an RFP had been completed for an insurance consultant. He said other vendors would be evaluated but the current vendor was working well with the District's administration. He said the committee discussed health savings accounts but the Department of Insurance had a lot of extra requirements and were not available for fully funded programs. He said the team was on track and moving in the right direction and would focus on areas that needed work and address them before the next review.

Business Services

Mr. Reed said it had been a busy year. He said a lot of progress had been made. He said the 6th grade move had partially helped with some space issues. He said a lot went into the move but overall things went smoothly. He said a big challenge had been the legislature shifting the school plant facilities lottery money out of that fund and administration needed to readdress how to continue funding. He said projects and activities were being re-prioritized. He said the bidding market had been very competitive which helped with costs. He said the supplemental levy had passed for \$6 million and the District was working to pass the school plant facilities levy. He said both levies were essential for the operations of the District and its facilities. He said another area that needed work was the bus routing system that had changed drastically with the 6th grade move. He said the District's transportation system was very efficient. He said this was critical to the budget. He said the energy conservation program had been going on for 6 years and were on target for significant savings that would go back into classrooms. He said the main focus now was the budget. He said administration had discussed budget cuts extensively and needed to figure out where to go now. He said this would be the most difficult challenge the District would face. He said he appreciated the work administration did to work with the legislature. He said recently administration had success in getting flexibility in the

District budget. He said it didn't cover all of the needs but it would help. He said the District would be implementing the new SIS which would be beneficial to the District.

Ms. Vagner said this was a comprehensive wrap of the plan. She said the new strategic plan would roll into the next school year and be presented to the Board. She said administration would continue with the plan if the Board agreed.

Legislative Report/Budget Preparation Schedule/Projected Revenue for 2010-11

Ms. Vagner said Mr. Reed would give a legislative update and Mr. Smart would cover the projected 2010-11 Revenue. Mr. Smart referred the Board to the budget breakout. He said the level of reductions was unprecedented in school finance. He said the budget had not been finalized but the projections were pretty close. He reviewed the first projections that showed the original appropriation and the proposed appropriation. He said this listed money that came into the state department. He said for 2010-11 there was a 7.5% reduction in state funding for districts. He reviewed the reductions for the upcoming school year which includes a growth in student population. He said if Districts were not growing the cuts would equate to an 8.42% reduction. He said District 25 was a growing district and would come out somewhere in the middle. He reviewed how money was allocated to districts. He said transportation would be cut by 10% and reimbursements from the state were eliminated. He said this equated to \$400,000 for the District. He said the District's transportation was one of the most efficient transportation departments in the state but would need to become even more efficient. He said salary based apportionment had been reduced by state. He said benefits were also reduced by \$5 million. He said the base salary would be reduced by 4% for teachers. He said classified would also receive a 4% reduction and administrators would receive a 6.5% reduction. He said there was also a freeze on the salary grid for experience and education. He said only experience was frozen the previous year. Ms. Cranor asked if that was legal. Mr. Reed said yes. He said \$2 million had been allocated for early retirement which was reduced by \$1 million. Ms. Cranor asked if legislature had changed the Rule of 85. Ms. Vagner said the compromise was to drop the Rule of 85 option and keep \$1 million in the early retirement fund. Mr. Reed said lottery proceeds were lost which supported technology. He said this was a \$9 million dollar loss which affected the District's budget. He said the math initiative and ISAT remediation were combined and reduced by \$2.5 million. He said LEP was reduced by \$2 million and Gifted and Talented was removed. Mr. Smart said originally a unit was valued at \$25,000 (580 units for District 25) and was reduced to \$21,000 per unit. He said this was a 14.4% reduction. He said it represented over a \$2 million loss to the District. He said overall reductions were estimated to be around \$4.5 million. Mr. Sargent asked if the projections included tax revenues. Mr. Reed said the projections had been refined as closely as they could, but further reductions could still come. He said the proposed education bill had not been finalized and further holdbacks could be ordered. Mr. Reed reviewed the intent language of the bill and said all money appropriated shall be distributed as discretionary funds. He said earmarked funds would become discretionary funds. He said money from tobacco and lottery tax would be shifted into discretionary funds. He said Safe and Drug Free Schools would be eliminated and any remaining money shifted to discretionary funding. Mr. Reed said discretionary funds were not to be used to augment or increase employee salaries. He said the District would also be required to report how these funds were spent during FY 2011 in a format provided by the state. He said the District would have to report how the funds were spent and show that none of the funds were spent to augment salaries. He said field trips would not be covered next year. Ms. Vagner said the intent language was applicable for one year and would then revert back to current law. She said District's accounting for every penny of discretionary money clearly tied back to the demeanor of the House Education Committee. Mr. Rash said the House Education Committee decided it did not want to fund any discretionary money and definitely not for salaries. He said one Senator wanted to go at least half way in giving Districts half of the discretionary money to use for salaries. Mr. Reed said there were no discretionary funds in Idaho when it came to supply increases and cost of living. Ms. Donnelly asked if the language would go to the Education Committees and if they could make any changes. Ms. Vagner said the Committee could propose changes in Idaho Code. She said JFAC could only change intent language and can only affect one year. She said there was hope that no negative action would come from the germane committee. Ms. Cranor said she

was surprised to see the proposed education bill come from JFAC. Mr. Smart said the committee went against Superintendent Luna's recommended budget and his protection of earmarked funds. He said districts would likely have a third less than the proposed amounts if Superintendent Luna's recommendations had been honored. Mr. Smart said there was a state based salary allotment in the addendum. He said it was broken into 3 categories. He said some years afforded salary allocations for District employees and some years had offered a zero percent increase. He said in 2010 there was a decrease in salaries and legislators were proposing even further decreases for classified and certified staff. He said if the two years were combined there would be an 11.2% reduction for administrators, 6.5% for classified and 6.6% for certified staff. He said that not only did the District have the current reductions to deal with it would have to add the previous year's reductions which would be a challenge. He said there had been discussion about another \$10 million coming out of the state budget but had not heard anything further. Mr. Smart reviewed the salary schedule with the losses which were significant. He said the District anticipated being \$2.1 million short for entitlement in the upcoming year. He reviewed the reductions based on everything remaining the same. He said salary apportionment was \$1.4 million which was \$3.5 million less than the previous year and ¼ million less in benefits. He said the budget was \$4.5 million less total in general fund support. He said technology and safe and drug free schools money was gone. He said if there were additional costs in programs they would have to be absorbed by the general fund which could make the reductions closer to \$5 million. He said administration was still discussing how it would absorb the costs and maintain programs. He said administration could not share anything further until the legislature made decisions. Ms. Vagner said there were unanticipated actions by JFAC relative to declaring a state-wide emergency. She said if the Governor signed off on the bill every school would be in a state-wide financial emergency and a Resolution would be required within 67 days of the signature date. She said when SB-1418 became law the countdown would start from that day. Ms. Donnelly asked what it would mean to the District. Ms. Vagner said there was no way to know until we knew what legislators would do.

Discussion of ISBA Proposals

Ms. Donnelly said the next item was correspondence from the ISBA. She said the Board of Trustees had received emails from the Executive Director of the Idaho School Boards Association regarding a "full court press" addressing Idaho Code 33-515 and proposals to remove language that allowed for automatic pay increases; inability to enter into agreements and contract; develop language that would require contracts to have an end date and to eliminate the Evergreen Clause. She said the way contracts worked now was that they were open and both sides bargained relative to the needs of teachers and the organization. She said contracts should not just be able to be wiped out and start over. She said there was an article from an American Falls School Board member and a Region 5 representative for the State School Boards Association that addressed the manner in which House Education approached Trustees regarding its discretion to spend state and local money for contracts. She said the article spoke to data that had been released from the SDE relative to pay increases that had no explanation and was very misleading. She said the data did not explain that many Districts bargained steps and lanes and had movement on the salary schedule or multi-year contracts. She said the data was released without any explanation to enrage people into thinking trustees did not know how to spend District money. She said the article asked for 33-515 to allow continued operation with a balanced budget. She said it referenced those three areas outlined by the ISBA. She said the Pocatello/Chubbuck School District Board had not discussed any of the proposals from a philosophical or policy standpoint and the letter mistakenly represented all Region 5 Trustees even though there had been no communication or discussion prior to the letter. She said depending on the Board's discussion that night there might be a need for correspondence. She said she felt it was important to review a letter from Mr. Coulter, the Superintendent of the Hansen District that stated his disappointment that the letter led legislators to believe that all Districts were in support of removing the Evergreen Clause. She said the representation of this support was not unanimous and was wrong and unethical. She said the School Board Trustees did not have an opportunity to meet and discuss events and said Superintendent Hanson's Trustees did not even receive the communication. She said Board members cannot act alone. Ms. Gebhardt said the Region 5 letter was almost the same as the ISBA "full court press". Mr. Sargent said this was dishonest and misleading to representatives and Ms.

Cranor agreed. Ms. Vagner said she understood why the ISBA would further this agenda to remove restrictions and eliminate rights. She said she believed the teachers' salary schedule was historic and was funded historically at a state level. Board members asked if it was even legal to remove contracts. Ms. Vagner said legislators could enact law to make various things legal, but said even if they did it for one year; legislations should not dismantle a process in place that teachers had worked hard to get just because the state is going through a financial problem. She said teachers already worked harder than what they were paid for. She said contracts were contracts bargained in good faith and when an association ratifies the contract it solidifies the contract for that period of time. She said if legislation allows Districts to go in and open contracts at will, the current process would be compromised, the integrity of the parties would be compromised and it would send a very wrong message to employees across the state. She said the removal of the Evergreen Clause was even more disdainful because contracts were already agreed upon. She said the administration could not recommend supporting any of the provisions. Ms. Gebhardt said the ISBA was there to support Trustees and be an advocate of Trustees' work for teachers. She said this did not advocate for School Boards or for teachers. She said School Board Association needed to go to the legislature and to make the legislature take responsibility. She said the ISBA could have asked legislators to go after new taxes and other revenue sources, but the ISBA did not support School Boards in that regard and did not do the work it should have done. Ms. Cranor said this was bad news for everyone. She said people realize education is taking a hit and this was a slap in the face to attack the integrity of contracts for the people that were doing the hard work to take care of the public's children. To dismantle the contracts that way was unconscionable. She said she could not imagine why the ISBA would be vindictive to teachers. Ms. Donnelly said it was very cynical to take advantage of the financial crisis to gut contract language. She said the proposals put School Boards in a very bad position to fight against our teachers. She said the Pocatello/Chubbuck School District Trustees would not get in front of the proposals for anything. Ms. Gebhardt asked if the District could still negotiate with its teachers locally. Ms. Vagner said it could. Ms. Cranor said the Trustees needed to send a strong letter to the ISBA and the Region 5 Trustee to express the Board's distaste at the proposals and the misrepresentation. Ms. Donnelly suggested a letter to the Journal saying that District 25, as part of Region 5, strongly disagreed with the proposals and that Region 5 cannot speak on behalf of the whole Region without prior discussion with Region 5 representatives. Mr. Sargent said the language from the ISBA Executive Director regarding trustees led people to believe trustees were working on the language together when some Trustees had no idea the language was being drafted. Ms. Gebhardt said that it seemed some people were dictating to School Boards Association what should be done because other businesses had taken financial hits. Mr. Sargent said there were legislators that disagreed with teacher unions and wanted to dismantle them. Mr. Rash said the Chairman of the House Education Committee was extremely opposed to raises for teachers. Ms. Donnelly said the long term salary schedule showed one year with a 5% raise and then no raises for a long time and showed a steady reduction in salaries and benefits. She said teachers have been losing money for years. Ms. Gebhardt said the only way to change that was to talk to people that were electing people who didn't care about education. Mr Rash said a lot of people in the private sector had salaries and benefits cut and Boise felt this was a fair option. Ms. Donnelly said teachers have been dealing with the downward trend in salaries for 10 years. Ms. Cranor said if the cost of living was factored in it didn't even compare. Ms. Vagner said when the state economy was thriving there was no boost to education. She said the Board could take action to provide direction on the proposals.

Convene Special Meeting – To Take Action on Providing Direction Regarding ISBA Proposals

Chair Donnelly called the special meeting to order at 4:19 p.m. A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to oppose the ISBA Proposals and to draft a letter to the editor, the ISBA, the District 5 chairperson and the legislators. Ms. Gebhardt said the groups needed to hear the thoughts of the School Boards. Ms. Cranor said the Board needed to make sure support for teachers was clear. Board members agreed the proposals were an attack on teachers and on School Boards. The voting was unanimous in the affirmative.

Adjourn Special Meeting and Resume Work Session

A motion was made by Ms. Gebhardt and seconded by Mr. Rash to adjourn. The voting was unanimous in the affirmative. The Board resumed its regular Work Session at 4:22 p.m.

Trustee Election Timeline

Mr. Smart said the election timeline had been discussed before. He said the legislature had finally come to the conclusion there were flaws in the election language. He said Idaho Code language said no elections would be held in 2010 which affected two trustees. He said the only thing that addressed the confusion was that the code said the law became effective January 1, 2010. He first addressed 33-503A which was a transition of elections from 3 to 4 years. He said there was a proposal to prevent 5 year terms and legislators were set on making that happen. He said the transition would take place in January of 2010 but it did not address Ms. Cranor's position and what to do with her term. Ms. Vagner said she had emailed the ISBA and IASA let them know that 33-504 had not been addressed. Mr. Smart said it looked like legislators were set on holding no elections in 2010. He said there had been some discussion on postponing that decision but it did not look like the decision would change. He said he hoped the issue would be resolved soon as elections were coming up. Mr. Sargent said if the Code language did not change, he and Ms. Cranor would be Trustees until 2013. Mr. Smart said that was correct. Mr. Smart said Ms. Gebhardt would have a four year term whether the Code language was corrected or not. Mr. Smart said Ms. Cranor could not run for reelection if legislators decided there would be no elections. Her term would be extended.

School Plant Facilities Reserve Fund Levy Election Update

Ms. Allen said the District was prepared to hold its School Plant Facilities Election the coming Tuesday. She said absentee voting had begun the day before and would continue until the following Monday. She said polls were open from 12:00 p.m. to 8:00 p.m. on March 16, 2010. She said Mr. Smart and Ms. Giles had completed the voter materials. She said Shoshone interpretation had been arranged and an interpreter would be on hand. She said election workers had been approved and captains had been noticed. She said polling materials would be prepared and training would be provided to poll workers and captains. She said levy presentations had been completed with one presentation remaining for Simplot employees. She said Public Access TV had aired the levy video and it was also available on the District website. She said there had been a total of 8 articles in the Idaho State Journal and an editorial board statement endorsing the levy. She said there were also numerous TV stories. She said Channel 6 joined Mr. Reed and Superintendent Vagner on a school levy tour with community members the night before and the tour had gone very well. She said the Citizens Committee had endorsed the levy and funded promotional activities. She said they would distribute election information door to door to encourage voters to get out and vote. She said she hoped for a positive outcome and thanked the Board for its support. Ms. Cranor said at a recent Head Start meeting there were questions regarding whether they needed to be registered or provide proof of residence or not. Ms. Allen said voters could register at polling locations with a proof of residence and picture ID. Ms. Allen suggested putting a notice in the paper to remind voters of the process. Ms. Cranor said she would let people know at her meeting that night.

Public Comment

Mr. Davis said on Wednesday, March 17, 2010 there would be a community discussion on education funding. He said state education funding would be the main topic and the Executive Director of the IEA would be present. He said the public meeting would be held at Highland High School at 6:30 p.m. in the cafeteria. He said the purpose was to engage dialogue with community members. He said parents and community members were encouraged to attend because everyone would be affected by cuts to education. He said another topic of discussion would be the proposed language from the ISBA to allow the opening of contracts mid-year. He said it had been done in Rexburg in the past and the IEA had taken the District to court and won. He said there was currently a lawsuit in Grace similar to the prior Rexburg suit. He said legislators could change the law but the IEA will not sit idly while it was being done. He thanked the Board for their support of teachers.

Ms. Vagner said administration would draft a letter regarding the ISBA Proposals and send it to the Board for input and will include any changes in the final version. She said based on Board input a final letter would be

signed by Chair Donnelly and all of the Trustees and sent to the Executive Director of the ISBA, the Region 5 Representative, legislators and the Idaho State Journal.

Ms. Donnelly, Ms. Gebhardt, Mr. Rash and Ms. Cranor all said they could attend the hearings on March 10, 2010 at 4:30 p.m. Ms. Vagner said she would call Mr. Sargent to confirm his attendance.

Adjourn

The Board adjourned the Work Session at 4:39 p.m.

APPROVED ON:

BY:

Chair

ATTESTED BY:

Clerk

MINUTES PREPARED BY:

Secretary, Board of Trustees