

**MINUTES OF THE BOARD OF TRUSTEES
SPECIAL MEETING/WORK SESSION
Pocatello/Chubbuck School District No. 25
Tuesday, September 14, 2010
Board Room at the Education Service Center
1:30 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Marianne Donnelly, Chair	John Sargent, Member
Janie Gebhardt, Vice Chair	Jackie Cranor, Member
Frank Rash, Clerk (Excused)	Mary M. Vagner, Superintendent (Excused)
	Patti Mortensen, Director of Elementary Education

A Special Meeting/Work Session of the Board of Trustees of Pocatello/Chubbuck School District No. 25 was held on Tuesday, September 14, 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. She reviewed the addendum to the agenda. Mr. Rash was excused. Ms. Vagner was excused and Dr. Mortensen was acting Superintendent. Ms. Donnelly 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. **Presentation of TIA Document** (*reading, language arts, math, science, social studies, fine arts, humanities and health*) – Cabinet – 10 min.
3. **District Academic Progress Committee** – Mr. Devine – 10 min.
4. **Enrollment and Staffing Update** – Mr. Smart – 10 min.
5. **Head Start Waiver for Bus Monitors** – Dr. Mortensen – 5 min.
6. **Traffic Planning Discussion and Draft Letter to the City of Pocatello** – Mr. Reed – 5 min.
7. **Transportation Staffing and its Impacts** – Mr. Reed – 5 min.
8. **Overview of Budget Committee Work for FY2012** – Mr. Smart – 10 min.
9. **Overview of Insurance Committee Work for FY2012** – Mr. Smart – 10 min.
10. **Federal Jobs Bill Report** – Mr. Reed/Mr. Smart/Ms. Vagner – 30 min.
11. **Financial Condition of the State and Monitor all District Budgets Update** (*Projected cost increases for 2011-12*) – Mr. Reed – 20 min.
12. **Status of Architect Selection** – Mr. Reed – 5 min.
13. **Policy and Procedure 5310 – Purchasing Guide** – Mr. Reed – 20 min.
14. **Benchmark Board Communications' Topics for Journal for 2010-11** – Ms. Allen – 5 min.
15. **Public Comment**
16. **Adjourn**

Presentation of TIA Document (*reading, language arts, math, science, social studies, fine arts, humanities and health*)

Mr. Wegner said he would share new stretches and show examples of the TIA document. He said reading, language arts, math and science continued its TIA work and fine arts, humanities and health were new to TIA. He said the state requirements for English Language Learners were moved back to K-12 standards. He said teachers wrote sample SIOP objectives and SIOP in the instructional framework for the District. He said work continued to develop online, digital and print resources to improve teacher access to information. He said assessments were

continuing to be developed and deepened. He said Dell Computers provided all the equipment for the TIA conference as an in kind contribution. He said Dell had a speaker that gave a presentation on 21st Century Technology in the classroom. He said the presentation covered how to make the best use of technology already in the classroom and learn how it impacted teaching and learning. He said educators were stepping back to examine the impact of technology on student learning. He said the District did not have enough technology in classrooms but were moving in that direction. He said students are called digital natives because they are raised with technology. He said most teachers were digital immigrants and had to learn how to adapt to meet student's technology needs. He said technology was a big piece of TIA work and things would continue in that direction. He said the synergy of the conference was exciting. He said it was worthwhile to have so many educators in one place collaborating. He reviewed an example of the 3rd grade English language standards. He said ELD standards were reviewed and aligned to correlate with the reading standards. He said teachers would be able to review the TIA document in any subject and click on a link within the document to pull up materials for the course. He said SIOP sample objectives were included. He reviewed an example of the 3rd grade objectives saying the content objective of that particular course was to identify the ending punctuation for each ending sentence. He said the language was put into age appropriate terms. He said it could be changed on a daily basis based to fit the needs of the student but the point was to keep SIOP in front of teachers. He said teachers continued to refine materials and resources. He said there were many examples of internet based resources on the language arts document. He said teachers reviewed resources to make sure they were relevant to the curriculum. He said teachers continued to refine assessments and information on how to assess on the ISAT or IRI. He said teachers created quizzes and assessments relative to objectives. He said for example, in geometry teachers focused on goal levels. He said all of the documents were password protected. He said teachers could utilize the sample assessments as they were teaching to assess student learning on the spot. He said the level of involvement was deepening. He said a group of K-5 teachers were pulled together at the conference to identify learning target assessment by six week intervals. He reviewed an example of what teachers had identified a 5th grader should learn in one particular area in a six week period. He said standard five identified a student should use strategies to solve problems. He said it identified pertinent vocabulary words to help students master objectives. He said teachers would assess every six weeks. He said the pilot assessment would roll out K-5 and hoped to expand if it was successful. He said colleagues could participate if they wanted to. He said he hoped the pilot would help inform teachers and help them to focus instruction which would help with the teaching process. He said the pilot would begin with reading, language arts and math K-5. Mr. Sargent noted TIA was making good progress. Ms. Donnelly asked if it was difficult to align elective areas. Mr. Wegner said it was the first year the elective areas had participated and were still in the beginning stages. He said they clarified state objectives and worked on vocabulary. He said they did not have as much developed since it was the first year and hoped they would continue to expand. He said state standards were vague in elective courses. Dr. Mortensen noted that it was quite a process to write assessments for the K-5 learning targets and was just a starting point. She said teachers had training on assessment writing and wanted this year to pilot how it worked to refine for next year before expanding. She said she anticipated a number of teachers wanting to participate in the pilot. Ms. Cranor asked if 6th grade would be involved. Mr. Wegner said 6th grade teachers were coming in to start work on aligning with the trimester system. He said work had to begin somewhere and it made the most sense at this time to start with K-5. He said 6th grade math was being re-written to align with trimesters and would end up with three end of course assessments rather than two. Mr. Sargent noted three assessments throughout the year would make it easier to identify if a student was struggling. Mr. Wegner said the 2011 TIA Conference was scheduled for June 6th right after school ended. Ms. Donnelly asked if grant funding would be available. Mr. Wegner said for the past two years the District had utilized TQ funds and had budgeted for the conference in 2011 as well. Ms. Donnelly thanked Mr. Wegner for his report and Dr. Mortensen for leading in Superintendent Vagner's absence.

District Academic Progress Committee

Mr. Devine said Mr. Scott Tyson and Ms. Dian Swanson would join him in the presentation. He said the District had seen the benefit of having a discipline review committee. He said as parents, students and the team review progress or setbacks they could identify what needed to be done. He said the District Academic Progress Committee (DAPC) was proposing essentially the same thing for the academic side of the spectrum. He said for

example, one student had been attending Century High School, had transferred to Pocatello High School and then back to Century and in that time had accumulated only 24 credits by his junior year. He said there was a need which had to be addressed. He said as the District had become more involved in RtI it had been able to identify some intentional “non-learners”. He said the average transfer to New Horizon High School happened after a student’s sophomore year due to social or academic issues. He said these students were already behind in credits and were able to recoup them at New Horizon because of the ability to accumulate credits at a faster pace there. He said the proposal identified a need for about 15 reserved slots per year for students who would need to be placed at New Horizon to recoup credits at a fast pace depending on the review of the DAPC. He said the committee would look at what students had been doing and what could be done to correct the problem. He said currently there was no policy to allow Districts or schools to hold students accountable for maintaining credits throughout high school. He said the committee was proposing draft Policy language be brought to the Board in October. He said the goal of the committee was to correct the problem before students were too far behind. He said students and parents would be notified to appear for an academic progress review and a counselor and Vice Principal would review the credits that had been obtained and what was lacking. He said last year was a critical step for the District to see how the 8th grade promotion policy would turn out. He said he hoped the DAPC would have a similar impact on high school accountability. Mr. Tyson said the students were not always intentional non-learners but did lack organizational skills. He said there were some that would rather hang out then do their work but did not want to transfer to New Horizon. He said the RtI team helped come up with the proposal and needed the tools to help students who weren’t having success. Ms. Swanson noted that high schools had intervention teams and were using them to identify students earlier. She said there were lunch academies and credit recovery courses for students behind on 1 or 2 credits. She said students that were further behind needed a higher level of intervention. She said if the proposal was accepted students would realize they could be held accountable and thought that would make a big difference. Ms. Donnelly said it would give academic progress more credibility. Mr. Devine said teachers liked the level of accountability after reviewing the proposal. Ms. Cranor asked who would be on the review committee. Mr. Devine said Mr. Hobbs, himself, a counselor from another high school and a special education teacher if necessary. He said the review team needed the authority to say what the consequences would be for not meeting credit requirements. Ms. Cranor asked if the students who were not meeting credit requirements would be placed at New Horizon High School. Mr. Devine said some could be placed there and others could be required to attend summer school or another form of credit recovery. Ms. Cranor asked if students that were significantly behind due to health issues would be placed at New Horizon and asked what kind of impact it would have on New Horizon’s capacity. Mr. Tyson said students that were ill worked with academic interventionists and would not be transferred to Alameda. Mr. Devine said in tracking 140 8th graders for the middle school promotion requirement only 10 had to be transferred to New Horizons in the first year of implementation. He said he expected results to improve with time and expected similar results with rest of the grades. Ms. Cranor said her only concern was increased attendance at New Horizon High School. Mr. Devine said the committee would have a New Horizon representative and capacity would be monitored closely as well as the appropriateness of student placement at New Horizons. He said space changed at New Horizon from one six week block to the next. He said New Horizon High School did a great job of individualizing instruction and changing the environment for students who needed more focus. He said the academic change for a lot of students transferring to New Horizon was impressive. Ms. Gebhardt said most people did not realize that a lot of students were there for academic interventions and not just behavior issues. Ms. Cranor agreed that more accountability was needed. Mr. Devine said New Horizon’s monitored progress very closely. Mr. Sargent said he thought it was a great idea.

Enrollment and Staffing Update

Mr. Smart said included in the packet was the District’s enrollment history over the last twenty years. He said enrollment was up and the most surprising increase was the number of Kindergartener’s. He said there were 1,147 Kindergarten students which was the largest Kindergarten enrollment the District had had in twenty years. He said previously the largest enrollment had been 1,253 and the District was approaching that number. He said the administration was working hard to find space to place the students and was managing to accomplish that. He said the District was 261 students over its projections. He said overall it should mean a total of 596 units. He said the

total units were derived from the September 10, 2010 count. He said now that enrollment was stable the numbers had cleared up. He said salary based apportionment was based on the 596 units and would drive staffing decisions. He said 590 was the number of units the District had published in the spring but staffing decisions would be based on current numbers. He said Mr. Devine was in the process of hiring and Dr. Mortensen had already done so. He said there would be an additional 6 units over projections and would generate another half million in revenue. He said with such a high enrollment increase the District had discussed applying for an emergency levy. He said it was discussed at the August Board meeting when projected enrollment was only 125 students over but enrollment was now 426 over. He said an increase of that many students could generate \$1.9 million from an emergency levy but state law capped the amount at \$1.8 million. He said based on the previous discussion the Board concluded it would not pursue an emergency levy due to the District's Supplemental Levy which would be run in the spring and would need patron support. He said with the local economy being in its current state it would be detrimental to the passage of the Supplemental Levy to enact an emergency levy as well. He said the District would inform the public that it would forgo an emergency levy. Ms. Cranor asked if the District would get more money from the state next year if it enacted an emergency levy. Ms. Donnelly said it was a local property tax levy. Mr. Smart said the amount the District could enact was based on enrollment but was not tied to student enrollment and was a onetime levy amount for one year. He said an emergency levy could only be enacted if a District had an increased enrollment from the prior school year. Ms. Gebhardt asked if there were other ways to cover the additional costs without the levy. Mr. Smart said the District would be allocated money from the state based on enrollment but the District would need to continue being frugal to cover the shortfalls. He said the District would have a better idea of where it stood once the audit was complete. Ms. Donnelly said that while it was good to have the opportunity to enact the levy, the timeline was impossible. She said the Board would have had to call a special meeting the week before to approve the application of the levy and then publically advertise the information for the public. Mr. Sargent noted the levy was approved by Idaho Code but the community paid for it. Ms. Donnelly noted that the increased enrollment was possibly due to financial strain and the need to move back to the area for the lower cost of living and a levy would place an even greater strain on those individuals. Ms. Cranor said she heard the county was going for another tax raise and agreed it would be ill timed but noted it was a lot of money for the District to pass up. Dr. Mortensen noted there was a cap on what the District could enact. Ms. Donnelly said it would not be good to go to voters for the emergency levy and then ask them for more in March. Mr. Smart said the District's new hires had to be finalized by the last Friday in September. Ms. Donnelly asked how many teachers the District would get. Mr. Smart said the FTE equaled about 12 teaching positions. He said Mr. Devine was looking at the secondary staffing needs and Dr. Mortensen was looking to see where any additional elementary staff could be placed. Dr. Mortensen said two kindergarten teachers had been added to create an additional 100 spots for the increase in Kindergarten children. She said she did not anticipate the elementary would hire any additional staff. She said she thought Mr. Devine would hire about 4 secondary positions. Mr. Sargent noted that would only be 6 out of the 12 the District could hire.

Head Start Waiver for Bus Monitors

Dr. Mortensen said Head Start applied for a waiver for bus monitors every year. She said the bus monitor was a second person on the bus in addition to the driver. She said a bus monitor was a Head Start requirement but the state allowed Head Start to apply for a waiver. She said the waiver was necessary as the budget could not cover bus monitors. She said she was confident in the training and safety of the bus drivers and the waiver had been granted.

Traffic Planning Discussion and Draft Letter to the City of Pocatello

Mr. Reed said the Board met with city officials on the proposed traffic changes at Tendoy at the August 17, 2010 Special Meeting/Work Session. He said the city was seeking input for proposals to make the Alameda/Jefferson intersection safer and to improve the flow of traffic. He said the city had presented three proposals to the Board. He said after the presentation and discussion the Board felt Alternative 10 was the most viable option for the District. He said it was the third option presented by the city and would square the intersection and give property back to the District. He said the cul-de-sac would reduce traffic and increase safety. He said there would be no loss of playground area and parking would be expanded with the District's agreement with the LDS Stake Center.

He said if the city expanded the parking lot it would make it easier to share parking with the church. He said included in the packet was a draft letter to Mr. Lanning indicating that the District's preference was Alternative 10. He said the project was 5 or 6 years down the road and may not happen but if it did it would be helpful to have the District's preference already in hand. Ms. Gebhardt said the crosswalk would also be narrowed which would make it safer for students crossing. He said if the Board was in agreement with the draft letter it would be sent to the city and Mr. Lanning in the next week.

Transportation Staffing and its Impacts

Mr. Reed said the District was having a difficult time hiring bus drivers as there was a lot of overturn due to the reduction in bus routes and pay reductions. He said the transportation department had been working tirelessly to fill bus driving positions but still had four unfilled bus routes. He said the transportation staff had been temporarily covering the bus routes with substitutes who could work various hours but were unable to fill permanent positions. He said in the past the District's bus drivers had transported students to and from extra-curricular activities to save on transportation costs, but because of the lack of staff the District had to charter transportation for a majority of those activities. He said the District did not have the staff or the resources to transport with coaches for extra-curricular and the administration would continue to address the problem. Mr. Sargent asked who the District was chartering transportation through. Mr. Reed said generally the District used two companies, Holiday Coaches and a new vendor, Salt Lake City Express. Mr. Sargent said he had received some phone calls regarding the filth of the charter buses. Mr. Reed said he had not received any complaints regarding the filth or cleanliness of the charter buses but would look into it. Mr. Sargent said he would have the person contact Mr. Reed. Mr. Reed said it was always better if the District was notified at the time of the incident so it could correct the problem before another incident occurred. Ms. Cranor asked how the District was advertising for the four remaining bus driver positions. Mr. Reed said the positions were advertised on the website, in the paper and had even been posted on the side of a school bus that was not in use at the time. He said the positions included benefits and the District was working to fill the positions and was adding to the substitute pool as well.

Overview of Budget Committee Work for FY2012

Mr. Smart said during discussions with the Budget Committee the year before, members expressed a desire to start the discussions earlier in the year. He said the administration had discussed retooling the committee. He said included in the packet was a memorandum relative to the committee's schedule, purpose and topics to be presented to the Board to move forward. He said the administration proposed starting discussions at the end of the month to talk about the Federal Job's Bill, the District audit, the Supplemental Levy, and budget priorities. He said the committee would like to expand the involvement and the schedule for more in-depth input. He said the committee would monitor the budget as it progressed. He said with all of the budget changes coming to the District it was important to get committee member's input early. He said the committee consisted of a principal, people in the community, classified and certified staff, himself and two Board members. He asked the Board if it felt there was enough representation and whether the makeup of the committee should be changed. Ms. Cranor asked if the committee should have a PEA executive member. Mr. Smart said there were two certified staff members on the committee that represented the PEA. Ms. Cranor asked Mr. Davis if the certified staff felt they were represented fairly on the committee. Mr. Davis said Kristine Wilkinson was willing to stay on the committee but did not feel she was listened to. He said he thought Teri Mitton was willing to continue but would need to speak with her. He said he would like to be notified when the September meeting was scheduled. Dr. Mortensen pointed out that the balance of the committee was even with about two representatives from each interest group. Ms. Cranor said she thought the committee should have a secondary principal. Mr. Smart said it was challenging for the secondary to be represented on a committee because of its full schedule. He said administrators met monthly at the K-12 administrators meetings which included budget discussions. Mr. Sargent suggested another parent if there was interest. Mr. Smart said he would look into it. The Board agreed it would be a good idea to have a secondary parent on the committee. Mr. Davis said he knew of a secondary parent that might be interested in being on the committee and would let the administration know. Mr. Smart asked the Board if the proposal was acceptable. The Board said it was. He said the administration would move forward with scheduling meetings.

Overview of Insurance Committee Work for FY2012

Mr. Smart said the Insurance Committee met monthly and was in need of a secondary representative. He said Mr. Davis would get back to the administration with a volunteer. He said the committee would meet on Monday, October 18, 2010 in the afternoon. He said there were not a lot of decisions to be made and the committee would review what was coming up. He said health fairs were scheduled for January and February and employees were rewarded for participation. Ms. Donnelly asked if there would be any major impacts on the District's benefits based on the federal health care bill. Mr. Smart said he had heard that the effect on Districts would be 1% or less. He said if the new insurance plans did not have additional offerings it could impact the District but there were not a lot of answers yet. Dr. Mortensen said the District was adding a Health and Wellness course to its professional development offerings. Mr. Smart said wellness had been voluntary over the years and the District needed to become more aggressive in requiring participation in the wellness program.

Federal Jobs Bill Report

Mr. Reed said the Board would become increasingly familiar with the Job's Bill which was similar legislation to ARRA. He said he would review specific conditions on the use of the funds. He said the District's share would be about \$2.1 million. He said included in the packet was a memorandum that covered some key aspects of the Job's bill allocations. He said the SDE had suggestions on how funds should be utilized but the law was very clear that school boards would be responsible for how funds were utilized. He said the state of Idaho had not received the funds yet but anticipated the money would be received shortly. He said the Bill was passed on August 10, 2010 and nothing that was done prior to that date could be recovered but the funds could be utilized to help from this point forward. He said Districts had up to 27 months to utilize the funds. He said the state suggested Districts consider allocating the funds over the two year period because of the state of the economy in Idaho. He said the funds could only be used for salaries and benefits. He said the law clarified that it included retirement, pension contributions, tuition reimbursement, transportation subsidies and child care expenses. He said the funds could not be used for supplies or purchases. Ms. Cranor asked if the funds could be used for educational movement. Mr. Reed said he believed they could because movement pertained to salary. He said there were still a lot of unanswered questions. He said funds could be used to retain existing employees or hire former or new employees. He said the funds were prohibited for any District level administrative costs which included anyone in the Education Service Center. He said the money was only to be used at the school level but would not include food service, warehouse or transportation. He said the money could not be used for any contracted services such as physical therapists or School Resource Officers. He said the funds could only be used for school level District employees. He said included in the memorandum were suggestions as to how the money could be utilized. He said some of the uses could include insurance costs, PERSI, workers comp, furlough day replacement or the reinstatement of classified reductions. He said a list of eliminated or reduced staff positions was included in the packet. Mr. Sargent asked if Mr. Reed knew the amount PERSI would go up. Mr. Reed said it was a graduated scale over three years and was a sizeable increase. He said it would fall on the shoulders of the employee and the District. Ms. Cranor asked if the funds were to be used on the employee side or the District side. Mr. Reed said he believed it could be used for both. He said the administration would work with the association, the Budget Committee and staff to move forward with input on the spending. Dr. Mortensen said there were a number of items to consider on the Job's Bill and having time to look at needs and develop recommendations would be an important step. She said the District was just learning of the impact that the reduction in classified positions was having on each school. She said the Job's Bill could alleviate some of those impacts. She said the funds were one-time stimulus funds and could possibly be used to offset the impact of about 16 ARRA positions that would have to be moved back into the general fund. Ms. Gebhardt asked if there was any input from the buildings as to how the losses were affecting them. Dr. Mortensen said some of the most difficult positions lost included attendance secretaries and now that school had begun school employees were feeling the effects. Mr. Reed said the addition of 450 new students had added to the negative impact with the loss of attendance clerks. Ms. Gebhardt noted there was a learning curve for anyone taking over the responsibilities of an attendance clerk. Dr. Mortensen said student enrollment was up and the District had to consider restoring furlough days and teacher compensation. Ms. Cranor

asked how furlough days could be restored if they had already been taken. Dr. Mortensen said the administration would have to review the calendar to see if any useful instructional days could be added. She said the District could also consider bonuses or giving credit for movement. She said there were a lot of items to be discussed and information that still needed to be gathered. She said the Board would have to look at all the items closely and listen to input from all parties. Ms. Gebhardt asked what the District's portion of the Job's Bill money would be. Mr. Reed said it was \$2.1 million and the District would have to complete applications to report how it was spending the funds in order to receive them from the state. He said with ARRA funds there were only two times the District could apply for funds and no one knew how it would work with the Job's Bill yet. Ms. Cranor said she hoped that when people heard about the Job's Bill money it would not deter them from the Supplemental Levy.

Financial Condition of the State and Monitor all District Budgets Update (*Projected cost increases for 2011-12*)

Mr. Reed said included in the packet was a public school budget from the State Department of Education. He said he would highlight some of the information in the presentation. He said the state's FY 2009 forecast had come in 18.1% below projections and FY 2010 had come in 14.8% below. He said the state and school Districts had been through significant funding reductions over the last couple of years. He said the state's general fund budget reductions over the last three years were broken down by reduction percentages. He said the greatest reduction in the state's budget included parks and recreation which had taken a 50% - 100% reduction. He said higher education had fallen in the 15% - 25% reduction category and public schools in the less than 15%. He said it was not a favorable outlook for any category at the state level. He said the state's appropriations for FY 2010 were \$2.34 billion allocated for education. He said there was a small increase projected for FY 2011 but not much considering inflation and cost increases. He said the state's budgetary holes to fill included Medicaid Match Rate Shift, Medicaid growth, public schools replacement of one time money, health insurance premium increases, health insurance inflation and PERSI rate increases. He said this left the state with a \$355 million dollar budgetary hole to fill. He said it indicated that in FY 2011 the state would be running on a funding cliff with a downturn in 2012. He said the general fund growth needed in FY 2012 was 15.4%. He said he did not foresee a 15.4% increase in the state's economy in the next two years. He said the state would need to find ways to address the shortfall. He said he thought this was the reason the state was recommending District's use the Job's Bill money over a two year period and not all at once. He said the District needed to look at how to manage the resources it was given and said he hoped things would improve but it was a very large gap to overcome in such a short time. He said the District needed to plan accordingly and felt the administration had been trying to do that all along.

Status of Architect Selection

Mr. Reed said there was a favorable response from the architectural firms and the District received 11 proposals for the Stock's Building. He said local construction and renovation had a huge downturn and people were anxious to get back to work. He said the committee reviewed the proposals and would meet again to review where committee members ranked the architect firms and would have a selection for Board approval at the September 21, 2010 Regular Board Meeting. He said if the selection committee was unable to narrow the selection down to one then there could be a delay in a recommendation to the Board. Mr. Sargent said it would be nice if the District could move the opening of Stock's Building up by one year. Mr. Reed noted the District was not asking for a Bond Levy to make the improvements to the Stock's Building and the funds were coming from School Plant Facilities Levy. He said it could be used as a resource the following year, but the current year's funds were already allocated. Ms. Cranor asked if the committee could bring more than one option to the Board for input. He said the committee would have to see where it was when they met the following day.

Policy and Procedure 5310 – Purchasing Guide

Mr. Reed said the District's purchasing policy had not changed much since it was adopted in 1973. He said the policy posted a \$25,000 limit for bidding and anything over that amount required a formal bid. He said the state's limit was \$50,000 and had been for years. He said the administration was proposing an increase for a number of reasons including the fact that the District held over 60 bids per year and would expedite the process without having to post through the Idaho State Journal and opening a formal bid. He said it would allow the District to bid

informally without the additional cost of advertising but would not remove the Board from the process. He said the District was still required to have three bids and the information would still come to the Board but informal bidding would streamline the process and meet state guidelines. Mr. Sargent asked what dollar amount did not require a bid. Mr. Reed said department heads had some discretion on projects \$1,000 and under and anything over \$10,000 the District was required to have payment and performance bonds. He said all of those conditions would remain the same and only the informal process would become more flexible. Ms. Donnelly said it would eliminate some needless debates. Mr. Reed said the increase would facilitate the business office needs. He said the department was doing more with less and the formal process was over a month long. He said most bids came in far under budget which would not change. He said the revised policy would be ready for first reading at the September 21, 2010 Regular Board Meeting.

Benchmark Board Communications' Topics for Journal for 2010-11

Ms. Allen said the Board requested the opportunity to provide information to patrons regarding the scope of its responsibilities. She suggested they may want to consider options like quarterly editorials and current School District issues. She said some items came up annually and could be planned for. She said others were hot topics like the Job's Bill which she suggested could be a starting point. She said the quality of educational programs was another important topic that could be done in December and the Supplemental Levy in February. She said the Board participated in press releases and public communications in the past but a quarterly editorial would help maintain visibility. She said the editorial would be flexible to account for new issues. She said the Idaho State Journal was always looking for sound bytes and the Board could do something like that too. She said it was important for the public to hear that the District offered a quality education program and would mean a lot to the patrons to hear it coming from the School Board. She said the current TIME magazine cover was about "What Makes a School Great". She said a lot of the discussion in the article was charter vs. public schools. She said a lot of the information was based on large urban areas like D.C. and Chicago and some of the statistics showed that public schools were not as good as charter schools but the article did not take into account smaller areas where public schools were succeeding. She said the Board had the opportunity to let the local patrons know that articles like these did not necessarily apply to the District's area. She said 89% of students went to public schools. She said it was a small minority that attended charters or private schools. She said publically funded charters were an even smaller group. She said the State Superintendent was a big proponent of charter schools and he was quoted in the Journal saying there were thousands of students all around Idaho on waiting lists to get into charter schools and the students who attended charters were privileged to be there. She said it was important for people to have the correct perception and to know it was a privilege to attend the District's public schools as well. Ms. Allen said she was available to help in any way to disseminate information. She said if the Board had any direction as to how it would like to proceed the administration would get it done. Mr. Sargent said it was great idea. He noted that one article that he put his name on was well received and people appreciated it coming from him. He said it would be months down the road before any decisions were made as to the allocation of the Job's Bill money but it would be nice for the public to be aware of what was coming. Ms. Allen said the Board could choose one member to start or work collaboratively. She said people paid more attention when an article or editorial came from the School Board. Ms. Cranor said she thought it would be best if the Board worked collaboratively and highlighted a different member each time. Ms. Allen said one Board member could come up with an outline and email it out to the other members for collaborative input. Ms. Gebhardt noted that the facts needed to be checked before going out. Ms. Cranor said she only knew of one high school coach that was helping students apply for the Reams Memorial Funds. She said she hoped the funds were being used for more than just sports. Ms. Allen said Mr. Reams had been very open to allowing middle school students to utilize the funds which were being used for all extra-curricular programs including the music program at Alameda Center. She noted memorial funds had very specific ways they had to be used. She said there were individual grants available for struggling students as well. Ms. Cranor said she wanted everyone to have an equal opportunity and to make sure the information was available. Mr. Sargent asked if the information was on the website. Ms. Allen said it was not posted on the website but coaches and teachers were aware of who was struggling and were good about recommending who should apply. She said a lot of times help came out of the school's activity account. Ms. Cranor said she didn't want students to not apply because they were unaware resources were available. Ms. Allen said recently the

District received a letter from a student who had been struggling to afford an activity. She said the letter stated everything the student had done to earn the money but could not quite come up with the total participation fee and the District made up the difference. Ms. Cranor said she was glad to hear that. Ms. Allen asked the Board for direction on the topics for the Journal. Ms. Donnelly suggested Board members email Ms. Allen as they came up with topics. Mr. Sargent said he thought the District's fiscal responsibility relative to the emergency levy should be one of the articles. He said the topics were brought up at Work Sessions and Board Meetings but not everyone watched the meetings on TV and including the topic in the Journal was another way to disseminate the information to a larger group. He said he thought the Board should let the public know that the District could have applied for an emergency levy and why the Board decided to pass it up. Ms. Cranor agreed the public needed to know now so they would not think it was a ploy when the District ran for a Supplemental Levy.

Public Comment

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

Adjourn

Chair Donnelly adjourned the Work Session at 3:50 p.m.

APPROVED ON:

BY:

Chair

ATTESTED BY:

Clerk

MINUTES PREPARED BY:

Secretary, Board of Trustees