

POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
BOARD OF TRUSTEES

*Special Meeting for the Purpose of a Work Session
With No Action to be Taken*

October 13, 2009 – 1:30 P.M. – Board Room at the Education Service Center

AGENDA

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| <p><i>DISCUSSION/ INFORMATION ONLY</i></p> <p>1. Federal Rules and Regulations, Requirements and Changes – Title IA; Title IIA; Highly Qualified Status and Impacts</p> <p>(60 mins.)</p> | <p>Mr. Wegner <i>Director of Curriculum</i></p> <p>Ms. Tobias <i>Title 1 Coordinator</i></p> <p>Ms. Luras <i>Curriculum Coordinator</i></p> <p>Dr. Howell <i>Director of Human Resources</i></p> <p>Mr. Harrell <i>Director of Student Support Services</i></p> <p>Dr. Mortensen <i>Director of Elementary Education</i></p> <p>Mr. Devine <i>Director of Secondary Education</i></p> | <p><u><i>Convene</i></u></p> <p>Topic: Federal Rules and Regulations, Requirements and Changes – Title IA; Title IIA; Highly Qualified Status and Impacts</p> <p>Policy Question: Board accountable for compliance with federal regulations.</p> <p>Background Information: Included in the packet is information from the State Department of Education which sets forth further tightening of federal regulations associated with Title 1A and Title IIA resources and practices. The changes promulgated by these entities will impact program support and administrative time due to further reporting. Section 2141 of the Elementary and Secondary Education Act (ESEA) also known as No Child Left Behind legislation describes increased levels of accountability and requirements for technical support provided to districts by the State Department of Education. Due the District’s inability to make AYP for three consecutive years, and the District’s inability to achieve a 100% Highly Qualified (HQ) teaching staff, the District must now conduct a new needs assessment and develop a new professional development plan in order to receive Title II funding. Administrative personnel will be in attendance to discuss with the Board the changes that are in place now or are forthcoming.</p> <p>Administrative Recommendation: None at this time.</p> <p>NOTES:</p> <hr/> <hr/> <hr/> <p>SUMMARY/DIRECTION:</p> <hr/> <hr/> <hr/> |

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| <p><i>DISCUSSION/ INFORMATION ONLY</i></p> <p>2. Research Program Models/Impacts and Savings of All Day Every Other Day Kindergarten</p> <p>(5 mins.)</p> | <p>Ms. Vagner <i>Superintendent</i></p> <p>Dr. Mortensen <i>Director of Elementary Education</i></p> | <p>Topic: Research Program Models/Impacts and Savings of All Day Every Other Day Kindergarten</p> <p>Policy Question: Board exercises fiscal responsibility in decision making.</p> <p>Background Information: Numerous options for reducing on-going costs were explored during the 2008-09 school year for 2009-10, inclusive of all day every other day kindergarten. When the Board of Trustees made final decisions, all day every other day kindergarten was removed as a cost savings option. In preparation for the 2010-11 school year, administration proposes that this option be fully researched in terms of program models/impacts and cost savings. Researching this possible restructuring will take time and will involve various shareholders. Administration is prepared to move in this direction, given guidance from the Board. Dr. Mortensen will be in attendance for any clarification on this issue at the time of the meeting.</p> <p>Administrative Recommendation: It is recommended that the Board direct administration to research program models/impacts and savings of all day every other day kindergarten, with a report to be presented to the Board at the December Work Session.</p> <p>NOTES:</p> <hr/> <hr/> <hr/> <p>SUMMARY/DIRECTION:</p> <hr/> <hr/> <hr/> |

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| <p><i>DISCUSSION/ INFORMATION ONLY</i></p> <p>3. Secondary Updates <i>Journalism Protocols; Early Graduation; Secondary Transfers</i></p> <p>(5 mins.)</p> | <p>Mr. Devine <i>Director of Secondary Education</i></p> | <p>Topic: Secondary Updates – <i>Journalism Protocols; Early Graduation; Secondary Transfers</i></p> <p>Policy Question: Board responsible for overall operations of District.</p> <p>Background Information: <i>Journalism Protocols</i> - District 25 is continuously improving practices across the District as needed. In the Spring of 2009 an opportunity presented itself to review the expectations for student journalists and journalism teachers. Secondary journalism teachers have prepared the enclosed document and are prepared to reinforce the expectations with students this Fall. The expectations have been in place in previous years and are now incorporated into a written document to be utilized across the high schools. Included in the packet is a copy of the Journalism Protocols for Board review.</p> <p><i>Early Graduation</i> – With the conversion of the high school schedule to the trimester model, the protocols for early graduation must be reconsidered. Included in the packet is a discussion about early graduation, procedures and timeline. If the Board is in agreement with the overall process, this language will need to be distilled into a Board policy to be presented for first reading and procedure. Currently, there is no Board policy outlining early graduation.</p> <p><i>Secondary Transfers</i> – Included in the packet is current secondary transfer information for the 2009-10 school year. Mr. Devine will be in attendance to address the above items.</p> <p>Administrative Recommendation: It is recommended that the Board direct the administration to develop draft Board policy addressing early graduation to be presented for first reading</p> <p>NOTES:</p> <hr/> <hr/> <hr/> <p>SUMMARY/DIRECTION:</p> <hr/> <hr/> <hr/> |

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| <p><i>DISCUSSION/ INFORMATION ONLY</i></p> <p>4. Infinite Campus Conversion Plan/Schedule</p> <p>(10 mins.)</p> | <p>Mr. Stevens <i>Technology Coordinator</i></p> | <p>Topic: Infinite Campus Conversion Plan/Schedule</p> <p>Policy Question: Board responsible for overall operations of District.</p> <p>Background Information: At the August 2009 Board meeting, the Board approved the purchase of Infinite Campus as the new Student Information System. Since the approval of the contract with Infinite Campus, administration has been in discussion with the vendor to develop the plan and schedule for conversion, June 2010. Included in the packet is information relative to those departments and representatives who will be involved in planning for the conversion and a working copy of the conversion schedule. Mr. Stevens will be in attendance at the Work Session to provide further information for the Board.</p> <p>Administrative Recommendation: None at this time.</p> <p>NOTES:</p> <hr/> <hr/> <hr/> <p>SUMMARY/DIRECTION:</p> <hr/> <hr/> <hr/> |

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| <p><i>DISCUSSION/ INFORMATION ONLY</i></p> <p>5. Recommendation for Insurance Consultant Services</p> <p>(10 mins.)</p> | <p>Mr. Smart <i>Directory of Employee Services</i></p> <p>Mr. Reed <i>Director of Business Operations</i></p> <p>C.B. Giles <i>Business Services Coordinator</i></p> | <p>Topic: Recommendation for Insurance Consultant Services</p> <p>Policy Question: Board responsible for overall operations of District.</p> <p>Background Information: Recently, administration solicited proposals from vendors for Insurance Consultant Services to broker on behalf of the District with the District’s insurance carriers. Nine proposals were received and reviewed by a subcommittee of the Insurance/Wellness Committee. That subcommittee has recommended to the Insurance/Wellness Committee to retain the current vendor Lockton Companies, LLC. Thus, the Insurance/Wellness Committee will recommend the retention of Lockton Companies, LLC. to the Board of Trustees for \$50,000/year. The Board will consider action on this recommendation at the October 20, 2009 Regular Board Meeting. Included in the packet is a memorandum detailing the recommendation.</p> <p>Administrative Recommendation: It is recommended that the Board consider approving at the October 20, 2009 Regular Meeting Lockton Companies, LLC. as the District’s Insurance Consultant at a contract rate of \$50,00/year.</p> <p>NOTES:</p> <hr/> <hr/> <hr/> <p>SUMMARY/DIRECTION:</p> <hr/> <hr/> <hr/> |

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| <p><i>DISCUSSION/ INFORMATION ONLY</i></p> <p>6. Financial Updates <i>Maintenance of Effort; Financial Conditions of the State – Hold Backs, Budget Monitoring, District Hold Backs; Governor’s Discussion; Annual Request for Permission to Bid SIP Related Projects</i></p> <p>(10 mins.)</p> | <p>Ms. Vagner <i>Superintendent</i></p> <p>Mr. Reed <i>Director of Business Operations</i></p> | <p>Topic: Financial Updates – <i>Maintenance of Effort-Special Education; Financial Conditions of State – Hold Backs, Budget Monitoring, District Hold Backs; Governor’s Discussion; Annual Request for Permission to Bid SIP Related Projects</i></p> <p>Policy Question: Board must adopt balanced budget June 2010 for 2010-11.</p> <p>Background Information: Currently, K-12 public education hold backs for 2009-10 have been ordered to be 4%. The true hold back for K-12 for this school year is coming from PSEF rather than from current operating budgets. This draw down of PSEF will likely leave very little left in that fund for more hold backs for next year. Moreover, it is likely that reductions will be forthcoming from the state for the 2010-11 fiscal year. Although, administration is monitoring all spending, no local hold backs have been put in place for this fiscal year pending further information from the state. Further, due to the statutory financial emergency declared by this District’s Board of Trustees, the year end fund balance can be no greater than 5 1/2% . If any money is set aside for balancing for 2010-11 that level of fund balance may be in jeopardy. A discussion of this matter is on the agenda for the meeting in December with the District’s legislative delegation. Mr. Reed and Ms. Vagner will be in attendance to discuss these financial issues with the Board. In addition, Mr. Reed will address the Board relative to the annual request for permission to bid SIP related projects. Dependent upon Board direction, this item may be acted on at the October 20, 2009 Regular Meeting.</p> <p>Administrative Recommendation: It is recommended that the Board direct the administration to continue monitoring all spending; that the administration prepare for a comprehensive discussion of financial matters with the District’s legislative delegation; and that the administration prepare the October 20, 2010 Regular Meeting agenda to include Annual Request for Permission to Bid SIP Related Projects.</p> <p>NOTES:</p> <hr/> <hr/> <hr/> <p>SUMMARY/DIRECTION:</p> <hr/> <hr/> <hr/> |

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| <p><i>DISCUSSION/ INFORMATION ONLY</i></p> <p>7. Draft School Safety Strategic Plan</p> <p>(20 mins.)</p> | <p>Mr. Harrell <i>Director of Student Support Services</i></p> <p>Ms. Giles <i>Business Services Coordinator</i></p> | <p>Topic: Draft School Safety Strategic Plan</p> <p>Policy Question: Board Adopts Strategic Plan.</p> <p>Background Information: Included in the packet is a copy of the draft School Safety Strategic Plan to be incorporated into the District’s Strategic Plan adopted by the Board of Trustees at the meeting in August 2009. Nearly one year ago, Mr. Harrell reported to the Board the scope of content to be developed and incorporated into the Strategic Plan and that it would take through the 2008-09 school year to develop such. Mr. Harrell and Ms. Giles will be in attendance at the time of the meeting to discuss the Strategic Plan. Following the discussion, the Board may have other input to be incorporated into the document.</p> <p>Administrator Recommendations: Pending Board discussion, it is recommended that the Board adopt at the October 20, 2009 Regular Meeting the School Safety Strategic Plan as a component of the District’s Strategic Plan 2008-13.</p> <p>NOTES:</p> <hr/> <hr/> <hr/> <p>SUMMARY/DIRECTION:</p> <hr/> <hr/> <hr/> |

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| <p><i>DISCUSSION/ INFORMATION ONLY</i></p> <p>8. Election Consolidation Legislation <i>Sections 33-503A and 33-504</i></p> <p>(10 mins.)</p> | <p>Mr. Smart <i>Director of Employee Services</i></p> | <p>Topic: Election Consolidation Legislation – <u>Idaho Code Sections 33-503A and 33-504</u></p> <p>Policy Question: Board adheres to state law.</p> <p>Background Information: Included in the packet is information received from ISBA relative to <u>Idaho Code Section 33-503A</u> which discusses the transitions of school trustees terms from three years to four years. ISBA informed the administration that this new statute is currently in effect. However, when reading the statute, it states that it becomes effective January 1, 2011. In addition, there are two <u>Idaho Code Section 33-504</u>, which discuss vacancies on boards of trustees. According to Code one is in effect until January 1, 2011, and one becomes effective January 1, 2011. In researching this discrepancy further, Mr. Smart contacted Jason Hancock at the State Department of Education, who was unaware of the discrepancy. From Mr. Smart’s conversation with Mr. Hancock, it appears that the state department may need to take this issue to the legislature during the 2010 session. In addition, administration has contacted ISBA to point out the problem but has not heard back from the association as of this writing. This discrepancy will need to be discussed with the District’s legislative delegation at the scheduled meeting in December 2009. Included in the packet are copies of these sections of <u>Idaho Code</u>. At the time of the meeting, Mr. Smart will discuss the intent of the new language and how it impacts current Trustee terms and he will discuss his conversation with Mr. Hancock.</p> <p>Administrative Recommendation: It is recommended that the administration prepare for a discussion of <u>Idaho Code Sections 33-503A and 33-504</u> with the District’s legislative delegation at the December meeting with them.</p> <p>NOTES:</p> <hr/> <hr/> <hr/> <hr/> <p>SUMMARY/DIRECTION:</p> <hr/> <hr/> <hr/> |

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| <p><i>DISCUSSION/ INFORMATION ONLY</i></p> <p>9. Current IBED’s Data and Calculation of Average Daily Attendance (ADA) <i>Section 33-1003A</i></p> <p>(10 mins.)</p> | <p>Mr. Smart <i>Director of Employee Services</i></p> | <p>Topic: Current IBED’s Data and Calculation of Average Daily Attendance (ADA) – <i>Idaho Code Section 33-1003A</i></p> <p>Policy Question: Board responsible for overall operations of District.</p> <p>Background Information: Included in the packet is current IBED’s data submitted to the State Department of Education for funding purposes. Projection and actuals were very close. Thus, funding will be as projected. Also included in the packet is a copy of <u>Idaho Code</u> 33-1003A which discusses calculation of average daily attendance “when a school is closed, or if a school remains open but attendance is significantly reduced because ofquarantine oror for reason believed by the board of trustees to be in the best interests of the health, safety or welfare of the pupils, the board of trustees having certified to the state department of education the cause and duration ofor impacted attendance, the average daily attendance for such day or days of closure or impacted attendance shall be considered as being the same as for the days when the school actually was in session or when attendance was not impacted”. Mr. Smart has conferred with the State Department of Education as to its interpretation of this statute relative to absenteeism/ADA resultant from the probability of H1N1. The absentee data to date for 2009-10 is greater than the data from 2008-09, in which H1N1 was not a health factor. Mr. Smart was instructed that the Board of Trustees would need to certify week by week by school letters, documenting the difference in the data and attributing the cause to H1N1. Administration is in the process of gathering that data for preparation of week by week by school letters to be approved by the Board at the October 20, 2009 Regular Meeting. Mr. Smart will be in attendance to discuss the IBED’s data and the statute, his conversation with the State Department of Education, potential impact of loss of ADA revenue, and the process to be followed by the District to seek every avenue to remain “whole” in terms of ADA revenue.</p> <p>Administrative Recommendation: It is recommended that the Board of Trustees at its October 20, Regular Meeting certify week by week by school letters documenting differentials and the reasons for such in terms of ADA from 2008-09 and 2009-10 for submission to the State Department of Education for funding purposes.</p> <p>NOTES:</p> <hr/> <hr/> <p>SUMMARY/DIRECTION: _____</p> <hr/> |

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| <p><i>DISCUSSION/ INFORMATION ONLY</i></p> <p>10. Review Resolutions and Bylaw Changes for ISBA Conference (10 mins.)</p> | <p>Mrs. Donnelly <i>Board of Trustees, Chair</i></p> <p>Mrs. Cranor <i>Board of Trustees, Member</i></p> | <p>Topic: Review Resolutions and Bylaw Changes for ISBA Conference</p> <p>Policy Question: Trustees vote on ISBA resolutions and BYLAW changes at the annual ISBA convention.</p> <p>Background Information: At the October 5, 2009 ISBA regional meeting representatives of ISBA reviewed with Trustees the various resolutions and BYLAW changes to be considered at the November annual meeting. Attending the regional meeting were Ms. Donnelly, Ms. Cranor and Ms. Gebhardt. Ms. Donnelly and Ms. Cranor will be in attendance at the Work Session to review the information and discuss the voting recommendations with Trustees. Included in the packet are the supporting materials.</p> <p>Administrative Recommendation:</p> <p>NOTES:</p> <hr/> <hr/> <hr/> <p>SUMMARY/DIRECTION:</p> <hr/> <hr/> <hr/> |
| <p>11. Public Comment</p> <p>12. Adjourn</p> | <p>Mrs. Donnelly <i>Board of Trustees, Chair</i></p> | |