

**MINUTES OF THE
REGULAR SESSION BOARD MEETING
POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
Education Service Center Board Room
Tuesday, October 16, 2012
5:30 p.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Janie Gebhardt, Chair (By Phone/Excused at 7:04 p.m.)
John Sargent, Acting Chair/Vice Chair
Jackie Cranor, Clerk

Jim Facer, Assistant Treasurer
Paul Vitale, Member
Mary Vagner, Superintendent

CONVENE REGULAR MEETING

A Regular Session of the Board of Trustees of School District No. 25 was held in Pocatello, Idaho on the 16th day of October, 2012, as provided in Section 33-510, Idaho Code. Acting Chair Sargent called the Regular meeting to order at 5:36 p.m.

PLEDGE OF ALLEGIANCE

Colton Belnap led the audience in the Pledge of Allegiance.

REVIEW, REVISE, AND APPROVE AGENDA – Self Explanatory – Action

Acting Chair Sargent reviewed the agenda and the addendum. A motion was made by Ms. Cranor and seconded by Ms. Gebhardt to approve the agenda and the addendum as presented. The voting was unanimous in the affirmative.

APPROVAL OF MINUTES – Self Explanatory – Action

- a. **Special Meeting/Work Session** – September 11, 2012
- b. **Special Meeting/Trustee Candidate Interviews** – September 18, 2012
- c. **Special Meeting/Work Session/Student Representative Orientation** – September 18, 2012
- d. **Regular Board Meeting** – September 18, 2012
- e. **Special Meeting/Executive Session/Hearing** – September 19, 2012

A motion was made by Mr. Facer and seconded by Mr. Vitale to approve the minutes as presented. The voting was unanimous in the affirmative.

RECOGNITIONS/VISITORS/CORRESPONDENCE – Information

a. Visitors and Correspondence

- 1) *Thank You Card from Shelley Allen*

Mr. Sargent said included in the packet was a card from Ms. Allen to the Board. He said the Board was very appreciative of all of the hard work that Ms. Allen did.

b. Recognitions – Information – Ms. Allen/Ms. Giles

- 1) *Summer Fitness Challenge*

Ms. Allen said the District hosted a fitness challenge over the summer and invited Mr. Smart to the podium to present the recognitions. Mr. Smart said 77 employees participated in the Summer Fitness Challenge. He said employees walked over 12,000 miles, ran over 4,200 miles with the Armstrong family running 2,600 of those miles and biked for over 9,000 hours. He said principals would be given certificates for employees that participated to be recognized at their buildings. He said cash awards would go to the top two competitors in each category. He said Patricia Payne took first place in the walking category, walking 737 miles and Patricia Hemsley took second place walking 679 miles. He said Clayton Armstrong took first place in the running category with 659 running miles and Tara Jensen took second place running 239 miles. He said Audrey Olson took first place in the biking category with 222 biking hours and Evelyn Robinson took second place with 143 biking hours. He congratulated all of the participants on their efforts.

- 2) *Steve Anderson – Athletic Director Award*

Ms. Allen invited Steve Anderson and Mark Pixton to the podium. She said Mr. Anderson was named the Outstanding Athletic Director of the Year for Idaho. She said the Idaho Association of Health, PE and Dance were advocates for fitness and lifetime health and selected Mr. Anderson because of his dedication

to the association's goals. She said Mr. Anderson was always concerned about student athletes having a good experience on and off the playing field. Mr. Pixton said on behalf of the Century High School faculty he was proud to recognize Mr. Anderson for this award. He said Mr. Anderson was a great representative for the school and when he was on the job, he was on the job. He said he took academics and athletics very seriously and was an advocate for athletes and parents every day. He said he was happy to hear about the recognition.

3) *Erin Baeden – Head Start Award*

Ms. Allen said Ms. Erin Baeden was recognized as the Region 10 Head Start Teacher of the Year, the Idaho Head Start Teacher of the Year and the Regional Head Start Teacher of the Year. She said the Region included Idaho, Oregon, Alaska and Washington. She said Ms. Baeder was a compassionate teacher who enjoyed getting parents involved. She said she had a gift for working with special needs children. She said she was the first to show up and the first to volunteer to help after hours. Ms. Young said Ms. Baeder fostered the Mission and Vision of Head Start and of District #25. She said she was well liked by all of her peers, was a hard worker and was dedicated to the success of all children. She said it was important to her that children were ready for their K-12 education. She said she was gentle, sweet, kind and good and was an excellent representative of the program and the District.

4) *Craig Leiby & Jane Atkinson – Transportation Awards*

Ms. Allen invited Mr. Leiby and Ms. Atkinson to the podium. She said Ms. Atkinson was the bus dispatcher for the District and was awarded the Dispatcher of the Year award by Idaho Transportation Department and the State Department of Education. She said Ms. Atkinson started working for the District in 1987 and was promoted in 2000. She said she was devoted to the department and was a significant attribute. She said she was solely responsible for scheduling activities and fields trips and ensuring all routes were covered. Mr. Leiby said it would be impossible to find someone that showed up as consistently, worked as hard or came in after hours as much as Ms. Atkinson. He said if anything he had to tell her not to work so much. He said he will tell her to leave only to find her still working late into the night. He said her work ethic and dedication are indicative of many District employees and said she made all of their jobs easier and everyone that worked with her appreciated her very much. Shelley presented Ms. Atkinson with a plaque. Ms. Allen said Mr. Leiby was being recognized for his extraordinary customer service. She said the administration received a report that a parent had called to talk to Mr. Leiby about a safety concern in transporting children to school. She said the parent wanted a cross walk installed and Mr. Leiby was able to explain that the city would have to install a cross walk and suggested the department install a safety stop at the bottom of her hill. She said he handled the concern quickly and respectfully and found a safe solution.

c. Public Comment on Items Not on Agenda

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

Board Operating Principles No. 22 & 23:

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

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

REPORTS

a. Student Representative Reports (3 minutes each)

1) **Pocatello High School – Colton Belnap**

Mr. Belnap said the school's homecoming week started on October 5th. He said it was a short week but students had fun. He said over 400 students attended the Homecoming dance and was well done. He said the soccer teams had a good season. He said students would take the PSAT test which was a preparation test for the SATs. He said cross country would start Districts that week. He said volleyball Districts were starting that week and all six games would be hosted by Pocatello High School. He said girls basketball tryouts were starting soon and boys basketball started November 9th. He said Red Ribbon Week was starting soon and the school had several drug free activities planned. He said the fall play would begin the first week in November and was a play called Harvey. He said the school would have a coed dance on the

10th and the girls had to ask the guys to the dance. He said the school would have a food drive on November 12th for the Idaho Food Bank. He said wrestling started on November 12th.

2) **New Horizon Center** – *Crystal Walker*

Ms. Walker said the school started its second block with 19 new students. She said classes were getting full. She said Friday Academy was going well and was helping students catch up. She said the school was having its first recognition assembly that afternoon. She said honor roll students and students with perfect attendance would be recognized. She said all Board Members were invited to attend. She said the school was having a Halloween Costume Party that was sponsored by IDFY and the Rainbow Club.

3) **Century High School** – *Shelby Evans/Tyler Ray*

Ms. Evans said students would take the PSAT tomorrow. She said both the boys and girls soccer teams qualified for State. She said volleyball was just getting started. She said choir went to the Invitational. She said band took second place at the Rocky Mountain competition. She said the school would have its Roundup fundraiser with a silent auction and Dutch oven dinner on November 8th. She said the school was having an assembly on November 12th. She said the Assistant Principal Dave Ross received the Mayor's Award for supporting the arts and students and staff were really proud of him.

4) **Highland High School** – *Gennavie Judd/Kathleen Hawes*

Ms. Judd said 100 new members joined the Honors Society last week. She said girls soccer was going to State. She said they were the defending 5A Champions and wished them luck. She said after school study hall was going well with lots of missing assignments being turned in. She said the National Achievement Scholarship had selected two Highland High School students for the Outstanding Participation Award. She said students would take the PSAT tomorrow. She said band took first place at a competition at ISU. She said that week was the school's Homecoming Week. She said the theme was "popular movies".

b. Media Report – Ms. Allen

Ms. Allen said over the past month the District submitted 15 news releases. She said the stories included school events, students taking the PSATs and staff awards. She said there were 11 print articles, 2 broadcast stories for a total of 13 stories for the month.

c. ISBA Region 5 Meeting Report

Mr. Facer said a lot of discussion centered on Propositions 1, 2 and 3. He said the ISBA informed Board members that it was endorsing Prop1 and remaining neutral on Props 2 and 3. He said Julie VanOrden talked about services available to Board Members through BuyBoard which included legal support and training for Boards. Mr. Vitale said another issue raised was the possible elimination of the business personal property tax. He said currently the tax provided \$133 million to Idaho schools. He said some legislators seemed willing to eliminate the tax for big businesses regardless of the effect on public schools. He said they also discussed charter oversight which was currently limited to academic and financial. He said most Districts wanted charter schools to take more responsibility for the activities and services they provided. He said there was a proposed professional development resolution that would allow Districts to offer up to 72 hours of professional development for staff. He said the ISBA said it did not have a recommendation on the Resolution. Ms. Vagner said if Julie VanOrden was elected as a state representative she would no longer retain her position on the ISBA Board and Dave Anderson was running for VP which would open both of their seats on the ISBA Board to interested Board Members in Region 5. She said nominations would be made at the ISBA Convention in in Boise.

d. Report on Standing Committees for 2012-2013

There were no reports on standing committees at the time of the meeting.

e. District 25 Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2012 and Certification of Annual Statement of Financial Condition

Mr. Reed said there were four sections in the financial report. He said there was the Introduction, the Financial, Statistics and the Single Audit sections. He said the Introduction was the makeup of the District, including buildings, specialty programs and factors affecting the financial condition. He said it also discussed the local economy, state revenue and long term planning. He said copies of the District's Certificates of Excellence in Financial Reporting from the GFOA and the ASBO were included in the Introduction. He said this was the 21st consecutive year that the District received the awards and was the only District in the state to receive awards from both agencies. He said only a few Districts even participated in both agencies. He said the Financial section was next and showed the District's general fund revenue was slightly above projections. He said this was due to increased enrollment and higher than anticipated Medicaid reimbursements. He said overall the budget was underspent by \$304,000. He said the budget was monitored daily. He said the savings were not as significant as they would have been in the past due to the District's budget being so much tighter

than before. He said almost every dollar received was allocated. He said there was \$5 million in the unassigned fund balance but only represented 30 days of operation. He said the GFOA recommended no less than two months of operating expenses be maintained at all times but allowed for as little as 5% for larger government agencies. He said when the Board updated the fund balance Policy to reflect the correct financial terminology, the report was also updated. He said the District was over projections but were down by \$350,000 from the 2011 fiscal year. He said the next section was Statistics which reviewed trends and the economic outlook. He said highest percentage of revenue received by the District was from the state. He reviewed the assessed property value of the District over the last 10 years. He said ten years ago the assessed value was at \$1.9 million and in 2012 was at \$3.2 million. He said the tax rate had decreased over the last decade. He reviewed the principal tax payers and said they made up for \$580 million in tax revenue. He said the high point in enrollment was in 1994 and then dropped in 2003 which then picked back up in 2009 and continued to climb. He reviewed the economic and demographic information and the local unemployment rate. He said Pocatello was below the state and national unemployment rates. He said the property and construction value was almost back to prerecession levels. He said it was a slow recovery but things were starting to pick back up again. He said one alarming trend was the fact that enrollment continued to climb while staff levels continued to decline. He said the District was currently understaffed at 2%. He said last year nearly 70% of teachers in the District had a Masters or advanced degree. He said currently the largest percentages of teachers were between 1 – 4 years of experience which was a substantial shift.

Mr. Clark thanked the Board and the Business Office staff for their cooperation. He said he represented Deaton and Company and was responsible to conduct testing to verify various transactions and determine if internal controls were followed. He said the trail of District invoices indicate that a control system was being followed. He said there was no indication of fraud or misuse. He said all financial statements were in accordance with government expectations. He said the report was substantial per federal auditing standards. He said the auditors reviewed state law and compared it to the District's practices and policies to ensure it was in compliance. He said the Audit did not look at every line item of the District but conducted tests that were designed to identify patterns. He said the audit also reviewed all federal grant money and requirements. He said Idaho utilized the Single Audit Act as its compliance standard and the auditors compared District practices to those standards. He said auditors were responsible to issue an opinion and their opinion was that the District met requirements and was in compliance. He said any material findings were required to be included in the report; however, there were no findings to be included. He said the District did a good job and the auditors were comfortable with the work being done. He said he appreciated the cooperation of the staff. Mr. Reed said the District was required to advertise its financial condition. He said the Board would be asked to certify the financial condition statement under New Business. He said there was a classification error in the report and said the reports would be corrected and returned to the Board for final approval in November.

f. Propositions 1, 2 and 3

Ms. Vagner said included in the packet was a position statement relative to Propositions 1, 2 and 3. She said the Board discussed its perspectives at the October Work Session and directed the discussion be placed on the Regular agenda for further discussion and consideration. She said in February, 2011 the Students Come First legislation was hotly debated and at that time the Board prepared a white paper stating its lack of endorsement for the legislation. She said there continued to be a lack of endorsement from the Board and the administration prepared the current statement based on discussion extracted from that white paper. She said some of the facts listed in the statement included the fact that the state had historically shown an inability to support programs and basic services. She said the statement questioned how the state would fund the reforms found in the SCF legislation when current funding was not guaranteed every year. She said legislation also did nothing to address the cost increases Districts were facing to keep operating. She said another point of concern was that local School Boards were elected to make local decisions regarding the education of children and the SCF legislation had no input or voice from local School Boards. She said Trustees were locally elected officials and were responsible to maintain labor relations with employees and bore the responsibility of making sure children were educated and Boards needed the latitude to allocate resources and to implement a Strategic Plan at the local level. Ms. Gebhardt said she agreed with rationale included in the statement. She said School Boards had lost their voice in the direction of education in this state. A motion was made by Ms. Gebhardt to accept the statement as written and seconded by Mr. Vitale. Ms. Cranor said she thought the lack of endorsement should be restated at the end of the statement. Ms. Vagner suggested adding a sentence that would say "Based on the above rationale the Board continues to lack endorsement for the legislation." A motion was made by Ms. Gebhardt to accept the sentence as a friendly amendment to the main motion and

was seconded by Ms. Cranor. The voting on the friendly amendment was unanimous in the affirmative. The voting on the main motion was unanimous in the affirmative.

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

a. Student Data from Pocatello Police Department – Mr. Hobbs

Mr. Wegner said included in the packet was student data from the Pocatello Police Department detailing the number and type of student discipline incidents and the resulting number of hearings and citations. He said the report was referenced during the report from the Pocatello Police Department during the Board Work Session the month before.

b. Alternate Route to Graduation – Mr. Wegner

Mr. Wegner said included in the packet was a memorandum detailing the number of students and the various reasons for completing the alternate route to graduation. He said the Board would be asked to approve the requests under Old Business. He said the opportunity students had to take the alternate route contributed to the District's high graduation rates. He said there was an editorial printed in the paper over the weekend talking about the low number of students in Southeast Idaho without a diploma and the District's data contradicted that showing graduation rates in the 90th percentile.

c. Instructional Technology Update – Mr. Wegner

Mr. Wegner said the use of Datawise and Schoolnet had been the focus of training for the technology department. He said bugs were still being worked out as rosters and scanners were being reconfigured. He said teachers at New Horizon Center were using Datawise for the first time this year and were requesting more training. He said the Tech Specialists were working to provide more training opportunities for teachers. He said the state released a digital resource center called Discovery but teachers were still having trouble gaining access to the website. He said the District was hosting a state sponsored Discovery training next week and one Instructional Technology Coach from each building was invited. He said the coaches were also looking for more ways to efficiently utilize Outlook and Microsoft features.

d. Any Other Curriculum/PLCs/TIA/Beliefs Update – Mr. Wegner

Mr. Wegner had no further Curriculum update at the time of the meeting.

e. Head Start Program Update/Liaison Memorandum – Dr. Mortensen

Mr. Devine said included in the packet was a memorandum designating Jackie Cranor as the Board liaison for the Head Start Program. He said the reason for having to submit a new document was due to the addition of new Board Members. He said the Board would be asked to approve the memorandum under New Business.

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

Mr. Devine said included in the packet were two letters from the State Department of Education informing the District that funding for the 21st Century After School Program renewal applications had been approved. He said Syringa Elementary, Tyhee Elementary and the New Horizon Center were part of the first round and Ellis Elementary, Greenacres Elementary and Washington Elementary were part of the new round of grants. He said the upcoming Thursday was the "Lights On After School" parent and community after school event and Board Members were invited to attend.

g. Idaho Food Bank – Back Pack Program Update – Dr. Mortensen

Mr. Devine said included in the packet were the current Idaho Food Bank – Back Pack program numbers. He said the District was limited this year as to the number of backpacks that would be allocated for schools K-8. He said only 300 back packs were allotted per week.

h. Western Governors University Student Teacher Intern Request – Dr. Mortensen

Mr. Devine said included in the packet was a letter from Western Governors University requesting the placement of one of their students at Tyhee Elementary School to complete a student teacher internship during the fall. He said the Board would be asked to approve the request under the Consent Agenda.

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

Mr. Devine had no further Elementary Education update at the time of the meeting.

j. Extra-Curricular Participation Comparison Report – Mr. Devine

Mr. Devine said included in the packet was a completed extra-curricular participation comparison report that included detailed payment plan and scholarship information for all fall activity participants. He said the data went back several years providing a detailed comparison. He said the report included an explanation for some missing fees and the administration would reevaluate some of the fees that were being charged.

k. 2012-13 Winter Athletic Schedules and Travel – Mr. Devine

Mr. Devine said included in the packet were the winter athletic schedules for three of the high schools and all of the middle schools inclusive of any travel requests associated with the schedules. He said the biggest challenge for athletic trips was the rising cost of fuel. He said the Board would be asked to approve the schedules inclusive of travel under Old Business.

l. Summer School Historical Data – Mr. Devine

Mr. Devine said included in the packet was historical attendance data for District #25 Summer School. He said the administration made a significant change to summer school by not allowing students to fast track using summer school. He said this year summer school was for credit recovery only. He said the administration was considering doing a pre-registration to see if enough students were interested in taking a particular course during summer school and possibly offer those courses for fast tracking. He said that might increase attendance. Mr. Sargent said it seemed like some of the reduced numbers could be good news relative to the number of students that did not need remediation.

m. Early Graduation Requests – Mr. Devine

Mr. Devine said included in the packet was a memorandum listing the number of early graduation requests by school and the reasons students were requesting early graduation. He said the Board would be asked to approve the early graduation requests under New Business.

n. University of Idaho Administrative Intern Request – Mr. Devine

Mr. Devine said included in the packet was a letter requesting placement for a University of Idaho student at the New Horizon Center to complete an administrative internship. He said the request was in order. He said the Board would be asked to approve the request under the Consent Agenda.

o. Camp/Clinic Request – Mr. Devine

Mr. Devine said included in the packet was a camp/clinic request for Century High School for a Marching Band Practice Camp to be held in the fall and spring. He said the Board would be asked to approve the request under New Business.

p. Preliminary Out of District/Overnight Field Trip Requests – Mr. Devine

Mr. Devine said included in the packet were two Preliminary Out of District/Overnight Field Trip requests. He said the requests had been reviewed and were in order. He said the Board would be asked to approve the requests under Old Business.

q. Out of District/Overnight Field Trip Requests – Mr. Devine

Mr. Devine said included in the packet were Out of District/Overnight Field Trip requests. He said one of the trips was to Salt Lake City and as hard as the administration tried, they were unable to find another chaperone that put the ratio slightly higher than the required 10:1. He said the administration was requesting leniency on this requirement and asked that the trip be approved. Mr. Sargent said the request seemed reasonable to him as long as schools would continue to try and meet the 10:1 requirement. Ms. Gebhardt agreed. Mr. Devine said the Board would be asked to approve the requests under Old Business.

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

Mr. Devine said schools were continuing to stay on top of their ICU lists and sending any students that were falling behind to after school academies and implementing incentives for students that had completed assignments. He said last year at the same time students had 2,400 missing assignments compared to now with only 400 missing assignments. He said it was a cultural shift that was becoming habit and students were responding.

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

a. Idaho General Fund Update

Mr. Reed said included in the packet was a current Idaho General Fund Revenue Report with revenue information as of September. He said the revenue picture was better than the month before. He said the state revenue was \$3 million ahead of projections. He said he hoped the trend continued.

b. Review of Alameda Middle School Timeline

Mr. Reed said included in the packet was a current timeline for the Alameda Middle School project. He said the installation of new windows would be complete within the week. He said HVAC units had been lifted to the roof for installation and sealing. He said sheetrock was being installed and was close to completion. He said temporary heating would be set up on the site for maintenance workers. He said the administration had taken an inventory of all of the equipment and furnishings of the school to determine what could be utilized

and what would have to be ordered. He said Mr. Devine had worked on the layout of the classrooms and programs needed and everything was moving forward according to the timeline.

c. PCCS Fiscal Audit Management Letter

Mr. Reed said included in the packet was a fiscal audit management letter to PCCS. He said the fiscal audit was presented to the Board at the October Work Session. He said it was hard to improve the internal controls for a school the size of PCCS but he was confident the school was doing a good job with the staff they had. He said his only recommendation in the audit letter was for PCCS to consider any benefit of refinancing as the current loan interest rate was 6.7% and thought it would be worthwhile to look into refinancing at a better rate. He said the Board would be asked to approve the letter under New Business.

d. Free and Reduced Lunch Report

Mr. Reed said included in the packet was a current Free and Reduced Lunch report. He said overall the District had 52.9% of students that were eligible for free and reduced.

e. Annual Request for Permission to Bid 2013 CIP Related Projects

Mr. Reed said annually the administration requests permission from the Board to bid the upcoming year's CIP related projects. He said receiving permission in advance provided time for bid planning and document preparation. He said the administration was in the process of seeking input from the buildings in order to update the CIP Plan which would be presented to the Board in the next few months. He said the Board took action annually to approve the CIP Plan and authorized the various CIP improvement projects for the summer including electrical work, roofing and plumbing. He said allowing time for bid planning saved the District hundreds of thousands of dollars. He said included in the packet was a memorandum detailing the process and specific CIP related projects as well as the timeline for the 2013-14 school year. He said the Board would be asked to consider granting permission to bid 2013 CIP related projects under New Business.

f. Proposed Building and Subdivisions (New Construction)

Mr. Reed had no report on any proposed building and subdivisions (new construction) at the time of the meeting.

g. Any Other Business Operations/Operational Support Update

Mr. Reed had no report on any other Business Operations updates at the time of the meeting.

EMPLOYEE SERVICES – Information – Mr. Smart

a. Campus/ISEE Upload/Technology Update

Mr. Smart said the state was requiring Districts to use new templates for uploading data. He said the District missed the submission deadline yesterday and had to inform the state that files would be late. He said Infinite Campus was working on implementing temporary fixes that would allow the District to upload the data. He said ours was not the only District dealing with this issue. He said he anticipated the data upload would be completed by the following afternoon. Ms. Cranor asked if there were any negative impacts to the District for missing the deadline. Mr. Smart said there was no consequence in the law to hold Districts to the deadline; however, in order to receive the October 15th payment from the state, files had to be submitted on time. He said the staff had been working on the new templates for three weeks. Mr. Smart said the technology department had been busy over the last few weeks in order to get the New Horizon Center up and running with new phones, security and computers. He said software was constantly changing and being updated which sometimes caused problems. He said Datawise had an update that caused it to print and score tests incorrectly and the department had been working furiously to create interfaces and fixes for the software issues. He said this setback put the state's technology implementation plan into perspective and wondered how software upgrades would be managed with thousands of devices. He said there was no wireless infrastructure in the high schools and the state had no plan for installation so the technology staff installed temporary wireless networks in the secondary schools. He said hundreds of projectors had been installed in the secondary schools. He said the technology specialists had been out in schools training the instructional technology coaches to be able to provide professional development for all staff. He said Alameda Middle School would come online for the next school year and would need all of the technology installed.

b. Student Enrollment Information Update

Mr. Smart said included in the packet was current student enrollment data. He said when Districts received the first set of data after the start of the new school year it tended to include duplicate students, but was more accurate after this reporting period. He said the District was down 30 students from the year before. He said between 2nd and 3rd grade there were 73 less students than the year before, and 35 more in grades 9-12. He said grades 6-12 generated more units which offset some of the decrease. He said membership was down overall from one year ago.

c. Value Report for Lockton Companies, LLC

Mr. Smart said included in the packet was the Value Report for Lockton Companies, LLC detailing the benefit services provided for the 2011-2012 school year. He said the services provided by Lockton were crucial for the District to maintain its benefit package. He said the bulk of the company's time was spent on negotiating medical benefits for the District. He said Lockton predicted a 25% increase to medical insurance and Regence came in very close to that number which showed how accurate the company was. He said Lockton was able to help the District negotiate a 6% reduction from the original increase of 25%. He said representatives from Lockton conference called Ms. Giles weekly to stay on top of benefits from Regence and Delta Dental. He said another focus for the coming year would be the impacts of health care reform. He said Lockton was very professional and had skilled employees. He said the rest of the report detailed the District's medical history.

d. Wellness Dashboard Report

Mr. Smart said included in the packet was the Wellness Dashboard Report for August, 2012. He said wellness participation was over 50%. He said he hoped the Mad Cash Dash wellness incentive would encourage employees to complete their GHA assessments on Regence.com and hopefully get the District to a 3% reduction on renewal premiums. He said generic prescription use was higher than brand prescriptions which saved the District money. He said Lockton would help determine whether or not anything else could be done to reduce costs.

e. Supplemental Levy Information

Mr. Smart said 12.3% of the General Fund revenue base came from the Supplemental Levy. He said levy elections were the second Tuesday in March which meant Districts would have to get the information to the County by the end of January. He said in order to have information ready to send to the county by the end of January the Board would need to take action to set a levy amount in December. He said the Board began discussing a levy amount at the October 9, 2012 Work Session. He said it was a two year levy and was critical to the District's ability to operate.

f. Any Other Employee Services/Operational Support Update

Mr. Smart had no further report on Employee Services updates at the time of the meeting.

HUMAN RESOURCES – Information – Dr. Howell

a. Monthly Human Resources Report

Dr. Howell said included in the packet was the monthly Human Resources report. He said there were a couple of teachers requesting a leave of absence and two new hires. He said one of the new hires was a special education instructor at Tendoy Elementary. He said the administration was also requesting an alternative authorization to allow the teacher to pursue the ABCTE certification. He said the administration was confident in the teacher's ability to complete the certification within the allowable timeframe. He said the other new hire was a half time school nurse. He said there was another request for a provisional authorization for an English teacher at the New Horizon Center who had been asked to teach math. He said included in the addendum was a resignation from a teacher at Head Start. He said the Board would be asked to approve the Human Resources Activity under the Consent Agenda.

b. Administrative Participation in One-Time Payment

Dr. Howell said at the October 9, 2012 Work Session the administration requested the Board consider a one-time payment of a \$400 stipend for those administrators who would not receive any Pay for Performance or did not receive a step or a lane. He said the Board was receptive to authorizing this one-time payment as set forth for the teachers in the 2012-13 Negotiated Agreement and this would be done the same way. He said the Board would be asked to consider approving the one-time payment under New Business. Ms. Cranor asked if the language included in the packet was based on the same criteria as it was for teachers. Ms. Vagner said absolutely. She said the language included in the packet was pulled directly from the negotiated agreement.

c. Any Other Human Resources/Operational Support Update

Dr. Howell said the District's calling system for substitutes was on the brink of failure. He said the system was down for an entire day recently and a vendor approached the administration about upgrading the system which the District was able to do for a small setup fee, keeping the existing contract the same. He said the District offered some training on the new system in September and had a good turnout with 80 – 85 attendees which represented about two thirds of current substitutes.

SUPERINTENDENT REPORT – Information – Mrs. Vagner

a. Reschedule Board/Superintendent/Cabinet Retreat

Ms. Vagner said she received an email from the ISBA Board trainer requesting the Board to consider moving the retreat date in order to allow her to participate in a training offered in Washington on the same day. She said the administration proposed three alternate dates for consideration. The Board discussed the proposed dates and agreed to change the retreat date to October 30, 2012.

b. Superintendent's Forum – October 25, 2012

Ms. Vagner said included in the packet was the draft Superintendent's Forum agenda scheduled for October 25, 2012. She said the presenters that were scheduled to speak at the forum had a great deal of expertise. She said it was a good opportunity to see a bigger picture of the region. She said Board Members were invited to attend. She said the luncheon with legislators was always interesting. She said the former Chief Economic Advisor for the state, Mike Ferguson, would present a 12 year history of the decline in funding to Idaho's public schools. She said Mr. Ferguson provided the presentation to the League of Schools Superintendents the day before and agreed to present the information at the forum.

c. ISBA Conference – November 14 – 16, 2012

Ms. Vagner said the ISBA Annual Convention was scheduled for November 14 – 16, 2012. She said Ms. Gebhardt, Ms. Cranor, Mr. Facer, Mr. Vitale and she would attend the convention in Boise, ID. She said the Board provided voting direction on ISBA Resolutions at the October 9, 2012 Work Session.

d. Any Other Superintendent's Update

Ms. Vagner said the District's free and reduced lunch rate was creeping up. She said it had remained steady for quite a while at 49% but had climbed to just over 51% in two months. She said the footprint for Alameda Middle School and hiring a principal would be on the November agenda for Board discussion with staffing and student transfers discussed in January.

e. Calendar

Ms. Vagner said included in the packet was the calendar of the Board's Meeting Schedule inclusive of various Committee meetings from October 15, 2012 through December 7, 2012. She said one student discipline hearing was scheduled for the following day. She said the SCF Committee would start meeting the following week and would discuss leadership and pay for performance. She said the District could not publicly release any pay for performance lists until it received final information from the state.

PUBLIC COMMENT – Self Explanatory

a. Public Comment Pertinent to Agenda Action items

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

Board Operating Principles No. 22 & 23:

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

Ms. Jan Flandro – 72 Rosewood, Pocatello, ID 83204

Ms. Flandro said she wanted to thank the Board for publically showing its support for teachers with regard to Propositions 1, 2 and 3. She said she knew it was difficult for some of them and she really appreciated their support.

CONSENT AGENDA – Self Explanatory – Action – Mrs. Vagner

a. Topic: Approve Human Resource Activity

Policy Issue: Board approves Human Resource Activity.

Background Information: Included in the packet was documentation of the Human Resource Activity regarding certified employees since the September 17, 2012 Regular Board Meeting.

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

b. Topic: Authorize Payment of Claims

Policy Issue: Board approves all Claims.

Background Information: Included in the packet were bills and invoices as of October 9, 2012 in the amount of \$1,446,418.67.

Administrative Recommendation: Administration recommended Board approve the bills and invoices as of October 9, 2012 in the amount of \$1,446,418.67.

- c. **Topic:** *Approve Supplemental Financial Information from September 1, 2012 through September 30, 2012*

Policy Issue: Board acts on Financial Information.

Background Information: Included in the packet was supplemental financial information for the period of September 1, 2012 through September 30, 2012.

Administrative Recommendation: Administration recommended Board approve supplemental financial information from September 1, 2012 through September 30, 2012 as presented.

- d. **Topic:** *Approve Western Governors University Student Teacher Intern Request*

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

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

Administrative Recommendation: Administration recommended Board approve the Western Governors University Student Teacher Intern request as presented.

- e. **Topic:** *Approve University of Idaho Administrative Intern Request*

Policy Issue: Board approves administrative intern access in schools.

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

Administrative Recommendation: Administration recommended Board approve the University of Idaho Administrative Intern request as presented.

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

OLD BUSINESS – Information – Action – Mrs. Vagner

- a. **Topic:** *Approve Alternate Route to Graduation*

Policy Issue: Board approves alternate routes to graduation.

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

Administrative Recommendation: Administration recommended Board approve the Alternate Route to Graduation as presented.

Board Direction/Action: A motion was made by Mr. Facer and seconded by Mr. Vitale to approve the alternate routes to graduation as presented. The voting was unanimous in the affirmative.

- b. **Topic:** *Approve the Submission of the Head Start Memorandum Designating Ms. Cranor as the Board Liaison for the Head Start Program*

Policy Issue: Board designates the Head Start Liaison.

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

Administrative Recommendation: Administration recommended Board approve the submission of the Head Start memorandum designating Ms. Cranor as the Board Liaison for the Head Start Program as presented.

Board Direction/Action: A motion was made by Mr. Vitale and seconded by Mr. Facer to approve Ms. Cranor as the Liaison for the Head Start Program as presented. The voting was unanimous in the affirmative.

- c. **Topic:** *Approve 2012-2013 Winter Athletic Schedules Inclusive of Travel*

Policy Issue: Board approves athletic schedules and travel.

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

Administrative Recommendation: Administration recommended Board approve the 2012-2013 Winter Athletic Schedules inclusive of travel as presented.

Board Direction/Action: A motion was made by Mr. Facer and seconded by Mr. Vitale to approve the 2012-13 winter athletic schedules inclusive of travel as presented. The voting was unanimous in the affirmative.

- d. **Topic:** *Approve Camp/Clinic Request*

Policy Issue: Board approves camp requests.

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

Administrative Recommendation: Administration recommended Board approve the camp/clinic request as presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Mr. Vitale to approve the camp/clinic request as presented. The voting was unanimous in the affirmative.

- e. **Topic:** *Approve Preliminary Out of District/Overnight Field Trip Requests*

Policy Issue: Board approves out of District/overnight travel.

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

Administrative Recommendation: Administration recommended Board approve the Preliminary Out of District/Overnight Field Trip request as presented.

Board Direction/Action: A motion was made by Mr. Vitale and seconded by Ms. Cranor to approve the preliminary Out of District/Overnight Field Trip requests as presented. The voting was unanimous in the affirmative.

f. Topic: *Approve Out of District/Overnight Field Trip Requests*

Policy Issue: Board approves out of District/overnight travel.

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

Administrative Recommendation: Administration recommended Board approve the Out of District/Overnight Field Trip requests as presented.

Board Direction/Action: A motion was made by Mr. Facer and seconded by Ms. Cranor to approve the Out of District/Overnight Field Trip requests as presented. The voting was unanimous in the affirmative.

NEW BUSINESS – Information – Action – Mrs. Vagner

a. Topic: *Accept District # 25 Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2012 and Certify the Annual Financial Condition Statement*

Policy Issue: Board acts on financial information.

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

Administrative Recommendation: Administration recommended Board accept the District #25 Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2012 and certify the Annual Financial Condition Statement as presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Mr. Facer to accept the District #25 Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2012 and certify the Annual Financial Condition Statement as presented. The voting was unanimous in the affirmative.

b. Topic: *Approve Draft 2012 Fiscal Audit Management Letter to Pocatello Community Charter School*

Policy Issue: Board approves management letters for PCCS.

Background Information: Included in the packet is the draft 2012 Fiscal Audit Management Letter to the Pocatello Community Charter School that was reviewed at the October 9, 2012 Work Session.

Administrative Recommendation: Administration recommended Board approve the draft 2012 Fiscal Audit Management Letter and direct the submission to the Pocatello Community Charter School.

Board Direction/Action: A motion was made by Mr. Vitale and seconded by Mr. Facer to approve the draft 2012 Fiscal Audit Management letter to the Pocatello Community Charter School as presented. The voting was unanimous in the affirmative.

c. Topic: *Authorize Permission to Bid 2013 CIP Related Projects*

Policy Issue: Board authorizes permission to bid.

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

Administrative Recommendation: Administration recommended Board authorize Permission to Bid 2013 CIP Related Projects as presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Mr. Facer to authorize permission to bid 2013 CIP related projects as presented. The voting was unanimous in the affirmative.

d. Topic: *Authorize Administration to Participate in One-Time Payment for Those Who Do Not Receive Pay for Performance or a Step or a Lane*

Policy Issue: Board authorizes one-time payments.

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

Administrative Recommendation: Administration recommended Board authorize the administration to participate in a one-time payment for those who do not receive Pay for Performance or a step or a lane as presented.

Board Direction/Action: A motion was made by Ms. Cranor and seconded by Mr. Facer to authorize administration to participate in the one-time payment for administrators who did not receive pay for performance or a step or a lane as presented. The voting was unanimous in the affirmative.

ANNOUNCEMENTS

There were no announcements at the time of the meeting.

ADJOURN

A motion was made by Ms. Cranor and seconded by Mr. Vitale to adjourn. The voting was unanimous in the affirmative. The Board adjourned its Regular Meeting at 7:39 p.m.

APPROVED ON:

18 December 2012

BY:

Janie A. Lebardt
Chair

ATTESTED BY:

Jackie Cranor
Clerk

MINUTES PREPARED BY:

[Signature]
Secretary, Board of Trustees