**UTAH SCHOOLS FOR THE DEAF AND THE BLIND**

**Advisory Council Meeting Summary**

**Approved 02/26/2015**

**Utah Schools for the Deaf and the Blind**

**742 Harrison Blvd.**

**Ogden, Utah 84404**

**Conference Rooms A & B**

**Date: January 22, 2015**

**4:30 p.m. - General Session**

**Attending**: Wayne Andrus, Voting Member (by phone)

Chris Bischke, Voting Member

Suzy Blackham, Non-Voting Member

Chris Edwards, Voting Member

Donald Liveley, Voting Member

Jenifer Lloyd, Voting Member

Dan Mathis, Voting Member

Sandra Ruconich, Voting Member

**Also Attending**:

Joel Coleman, USDB Superintendent

Tamara Flint, Executive Assistant

**Interpreters**:

Andrea Rathbun

Michelle Draper

**Administrative Staff Present**:

Karen Borg, Director of Blind PIP

Jared Felt, Director of IT

Mike Hillstrom, Director of KBS

Scott Jones, Director of Finance

Carolyn Lasater, Associate Superintendent of USB

Paula Pittman, Director of Deaf PIP

Michelle Tanner, Associate Superintendent of USD (by phone)

Mike Tribe, Director of HR

Brandon Watts, Director of Outreach for the Blind/Visually Impaired

**Also attending**:

Charity Diven, Parent, USEAP

Dave Edwards,

Bonilynn Henrie, USDB

Crystal Thomas, USOE

Sharon Zenger, USDB

1. Welcome and Pledge of Allegiance

Dr. Bischke welcomed everyone in attendance. Mr. Liveley led the Council in the Pledge of Allegiance.

2. Public Comments

No public comments.

**ACTION ITEMS**

3. Consent Calendar

Mr. Liveley moved to accept the Advisory Council minutes of November 20, 2014, the Vacancy Report for December FY 15 and the Donated Account Summaries for December FY 15. Dr. Ruconich seconded. Motion carried.

Dr. Ruconich had a question regarding the abbreviation “TL” on the Vacancy Savings report. Mr. Jones indicated that TL was short for “time limited”.

4. Enrichment Funds Use for the Deaf Mentor Program

Mr. Jones addressed the Council regarding the use of the enrichment funds from the Deaf Mentor Program. The funds were originally allocated to pay salaries. Mr. Jones approached the Council to approve using $17,000 of the $65,000 in this fund for the purpose of professional development.

Ms. Paula Pittman, Director of the Deaf Parent Infant Program, shared a Polar Express video with the Council. This is an example of an event that she would like to continue in order to help bring families together to inform and educate them regarding available resources. The $17,000 would be used for events and supplies that assist in providing such events.

Mr. Mathis noted that the video displayed a very diverse population and wondered what USDB is doing to serve such a diverse population. Ms. Pittman responded that USDB continually tries to be sensitive to a variety of beliefs and cultures.

Mr. Andrus moved to approve using $17,000 of the $65,000 from the Deaf Mentor Program funds for professional development. Mr. Mathis seconded. Motion carried.

5. Purchase of Cameras for Use in Vehicles Transporting Students from Donated Funds

Mr. Jones addressed the Council regarding the use of Donated Funds for the purchase of 35 cameras to be used in vehicles transporting USDB students. The cost of each camera is $131.78; the cost of 35 cameras is therefore $4,612.30. Mr. Jones informed the Council that the question of what USDB currently has in place regarding cameras in vehicles transporting students was received in a USOE email. Many districts are already considering purchasing such cameras and are deciding how to fund the purchase of cameras for use on busses. The cameras will be a protective measure for both employees and students.

Mr. Jones noted that the teachers and/or personnel using such camera-equipped vehicles would be responsible for hooking up the cameras and downloading the camera footage. The cameras will be placed on specific Wasatch Transportation vans where camera-appropriate situations already exist.

There were numerous questions from Council members that included such items as:

* How long will USDB keep camera footage in order to be in compliance with FERPA guidelines?
* Does USDB have the capability of ensuring that the footage is stored in a safe manner?
* How many more cameras will be needed beyond the initial 35?
* Does USDB plan on notifying the parents that there will be cameras installed on certain busses and in USDB fleet vehicles?
* What if a parent does not consent to the use of a camera during transport of their child?

Superintendent Coleman thanked the Council for their questions and reminded the Council that the total amount of the purchase does not exceed $5,000, so USDB will move forward and test the two different cameras that were included in the bid to see which one better meets the school’s needs. USDB will also be mindful of and work with Risk Management to make sure that necessary precautions regarding storage of the footage are taken and also that specific policies are in place to protect both employees and students.

Mr. Jones stated that we are unclear as to how many additional cameras USDB may need in the future. USDB also plans on notifying each parent that the cameras are being installed on certain vehicles.

Mr. Liveley moved to accept the purchase of 35 cameras totalling $4,612.30 using the Donated Funds account. Mr. Andrus seconded. Motion carried.

**INFORMATION ITEMS**

6. Budget

Mr. Jones reviewed the Advisory Council Board Report as of December FY 15. He notified the Council that USDB is operationally capable as of November 30, 2014, with 41% of the budget spent and 50% of the school year remaining. Last year at this same time our travel expenditures totaled $234,001. This year our travel expenditures total $179,481 due to controls put into place. All areas covered in the board report are operationally capable.

Ms. Lloyd was curious if there have been any concerns from employees regarding wear and tear on their personal vehicles. Mr. Jones noted that the .38 per mile reimbursement factors in wear and tear. In addition, there have been a few exceptions where specific employees in rural areas are able to receive the higher .56 per mile reimbursement. Mr. Andrus asked if these exceptions are in writing and have been approved in advance of a particular person’s employment. Mr. Jones indicated that the exceptions are in writing and will remain in effect for future employees in the same positions.

Mr. Mathis questioned whether lower fuel prices are playing into the travel budget. Mr. Jones stated that he believes the lower fuel prices are contributing to our travel budget being approximately $50,000 lower than this time last year. In addition to the lower fuel costs, he relates the decreased out-of-state travel expenses to a better measure put into place.

Mr. Jones asked the Council if they had any questions regarding the Cost Data report. The Cost Data report addresses overall costs and spending and also includes comparisons of 2014 and 2015 costs. There were no questions or concerns from the Council. Mr. Jones also reminded the Council to pay close attention to the land grant section of the Cost Data report.

Mr. Jones reviewed the status of enrichment funds and reminded the Council that certain directors oversee specific line items. We have spent approximately $149,987.31 of the $1,228,205.93, which equates to about 12% of the budget. Mr. Jones is not worried about using these funds appropriately. We have a lot of camps coming up in the near future. Any unspent funds will carry forward to FY 16. Mr. Jones asked the Council if they had any questions or concerns regarding the enrichment funds status report. There were no questions or concerns from the Council.

7. Unified English Braille (UEB) Update

Dr. Ruconich notified the Council that Unified English Braille (UEB) will become one of four official braille codes of the United States in 2016. The other official braille codes are the Nemeth Code for Mathematics and Science Notation, Music Braille and the International Phonetic Alphabet. As is true in all states, it is important that we teach our teachers to use and teach this new code. There was a stakeholder meeting in December involving teachers, the Utah Professional Development Network (UPDN), Utah Schools for the Deaf and the Blind (USDB), University of Utah, and USIMAC. During the meeting the group decided to provide at least one two-day workshop in late February and possibly a second if needed. There will be an introductory module created to make sure it is well designed to make sure participants understand the history and the basics if UEB before they come to the workshop. The workshop(s) will be conducted by two Canadian instructors who began implementing this code in 2010. There will be a refresher module or workshop provided in the fall. There will also be a listserve to answer any questions that teachers may have as they use and teach this new code.

Ms. Lasater spoke regarding the impact the new UEB code will have on our classroom teachers and aides. We are working to try to identify the best way to get everyone trained and have the appropriate people in place to maintain the classrooms while UEB training occurs.

8. Location of Future AC Meetings in February and June 2015

Dr. Bischke informed the Council that the board room at USOE is not available in February and June due to some technology upgrades and other conflicts. The Council decided the February 26, 2015 meeting will be at USDB Highland, 3098 S. Highland Drive (lower level), Salt Lake City, Utah. The June 25, 2015 meeting will be at USDB Ogden, 742 Harrison Blvd., Ogden, Utah.

9. Superintendent Items

Superintendent Coleman addressed the following items:

* State Board of Education –
  + The State Board of Education has six new members. Ms. Laura Belnap has been assigned to serve as the USDB/Advisory Council member. She was unable to be here tonight. Tamara will send out the new Advisory Council contact list to each member.
* Policy Manual –
  + We are getting back on track to update our policy manual. We want the Advisory Council to have access to it. As we work to finalize our new USDB website, we will have all of our policies posted on the website, once they are approved. If Advisory Council members have questions or concerns, they are welcome to contact Superintendent Coleman by phone or email.
* Teaching and Learning –
  + Our emphasis has been changing from business operations to normal day-to-day functions. Superintendent Coleman has asked the Associate Superintendents to spend half of the day during monthly Administrative Staff meetings to work with the Directors on how to improve teaching and learning.
* Negotiated Agreement –
  + We will be moving into negotiations in April. We have just finalized and signed a Memo of Understanding (MOU) today with the Utah School for the Deaf and Blind Education Association.
* Communications –
  + We started sending out the Friday Letter a couple of weeks ago. It is designed to keep everyone informed of the important events that are taking place within our schools. The Friday letter is sent out to USDB staff, State Board of Education members, the House and Senate Education Committees, the Public Education Appropriations Committee, the Education Interim Committee and the Advisory Council. We will start to tweet, blog and post such events to the public.
* Fund-Raising -
  + USDB received a donation of $150,000 from the John Noorda Foundation last month. Superintendent Coleman will be meeting with Mr. Noorda next month to personally thank him for his donation. The USDB foundation is also moving forward, and we are awaiting final approval from the IRS. We will report progress in future Advisory Council meetings. In cooperation with the Advisory Council’s Enrichment Funds and Donations subcommittees, we would like to begin some great projects like an outdoor recreation facility.
* Facilities –
  + We have been prioritized by the Infrastructure Committee as number six for our new building. To be placed within the top 10 is a great accomplishment. We have received tremendous support from legislature and from DFCM. The planning and design process is also going well. Jacoby Architects have been wonderful to work with. We are ready to proceed once the money is allocated, and the project could be finished by the fall of 2016.
* USDB quarterly report –
  + Our USDB Quarterly report was presented to the State Board of Education during the January board meeting.
* Legislative Session –
  + Monday, January 26, begins our annual legislative session. Superintendent Coleman reminded the Council of our USDB Day on the Hill on February 12, 2015. This presentation has had a tremendous, positive effect on the legislative representatives.

10. Future Agenda Items

Dr. Ruconich reminded the Council to present agenda items for future discussion at this time and not during other parts of the meeting.

Dr. Gurgel would like to discuss confidentiality when using student names in emails. Tamara will include USDB’s internal policy regarding this matter.

11. Other

Ms. Lasater announced the 2015 Love is Blind dinner on February 13, 2015 at Red Lion Hotel, 161 West 600 S., Salt Lake City, Utah. USDB will have a table and extends an invitation to Council members to attend, but Ms. Lasater will need a response as soon as possible, since there are only eight seats at the table. Dr. Ruconich responded that she would like to attend.

USDB and the Sanderson Center for the Deaf will be hosting the Western States Basketball and Cheerleading Conference (WSBCC) from January 29-31, 2015. Games will be held at the Sanderson Center and the championship game will be at Taylorsville High School. You can purchase a three-day pass for $25.

Dr. Bischke adjourned the meeting at approximately 6:45 p.m.

Tamara A. Flint, Executive Assistant

Utah Schools for the Deaf and the Blind