

Board Study Session & Business Meeting (Tuesday, January 14, 2014)

Generated by Shelley R Shelton on Wednesday, January 15, 2014

Members present

Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen (via Polycom), Steven Staples

Meeting called to order at 5:22 PM

1. Posted for electronic participation.

2. 4:15- 5:15 p.m. Executive Session for the Purpose of Discussing Personnel. Utah Code 52.4.205

3. 5:20 - 7:00 p.m. Study Session

A. Welcome: President Michelle Kaufusi

B. Roll Call

Staff: Supt. Keith Rittel; Assitant Supt. Ray Morgan; Exec. Director of Human Resources Melissa Frost; Business Administrator Kerry Smith; Exec. Director of Student Services Gary Wilson; Exec. Asst. Shelley Shelton

Excused: Exec. Director of Elementary Education Gaye Gibbs

Guests: Camp Big Springs Director Marlin Palmer; Adult Education Principal Bret McCabe; City PTA President Marty Evans, Special Education Director Morgan Anderson; Technology Director Chad Duncan; Communications / PR Coordinator Caleb Price; PEA President Christy Giblon; PEA Vice President Cathy Giles; Facilities Advisory Committee Member Jennifer Partridge

C. Policy Review (45 min.)

Policy 4125 Enrollment in Instructional Programs with Limited Access

Supt. Rittel shared the background on the policy, stating it came about because there was nothing in writing as guidance or assurance for parents regarding how students would be selected and placed into programs that had limited space. The policy is brief, but states the district will manage the gifted pullout, magnet, dual language immersion, full day kindergarten, Sunrise Preschool, Special Education, Title I and ESL programs.

Program specific guidelines have been established to manage and regulate enrollment in each program. The procedures, created to identify which students have the greatest need for particular programs, have been used for a period of time and are based on recommendations from universities in the state and national experts.

In response to questions from board members, Assistant Supt. Ray Morgan shared the following additional information:

- While parents can appeal a decision declining acceptance to a program, Mr. Morgan has had fewer than ten appeals over the years. An appeal is generally accompanied by a parent request for additional testing.
- It's a rare event that a program becomes less than a good fit for a student.
- While there is currently no cap on enrollment in the PUP (Provo Unlimited Progress) program for gifted seventh and eighth grade students at Provo High, the average enrollment at CAS, the gifted magnet program for 4th - 6th grade students, is 30.

- There is a very small percentage of students who self-select out of a program, perhaps 1 to 3 students per year.
- Each year information about Dixon and Centennial middle school honors programs is sent to parents along with information about CAS (Center for Accelerated Studies).
- Students are not allowed to dual enroll in CAS and their neighborhood school.
- First consideration is given to resident students versus out-of-district students who apply to gifted programs and dual language immersion.
- The procedures for enrolling at Independence and in eSchool will be added to the procedures document.
- Students in need of Title I services are given the opportunity to participate in a Title I school.

5220 Employment Records

Executive Director of Human Resources Melissa Frost stated the policy maintains confidentiality but ensures employees have the right to access their records with an HR representative present. According to GRAMA guidelines, a nominal fee could be charged for making copious amounts of copies. GRAMA requests are not required to view one's own personnel records.

In response to questions from board members, Ms. Frost shared the following additional information:

- Protected files under GRAMA have a higher level of protection, such as grievances or investigations, which would require a GRAMA request to view.
- Private files are those containing confidential information only the supervisor or employee would know, such as salary information or medical records. Personnel files are private under GRAMA but not protected.
- Controlled files include medical records containing medical, psychiatric or psychological data about an individual.. Such files have the highest level of protection.

Language Change:

Medical Records: All records pertaining to employee health or medical information will be stored separately from the official personnel file. This information is classified as private **and/or controlled** under GRAMA.

5241 Transfers

The policy is taken from the employee handbook. Changes include Employee Initiated (rather than "Voluntary" and District Initiated transfers (rather than "Involuntary"). Employees under program improvement can not be transferred without Human Resources Executive Director and Superintendent approval.

6060 Audit

Business Administrator Kerry Smith explained the first part of the policy addressed the independent financial audit. The Second part is clarifying that the district would do independent internal audits if concerns are raised.

6220 Personal Service Consultant Contracts

The policy has been vetted by the HR and Business offices, is in addition to the purchasing policy, and provides for arrangements to secure the services of independent contractors, who are generally district employees. Staff is developing procedures and a form that will set the payment amount at which a contract would be required.

It was recommended the comma at end of #3 be removed.

- Engage in entrepreneurial activities in an established business⁷ at risk for profit or loss.
- A provision for 1099 contracts will be referenced in the procedures.

7210 Media Access to Students

The policy was drafted in an effort to get the best message out about the district. Caleb Price is the designated contact person with the media. Nothing precludes the media from interviewing students after sports games or other activities. Procedures are still under review by legal counsel.

D. Board Committee Assignment Review & Graduation Speaking Assignments (15 min.)

Board President (Elected): Michelle Kaufusi

Vice President (Elected) - Julie Rash

Adult Education Advisory Board: Marsha Judkins

USBA Legislative Representative (Elected) - Julie Rash (Regional) / Marsha Judkins (Board) Steven (Board Alternate)

City PTA Representative - Julie Rash

Utah High School Athletic Association Board of Trustees - (Elected) Michelle Kaufusi

Mountainland Applied Technology Center Board - McKay Jensen

National Affiliate Advocacy Network - Michelle Kaufusi

Provo School District Foundation - Shannon Poulsen

Provo Education Association/Provo Education Support Professionals Liaison Representatives - Marsha Judkins, Jim Pettersson

Community Council Advisor - Marsha Judkins

Data Advisors - Steven Staples, Julie Rash

Technology Advisor - Steven Staples / McKay Jensen

Audit Selection Committee - Shannon Poulsen, Jim Pettersson

The following additional committee assignments were accepted during the course of the school year:

Tax Education Committee - Jim Pettersson

Budget Committee - Shannon Poulsen, Jim Pettersson

Facilities Advisory Committee - Shannon Poulsen

May Graduation Dates and speakers:

- Adult Education - President Michelle Kaufusi
Tuesday, May 27
7:00 p.m.
- Independence High School - Member McKay Jensen
Wednesday, May 29
6:30 p.m.
I.H.S.
- Provo High School - Member Shannon Poulsen
Thursday, May 28
2:00 p.m.
UVU
- Timpview High School - Member Steven Staples
Thursday, May 28
7:00 p.m.
UVU

Board members were strongly encouraged to keep graduation speeches under 5 minutes.

E. Bond Discussion (15 min.)

Supt. Rittel stated the board would finalize the discussions and finalize the scope of the bond on Feb. 11. The following questions and considerations regarding any additional information the board would like prior to the Feb. meeting were reviewed.

1. What will be the process to ensure that all board members receive sufficient time to state their views and preferences? What will be the decision-making process used to arrive at a decision? Is the board seeking a unanimous decision on this issue?

2. What additional information does the board need to make the best-informed decision, and by what date?

Supt. Rittel reviewed the following list of anticipated needs:

- Latest enrollment projections through 2030. Consider the impact of the projections on the schools under consideration.
 - It is anticipated the district will see significant growth on the west side of the city. The board will be receiving a report containing the study data from Business Administrator Kerry Smith.
- Ideas around the process of how to make a determination about the Dixon location.

- What physical land options exist regarding Dixon? (Need to develop and consider pros and cons of each option, but likely after conducting a hearing or two in the Dixon neighborhood.)
 - Vice President Julie Rash requested meetings also be held in the Sunset View neighborhood.
- Rumors abound regarding charter school construction costs vs. public school construction costs. The board may wish to see a side-by-side comparison of building costs for a select charter school compared with a public school?
 - Business Administrator Kerry Smith will draft a report for the board.
- Complete property estimates (values) for district owned, unoccupied and under-occupied land parcels.
 - The board would need to consider growth projections vs. selling property.
- Finalize construction estimates for all of the schools under consideration.
 - Administration is completing one more analysis of construction estimates to provide the board with the most accurate numbers.
- What additional information does the board need us to provide?
- Finally, does the board wish to begin the study session on February 11 at 4 p.m. rather than 5? Given the possible interest in the discussion during the study session, does the board wish to hold the meeting in the PDC?

The information will be gathered by January 31 for board review.

F. Naming of a Facility (20 min.)

Keith shared the following background:

- A few months ago, former board member Vance Checketts shared a PowerPoint proposal/request from a family to name a facility in Provo City School District.
- While the board has been aware of the request from the family of a former Provo City School District teacher/coach, the district has been without policy guidance on this issue.
- With the recent creation of a Naming Rights policy, the board may now consider this request using the policy as a guide.
- The superintendent had a discussion with the son of the individual being considered and had executive information he shared with the board.

Board comments / feedback:

- Even though signatures could be gathered, how much support does this realistically have from the community?
- How much money is being considered?
 - \$5000 a year for 10 years.
- Neither Nebo or Alpine districts allow naming of facilities. Is there a good way to separate the donation from the naming? Would the family be satisfied with hanging a plaque in perpetuity?

Concerns:

- Not setting a precedent that would cause further problems. The district is comprised of two very distinct communities in terms of finances when looking at recognition. Would this open the door for some, would it increase the perceived gulf between the two sides of town? The board is looking at not just the proposed donation amount, but seeing the value of honoring someone who has made a significant contribution to the district in education. What does the Board want to name - classrooms? wings in buildings? programs? What is the scope going to be?
- Board members seems to be hesitant. There is a greater comfort level with naming the concession stand or locker room as a school identity. The field has more of a community identity.
- The number one issue is whether an individual is prominent enough that the district would like to endorse that person by putting their name on a district facility. If the Board feels an individual represents the crux of what the district stands for, they can feel good about allowing a facility to be named for the individual. The uncertainty in this case is while the individual under consideration is known, he may not be quite as prominent as the Board had expected.

Supt. Rittel will visit with the son of the individual being considered about having a plaque and recognition at halftime and possibly placing a photo in the locker room. He'll provide a follow up summary to the board.

G. Camp Big Springs (10 min.)

Keith reviewed the background. In discussing with Camp Big Springs director Marlin Palmer, Mr. Palmer indicated the science curriculum may be more central to the district's mission than previously thought. An additional option could be an increase in the participation fee. The Boy Scouts (Learning for Life) could eventually take the program over in another year. BSA could present to the board during a study session before the end of March. The plan currently is to continue the program through the district through this summer.

Board / staff comments:

- Increasing the fee may cause more kids to drop out of the program. Marlin - The drop in participation in 2010 was attributed largely to the fee increase.
- Do we need to include the city in the discussion since they own the property? Should the city step up more as a partner? What does Risk Management say about running the camp?
 - There was a question about the zip line a couple of years ago. After it was explained, Risk Management didn't contact Mr. Palmer again. Injuries are usually stitches from running, sickness. Homesickness also causes some students to go home. There are very few behavior disruptions.
- Mr. Palmer: Big Springs is a science-based camp, not just a recreational camp that fits well with the district's mission. The staff (professional teachers and staff) make all the difference. With BSA oversight it would no longer be a science-based camp, but would focus on character development.

Supt. Rittel will bring up the topic with the Mayor.

H. Consent Calendar Review & Questions

I. Upcoming Calendar Items

The December resignations list had inadvertently been posted twice under the Personnel Report. It was subsequently corrected to show both December appointments and resignations.

J. Motion to Adjourn

I move we adjourn the study session.

Motion by McKay Jensen

Second by Steven Staples

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

4. 7:00 p.m. Business Meeting

A. Welcome: President Michelle Kaufusi

C. Opening Remarks: President Michelle Kaufusi

D. Pledge of Allegiance: Vai Folaumahina, Provo High Student Body President

5. Community Connections

A. Employee Recognition

Morgan Anderson, as a member of the Celebrations Committee, presented those being recognized:

Alicia Hickman, Spring Creek PTA president
Kathy Kaiser, District Assessment Coordinator
Betsy Isom – 5th/6th Grade Teacher, Wasatch Elementary
Margo Walker – Payroll, District Office
Kayleen Nelson – Kindergarten Teacher, Canyon Crest Elementary
Stefanie Bryant – Director of Accounting, District Office

B. School Report: Provo High; Jeff Schoonover, Principal

Principal Jeff Schoonover and made the presentation to the board. Talking points included:

- PHS Demographics
- School Mission Statement
- PHS School Goals
- Student Achievement Data
- Department Goals
- Strategies for increasing student achievement
- Points of Pride
- Challenges

In response to board members' questions, Mr. Schoonover shared the following additional information:

- Students are finding the time for early morning interventions. Interventions are helping both struggling and high-end students.
- Teachers expressed support for early morning interventions. Students know that's when teachers are available.
- Teachers are meeting with students all the time to identify struggling learners. Teachers also send email and place phone calls to parents.

Keith commended the PHS staff for turning around the assessment scores.

C. Bond Presentation (30 min.)

Facilities Advisory Committee (FAC) Member Jennifer Partridge shared the bond presentation and shared the history of the FAC. (See attached.)

Joe Anderson from Lighthouse Research shared the demographic profile and results of the phone surveys recently conducted. (See attached.)

D. Public Input

Kim Santiago 1991 North 1400 E - Addressed the board regarding adding Wasatch to the bond list. Thanked the board for the process they went through in gathering data, their leadership, and the obvious community support. Supports an increase in the bond.

Lorien Francis, 1584 West 1170 North, Provo - Addressed the board expressing support for the bond. She saw some figures that were different from what the committee showed for the cost of rebuilding a school. Where are the figures coming from? What's the threshold for the board bonding? How is the board able to guarantee Wasatch and PHS would be addressed in the next bond cycle?

- Supt. Rittel stated the the initial cost of \$55m for rebuilding a high school was a very preliminary number. After the process, a different architect indicated \$70m was more realistic. In 10 years we would likely reconvene the FAC to evaluate the needs then. Enough flexibility has been built into the the plan that would allow for any contingency that may arise. Why \$90m? - It was the recommendation from the committee in an effort to be sensitive to the ability of the community to absorb additional taxes. There was a tendency to be conservative on the part of the board. Board's bonding limit: Utah State Statute - can only tax up to 70%.

Carolyn Landon, 2453 West 230 South, Provo - Addressed the board about the bond. Expressed appreciation. People in her community are concerned that once the bond passes things would be different. Are the schools on the list really the ones that would be replaced?

- Supt. Rittel responded that the only way it would be any different is if the cost of lending changes. Enough buffers have been put in place in overestimating building costs and interest rates. The district's commitment is that we would deliver on its promises. The value of having the schools on a public list and sharing everything with the public puts the pressure on the board to deliver on promises. The decisions have been and will continue to be data driven.

Dan Harper, 748 Hillsdale Dr., Provo - The information received tonight has been very encouraging. Ten years is a long time to wait for the next bond. Bond rates are good right now; encouraged the board to increase the bond to help as many schools as possible.

Jonathan Wood, 1477 East 700 South, Provo - Expressed support for increasing the bond, but is a little cautious. Assessment value seemed off. Percentage of tax increase compared to medium income? Were extraneous environmental concerns considered?

- Business Administrator Kerry Smith replied that in regards to the assessment values, experts were hired to evaluate all components of a structure, with a 1-5 ranking. 1 being the worst condition. Household income was never part of the assessment value. Environmental concerns were addressed.

6. Business Items

A. Approve Policy 4125 Enrollment in District Instructional Program with Limited Access

"I move that we approve new Policy 4125 Enrollment in District Instructional Programs with Limited Access."

Motion by Steven Staples, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

B. Approve Policy 5220 Employee Records

"I move that we approve new Policy 5220 Employee Records with the agreed upon language changes that occurred during the board's study session.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

C. Approve Policy 5241 Transfers

"I move that we approve new Policy 5241 Transfers."

Motion by Marsha Judkins, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

D. Approve Policy 6060 Audits

"I move that we approve new Policy 6060 Audits." (Add if needed: "with the agreed upon language changes that occurred during the board's study session".)

Motion by McKay Jensen, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

E. Approve Policy 6220 Personal Service Consultant Contracts

"I move that we approve new Policy 6220 Personal Service Consultant Contracts."

Motion by Julie Rash, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

F. Approve Policy 7210 Media Access to Students

"I move that we approve new Policy 7210 Media Access to Students."

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

7. Consent Calendar

A. Board Minutes as Part of the Consent Calendar

Resolution: I move we approve the board minutes as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

B. Dec. 4 Study Session & Business Meeting: Selection of New Board Member

C. Dec. 10 Study Session & Business Meeting

D. Personnel Report as Part of the Consent Calendar

Resolution: I move we approve the personnel report as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

E. Home School/School Choice/eSchool Report as Part of the Consent Calendar

Resolution: I move we approve the home school and school choice reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

F. Financial Reports as Part of the Consent Calendar

Resolution: The Board approve the financial report as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

G. Approve the Consent Calendar

Resolution: I move we approve the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

8. Board Member Reports

A. Member Steven Staples

Member Steven Staples reported on his assignment on the Technology Steering Committee, which assesses the tech needs of the district. There hasn't been a plan for tech replacement over the past 5 years. The committee is beginning to develop a replacement plan. The technology department has lost eight technology employees over the past year. Steven showed a Raspberry Pi, which is a very small computer with a processor, HDMI port. Cost is \$30-40. Timpview is using Chromebooks which are less expensive than just the Microsoft Office software. A Chromebook pilot is in place at Edgemont and in eSchool. The Technology Dept. is providing vital training district wide, some of which is online.

9. Superintendent's Report

10. Adjourn

A. Motion to Adjourn

I move we adjourn the business meeting.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

Adjourned 8:36 p.m.