

Board Retreat (Friday, February 28, 2014)

Generated by Shelley R Shelton on Monday, March 3, 2014

Members present

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

Staff present

Keith Rittel, Superintendent; Ray Morgan, Asst. Superintendent; Stefanie Bryant, Interim Business Administrator; Melissa Frost, Exec. Director of Human Resources; Gary Wilson, Exec. Director of Student Services; Gaye Gibbs, Exec. Director of Elementary Education; Shelley Shelton, Executive Assistant; Mark Wheeler, Director of Facilities and Maintenance; Chad Duncan, Director of Technology; Morgan Anderson, Director of Special Education

Meeting called to order at 7:47 AM

A. 7:30 Breakfast, Set-up

B. 7:52 a.m. Executive Session for the purpose of discussing personnel. Utah Code 52.4.205

1. Executive Session

I move we go into executive session for the purpose of discussing personnel.

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

2. Motion to Adjourn

I move we adjourn executive session.

Motion by Jim Pettersson, second by Julie Rash.

Final Resolution: Motion Carries

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

C. 8:00 a.m. Study Session

Action: 1. Convene Study Session

I move we go into the study session.

Motion by Marsha Judkins, second by Shannon Poulsen.

8:32 a.m.

2. Roll Call & Agenda Review

D. 8:05 Capital, Finances & Operations: Mark, Keith & Stefanie

2. 50-Year Capital Plan

FY 14 Update

Facilities Director Mark Wheeler reviewed projects completed over the past year and during the current year. We have approximately 35 capital projects for FY14 for a total of \$2,534,971.

- We have four major projects for FY14, for a total of \$3,673,000. This includes the Alio Software project of \$473,000.
- The total of all capital and major capital projects for FY14 is \$6,207,971.00.
- As of February 28, 2014, we have completed just over 60% of those projects.
- The Phase 1 HVAC project for Timpview High School was re-bid on February 27, 2014. The original bids exceeded the approved budget. We revised the scope of work and the new bid was under budget. This project to better control air flow, mainly in classrooms and a little in common areas, will start in mid-March. The selected contractor will work on repairs through July 2014. Facilities will work with the Business Department to transfer a portion of the funds for the continuation of this project into FY15.
- The Provo HS Athletic complex was completed in August and was \$45,000 under budget, contrary to a lingering perception that it was way over budget. The scope of the project was greatly reduced from the original scope, allowing it to come in under budget. Even coming under budget, many problems with storm drainage were also resolved on the site. A portion of the remaining funds will be used to purchase & install security cameras for that property. Due to the location, it's a constant concern with people jumping the fences to use the field. Facilities is coordinating with Technology to finalize the security camera installation process.

Capital Budget Transfer Requests for FY14

Based on Provo HS being selected for the replacement list, Facilities proposes that we transfer approximately \$200,000 from the PHS boiler replacement project to be used for HVAC upgrades at Dixon Middle School. The funds would be used at Dixon immediately to replace some very old roof top units and a hot water storage tank. Another \$200,000 is proposed for additional HVAC upgrades & repairs at Dixon for the FY15 capital budget.

Based on the proposal for the track & field replacement at Timpview High School, Facilities proposes that the existing budget of \$60,000 for ADA ramp installations for the visitor side bleachers be moved to FY15 and included in the track & field replacement budget.

Based on Sunset View being selected for the replacement list, Facilities proposes to transfer \$79,000 to Canyon Crest. \$65,600 is currently remaining to remove and replace heat pumps original to the building. There are 17 remaining original heat pumps to remove & replace with new roof top units. Transferring the \$79,000 from Sunset View would help cover the costs for new roof top units, associated electrical and could be done in coordination with the proposed roof replacement. If approved, the total revised budget would total \$144,600.00.

Facilities proposes that \$25,000 from Canyon Crest and \$34,000 from Centennial be transferred to a combined budget for Franklin and Dixon for security upgrades to designated main entrances. Franklin and Dixon would be used as test locations for more secure entrances and also include security cameras. Security templates for those two locations would then be used for future projects at other buildings. The money for Centennial and Canyon Crest was originally budgeted for partial door hardware replacement. The original scope was changed after the safety & security committee started meeting under the direction of Student Services. The new total budget of \$59,000 would be coordinated with Student Services and Technology.

Cell Tower Equipment Request

Facilities proposes that existing cell tower equipment be removed from Wasatch Elementary and any other buildings where equipment is attached directly to any portion of the facility. The fact that private contractors need to service the equipment at any time also increases security concerns for our properties. Facilities will coordinate with the

Business Department and legal counsel to review existing contracts with cellular service companies. Concerned parents from Wasatch recently met with Facilities and shared many concerns, including health and security, about the installed cell tower equipment. Schools are often selected as tower sites due to better elevation, such as at Wasatch and Timpview.

Interim Business Administrator Stefanie Bryant indicated that between monthly and annual agreements with several wireless companies, the district receives approximately \$50,000 in revenue annually.

Capital Improvements Proposal for FY15

Mark reviewed the following items, stating the "Item Rating" column on the spreadsheet correlates with the building evaluation rating scale. Items with a 1 or 2 rating indicate an immediate need for replacement. Consistent with discussions prior to the bond decision, a general line item to cover issues that may arise was included for elementary schools on the replacement list: Sunset View, Edgemont, Provost and Rock Canyon.

Amelia Earhart	North side parking lot re-design for bus access/traffic flow	2	\$190,000.00
	Repair, Wash and Seal exterior Masonry	2.5	\$46,000.00
Canyon Crest	Roof replacement of original membrane system	2	\$170,000.00
	Replace broken playground equipment on the east side	1	\$55,000.00
Centennial	Interior painting of common hallways areas	2.5	\$70,000.00
	HVAC maintenance for VAV, various actuator replacements	2.5	\$50,000.00
	Window replacement and waterproofing for west wing	1	\$95,000.00
	Clean & re-seal exterior masonry/waterproofing	1	\$115,000.00
East Bay Post High	Door openers on all overhead doors	2	\$23,000.00
	ATV w/snow removal equipment	Not Rated	\$9,800.00
	Remobilization budget for classroom portable	Not Rated	\$20,000.00
Edgemont	General HVAC & Electrical Maintenance for FY15	1.5	\$45,000.00
Dixon	HVAC Upgrades	1.5	\$200,000.00
	Masonry Repairs at main entrance	1.5	\$73,000.00
	Secured Entrance Upgrade	2	\$40,000.00
	ATV w/snow removal equipment	Not Rated	\$9,800.00
CUE Portable	Portable Classroom Lease	Not Rated	\$16,000.00
Franklin	Replace carpet for 4 classrooms	2.5	\$10,300.00
	Redesign front office for line of sight to front entrance	2	\$25,000.00
Lakeview	Replace water softener & accessory equipment	1	\$28,000.00
Westridge Portable	Portable Classroom Lease	Not Rated	\$16,000.00
Provo High	General HVAC & Electrical Maintenance for FY15	2	\$125,000.00
	Elevator Lift repairs and maintenance	2	\$9,300.00
	Building D Maintenance	1	\$80,000.00
Provo Peaks	Renovation of office areas on north side for CAS students	Not Rated	\$60,000.00
Provost	General HVAC & Electrical Maintenance for FY15	1	\$55,000.00
Rock Canyon	General HVAC & Electrical Maintenance for FY15	1	\$20,000.00
	Replace water softener	0.5	\$11,800.00
Sunset View	General HVAC & Electrical Maintenance for FY15	2	\$60,000.00
Timpview High	Common hallway painting & finish upgrades	2	\$110,000.00
	Commons area/fill-in recessed area & install VCT flooring	2	\$48,000.00
	Carpet Replacement in 13 areas / entry mat	2.5	\$83,000.00
Independence HS	Clean & Seal exterior masonry/waterproofing	2.5	\$85,000.00
Wasatch/Oakridge	2 Portables	Not Rated	\$90,000.00
	Playground Equipment	1.5	\$55,000.00
	Wasatch Roof replacement / includes walkway awning	2.5	\$232,000.00
Westridge	Portable classroom maintenance/awnings	2	\$40,000.00
	Playground Equipment	1	\$60,000.00
District Services	Superintendent's Contingency	Not Rated	\$50,000.00
	Phone System Upgrades - current system out of date	1.5	\$20,000.00
	General Contingency	Daily Operations	\$600,000.00
	Custodial Equipment upgrades & 1 fleet vehicles	1.5	\$95,000.00
	Wireless Networking Improvements at schools	Not Rated	\$20,000.00
	Switch needs at misc schools	Not Rated	\$15,000.00

	UPS Batteries for FY15	Not Rated	\$20,000.
	Final Google Connections	Not Rated	\$40,000.
	General Maintenance Playgrounds	Not Rated	\$55,000.
	2014 Bond Budget	Not Rated	\$65,000.
Various Schools	Asphalt & Concrete Maintenance for FY15	1 to 2.5	\$225,000.
Total Capital Improvements			\$3,500,000

Preliminary Budget for Timpview Track & Field Replacement:

- Press Box Improvements
- New Bleachers
- New Lighting System
- Contingency
- Synthetic Field Replacement
- 8 Lane Track System
- Sub-grade Prep
- Sub-grade Drainage Upgrades
- Architectural & Design Fees

Preliminary Total \$1,540,000.00

Facilities has been working with architects over the past 18 months. Some numbers are from the Provo athletic complex project and have been meshed with estimates from architects. Estimates do not include a locker room for girls soccer, kitchen, press box improvements, bleachers, or lighting systems. Mark needs more time to meet with architects to develop options for additional design features to make sure it's the right design for the available space.

The east side bleachers have solid concrete steps, meaning a lot of money for demolition, and bleacher access is not ADA compliant. The challenge is that it would have to be completely redone to make it ADA compliant because it would be too difficult to piece it together to make it compliant.

As challenging as the Provo High project was, Timpview is 100 times more so. There is no space to shift in any direction. Mark has been tracking the water situation under the site, and it's a mess that needs to be addressed before anything can be added on top of it. Nothing can be added south of the field since the baseball field is already on city property. There are other options that can be explored.

The biggest issue right now that the field has one more year of use left, leaving kids potentially at risk for concussions and other injuries, and the track is coming apart. Minimal patching was done to the track last fall, but there were areas where there was not enough thickness left to patch to, mostly on the inside lane. It's currently in worse shape than the Provo track was.

Mark indicated synthetic fields and their impact cushion receive a "g-max" rating. An independent national rating firm evaluated the Provo High and Timpview fields last year, declaring the Timpview field, used for both athletics and PE classes, the worst they've ever rated. The firm is not involved with field replacement at all; they receive no financial benefit from poor ratings.

- Talking points related to field replacement expense v. school replacements will be provided to board members for discussions with patrons.
- Information / updates on current and historical projects around the district will be posted on the website for patron review.

3. Value of Unused / Underused District Properties (see attached)

The spreadsheet is a current, starting point of valuations. Mark spoke with realtors / appraisers on determining site values. The land bank valuation for the land on the west side of the city is very conservative since there are no improvements on it to date.

Real estate will be discussed during the Mar. 11 executive session.

Board members will forward any questions to Mark.

The perception is that Timpview is very demanding. While Mark has been here they have been very patient with the field repairs.

Suggestions:

- Have a standing secondary facilities committee made of parents from both sides of town that would help with decision making on secondary facilities.
- Mark will add "DRAFT" on timeline and property valuation documents before adding to website.

4. Board Priorities for Budgeting 2014-2015

Interim Business Administrator Stefanie Bryant explained the recession and increased costs have placed substantial financial and capital challenges on the District and budget priorities need to be determined so effective strategies can be developed.

Substantial retirement contribution increases have occurred the last few years, and continue. Medical inflation, coupled with the affordable health care act, is creating substantial projected medical premium increases. The district's aging buildings and equipment will require substantial capital investments. The role property taxes play in solving these issues is critical to any plan and is coupled this year with an approved bond election.

Overview: 2014-2015 Goals

- Continuous Academic Improvement / Transparency
- Support for Teachers
- Certainty and Stability
- Financial Prioritization / Long-Term Planning
- Teamwork, Professional Conduct, Civility

Board direction is needed in the following areas:

Salaries

Medical and retirement
Curriculum & IT
Capital / facilities
Taxes

Current Budget: planned spend down by \$5 million
Revenues \$118 million
Expenses \$123 million

Federal Revenues

Ten year assumptions: Annual 2% reduction
Current Year Revenues: \$16M
Annual Sequestration (2%): \$320K
CPI - Consumer Price Index

State Revenues

Ten Year Assumptions:
State will match Consumer Price Index (CPI) on WPU only
CPI & WPU estimate 2% increase
Economy will have impact

Current Year Revenues: \$58M
Amount from WPU: \$52M
Assumed WPU increase: \$1M

Local Revenues: (mostly property tax)

Ten Year Assumptions:
District will increase local fees and taxes at CPI
CPI estimate 2% increase
Economy will have impact

Current Year Revenues \$43.6 million
Property Tax Portion \$33.6 million
Local Fees Portion \$10.0 million
Assumed Annual Increase \$870K

Local Revenue / Property Taxes

Current:

Taxable Assessed Value \$3.86 Billion
Current Leeway .007094
Current Leeway Generation \$27.4 Million
Current Fees \$ 6.2 Million

Additional Available:

.0001 Leeway Generates - \$386K
.0001 Costs Homeowner (\$200K) - \$20 annually
Board has .000982 Leeway left - \$3.7M
Voters have .0007 Leeway left - \$2.7M

The board will need to consider the following expense increases:

Three year assumptions:

Retirement will increase 10% annually
The district will save \$500K annually
1% salary increase plus related benefits

Five Year Assumptions:

Medical will increase 5% annually for affordable health care act

Ten Year Assumptions:

No change in medical plan
Annual medical inflation of 10%
Curriculum and IT will need combined total of \$400K annually
Expected annual energy increase 10%

Current Year Increase

Annual Salary and related benefits (1%) \$ 820K
Annual Retirement Increase \$1 million
Annual Affordable HCA Increase \$ 475K*
Annual Medical Inflation \$1 million
Annual Curriculum and IT needs \$ 400K
Annual Energy Increase \$ 270K
Total Annual Increase \$4.0 million

*includes employee portion

Results of Assumptions / Increase

Assumptions result in expense increase \$(3.9) million
District Annual savings \$.5 million
State revenue increase \$ 1.0 million
2% Board increase in local revenue* \$ 1.0 million
Shortfall \$(1.4) million

What you get for your \$\$:

Salary adjustment of 1%
Medical and retirement increases are funded
\$400K for Curriculum/IT
No other significant changes in operating budget

*.0003 levy needed for \$1million/\$60 increase to homeowner (\$200K)

Fund Balances:

Non-spendable \$ 700K
Committed (OPEB & Contingency) \$19.0 million
Restricted* \$13.0 million
Assigned (School Activities) \$ 1.5 million

Unassigned \$800K

*Restricted FB includes Building Reserve and Capital Outlay

Is the Board comfortable with:

Tax increase of \$60 per home & Truth in Taxation
Use of fund balances
District savings of \$500K
Curriculum / IT increase \$400K
1% salary increase

Discussion:

The big issues this year are similar to the big issues last year: a 1% salary increase likely will not keep pace with what neighboring districts provide. It will be a balance between what the Board wants to do and what Stefanie indicates we can afford. Any salary increase besides the 1% (as part of the WPU) would be from local funds.

A .0001 leeway would generate \$20 annually on a \$200,000 home. The bond would increase revenues monthly.

Can potential savings from rebuilding schools be assigned to other budgets besides the restricted budget?

- It would likely build up in the capital fund, and could be used to build an additional school at the end of ten years.

Board members will email any additional questions to Stefanie.

E.9:30

Break

1. 9:45 Cenergistic (Ed Graff)

Ed Graff, regional president of Cenergistic, shared a presentation regarding the energy conservation service provided by Cenergistic & projected savings to the district (see attached).

In response to board members' questions, the following additional information was provided:

- The program is a behavioral change program; not an equipment vendor and there is no capital investment on the district's part.
 - The fee is \$265,000 annually paid in 12 monthly installments; 84% return on investment projected. Structured so outlay is delayed until district starts saving.
 - Cenergistic doesn't make equipment recommendations for new construction, but will run a simulation to project savings.
 - Projected savings will still be high with the construction of new schools due to standards that require more air movement, resulting in greater energy efficiency of the new buildings.
 - The consumption goes right back up if the program is discontinued, generally due to staff turnover.
- Staff will come to the Board in March or April to get feedback on moving forward with Cenergistic.

2. 10:10 Online Registration (Gary)

Student Services is currently developing a new computerized program that will allow parents to enroll their children (or allow current parents to update information) online. This new system will be trialed for the remainder of this school year at Provo High School, Dixon Middle School, Spring Creek Elementary School and Provo Peaks Elementary. It is our intention to then implement the system district wide beginning this summer. Listed below are the benefits on an online registration system:

1. The online forms will be consistent from one school to the next.
2. Parents will be able to complete these processes at the school, at designated kiosks, or from home/work on their personal computers.
3. The system will convert all required documents into Spanish text for Spanish speakers and when completed convert the documents into English for use by secretaries/registrars and others.
4. Once entered, and then quickly reviewed by a school secretary, the information will be uploaded to Power School that night.
5. Reports based on the uploaded information can be instantly run and analyzed by needed professionals (e.g. nurses and immunization reports)
6. Currently enrolled parents can be notified by e-mail that updated information is needed which will give our schools accurate parental/student information.
7. Parents will be able to determine if they are completing paperwork for the correct boundary school in the first few minutes of using the system.
8. The system will allow us to upload and store vital documents.
9. The system will also link the parent to application for free/reduced meal applications, FERPA documents and fee waiver applications.
10. Parents will have additional abilities to declare and explain medical concerns or conditions that the school may need to address or accommodate.
11. Parents will be able to declare and upload "parenting plans" and "restraining orders".
12. For parents who simply do not want to do an online registration process, traditional paper documents will be provided.
13. Registrars should find a significant "time savings" in the implementation of this system.

3. 10:15 School Choice / Capping Large Elementary Schools

Student Services Executive Director Gary Wilson led the discussion. Talking points included:

Utah School Choice Rules (see attached).

There are three enrollment periods when kids residing in or out of a school's boundaries are allowed to enroll in that school.

- Early Enrollment, prior to school year starting (beginning in December through the third week of February).
- Late Enrollment, prior to school year starting (beginning the Monday after the third Friday in February through the Friday before school starts).
- School Year Enrollment, during the school year.

The district is required to identify all rooms within schools that are available to house students, the average enrollment for the rooms, and to allow the enrollment to occur up to 90%, or 40 students less than 90%, of the enrollment to happen within the early enrollment period. During the late enrollment period, Human Resources sets the number of classroom teachers for a school; there may be more rooms available than classroom teachers. The school needs to then fill up to the average enrollment to the number of rooms given by HR, not the number of rooms available to house students.

The rules document also lists criteria and procedures for schools terminating school choice for a student.

Elementary schools will have an average K-3 enrollment cap of 25.5:1; 4-6 of 26.5:1; 7-12 of 28:1 (non-binding target ratios). Schools in early or late enrollment can close enrollment if they meet the average enrollment ratio and all rooms are being used. If a school has more students than the average enrollment ratios because of more choice student enrollments than the previous years, *for this year*, schools can not take away that choice. It will sort itself out next as kids move away and new choice students will not have to be enrolled if the average enrollment ratio is met and all classrooms are being used. It is, however, up to the principal's discretion.

Building Capacity Report (see attached)

Fourth column shows maximum capacity: number of rooms the district wants to designate as non-classrooms. The board can stipulate more rooms to be used at each building as non-classrooms for teachers teaching 25.5 students (Title I, music, self-contained special education, etc.) to lower enrollment in the school.

Early Enrollment Period 2 Report (see attached)

Early enrollment numbers for each school were reviewed. Early enrollment numbers allow principals to see what decisions they're going to have to make. Numbers will increase substantially during late enrollment.

- *Example:* Wasatch has 48 kindergarten students enrolled; no first graders for the English classes, but 33 enrolled for Chinese immersion during early enrollment (both

in and out of district students).

Wasatch Student Count

Transportation reported that as of February 4, 2014, 908 students are currently enrolled at Wasatch. 540 students are residing within the Wasatch boundaries; 311 out of boundaries. 57 student addresses are not geo-coded but appear to be in boundary. Gary suspects the out of boundary number is closer to 350 - 360.

Wasatch Classroom Map

The classroom layout was reviewed, showing Wasatch has maximized the available space in their two buildings. Redesigning storage rooms, etc., could potentially provide extra space.

Traditional English and Chinese Immersion Class Sizes (1/30/14) (see attached)

Shows how enrollment is trending at Wasatch, where they currently have five kindergarten classrooms. Next year's enrollment is projected to be the same. There are currently two first grade classrooms, which next year's projection to also be the same with four Chinese immersion classrooms. Chinese immersion is now flowing all the way down to sixth grade with two sixth grade immersion classes projected for 2014-2015. Projected enrollment fills up every room in the building with the potential need for one additional room. Options for additional space are currently being explored, including the possibility of a portable classroom.

Wasatch Size Reduction (see attached)

Listed options for the Board if they were interested in trying to reduce enrollment at Wasatch. The board could agree to go with the targeted standard class sizes, it won't be reduced down to that size in the fall, but as the year progressing and kids move away, new choice students won't be allowed to enroll. That would take the overall enrollment at Wasatch down by about 25 in the first year.

Another possibility is to look at first grade, with 33 current choice requests for Chinese immersion. The district could simply deny those students, saying the program is full. Next year another 25 would theoretically drop off. Not all Chinese immersion students remain in the program through sixth grade, which could jeopardize enrollment to the point of not being able to maintain upper level immersion classes. Students who apply for but are denied immersion enrollment could still enroll in smaller English classes. Parents need to be notified by March 31 if choice is denied. First priority is given to siblings of currently enrolled students.

- Principal Colleen Densley stated they started out with 78 first grade students in the immersion program and now have 61 fifth grade immersion students.
- Staff will let Wasatch Principal Colleen Densley know what information is needed for the March 25 study session discussion.
- The Board will discuss and give direction on capping Wasatch in upcoming March 25 study session.
- Board members will send questions to Gary.

Discussion: 4. Dual Language Immersion Next Steps (see attached)

The School Board has asked for a proposal related to the progression of Dual Language Immersion in Provo City School District

Assistant Superintendent Morgan has been working with the secondary principals and district specialists, Jamie Leite and Stephen Van Orden, to prepare a proposal for the advancement of Dual Language Immersion (DLI) in the district. A district team has visited three middle school DLI sites and consulted with principals and representatives of other districts and the state. Based on these visits and consultations, the team has created a proposal for Secondary DLI that will be shared with the Board in the study session. The team is happy to respond to the Board inquiries related to DLI in our district.

Mr. Morgan reviewed the attached proposals. Talking points included:

- Utah Dual Language Immersion Secondary: Pathway A
- Program Logistics
- Recommended Middle School Dual Language Immersion Courses
- Recommended High School Dual Language Immersion Courses
- Additional Dual Language Immersion Courses and Options
- Considerations and Concerns
- Requests for Support

In response to board members' questions, the following additional information was shared by Mr. Morgan, HR Executive Director Melissa Frost and Supt. Rittel:

- Foreign dual immersion teachers are hired on a lane 1 / step 1 level like any new teacher right out of school. They are advanced once all qualification documentation is certified.
- The district has asked the state to help fund the dual language immersion program, including immigration / visa fees the district is required to pay for foreign teachers.
- The purpose of the dual language immersion program is to give parents and students more options.
- Introductory language courses will still be offered in middle schools along with the dual immersion languages. AP language courses are still offered in the high schools.
- If east side students attend Dixon for dual immersion, they can still take an AP language course at Timpview as freshmen.
- Ray will look into the possibility of bus transportation for west side high school students to Centennial and Timpview if they attended Wasatch for Chinese immersion.

F. 11:45 Break

Information, Discussion: 1. High School Program Review

Supt. Rittel reviewed the high school graduate profile survey results, seeking board feedback. He outlined the following "standout issues" for board members. Some are included because of the strong positive response; others due to the lack of a strong response.

- There were only 79 responses
- Ranking in order of importance: Academics, Arts, Extracurricular Activities, Athletics
- High school should prepare students for college / post education: 98.6%
- High school should prepare students for a career/vocation/job: 85.3%
- There was not strong support for all students taking AP/Concurrent Enrollment tests
- Want more Career & Technical Education (CTE) options: 79.7%
- No overwhelming support or opposition to the current schedule (6 periods v. 8 period days)
- "College and Career Ready"? 72%
- Need for financial literacy? 85.1%
- Need for technology proficiency? 85.1%
- Career pathways? 73%
- Importance of a good work ethic? 92.9%
- Focus provided by career pathways? 77.1%
- New credit summer school to graduate sooner? 75.7%
- High school grading standards and practices should be consistent with college grading standards and practices: 54.3%
- Barriers to success: lack of attendance - 81.4%; lack of parental support - 81.4%; bullying - 78.6%; drug use - 77.1%

Supt. Rittel stated the High School Program Review Committee spent a fair amount of time deciding what they wanted to know through the survey. The goal was to have responses indicate what patrons think a high school graduate should look like. All questions were designed with that in mind. The board needs to determine if the 79 responses received is a sufficient enough sample to be able to guide high school program decisions. If there were 800 responses, would the results be any different?

The list of components to address as identified by the High School Program Review Committee was reviewed. A number of items on the list were also standout items from the survey.

Board feedback and direction:

- Further study / clarity on the bell schedule questions
 - Could we afford to go back to a 6-period day?
 - The 8-period day offers more elective options.
 - The decision to go to an 8-period day is generally not a financial decision, but a program decision to offer more electives or to increase graduation requirements.
 - Many students burn up four of their classes for seminary with either schedule; there is a limit to the amount of elective impact.
 - An 8-period schedule is generally more expensive to run because 25% of the teaching staff is on a prep period at any given time, as opposed to a 16-17% on a 6-period schedule.
- Determine what it is we really want to know; have discussion with High School Program Review Committee

- College & Career Readiness - work to change the culture to help parents and student understand every student can have the opportunity to go to college. Better advertise pathways options, better define post-high school education.
- When do we start the conversation about interventions / remediation and the district philosophy about assigning 9th grade students to Independence at the beginning of their freshman year? The message given is they're at Independence because they're not good enough to be somewhere else. The message should be "You're here because we believe in you to graduate."
 - The principal at Independence is working to change that culture and perception.
 - The issue has to also be addressed at the middle school level so students understand that beginning with their freshman year, their grades follow them for the rest of their lives.
- Has the district considered a Learning Management System (LMS) to map things to the core so instruction, data and resources can be tracked and shared as a collaboration tool among teachers. It would also allow principals to see which teachers are or aren't teaching the core. It would make PLCs much more effective.
- Target top six or seven items from the survey results.

G. 12:00 Lunch / Active Shooter Video & Discussion

1. 1:00 SAGE & Assessment Plan (see attached)

Board members took a sample test to become acquainted with the SAGE. The SAGE is not just the end of level test; interim SAGE tests can also be given. Language Arts tests are taken in grades 3-11. Math is tested in grades 3-11. Science testing begins in 4th grade; tests are course specific in high school. The SAGE is a Utah-specific test; tied to Utah Core Standards and reviewed by USOE. Utah parents and citizens were involved in the formulation of the test. There are multiple ways to respond to questions. Answers to open ended questions will be reviewed for key words.

Kathy reviewed the SAGE portal with board members.

SAGE Overview:

SAGE results reality

new, more rigorous standards + new, more rigorous assessments = reduced number of proficient students

Reduced proficiency is a result of more rigorous standards

- a result of more rigorous assessments
- a result of raising the bar / expectations for all students

Reduced proficiency is not

- decreased student performance
- decreased instructional excellence
- decreased school achievement

2014-2015 Assessment Plans

The elementary and secondary assessment calendars were reviewed. Elementary principals want a third term district interim test. Gaye stressed the need for formative, interim testing in order for principals and teachers to do deep data dives. Some teachers are creating their own formative interim tests from the SAGE.

Board / Staff feedback:

- What measurement are we taking out in order to avoid continually measuring the cow at the expense of time spent feeding the cow?
- The difference now is that the data is being analyzed to measure the impact on instruction. Data is only as good as how it's used.
- Principals need to stress with teachers that assessment enhances instruction rather than is a waste of instructional time.

Ray reviewed the draft student participation opt out form.

If students opt out of testing, they receive a non-proficient score but are included in the school's calculation.

Suggestions:

- Move "as the majority of students participate in student testing, students who do not participate due to an absence or refusal to test, are still included in an aggregate score that may be a smaller group of students than the aggregate score for students who participate in the tests" higher on the page.
- Include interim and formative tests.

H. 2:15 Break

I. 3:00 Open Discussion of Items per Board Preference

Discussion: 1. Book Study Options

Purpose: to align our philosophies and make sure we're all going in the same direction. Keith recommended four books:

- Great by Choice - Jim Collins comparative study. Why in the challenging economy have some businesses thrived while others in the same industry failed?
- Be Our Guest - Disney is one of the industry leaders in customer care.
- The Toyota Way - Cultural issues - first and last chapters.
- Leading with Kindness - Why does Google succeed in having the highest degree of loyalty among their employees? How you treat people while at the same time maintaining high standards.

Following discussion, it was determined the first book will be Great by Choice by Jim Collins.

Discussion: 2. Agenda Review for All Board Members

Keith asked if all board members wanted to meet with him to review board agendas ahead of time. Advantages: Advance review removes surprises that may come up during study sessions. Adding items to the agenda. Down side - schedule impacts.

Board feedback:

- It's good to have time to think more deeply, ask more questions before study session.
- Getting information earlier would be helpful. Board members could submit questions.
- Is it an efficient use of Keith's time?
- Give time options, allow board members to respond.
- Update board members on all conversations so everyone hears the same things.

Decision:

Board members could come when Keith, Michelle and Julie meet. If more than three members are interested, an additional time could be scheduled.

3. Google Fiber PowerPoint

Supt. Rittel recounted details of a meeting with John Richards from Google Community, Mayor Curtis, and Brent Brown from the Provo Foundation. Brent made a plea for the

Easter Basket Auction. John Richards talked about how Google wants to have an impact on education.

Keith reviewed a PowerPoint he shared during the meeting.

"Google" School - Google has an interest in partnering in new school designs. They would like to connect the district with Google Education.

4. Bond Executive Planning Committee

It was determined the committee would consist of the following individuals:

- Members Rash, Jensen and Staples, with Member Pettersson as alternate
- Jennifer Partridge and Herb Stoddard, Facilities Advisory Committee
- Supt. Keith Rittel
- Communications & PR Coordinator Caleb Price
- Facilities & Maintenance Director Mark Wheeler
- 1 or 2 council members
- Bond Counsel Johnathan Ward
- Additional people as determined

Scope of the meetings:

- 1 hour weekly / biweekly meeting until election. Define work for citizen's committee. Spearhead the accomplishment of the bond.

J. 4:00 Adjourn

1. Motion to Adjourn

I move we adjourn the study session.

Motion by Shannon Poulsen, second by Julie Rash.

Final Resolution: Motion Carries

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

The study session was adjourned at 3:50 p.m.