

# **Board Study Session & Business Meeting (Tuesday, April 15, 2014)**

*Generated by Shelley R Shelton on Tuesday, May 6, 2014*

## **Members present**

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

## **Staff present**

Superintendent Keith Rittel; Business Administrator Stefanie Bryant; Asst. Superintendent Ray Morgan; Executive Gary Wilson Executive Director Gaye Gibbs

## **Excused**

Executive Director Melissa Frost; Executive Assistant Shelley Shelton

## **Guests**

Caleb Price, Communications & PR Coordinator; Chad Duncan, Technology Director

**Meeting called to order at 5:53 PM**

## **1. 4:30 - 5:15 Executive Session for the purpose of discussing personnel and negotiations. Utah Code 52.4.205**

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## **2. 5:15 - 7:00 p.m. Study Session**

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### **A. Welcome: President Michelle Kaufusi**

President Kaufusi reminded Board members to attend and participate in the Easter Basket Auction.

### **B. Roll Call**

### **C. Policy Review**

The question arose as to why the personnel policies have been slow getting through the Policy Committee. The board would like them to move through the committee process faster, resulting in more timely board approval.

#### **Policy 1920 Election Campaign Ethics**

The policy outlines how the board and district would conduct themselves during a bond campaign. Supt. Rittel pointed out minor adjustments he had made to the draft policy earlier in the day. The Bond Executive Committee has been trying to determine what things can/cannot be done on school district time, using school district resources. Items under consideration were categorized according to whether they were informational or promotional. Information is telling people about the bond, the steps taken prior to moving the ballot initiative forward, the impact to the district and community if the bond passes, and if it doesn't pass. Promotion is a more aggressive approach to try and garner more "yes" votes. In spite of the fact that the state of Utah is very vague about the rules regarding information vs. promotion, there have been a couple of Utah districts that ignored common sense, doing things on school district time and/or using district resources for the active promotion of a bond. The media and the public responded very negatively, with the bond initiatives subsequently being voted down. District funds may be used to inform about the bond; private donations and other non-district funds must pay for all promotional materials and activities.

Through the policy, the district promises "to do this the right way," which will generate trust within the community. The procedure document gives the details.

*Board feedback:*

- Definitions within current legislation are helpful, i.e., the definition of "Fair" includes the need to divulge the cost.
- The policy allows us to assure the public we're not doing anything shady or underhanded.
- It's a good, proactive approach.
- The Bond Executive Committee is doing an excellent job.

The name of the policy will be amended to "Election Campaign Ethics for District Ballot Measures."

Supt. Rittel reminded Board members that they approve policy and the district council approves the procedures. However, board members were invited to become very familiar with these procedures and to send any prospective edits to him, and he would in turn direct them to the Bond Executive Committee for discussion.

The board felt comfortable passing the policy during the 7:00 business meeting.

**Policy \_\_\_\_\_ Conduct Expectations of Coaches and Activity Advisors** (The policy had not been assigned a number at this point.)

Supt. Rittel recounted the district has from time to time received very serious allegations concerning the conduct and behavior of coaches and activity advisors, some of whom work on a volunteer basis. Recent incidents over the past few months have resulted in discussions with various community members. The draft policy includes language from multiple related policies nationwide, and lists both conduct expectations and potential penalties for coaches and/or activity advisors who violate appropriate standards. This is a Board policy, which gives the Board the option of approving it outright or sending it to the Policy Committee for their review.

*Board feedback:*

- Take some extra time to review; be cautious with the language. The policy will unfortunately be invoked a number of times and could determine someone's career.
- Are the professional standards of conduct referred to in line 25 outlined anywhere? Without specifying, "professional standards of conduct" could mean different things to different people.
  - Supt. Rittel: A policy outlining professional standards of conduct, including professional boundaries, for all employees will be developed shortly.
- How will employees know what the district policies are and who will be responsible for training employees on the policies? How will we know when employees have agreed to follow policies they've been trained on?
  - Supt. Rittel: It could be included in the professional standards of conduct. Also, the form employees sign at the beginning of each school year when they accept their contract includes a statement that they will follow district policies. There is also a reference that district policies are available online.
- Line 50 - What if the will of the boosters conflicts with the will of the district? It's been a problem in the past.

The Board determined they would continue to study the policy and that it would be sent to the Policy Committee for review with the understanding the Board intends to pass it during the May 13 business meeting. The Board would like to discuss it further during the April 29 study session.

## D. e-School Curriculum

Student Service Executive Director Gary Wilson outlined the eSchool program data, vendor data and future ideas for eSchool:

### **eSchool Program Data:**

- 291 students are dual enrolled - part of their day is spent in a Provo City school and part of the day is spent in online courses. The vast majority are high school seniors earning credits not earned during freshman - junior years.
- 1,047 students are enrolled online full time, either through eSchool or through an independent contractor, and in home school. Most are elementary students.
- 79 students are currently taking one or more courses through Senate Bill 65, live outside of Provo and are dual enrolled in their home school and online courses. Senate Bill 65 lists specific ways the district gets paid for these students. Part of the payment is made when the student enrolls in an online course,

the remainder is paid when the student finishes the course. If the student doesn't finish the course, the district doesn't get paid.

- 1,417 full and part time online students.
- 587 students directly enrolled in eSchool, majority are Provo residents. 579 are enrolled through My Tech High, 172 are enrolled through Harmony Education Services.
- The district contracts with My Tech High and Harmony Educational Services to work primarily with home school parents. Students are enrolled through the district, providing all the same documentation required for enrollment in their neighborhood school.

#### Dual-Enrolled Grade Level Breakdown

GRADE	COUNT
1	1
2	2
3	1
4	3
5	5
6	4
7	15
8	22
9	37
10	38
11	54
12	10

#### Full-Time Grade Level Breakdown

GRADE	COUNT
K	23
1	103
2	104
3	111
4	95
5	102
6	97
7	97
8	87
9	85
10	65
11	53
12	25

#### Online Course Vendors:

- Vendors include Fuel Education, formerly K12 Management Services. They provide the entire online K-8 curriculum; the district provides the teacher support (on the other side of the computer).
- Fuel Education provides both the curriculum and the teacher support for grades 9-12.
- The secondary vendor is BYU Independent Study, also providing teacher support.
- Our outside contractors (My Tech High and Harmony Educational Services) use a variety of curriculum providers and they supply the teacher support.

#### The Future:

1. eSchool has tripled in student count this school year and is likely to continue to increase in student count in the coming years. These student counts will come from dual enrollment, senate bill students and both eSchool and contractor full-time student increases.
2. We are investigating providing our own teacher support for our 9-12 students with our current vendors. This could be a significant cost savings and would also allow us to customize some of the curriculum to meet specific Provo City School District needs.
3. We are also investigating creating our curriculum through a learning management system (such as Brain Honey) and also providing our own teacher support. This would be a large cost savings.
4. Our ultimate goal is to provide parents options for online learning needs.

Board Member McKay Jensen addressed the K12 curriculum model, stating it's similar to many districts' online programs. His concern is that contrary to K12's assertion that they are 100% matched to the Utah core, only 37% of the K12 curriculum actually matches the Utah core. For example, the K12 Geography course spans the entire school year, whereas the Geography course used in the schools is a semester course.

Home school parents often curriculum shop, looking for the "super curriculum," while schools are "curriculum factories." Unfortunately, a lot of unused school curriculum materials are stored in file cabinets or thrown out when teachers retire. Member Jensen recommends the district ask Google, as part of the district/Google partnership, to underwrite the digitizing of some of the curriculum materials accumulated by teachers and reassembling and utilizing it in ways that would be very cost effective. He asked the board to consider being able to significantly reduce the substantial curriculum materials budget line item by adopting more cost effective methods of acquiring and utilizing materials.

## E. Budget Request

Business Administrator Stefanie Bryant review the following budget requests:

- E-school budget increase: enrollment has grown significantly this year. Due to the increased enrollment, the monthly billing has increased. The increase of \$1,707,494 reflects the increase for the monthly billing for the remaining 4 months of the school year (Feb-May).
- Facilities and Maintenance: Facilities needs to shift some of FY15 proposed budget for FY15 projects into FY14 in order to plan appropriately for summer work to commence on time. The total shift is projected at \$937,020. Documentation from Facilities Director Mark Wheeler was attached for board member review.
- Earlier this year Teaching and Learning had made the determination with the financial office to expend historical carryover funds in the 7604 budget (\$394,000) for instructional coaches and other teacher quality related trainings (professional development). The plan has been to add \$131,000 to the 7604 budget this year and each of the following two years. Because of the transitional status of employees in the financial hallway, this requested adjustment was not finalized until now.

## F. Large Purchases

Business Administrator Stefanie Bryant reminded the Board of the opportunity they had to review this purchase request during an earlier study session.

- Oak Springs recently moved into a new State facility. The State has provided a grant to cover the purchase of new furniture and equipment for the Oak Springs classrooms and offices. A purchase request for \$60,751 has been made to make those purchases. The Board gave a tentative approval of this purchase at the March 25th study session. Formal approval needs to be made.

## G. Consent Calendar Review & Questions

## H. Upcoming Calendar Items

In addition to the calendar items listed, Executive Director of Elementary Education Gaye Gibbs extended a verbal invitation for board members to participate in the Mike Mattos training for teachers April 16 and 17 at the Grandview Learning Center.

Superintendent Rittel indicated he would be forwarding information to board members regarding the BYU CITES Mini Associates meeting on June 3 at the Scera theatre in Orem from 3:00 - 7:00 p.m.

## I. Motion to Adjourn

Adjourned at 6:50 p.m.

I move we adjourn the study session.

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

## **3. 7:00 p.m. Business Meeting**

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### A. Welcome: President Michelle Kaufusi

7:00 p.m.

President Kaufusi recognized the presence of all teachers and other employees in the audience.

### B. Roll Call

### C. Opening Remarks: Member McKay Jensen

### D. Pledge of Allegiance

Led by Executive Director of Student Services Gary Wilson

## **4. Community Connections**

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### A. Employee Recognition: Provo Way Awards

- Debra Fuentes from the Celebration Committee introduced the following "Provo Way" award winners:
- Linda Phillips, Secretary at Westridge Elementary
- Shauna Fairbanks & Rosario Hansen, Secretaries at Franklin Elementary
- Kathy Beeckel Kuchar, ESP at Oak Springs School
- Carie Ruggiano, Teacher at Provo High
- Kathi Conrad, Teacher at Edgemont Elementary
- Gail Jacobs, Teacher at Dixon Middle School
- Laverne Bushman, ESP at Sunset View Elementary
- Liz Robles, ESP at Student Services
- Jarod Sites, Principal at Dixon Middle School

## B. Child Nutrition Award Winners

Child Nutrition Director Jenilee McComb recognized the following Child Nutrition Program employees:

- Capri Jenkins, winner of the Louise Sublette Award of Excellence.
- Hilda Torres, winner of the 2014 Heart of the Program award.

Superintendent Rittel announced that the Provo City School District Child Nutrition Program has recently been named "Best of State" for the fifth consecutive year.

## C. Easter Basket Auction Update

Board Member Shannon Poulsen reminded those present of the Foundation Easter Basket Auction, including both silent and live auctions, Thursday, April 17 at 6:30 p.m. in the Provo Library Ballroom. Refreshments will be provided by Provo High ProStart culinary students; music will be provided by the Timpview orchestra.

Benefactors for the auction include Brent Brown, Tracy Rawle and Dan Campbell. Proceeds from the auction benefit After School programs, including academic assistance.

Executive Director of Student Services Gary Wilson reported some of the live auction items include a 5-night Hawaii vacation; a trip to Florida accompanying the BYU football team; an evening with Marcus Luttrell, a former United States Navy SEAL, who received the Navy Cross and Purple Heart for his action in June 2005 facing Taliban fighters during Operation Red Wing in Afghanistan.

## D. Public Input

Ricky and Delsa Frank, 4541 Windsor Dr., Provo, addressed the Board regarding a situation that included abusive and profane language on the part of a coach and was directed at high school football players. Hard copies of the list of concerns were distributed to board members for their review, and the board was strongly encouraged to take action.

Todd McKee, 587 N 1420 E, Provo, Timpview High Principal, addressed the Board, expressing sympathy for the concerns raised by the Franks. The allegations have been investigated by school administration; any future allegations would also be fully investigated. He assured the board district policy has been followed and that school administration has done their due diligence.

# 5. Business Items

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## A. Approve Policy 1920 Election Campaign Ethics

I move that we approve new Policy 1920 Election Campaign Ethics for District Ballot Measures.

Motion by Marsha Judkins, second by Shannon Poulsen.

Final Resolution: Motion Carries

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

## B. Approve Budget Request: eSchool

I move we approve the e-school budget increase in the amount of \$1,707.494 to reflect increased enrollment.

Motion by Jim Pettersson, second by McKay Jensen.

Final Resolution: Motion Carries

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

Staples

## C. Approve Budget Request: Facilities & Maintenance

I move we approve the budget transfer of \$937,020 for Facilities and Maintenance to commence summer projects as discussed in the study session.

Motion by Marsha Judkins, second by Shannon Poulsen.

Final Resolution: Motion Carries

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

## D. Approve Budget Request: Teaching & Learning

I move we approve the 7604 budget increase of \$131,000 using carryover funds from within the federal Title IIA budget from previous years for instructional coaches and teacher quality related trainings.

Motion by Jim Pettersson, second by Steven Staples.

Final Resolution: Motion Carries

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

## E. Approve Large Purchases

I move we approve the purchase request in the amount of \$60,751 for necessary furniture and equipment for Oak Springs.

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

# 6. Consent Calendar

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## 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 Jim Pettersson.

Final Resolution: Motion Carries

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

## B. March 11 Study Session & Business Meeting

## C. March 25 Study Session

## 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 Jim Pettersson.

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 Jim Pettersson.

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: I move we approve the financial reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Jim Pettersson.

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 Jim Pettersson.

Final Resolution: Motion Carries

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

# 7. Board Member Reports

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## A. President Michelle Kaufusi

Pres. Kaufusi reported that all board members sit on various committees on the state and district level. She sits on the Board of Trustees for the Utah High School Activities Association.

## 8. Superintendent's Report

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## 9. Adjourn

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### A. Motion to Adjourn

The business meeting was adjourned at 7:53 p.m.

I move we adjourn the business meeting.

Motion by Marsha Judkins, second by Julie Rash.

Final Resolution: Motion Carries

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