

Board Study Session & Business Meeting (Tuesday, December 10, 2013)

Generated by Shelley R Shelton on Monday, December 16, 2013

Members present

Michelle Kaufusi, Julie Rash, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples
Member Vance Checketts participated through conference call

Staff members present

Superintendent Keith C. Rittel; Asst. Supt. Ray Morgan; Business Administrator Kerry Smith; Human Resources Exec. Dir. Melissa Frost; Student Services Exec. Dir. Gary Wilson; Elementary Education Exec. Dir. Gaye Gibbs; Exec. Asst. Shelley Shelton

Guests: Chad Duncan, Technology Director; Darin Loertscher and Josh Espinoza, Tech Support; McKay Jensen, newly appointed board member; Charity Williams, PESP; Kathy Giles, PEA

Meeting called to order at 5:05 PM

1. 5:00 - 7:00 p.m. Study Session

A. Welcome: President Michelle Kaufusi

B. Roll Call

C. Policies (20 min.)

Policy 3320 Prohibition of Bullying, Harassment, Hazing and Retaliation

Student Services Executive Director Gary Wilson reviewed the background of the policy, stating the policy is state mandated; the district began the process in August, compiling a very detailed policy and procedures. Principals, student groups, teachers, parents, and the City PTA provided feedback. Part of the feedback included students indicating the prevalence of bullying in their schools. Every student but 1 rated the prevalence of cyber bullying a 10 on a scale of 1-10. Mr. Wilson took the final feedback / process to the bullying committee.

In response to questions from board members, Mr. Wilson shared the following information:

Q: Where is the district liable? Is there an ongoing training plan?

A: If an incident is disruptive to the school setting, discipline can take place through the school. Annual training is being developed for all staff and students. The state mandates that coaches receive training every three years. Principals received preliminary training during the Dec. 9 principals meeting.

The arrival of Member Judkins was noted at 5:08 p.m.

Q: The target has a right to appeal; does the aggressor also have a right to appeal if he/she thinks he/she has been wrongly accused?

A: While it is often difficult to determine who the target and aggressor are, both parties have a right to appeal.

Policy 5350 Overtime

Supt. Rittel reviewed the background on the policy, indicating it has been clarified. The issue is question dealt with those with additional hourly assignments, including coaches, chaperones, etc. Additional hourly assignments for licensed employees that are significantly different than the primary licensed contract must be completed outside the contract working hours (eight hour contract day, total number of contract days, etc.) and will not exceed 40 hours per week.

Policy 6817 Naming of Schools

Supt. Rittel indicated he had worked on the policy to differentiate between naming of schools and other facilities, i.e., sports facilities, courtyards, etc. This and Policy 6820 (other than schools) are the result.

Board feedback:

- Having the policy would be good; if the board is not going to approve this policy there should be a policy drafted stating the board will not consider naming any facilities.
- The policy is very clean and clear, consistent with policies around the country.
- It's good to have the specificity of areas that could be named.
- We need the policy.
- Changes:
 - New district buildings ~~shall~~ may be named after persons, places or things that have attained national or local prominence, **or local geographical references.** ~~in the fields of education, arts and sciences, politics, statesmanship, or prominence in business or military service.~~
- Is there a conflict between the donor needing to agree to having their name used and a school wanting to keep the naming a secret in order to surprise the donor?

Supt. Rittel will develop related procedures for future naming requests.

Policy 6820 Naming Rights (other than schools)

Supt. Rittel reviewed the difference between "Naming Rights in Consideration" and "Naming Rights in Recognition" as stated in the policy, indicating the current naming request should be run through the "Naming Rights in Recognition" filter.

D. Naming Rights Request (30 min.)

Board discussion:

- The current request to name the PHS field was initiated by family and supporters of a former PHS championship football and wrestling coach.
- The request coming from the family puts the request in a different light. Remember the Board is setting a precedent.
- Does Member Checketts have a particular idea of what the field would be called? Is the recognition one that would bring positive attention to the decision?
 - Member Checketts is not aware of the specific name being considered. The years the coach was at the school would bring positive attention; Vance isn't aware of what the coach has done over the past 20 years. There would be a plaque and visual indicator in a prominent location at the field, ceremony, etc.
- The Board could gather a certain number of community endorsements of the merits for any person to be recognized.

Board direction: Supt. Rittel and Business Administrator Kerry Smith will meet with family representatives to see what they're looking for in the way of recognition, the name they want the district to consider and the amount of money.

Member Checketts will provide contact information. Further information will be brought to the board at a later date. The decision will be tabled pending further discussion.

Supt. Rittel will add procedures that include gathering community signatures/endorsements.

E. 2014-2015 / 2015-2016 School Year Calendars (15 min.)

Human Resources Exec. Director Melissa Frost reviewed the background information, stating that after meeting with representatives from Alpine School District, Nebo School District, Wasatch School District, MATC and UVU, and after review of prior stakeholder input, four calendar proposals (two for each year) were developed for Board review. Representatives from PEA and PESP as well as District Council, and the Principal's Advisory Committee reviewed the calendar proposals. All four calendars were published on the District website along with a brief questionnaire from November 5, 2013 through December 2, 2013 so parents, employees, and other stakeholders could review and give input. Three hundred fourteen (314) individuals responded. Response information is attached. Stake holders ranked top priorities as follows: 1. ending before Memorial Day, 2.

length of breaks, and 3. alignment with neighboring school district and universities.

It was recommended the Board approve Calendar B for 2014-15 and Calendar A for 2015-16 based on the input from stake holders.

Kathy Giles from PEA indicated the Liaison Committee is happy with both calendar choices.

F. Foreign Exchange Students (J-1 Visa) (5 min.)

Student Services Executive Director Gary Wilson gave the following background:

- There are J-1 and F-1 types of foreign exchange students. The proposal is to accept J-1 students.
- Prior to March 2002, Foreign Exchange agencies went through the Utah State Office of Education for placement of students throughout Utah. At that time, the Legislature did not approve the funding for the 320 foreign exchanges students that previously were allowed to attend schools in Utah. The Legislature has now approved the funding to bring this program back, however, each local school board is required to regulate their policy for admittance.
- The district typically receives 10-15 students. Currently 5 foreign exchange students attend Provo High; 6 attend Timpview.

G. 2014 Board Meeting Schedule (5 min.)

Discussion took place regarding the April 15 board meeting date with spring break. No changes were made to the proposed meeting schedule.

H. Camp Big Springs (5 min.)

Supt. Rittel reviewed the background, stating Camp Big Springs is a week-long summer program for 5th grade students in Provo City School District. It has been in existence for 30+ years and takes place during the month of June in the mountains above Vivian Park. Provo City Parks and Recreation is heavily involved each year since the program is conducted on city property. Students throughout the district have equal access to the program.

The program costs approximately \$80,000 annually, with about half of that amount covered by student tuition, and the rest paid for out of district funds. The curriculum emphasizes recreational science. Adapting the curriculum could make it more central to the mission of the district.

District administrators had identified the elimination of this program as a part of the 1% budget savings effort directed by the Board of Education in early 2013. As we strive to further define programs and priorities that are "central to our mission," we need the Board to provide guidance regarding the prospective continuation of the Camp Big Springs program.

Board discussion:

- The board should not make a decision tonight about continuation, but rather should notify the community of the situation and gather feedback from the City and community.
- Send the message that the program is not central to the mission of the district, but the Board is looking at options.
- Send the message that the district is doing all it can to reduce costs in light of the reconstruction bond.
- Board members would like data on how many students and which students participate in the program, and greater detail on student tuition and costs.

Further discussion will take place in January following additional research and community feedback.

I. Budget Committee Long Term Financial Assumptions and 2014-15 School Year Goals (30 Minutes)

Board approval of the budget committee school year 2014-15 goals and long term financial assumptions recommendations is necessary for the District to move forward in the development of the 2014-15 school year budget.

Business Administrator Kerry Smith indicated that in the September board business meeting, the board established an ongoing budget committee as part of a long term review and perspective and to influence the establishment of annual goals. The membership was established as having two board members – Shannon Poulsen and Jim Pettersson, the business administrator, the accounting director, the financial analyst, Jack May from Zions Bank, and Chris Egbert from Central Utah Clinic.

The committee met December 4 to review the district administration proposed school year 2014-15 goals as well as the board adopted long term financial assumptions. Jim Pettersson and Stefanie Bryant were excused.

The committee discussed the long term assumptions in depth and made several minor suggestions and recommendations.

The committee reviewed the administration suggested 2014-15 school year goals and suggested adding an energy efficiency goal and an accelerated learning continuation goal.

The long term assumptions and 2014-2015 school year goals were attached for Board review.

Once Board direction is obtained on the upcoming school year goals and the long term assumptions, the goals will be disseminated to schools and departments. The schools and departments will then submit detail goals and associated goal costs to accomplish the board long term and short term goals. District council will prioritize the proposed detail goals. Detail location and district budgets will then be developed to support the approved goals and priorities. The Board will review the budget in the May study session with a June adoption.

Board discussion:

- The goals are broad, related to financial operations of the district.
- Some principals are concerned about the level of support from the district related to financial matters and school management.
 - Supt. Rittel addressed the concern, stating to some extent this goes with the territory. It could also be addressed by a job study and how secretarial staff is managing the work load.
- Domestic partner benefits support - the district will be prepared to address the issue in the future once it's federally mandated.

J. Consent Calendar Review & Questions

Q: Related to the School Choice Report: When do we cap enrollment?

A: The topic to limit enrollment in schools that have reached capacity will be discussed during the February Board retreat.

K. Upcoming Calendar Items

President Michelle Kaufusi reviewed the calendar items; Exec. Direct Gaye Gibbs described the Mike Mattos training; Business Administrator Kerry Smith explained the background on the "Corporate Culture of Fraud" webcast.

L. Motion to Adjourn

I move we adjourn the study session.

Motion by Jim Pettersson, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

The study session was adjourned 6:50 p.m.

2. 7:00 p.m. Business Meeting

A. Welcome: President Michelle Kaufusi

B. Roll Call

C. Opening Remarks: President Michelle Kaufusi

D. Pledge of Allegiance: Kayla Stone, Provo Peaks 6th Grade Student

3. Community Connections

A. Employee Recognition

Executive Director Gaye Gibbs introduced those being recognized in conjunction with the newly formed Celebrations Committee that recognizes the good things taking place in the district. She listed members of the Celebrations Committee and gave the background of the formation of the committee.

Honorees are:

- Kari Lillico, Parent – Amelia Earhart Elementary
- Evaluce Quintero, Special Education Facilitator – Spring Creek Elementary
- Jonathan Smith, Technology Support – District Office
- Kathy Hansen, Instructional Coach – District Office
- Jill Taylor, Teacher – Provo Peaks Elementary
- Maureen Holdaway, Secretary – Westridge Elementary

B. School Report: Provo Peaks Elementary; Alex Judd, Principal

The Board has developed a schedule for school/program reports in public board meetings. The Board believes that such school reports help the board and public to better understand what is going on in Provo City Schools, and allows the individual schools to show the evidence of their work.

Beginning in the 2012-2013 school year, the Board accepted a new format for school reports in public board meetings. The new format includes the following:

- Demographic information about the school
- School Mission & Vision
- Student assessment data in Language Arts and Math
- Challenges the school faces and how the challenges are being addressed
- Points of pride
- Strategies for Increasing Student Achievement

Board members expressed appreciation to Mr. Judd and the staff for the tremendous progress in student achievement.

In response to questions/comments from board members, Mr. Judd shared the following additional information:

- 33% of students are receiving interventions. Staff would like 25% or fewer students to be in need of interventions.

C. Public Input

The following patrons addressed the Board in regards to increasing the proposed \$90 million bond to include Wasatch Elementary:

- Lisa Hart - 2080 N. Oak Lane, Provo
- Kim Santiago - 1991 N. 1400 E., Provo
- Danny Gunnell, 1671 Oakridge Circle, Provo

David Harding, 595 W 400 N Provo, shared a statement from the Dixon neighborhood regarding concern over the possible relocation of Dixon upon reconstruction and the impact on students.

4. Business Items

A. Approve Policy 3320 Prohibition of Bullying, Harassment, Hazing and Retaliation

I move that we approve new Policy 3320 Prohibition of Bullying, Harassment, Hazing, and Retaliation.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

B. Approve Policy 5350 Overtime

I move that we approve new Policy 5350 Overtime.

Motion by Steven Staples, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

C. Approve Policy 6817 Naming of Schools

I move that we approve new Policy 6817 Naming of Schools with the agreed upon language changes that occurred during the board's study session.

Motion by Shannon Poulsen, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

D. Approve Policy 6820 Naming Rights (other than schools)

I move that we approve new Policy 6820 Naming Rights (other than schools)

Motion by Jim Pettersson, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

E. Approve 2014-2015 / 2015-2016 School Year Calendars

I move we approve Calendar B for the 2014-15 school year and Calendar A for the 2015-16 school year.

Motion by Marsha Judkins, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

F. Approve Foreign Exchange Students

I move we accept 10-12 foreign exchange students beginning with the 2014-15 school year.

Motion by Vance Checketts, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

G. Approve 2014 Board Meeting Schedule

I move we approve the 2014 board meeting schedule.

Motion by Jim Pettersson, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

H. Budget Committee Long Term Financial Assumptions and 2014-15 School Year Goals

I move we approve the budget committee long term assumptions and 2014-2015 school year goals as submitted.

Motion by Julie Rash, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

5. 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 Vance Checketts, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

B. November 12 Study Session & Business Meeting

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

I move we approve the consent calendar.

Motion by Vance Checketts, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

C. November 14 Joint Meeting with City Council

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

I move we approve the consent calendar.

Motion by Vance Checketts, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

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 Vance Checketts, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, 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 Vance Checketts, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

F. Financial Reports as Part of the Consent Calendar

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

I move we approve the consent calendar.

Motion by Vance Checketts, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, 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 Vance Checketts, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

6. Board Member Reports

A. Member Vance Checketts & Pres. Michelle Kaufusi

President Michelle Kaufusi introduced McKay Jensen, appointed to replace Member Checketts, who will resigned due to a job relocation. President Kaufusi reviewed the appointment process. Member Jensen will be sworn in during the January 2014 board meeting.

Outgoing Member Checketts expressed appreciation for the opportunity to have served on the Board.

7. Superintendent's Report

A. Approved Student Travel

B. New Century Scholarships

C. Regents' Scholarships

D. Letters from Utah High School Activities Association

E. Provost: National Title I Distinguished School

8. Adjourn

A. Motion to Adjourn

I move we adjourn the business meeting.

Motion by Marsha Judkins, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, Vance Checketts, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

The business meeting was adjourned 8:13 p.m.

