

Board Study Session & Business Meeting (Tuesday, May 12, 2015)

Generated by Shelley R Shelton on Wednesday, May 13, 2015

Members present

Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

Staff members present

Keith C. Rittel, Superintendent; Ray Morgan, Assistant Superintendent; Stefanie Bryant, Business Administrator; Dr. Gary Wall, Executive Director of Human Resources; Jason Cox, Director of Human Resources; Gary Wilson, Executive Director of Student Services; Alex Judd, Director of Elementary Education; Shelley Shelton, Executive Assistant; Mark Wheeler, Facilities Director; Caleb Price, Communications & PR Coordinator; Chad Duncan; Director of Technology, Shauna Sprunger, Communications & Technology Administrative Assistant; Darin Loertscher and Josh Espinoza, Tech Support

Guests

Christy Giblon and Kathy Giles, Provo Education Association; Lisa Pulver, Education Support Professionals; Johnathan Ward, Zions Bank

1. 4:30 - 5:20 Executive Session for the purpose of discussing real estate, personnel and negotiations. Utah Code 52.4.205

Executive Session called to order at 4:35 PM

- A. 4:30 - 5:00 Real Estate and Personnel
- B. 5:00 - 5:20 Negotiations

2. 5:20 - 7:00 p.m. Study Session

Study Session called to order at 5:35 PM

- A. Welcome: President Julie Rash
- B. Roll Call
- C. Construction Update: Mark Wheeler, Facilities Director
 - THS track & field project is going very well; it's on budget and on schedule. There was a request to add two additional tennis courts, which can't be done due to a lack of space.
 - PHS - Site layout option: The preliminary schedule shows "D" wing demo taking place beginning in December. Portables will be brought on site and asbestos abatement will be done. Construction on "D" wing will begin in Jan/Feb.
 - Mark is coordinating with Jared Ferguson & CTE on possible options for relocating shop program classes for a year. Jared is going to talk with administrators at Mountainland Applied Technology College (MATC) and with UVU about possibly utilizing a portion of their campus space.
 - To save on construction costs, the academic wing will remain three stories rather than four as

originally planned. The 30,000 square feet from the deleted fourth floor will be shifted as much as possible to the remaining three floors and to other wings.

- Overall construction timeline: November/December 2015 through October/November 2018
- Student and visitor parking will be on the south side of campus, off of 940 North. The number of parking spaces for are required by building codes to accommodate main events.
- Conversations took place with a specialty consulting firm in Salt Lake on designing safe pedestrian and bike paths. The firm will evaluate the current site plans for each new school and offer suggestions. Mark emphasized budgets are very tight and the emphasis is on providing square footage for programs.
- Mark had spoken with IHC regarding the possibility of utilizing some of the allotted hospital parking space south of the district office; he's waiting for their decision.
- A fire lane must be maintained for delivery to Child Nutrition and other areas.
- The southeast and southwest corners of campus are location options for leased portables to house students during the construction of "D" wing. Most of the students will be back in the academic wing following the first year of construction.
- A meeting took place recently with Provo City Engineering to discuss bussing options, specifically keeping the double bus lane along the northeast portion of campus. Timing adjustments on traffic lights may be necessary to facilitate traffic flow for buses. Bus lanes will double as parking for night events.
- Mark meets several times a week with the construction manager, architects, City engineers and consultants. Schematic designs will be submitted Monday, May 18 from engineering consultants to architects, and subsequently shared with the District and City for review and input.
- The Sunset View and Rock Canyon Elementary projects are progressing rapidly. The bid date is within the first part of June. Input meetings with principals and teachers are going well. Mark will notify Keith and the Board of the official groundbreaking dates.

D. Bond and Reserve Funds Investment: Stefanie Bryant, Business Administrator

The district currently has cash flows held in the state Pooled Treasury Investment Fund (PTIF) that will not be needed for operating needs for several months and up to two years. It is financially prudent to place such cash flows into an investment which will earn more interest than the current pooled state treasury account.

Utah State code 51-7 codifies investment of public funds. Known as the Utah Money Management Act, this legislation provides for protection of public funds and as such, places limitations upon depository options for public funds.

Utah Money Management Act oversees the banking and finance organizations that public entities are able to deposit funds with. Zions Wealth Management, with offices in Salt Lake City, has been chosen as the District's investment advisor, and is an approved depository under the Utah MMA.

Proceeds in the amount of \$54 million from the March bond issue have been received by the District. 100% of the bond funds will not be needed immediately. Based on draw schedules for construction of the two elementary schools and Provo High, unused bond funds can be invested in short term liquid investments until needed.

Due to arbitrage issues, the rate which the bond proceeds may be invested is very limited. However, short term investments with depositories approved by the Money Management Act exist that will enable the District to earn interest on the funds beyond the state treasury pool.

In addition, due to the timing difference of local and state funding and expenditures, the district also has reserve cash flows throughout the year which can be placed into short term liquid investments.

Currently the PTIF interest rate is 0.54%. Investment options available with Zions will generally earn about twice the rate of the PTIF. Most the investment options are government agencies (FMAC, FMAE, etc) or fixed rate corporate investments.

Interest income estimates were attached for board review.

E. District Logo Voting Results: Caleb Price, Communications & PR Coordinator

Voting for the new Provo City School District logo took place throughout the month of April. Board members reviewed voting results prior to the meeting in preparation for discussion.

Communications & PR Coordinator Caleb Price displayed the three most popular logo designs according to the voting results. It was recommended the Board select one of the top three designs or the combination logo, made up of elements from five of the six student designs. The board indicated they were in favor of adopting the combination logo and will vote accordingly during the business meeting. The student designers, all Timpview High School students, will be recognized during the following business meeting.

F. Policy Review

Policy 4115 Gifted & Talented Students

Assistant Superintendent Ray Morgan responded to questions and comments from board members:

- Is there a protocol in place if a student no longer wants to be in a gifted program?
 - According to procedures, placement decisions are made/reviewed in consultation with principals, parents and teachers at least once per year. Discussions are focused on student needs.
- It was recommended an additional goal for gifted students be added that would address "seeing all people as being of value."
 - It could be associated with a "kindness" effort.
- It was suggested "Goals for PCSD Gifted Education Programming" be reordered, moving goal #7, "To increase the number and over percentage of ESL and disadvantaged students who participate in AP classes and AP testing" to goal #1.
- The policy and procedures seem to reflect a philosophy regarding peer interaction.
- The procedures will be discussed further in relation to Hattie's research during the June 23 board retreat.

Policy 4160 Special Education and Related Services for Eligible Students

Students with disabilities may require specially designed instruction and related services to receive a free, appropriate public education. In order to provide those services in an efficient and effective manner the board will appoint a Director of Special Education who will provide leadership in planning, staffing, policy setting, federal and state rules and regulation compliance, monitoring student achievement and advocacy.

The law requires districts to have such a policy with many references to state code. Procedures are very lengthy but will determine how the policy is administered. Board members expressed confidence in the policy and procedures and recognized the importance of being very familiar with the procedures.

Policy 4204 Technology Security

Technology Director Chad Duncan indicated the majority of the extensive procedures document, still in draft form, came from the SANS Technology Institute, one of the largest information security organizations in the country. Slight language modifications were made where necessary to fit district needs.

Board feedback:

- Some concern was expressed that employees would not necessarily be inclined to read a 33-page procedures document. It would be valuable to have a shorter document employees could read and sign off on each year.
 - Supt. Rittel: To provide greater ease while referencing, procedures could be categorized by topic, resulting in seven or eight procedures with very clear titles, dealing with specific things.

- Chad: Items in red are still being considered/modified by the technology department. Targeted training for employees will take place each year by way of a Safe Schools video or other format. The procedures will go through a final vetting process during the technology department retreat in July.

Policy 4310 Honorary Diplomas for Veterans and Others

Assistant Supt. Morgan stated the policy is in line with state policy and code in establishing parameters for offering honorary diplomas.

Board feedback:

- Board members felt it would be safer to have general parameters rather than more specific, without being arbitrary, creating expectations or setting precedents.
- Remove: ("whose exemplary achievements or support for education represent the character and learning goals of Provo City School District.")
- Board members agreed the list of recommended criteria should be left in the procedures.

Policy 5030 Job Study: Review of Job Description and Salary

Jason Cox, Director of Human Resources explained that due to the frequent emergence of new research, laws, technologies, and other factors, new job positions must often be created, and existing employee job descriptions must often be modified to meet the evolving needs of students. This policy is adopted to ensure that the duties and qualifications of employees stay current and relevant to the operation of the school district in educating students. HR hopes to be able to eventually have a 3-5 year schedule of job studies. The last district-wide job study was done in 2009; currently twelve job studies are underway. Provo, Alpine and Nebo districts are working closely together in the job study process. Procedures are under development.

Board feedback:

- It's difficult to have competitive salaries with neighboring districts since Provo is a smaller district and doesn't have the same funding.
 - Jason: If you compare the hourly salary schedule for each of the three districts, Nebo doesn't offer as much salary increase for some people; their salaries are frozen for 3-5 years at a time, followed by a big jump. Provo salaries increase from year to year, making it difficult to compare with neighboring districts. It also makes it possible for our employees to earn more if they remain with the district.
 - Gary Wall, Exec. Director of Human Resources: Lane changes either up or down are possible as the result of a job study. One of the major purposes of the policy and procedure is to get things codified and calendared so there aren't nine- or ten-year gaps between job studies.

Policy 5060 Interns and Student Teachers

Jason Cox, Director of Human Resources, stated this policy is adopted to outline the parameters of student teaching and interns within the District and to provide guidance to employees who work with university students to be highly effective. The board had previously reviewed the policy; the bottom portion on administrative interns was added to the existing policy to be within state guidelines.

There was no board feedback.

Policy 5140 Accommodations for Employees with Disabilities

The policy follows guidelines in the law that prohibit discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment.

- Upon recommendation by the board, the definitions outlined in the policy will be moved to the procedures document.

Policy 5150 Workplace Harassment

The Provo City School District Board of Education is committed to maintain a learning and working

environment that is free from workplace harassment. The District prohibits any form of harassment. This policy applies to all school-sponsored activities on campus as well as off-campus events, programs, athletic events, or internships. The District will follow the procedures and guidelines outlined by the Equal Employment Opportunity Commission (EEOC).

- Upon recommendation by the board, the Discipline Policy will be referenced by number.

Policy 5222 Job Sharing

As explained by HR Director Jason Cox, job sharing, where two employees share one contract, is currently being done in the district, but nothing has been in writing. The policy will require employees to have an approved plan to make sure at least one of the employees will be in attendance at meetings, all aspects of the class curriculum are being taught, etc. Although job sharing or part-time assignments (half-time or more) may provide a positive alternative in the school staffing pattern, the needs of students within the school's educational program will be of primary concern. Consequently, job sharing or part-time assignments (half-time or more) must be compatible with the District philosophy and goals and must be approved.

There are currently 82 part-time, contracted employees, but not all are specifically job sharing. Some are single session kindergarten teachers, which is not considered a job share.

Procedural Change: Policy Approval during the Business Meeting:

President Julie Rash recommended that during the following business meeting the policies be approved as a whole rather than individually. In the past, each policy was reviewed again during the business meeting for the benefit of audience members and subsequently approved by a separate motion. However, more often than not, by that point in the meeting the only people still in attendance were board and council members, all of whom had just reviewed and discussed the policies in the study session. Each policy will now be included in a single motion for approval, referencing any recommended language changes that occurred during the study session. Policy background as well as board feedback/recommendations may be reviewed in the study session minutes. Note: Public input/discussion regarding any policy on the agenda may still be provided as needed.

G. Resolution Bond Refunding: Stefanie Bryant, Business Administrator

State law and bond covenants require a resolution for refunds of bonds to be passed by the Board. Included therein is a specific resolution for the Board to authorize the sale of new bonds to be used for refunding of the District's Series 2006 and Series 2007B bonds.

Per guidance from our Bond Attorney and Financial Advisor a resolution to be passed by the board has been developed. The resolution outlines the parameters of the bonds which will be issued to refund and retire the Series 2006 and Series 2007B bonds. The refunding of the existing bonds is being done to capture a lower interest rate on the remaining balance of the original bonds issued in 2006/2007.

While the full document is many pages long, and should be fully read and understood by the board, the resolution itself at the beginning of the document packet.

Business Administrator Stefanie Bryant will present to the Board a "Certificate of Compliance with Open Meeting Law". The compliance certificate assures the Board the proper public notification has been posted as per state code 52-4-202. The names of the board president and vice president were updated on the execution copies.

H. Budget Increase and Budget Shift: Stefanie Bryant, Business Administrator

Budget increases over \$50,000 must be approved by the Board per district policy. Budget shifts/transfers between funds must also be approved by the Board per state code.

In anticipation of the bond refunding, a budget increase of \$70,000 is requested to cover related costs (closing fees, bond counsel, financial advisor fees)\

A budget transfer in the amount of \$127,370.00 is requested to move capital outlay enrollment growth funds (revenue) from the State from the General Fund 10 to Capital Fund 32. These funds are restricted for use in fund 32 and should be moved accordingly.

I. Large Purchase Requests: Stefanie Bryant, Business Administrator

Non-recurring purchase requests exceeding \$50,000 require Board approval. Oak Springs School and the Curriculum department each have a request for the Board.

- Curriculum Reading Adoption - This purchase was discussed at the April 28 study session. The process for selecting the adoption was outlined, and the budget request was made at the April 21 business meeting. Details are attached; the purchase is for \$313,845.42. This purchase simply needs formal approval at the business meeting; language is included in the business meeting tab.
- Oak Springs – Green House purchase for \$53,072.00. This will be a collaborative effort which will provide an appropriate long-term solution for students at Oak Springs School to earn the required CTE credit for graduation and improve their college and career readiness. Details of the proposal and copies of the 3 bids obtained are attached. Principal Dennis Meyers reported the project is to help students have additional skills when they leave the state hospital school. In addition, gardening skills are therapeutic. It is hopeful that the greenhouse is up and running by the fall.

It was recommended by the Board that documentation be drawn up specifying who will own and maintain the greenhouse and what the district's responsibilities are.

- Principal Dennis Meyers indicated maintenance will be done by the hospital and the land is owned by the hospital.
- Principal Meyers and Business Administrator Stefanie Bryant will meet with hospital administrators to specify responsibilities and liabilities.

J. Consent Calendar Review & Questions

K. Google Calendar Review: President Julie Rash

L. Motion to Adjourn

I move we adjourn the study session.

Motion by McKay Jensen, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

The study session was adjourned at 6:55 PM

3. 7:00 p.m. Business Meeting

The business meeting was called to order at 7:06 PM

A. Welcome: President Julie Rash

B. Roll Call

C. Opening Remarks: Member Marsha Judkins

D. Pledge of Allegiance: Assistant Superintendent Ray Morgan

4. Community Connections

A. Recognition: Teachers of the Year

Teachers of the Year were presented by PEA President Christy Giblon, assisted by Kim Gardner

Amelia Earhart - Michael Jeppesen
Canyon Crest - Kayleen Nelson
Edgemont - Daphne Budge
Franklin - Brenda Fuller
Lakeview - Amber Curtis
Provo Peaks - Richard Keeno
Provost - Amy Black
Rock Canyon - Karlyn Medaris
Spring Creek - Linda Rossiter
Sunset View - Mary Newbold
Timpanogos - Desiree Vail
Wasatch - Jim Scribner
Westridge - John Jackman

Oak Springs - Jean Evans

Centennial Middle School - Krista Thornock
Dixon Middle School - William Hendrickson

Independence High School - Mary James
Provo High School - Nanette Theobald
Timpview High School - Alison Van Orden

Krista Thornock from Centennial was announced as the District Teacher of the Year.

B. Recognition: Classified Employees of the Year

PEA President Debbie Larson announced the Classified Employees of the Year:

Charity Williams - After School Programs/Student Services, District Wide/Dixon Middle School
Kayla Freeman - Technology Support Specialist, Provost Elementary School
Chris Johnson - Route Driver, Transportation
Stephen Canfield - Electrician/Construction, District Wide Maintenance
Jeff Boyd - Head Custodian, Independence High School
Nancy McGriff - School Library Media, Independence High School

Karen Molyneux - Instructional Assistant, Centennial Middle School
Claudia Jensen - Parent Liaison, Dixon Middle School
Lisa Polo - Special Education Secretary, Timpview High School

C. Recognition: Student Logo Designers

The district has been working on developing a new logo design to submit to the board. Six Timpview High School graphic design students submitted their designs for board and community consideration and voting during the month of April. Communications & PR Coordinator Caleb Price recognized the following student logo designers:

- Alex Holman
- Canyon Stewart
- Natalia Martinez Cazenave
- Mercedes Anderson
- Seaira Rees
- Madeline Cox

D. Public Input

There was no public input.

5. Business Items

A. Approve District Investment Account

I move we approve the investment of available cash flows as per Utah State Code 51-7 and the Utah Money Management Act.

Motion by Taz Murray, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

B. Approve New District Logo Design

Caleb explained the design, voting and selection process. The Board, district employees, students, and public voted during the month of April. Two of the student logo design finalists were combined to create the new logo.

I move we approve the combined design as the new Provo City School District logo, with implementation during the 2015-2016 school year.

Motion by Michelle Kaufusi, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

C. Approve Policies

Board discussion related to each policy can be viewed within the study session minutes.

I move that we approve the nine new policies on the agenda that were reviewed during the board's study session with the agreed upon language changes that occurred during the study session, including Policy 4115 Gifted and Talented Students; Policy 4160 Special Education and Related Services for Eligible Students; Policy 4204 Technology Security; Policy 4310 Honorary Diplomas for Veterans and Others; Policy 5030 Job Study: Review of Job Description & Salary; Policy 5060 Interns and Student Teachers; Policy 5140 Accommodations for Employees with Disabilities; Policy 5150 Workplace Harassment, and Policy 5222 Job Sharing for Licensed Employees.

Motion by Taz Murray, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

D. Approve Resolution 001-2015, Bond Refunding

I move we approve the Resolution authorizing the sale of no more than \$27 million in General Obligation Bonds for the purpose of refunding existing Government Obligation debt.

Motion by Marsha Judkins, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

E. Approve Budget Request

I move we approve the budget increase of \$70,000 for costs associated with the bond refunding, and the revenue budget transfer from the general fund to the capital fund in the amount of \$127,370.00.

Motion by Jim Pettersson, second by Taz Murray.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

F. Approve Reading Adoption Purchase

I move we approve the purchase of the English Language Arts adoption materials in the amount of \$313,845.42.

Motion by Marsha Judkins, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

G. Approve Oak Springs Green House Purchase

I move we approve the purchase of the green house for Oak Springs, in the amount of \$53,072.00 with the understanding that Provo School District and the Utah State Hospital will outline specifics of ownership.

Motion by Jim Pettersson, second by Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

6. 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 Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

B. April 21 Study Session & Business Meeting

C. April 28 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 Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

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 Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

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 Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

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 Michelle Kaufusi.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

7. Board Member Reports

A. Member Jim Pettersson

Member Pettersson reported on his board assignment on the Joint Educator Evaluation Committee, expressing his appreciation for the openness, candor and honesty of those on the committee. He feels the committee members are making a significant difference in the lives of Provo students.

8. Superintendent's Report

A. Approved Student Travel

Additional items:

- PHS Girls Golf took the state championship today.
- Dr. Steve Oliverson, Provost Elementary principal, won the 2015 Huntsman Award. Supt. Rittel encouraged everyone to congratulate Dr. Oliverson.
- Supt. Rittel expressed appreciation for the Foundation Evening of Excellence awards banquet held May 8, 2015

9. Adjourn

A. Motion to Adjourn

Adjourned 7:53 p.m.

I move we adjourn the business meeting.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray