

Board Study Session & Business Meeting (Tuesday, June 9, 2015)

Generated by Shelley R Shelton on Wednesday, June 10, 2015

Members present

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

Staff members present

Keith C. Rittel, Superintendent; Gary Wilson, Assistant Superintendent; Stefanie Bryant, Business Administrator; Jason Cox, Director of Human Resources; Dr. Gary Wall, Executive Director of Human Resources; Anne-Marie Harrison Paulsen, Executive Director of Teaching & Learning; Alex Judd, Executive Director of Elementary Education; Shelley Shelton, Executive Assistant; Caleb Price, Communications & PR Coordinator; Joe Rankin, Financial Analyst; Morgan Anderson, Special Programs Director; Chad Duncan, Technology Director; Troy Lindloff, Transportation Director; Darin Loertscher and Josh Espinoza, Tech Support

Guests

Christy Giblon, Provo Education Association President

Meeting called to order at 5:04 PM

1. 5:00 - 6:40 p.m. Study Session

A. Welcome: President Julie Rash

B. Roll Call

C. Construction Update: Mark Wheeler, Facilities Director & Supt. Rittel

Due to a scheduling conflict, Facilities Director Mark Wheeler submitted his update in writing for board review prior to the study session. Supt. Rittel will forward any questions from board members to Mark.

An additional emergency board meeting was scheduled for the contractor's bid approval on June 16, 7:30 a.m. at the Grandview Technology Center.

The arrival of Member Kaufusi was noted.

D. Policy Review: Superintendent Keith Rittel

Policy 3412 Automated External Defibrillator (AED) - The district office currently has some AED devices and a grant has been awarded for additional devices. The policy states they will be available at every school and district office and must be maintained monthly. Health clerks will help train employees on usage for the beginning of the 2015-2016 school year.

Policy 3421 Child Abuse Neglect Reporting - There are no changes to the policy, but the procedures document has been modified and forms have been added. Reports will be made to DCFS or the police with the help of the principal and social workers. The law is very specific regarding reporting by those who are not DCFS or law enforcement employees. Procedures include reporting protocols and confidential reporting forms. Principal training will take place in August. *District personnel will be reporting, not investigating.*

Policy 3510 F1 Student Code of Conduct

Following the February 10, 2015 approval of the policy and procedures documents, there were two issues

board members had wanted addressed in the Student Code of Conduct form. The first issue was regarding the number of classes a student athlete in his/her senior needed to enroll in during the second semester to be considered a full-time student if only a few credits are needed to graduate. Asst. Superintendent Wilson stated the Utah High School Athletic Association declared it to be a local decision. Included in the Code of Conduct is the statement that a senior may be enrolled in fewer than six credit bearing classes as long as he/she is on track to graduate.

The second issue centered on school attendance on the day of a competition. That section was removed completely from the form and is addressed in a section on truancy within the attendance policy. Asst. Supt. Wilson will include legal counsel Mark Robinson in future discussions of the attendance committee to ensure the legalities of the policy are correctly interpreted.

Policy 4023 Health Education Curriculum/Human Sexuality - The Board of Education is to appoint a District Human Sexuality Curriculum Materials Review Committee (referred to in Provo as the Health Education Curriculum Review Committee).

It was recommended the following language change be made:

- This committee shall be composed of a board member, parents, health professionals, school health educators, and administrators. **The board's intent is to have** at least as many parent members as school employee members.

Policy 7220 Notification of Threats of Harm or Violence - Any student or employee of Provo City School District will be notified in a timely manner if they are the subject of any threats of harm or violence . Parents of students who are the subject of threats of harm or violence will also be notified. Threats of violence or harm toward a school district building or property is defined as any direct or indirect communication by any means with the intent to cause damage to the building / property, or to harm students, employees, volunteers, community members, and/or visitors. Procedures will be drafted.

Policy 7300 Relationships with Law Enforcement, Child Protective Agencies and the County Health Department - Addresses relationships with outside agencies when they enter schools to talk with students. Parents will be notified if law enforcement needs to talk with a student. Procedures will be drafted.

It was recommended the following language change be made in the second paragraph:

- This includes, but may not be limited to, bomb threats, mass demonstrations including ~~threats of violence~~ **threatening behavior**...

E. Health Education Curriculum Review Committee: Jared Ferguson, CTE Director

In compliance with [Utah Administrative Code R277-474 School Instruction and Human Sexuality](#), local school boards are required to approve annually the appointment of members to the district's Curriculum Materials Review Committee (referred to in Provo as the Health Education Curriculum Review Committee). This committee reviews curriculum and support materials specific to human sexuality instruction and is to authorize all guest speakers along with their materials relative to human sexuality education, prior to their/its presentation to students. The District Health Education Curriculum Review Committee meets on an "as needed" basis, but usually convenes two to three times per year. The committee consists of 20 members, two of whom are registered nurses.

Prior to August 1, board members may submit additional names for committee membership to board member Michelle Kaufusi, who is serving on the committee and will make reports to the board. Procedures will be drafted.

F. 2014-2015 Final Budget / 2015-2016 Proposed Budget: Stefanie Bryant, Business Administrator

Business Administrator Stefanie Bryant indicated the board will be giving formal approval of the final 2014-2015 budget and the proposed 2015-2016 budget during the following business meeting. Both budgets were reviewed by Financial Analyst Joe Rankin during the May 26 study session. There were no budget questions from board members.

G. 2015-2016 Negotiated Agreements: Stefanie Bryant, Business Administrator & Gary Wall, Executive Director of Human Resources

Negotiated agreements were included in the packet for board review prior to the study session and will be formally approved by the board during the following business meeting.

Ms. Bryant clarified the .25% increase is an additional, ongoing increase *if* funds are available following the year-end audit. PEA president Christy Giblon was in attendance to sign the PEA agreement; the ESP agreement was previously signed by Debbie Larson, the association president.

H. Large Purchase Request: Buses: Stefanie Bryant, Business Administrator & Troy Lindloff, Transportation Director

Clean diesel buses are for the upcoming fiscal year. Transportation Director Troy Lindloff answered board members' questions.

- "Meets our needs" indicates having enough student seating. Buses have a flat front and storage underneath.
- Note: One of the vendors not selected is questioning the process. Tina has contacted the state office, who has indicated the process was clean and the district followed protocol. The complaint is related to eliminating the shipping. There is a very small chance the district would have to change vendors.
- District vans also need to be replaced. Stefanie will investigate.

I. School LAND Trust Reports & Plans: Alex Judd, Executive Director of Elementary Education

Once Trustlands information is in the system, the state reviews and gives feedback to the schools. Executive Director of Elementary Education Alex Judd recommended next year the plans and reports are reviewed earlier in the year. The plans approved tonight have already been cleared preliminarily by the state office, having addressed any concerns with schools. The board needs to approve the basic plan details before the schools can make any needed changes/clarifications requested by board members. Plans will then go back to the state office for final approval. Alex will contact principals about making any adjustments for clarification.

J. Early Release Days / SEP Calendars: Anne-Marie Harrison Paulsen, Executive Director of Teaching and Learning

Each year, proposed dates for elementary and secondary SEP Conferences as well as dates for four district-wide Early Release Days for professional learning are presented to the Board for approval.

Each year in consultation with building administrators, the Office of Teaching and Learning proposes uniform dates for SEP/Parent Conferences for elementary schools, middle schools and high schools. The proposed dates for these conferences are:

Elementary Parent Conference Dates:

Tues- Thursday, October 27-29, 2015

Wed- Friday, Jan 27-29, 2016

Middle School Parent Conference Dates:

Thursday, September 24, 2015
Thursday, February 18, 2015

High School Parent Conference Dates:

Wednesday, September 16, 2015
Wednesday, February 10, 2015

The Teaching & Learning department would like to get the dates advertised as soon as possible in order to protect them. The schedules are similar to last year's schedules. Teaching and Learning will determine the professional development that teachers will receive on early release days. All professional development will be based on John Hattie's *Visible Learning*.

K. Camp Big Springs Update: Chad Duncan, Technology Director

Technology Director Chad Duncan updated the board on the first week and a half of Camp Big Springs.

- The logo has more of a STEM theme.
- All Camp Big Springs teachers met in a PLC to develop the curriculum.
- The Foundation helped with a telescope with sun filter to study astronomy.
- Camp Big Springs provided 54 scholarships (\$100 ea.) with funding from the Foundation. Scholarships were awarded after staff completed the fee waiver process for qualified students.
- A Facebook page has been created and the website is being updated.
- Risk Management gave administrators a list of things to work on that have been corrected - handrails being too high, sink & waste water, etc. They are working to develop a "gray water" system for next year.
- Approximately 100 students were turned away due to lack of space. Chad indicated another week could possibly be added next year. Member Judkins suggested having a certain number of slots per school in an effort to attract and enroll more Title I students.
- Chad will send the camp schedule to board members and invited them to visit the camp.

L. June 23 Retreat Agenda Discussion: President Julie Rash

President Julie Rash will email the draft agenda items to board members for feedback.

M. Consent Calendar Review & Questions: President Julie Rash

There were no questions from board members.

N. Review of Upcoming Google Calendar Items: President Julie Rash

- Groundbreaking ceremonies June 24, 9:00 at Rock Canyon; 10:30 at Sunset View.
 - Yard signs announcing the groundbreaking will be ordered for both schools.
 - Notifications have been posted on the district website, Facebook and ParentLink.
 - Invitations will be sent to the mayor and media.
 - The press release will be issued next week.
 - Students will be involved in the groundbreaking.
- Added: June 16, 2015
 - Business meeting, 7:30 a.m, Grandview Technology Center

O. Motion to Adjourn

I move we adjourn the study session and move into executive session for the purpose of discussing real estate and property.

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

The study session was adjourned at 6:41 p.m. and the board moved into executive session.

2. 6:40 - 6:55 p.m. Executive Session for the purpose of discussing real estate and property. Utah Code 52.4.205

3. 7:00 p.m. Business Meeting

A. Welcome: President Julie Rash

B. Roll Call

C. Opening Remarks: Member Shannon Poulsen

Member Poulsen mentioned Flag Day is June 14 in honor of the creation of the American flag in 1777. She encouraged everyone to participate in commemorating Flag Day.

D. Pledge of Allegiance: Anne-Marie Harrison Paulsen, Executive Director of Teaching & Learning

4. Community Connections

A. Provo Way Award Winners: Presented by Marsha Judkins, Board of Education

Board Member Marsha Judkins introduced the award recipients:

Boyd McAfee, Provo High Assistant Principal

Jason Garrison, Provo High Assistant Principal

Michael B., District Transportation

Cortney Huber, Edgemont Parent

Marisa Jensen, Spring Creek/Centennial/Timpview Parent

Rosa Frezzia, Provo Peaks Elementary After-school Coordinator

Christina Broberg, Edgemont Elementary Parent

Christine Elgaaen, Provost and Timpview Parent

Andrea Betts, Provo High College and Career Center Coordinator

B. Report on Provo Way Innovation Learning Initiative, Year 1: Bret MacCabe, Learning Initiative Coordinator

The Goal:

- Our goal is to produce students who can thrive in a technology-rich society with skills of being able to problem solve with high quality solutions.

How to Reach the Goal:

- Teach problem solving
- Have students work toward their education
- Utilize Visible Learning research
- Address surface, depth and context/concept issues
- Enhance professional development
- Inspire curiosity and motivation
- Develop thinking and reasoning skills
- Access curriculum and use of a Learning Management System (LMS)

Where We Started:

- Superior Teachers
- Solid Technology Infrastructure
- Sound Philosophical Foundation
- Outstanding Administrative Support

Some of What We Accomplished This Year:

- 32 teachers trained in Visible Learning
- Established PLC format
- 32 classrooms with a classroom set of devices
- Students engaged in their own learning
- Increased parental involvement through digital communication
- Improved rapid formative assessment capabilities
- Improved keyboarding/writing
- Increased differentiation of instruction
- Improved student to student collaboration
- Raised awareness of the importance of digital citizenship
- Improved student times on SAGE testing

Where We Want To Be Next Year:

- Increase 35 teachers and classrooms to the program
- Have the LMS function and be useful to teachers, students and parents
- Increase parental involvement
- Solidify resource acquisition and disbursement and establish a sustainable model
- Achieve the "critical mass" stage of self-perpetuation of the project

Where We Hope To Be In 3 Years:

- Every teacher trained in John Hattie's research
- Every teacher becomes a student of their own teaching
- Students develop their own creativity and become an established producer
- A device for every student
- Students take a device home nightly

Spencer Clement, Provo High School Biology teacher, shared his experience as an "initiative teacher".

- Having Chromebooks in the classroom has been a great experience for him and for his students.
- Students having access to instructional materials on the Chromebook and the ability to give live

feedback has brought about a serious change in the classroom.

- He came into teaching feeling he needed to close the achievement gap for disadvantaged students. Technology helps students become excited about learning.
- Some teachers from PHS were reserving Chromebooks from the library for a short amount of time to try and replicate what the initiative teachers were doing in their classrooms.
- ELL students were able to Google words they didn't know to increase their vocabulary.
- The program helped improve three major things:
 1. Collaboration with other teachers
 2. Immediate feedback and engagement of students
 3. Learning was left to the students; they had the resources in front of them to find answers to questions/problems

Judy Rose, Lakeview Elementary Teacher of the Year shared her experience.

- The initiative is the most exciting, effective and productive thing that been handed to her in 20 years of teaching.
- She pled with the board to not take the program away, saying it would leave her "under the desk, rocking back and forth."
- Judy came with a willingness to admit she didn't know how to do something. Her questions would be discussed with the other teachers in the PLC.
- To see what was happening live and to interact with other students through the Chromebook was a huge benefit to ELL students in their mastery of course content as well as their in vocabulary building.
- She shared two student stories of engagement and success.

The following additional information was given in response to board members' questions:

- A separate PLC is set up for teachers involved in the initiative. They met weekly to collaborate throughout the year.
- Out of the 30 remaining teachers involved with the initiative this year, not one would say they would not do it again.
- The focus has been kept on the teaching; teachers have not been sidetracked by using one technology tool or another.
- The initiative forces teachers to evaluate how they're teaching. The less tech savvy teachers can acquire technology skills. Some teachers are more hesitant and less confident in their skills, and Bret works with them.
- Teachers received a small stipend for participating in the PLC.
- Moving forward: for the next two years, continue to pay the stipend. Bret would like to have the PLC become part of regular PLC meetings and part of the Provo Way, making the additional stipend unnecessary since teachers are compensated for regular PLC time.
- Bret is working with principals in selecting teachers to participate next year. 100+ teachers have emailed Bret, asking to be involved next year. He wants teachers who are willing to change the way they teach.
- There were bumps in the road; he pushed teachers to adopt an attitude of being willing to take calculated risks, making course corrections as needed.
- Wireless system crashes have been a very rare occurrence due to the great technology infrastructure already in place.

Issues:

- Concern about future funding
- LMS did not work as promised or expected
- Unable to accommodate the 100+ teacher requests for initiative classrooms for next year

C. Public Input

Jose T. Ventura
658 N. Riderwood Way, Provo

- Addressed the board regarding the online availability of board meeting minutes and agendas. He was assisted by tech support staff.

Christy Giblon
1808 W 1000 S, Springville

- Ms. Giblon addressed the board regarding the Learning Initiative, urging the board to use caution in advancing it and changing the district culture to mandate increased technology use. Technology is not the magic answer to improving instruction; some teachers spend so much time trying to figure out technology that they lose instructional time. Making technology use mandatory does not necessarily improve instruction and can actually amplify bad instruction.

5. Business Items

A. Approve Policies

"I move that we approve the four new policies on the agenda that were reviewed during the board's study session with any agreed upon language changes that occurred during the study session, including Policy 3412 Automated External Defibrillator; Policy 4023 Health Education Curriculum/Human Sexuality; Policy 7220 Notification of Threats of Harm or Violence, and Policy 7300 Relationships with Law Enforcement, Child Protective Agencies and the County Health Department."

Motion by Jim Pettersson, second by Shannon Poulsen.

Final Resolution: Motion Carries

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

B. Approve Health Education Curriculum Committee Membership

I move we approve the proposed membership of the 2015-2016 Health Education Curriculum Review Committee.

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

C. Approve 2014-2015 Final Budget and 2015-2016 Proposed Budget

I move we approve the FY15 Final and FY16 Proposed budgets as presented at the May 26th study session, including capital project budget shifts, fund balance transfers and the reclass of committed fund balances to unrestricted.

Motion by Shannon Poulsen, 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 2015-2016 Negotiated Agreements

I move we approve the 2105-16 negotiated contracts for the Provo Education Association and the Provo Education Support Professionals Association.

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

E. Approve Bus Purchase

I move we approve the purchase of two new buses for \$123,138 each.

Motion by Marsha Judkins, second by McKay Jensen.

Final Resolution: Motion Carries

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

F. Approve School LAND Trust Reports & Plans

I move we approve the 2014-2015 School Land Trust Reports and the 2015-2016 School Land Trust Plans as discussed during the study session... (and if needed, with all recommended changes made during 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

G. Approve 2015-2016 SEP/Parent Conference and Early Release Dates

I move that the Board approve the dates for SEP/Parent Conferences, as well as the dates district-wide Early Release for 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

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 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

B. May 12 Study Session & Business Meeting

C. May 21 Joint Meeting with Municipal Council

D. May 26 Study Session

E. 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 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

F. 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 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

G. 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 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

H. Approve the Consent Calendar

Resolution: I move we approve the consent calendar.

I move we approve the consent calendar.

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

7. Board Member Reports

A. Member Taz Murray

Member Murray commented it's a good time to be on the board. Times are changing; we're building new

schools and implementing new technology. He expressed admiration and appreciation for the amount of involvement of community councils and for what they accomplish. Parent and community involvement gives voice to those interested in the schools. Community Councils make great use of the funding they have and have a great impact on their schools.

8. Superintendent's Report

A. Approved Student Travel

- Three in-state requests from Timpview High School for summer and fall travel were approved.
- Staff changes: Assistant Superintendent Ray Morgan retired; Anne-Marie Harrison Paulsen is the new Exec. Director of Teaching & Learning; Gary Wall and Jason Cox are switching positions in Human Resources. Jason will assume the Executive Director position and Gary will assume the Director position July 1. Gary Wilson is the new Assistant Superintendent for Student Services.

"When you hike up a mountain, stop every now and then and turn around to see how far you've come." Supt. Rittel encouraged everyone to look back and evaluate how far we've come and what we've accomplished in the past year.

9. Adjourn

A. Motion to Adjourn

I move we adjourn the business meeting.

Motion by Marsha Judkins, second by Taz Murray.

Final Resolution: Motion Carries

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

The business meeting was adjourned at 8:38 p.m.