

**Park City School District
October 6, 2015
Work Session 10:00 AM**

Members present

Tania Knauer, Nancy Garrison, Philip Kaplan Julie Eihausen and JJ Ehlers

Staff Present:

Ember Conley, Todd Hauber, and Lorie Pearce

Call to Order

Board President Knauer called the meeting to order at 10:17 a.m. Board Member Eihausen, led the pledge of allegiance.

Member Eihausen read a letter on behalf of the Board of Education extending their condolences to the Jackenthal family, who recently lost their son Sam in a skiing accident.

Board President Knauer read a letter from the Board of Education that will be sent to the Park Record and KPCW.

Discussion

Open Enrollment Data

Superintendent Conley presented open enrollment information dating back to 2011. Looking at this shows new approvals, employee students, and renewals. The Board would like more information such as, the total number of students attending that are employee's children? How much money do we get from the other district where these students should be attending? Business Administrator, Todd Hauber, said that we received approximately \$100,000 for out of boundary students, but we also have to pay for any of our students that live in our boundary and are attending school in another district. Member Garrison would like to see information showing if we had to provide additional space or staff for out of boundary students?

PCSD Governing Board Handbook

Member Ehlers updated the Board on the handbook that she has been working on. She has been using examples of handbooks from other districts, and she has now created an outline for review. The visions, mission and goals that the Board has been working on will make a difference on how the handbook comes together. Every Board has a different philosophy of showing how they make decisions. The Board Members will send any edits to Member Ehlers and she will make the revisions, and then bring another section forward for review.

Member Ehlers has also been working on the Master Board Award document and has asked the Board for additional input. The deadline for submitting this information is December 1.

PCSD Board Goals

Crystal Hoogeveen joined the meeting to review the Board Goals.

Goal 1 - By June 2016, the Board of Education will revise the current BOE policy and procedure documentation using the National Board of Education norms and best practices to align efforts, to support excellence in governance and to provide transparency to stakeholders.

Goal 2 - Increase the amount of accurate information by the BOE members to stakeholders including the community, the educators and the students of PCSD.

Member Eihausen asked how we are getting bond information to the students and Dr. Conley has been working

with the principals and they have come up with some ideas such as: Student Forums, videos, discussion in social studies classes, etc.

Crystal encouraged the Board to be advocates for each other as they are out talking to the community and selling the bond.

Design Teams - Outcomes & Expectations

Business Administrator, Todd Hauber updated the Board on the Construction Manager position. For the past two weeks, he has been working with two firms to get the costs inline with the budget. The current costs were \$230,000 per year and we have allocated \$200,000. Todd went on to say that we have looked internally and we do have an employee, the facilities manager, who has over 30 years in construction and understands all of the phases that are necessary. One of the aspects is that he cannot be the facilities manager, managing the day-to-day business of the district, so he would need to transition out of his current position. This would be just for the duration of the projects as identified in the bond. When these projects are complete, he would then go back into his director role. Todd believes that we will need to move ahead with the communications position, as this will be a vital role in this process. The goal is to stay under the current \$200,000 budget. Todd Hauber and Todd Hansen will map out how the department will look with this change.

Superintendent Conley stated that now that we have a plan for the Construction Manager, we are in the position to go to RFP for an Architect. It is important that our Construction Manager and architect are at ground level with the design teams.

The Board discussed the option of hiring in house for the Construction Manager. Member Kaplan wants to make sure that he can totally transition from his current position and focus as the Construction Manager. Member Eihausen likes the promoting from within and feels that this will create more flexibility.

Superintendent Conley discussed the process. What is the role of the Board Members serving on the Design Teams? Will the Board Member on the Design Team be reporting to the Board? Facilitators of the Design Teams will have to make sure that there is an equal voice for everyone on the committee. It was suggested that at the end of each of the team meetings, there is a recap and talking points available for the Board. Todd asked what the purpose of the communication to the Board is? Is it reporting back giving progress, or asking what direction? Phil said it is important to communicate early so that they have the information. Member Eihausen said that the Board has to respect what the Design Teams are doing and the decisions that they make. Member Eihausen is suggesting a timeline and what each committee should accomplish.

Superintendent Conley asked the Board how they are going to communicate when they have questions or concerns? Todd is concerned that there is a lot of responsibility spread around, but they do not have any authority. Phil said that the Construction Manager should always be in the loop. Todd is recommending that Design teams need some parameters.

Member Eihausen asked the administrator in the room what their concerns are.

Bob Edmiston said that the amount of time that this will take is of great concern and the fact that he has no building experience. He is good at offer input, but he doesn't know if he is the guy who should be facilitating the Design Team.

Bob O'Connor had envisioned getting blue prints of what is currently in place, and then working with the committee. His biggest concern is sitting with the contracting and creating the detailed timeline. The timeline is the biggest concern for him.

Traci Evans biggest concern is that she is trying to do something innovative with programming and make the school incredible. The timeline is so short, that is where her anxiety is coming from. She already has a full time job, and she doesn't want to do anything less than 100%.

Emily Sutherland said that when we are making programming issues, there are personnel issues as well. She is unsure of what control the design team as to making programming and personnel decisions, because they are tied

together.

Superintendent Conley will have a team that will develop programming. The Design Team's task will be to talk buildings. She will work with administrators to develop programming, and that information will be given to the Design Teams and they will work on coming up with a building to house the programs.

Jamie Sheets asked where conflict resolution will be resolved?

Tom VanGorder asked what is the role of the committee's? Member Garrison said it is a way to provide collect input from users that make them a part of the process in a more positive way.

Member Ehlers made a motion to adjourn to Closed Session on October 20, 2015 at 3:30 p.m. for the purpose of discussing personnel. Member Kaplan seconded the motion. Roll Call Vote: Motion passed unanimously.

Adjourn

Meeting adjourned at 12:44 PM

Tania Knauer, President

JJ Ehlers, Member

Philip Kaplan, Member

Nancy Garrison, Member

Julie Eihausen, Member

Todd Hauber, Business Administrator

Unapproved Minutes