

DRAFT UNTIL APPROVED

Executive Session, Study Session & Business Meeting (Tuesday, March 8, 2016)

Generated by Shelley R Shelton on Wednesday, March 9, 2016

Members present

Julie Rash, McKay Jensen, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray; Jim Petterson participated through Polycom conference call

Staff present

Keith Rittel, Superintendent; Gary Wilson, Assistant Superintendent; Stefanie Bryant, Business Administrator; Jason Cox, Executive Director of Human Resources; Anne-Marie Harrison, Executive Director of Teaching & Learning; Alex Judd, Executive Director of Elementary Education; Shelley Shelton, Executive Assistant; Morgan Anderson, Director of Special Education; Darin Loertscher and Steve Redford, Tech Support; Mitch Swenson, Facilities Planning Principal; Caleb Price, Communications & PR Coordinator

Guests: Executive Session

Derek Whetten, Advantage Real Estate; Mark Robinson, Legal Counsel

Guests: Study Session

Debbie Larson and Jean Johnson, Education Support Professionals; Kathy Giles and Christy Giblon, Provo Education Association; Charity Williams, After School Programs; Gaye Gibbs, Principal, Centennial Middle School; Jarod Sites, Principal, Dixon Middle School; Karen Brown, Principal, Provo High School; Dr. Todd McKee, Principal, Timpview High School; UVU students; Chriselle Travis, DR Horton Homes

Meeting called to order at 5:00 PM

1. 5:00 - 6:00 p.m. Executive Session for the purpose of discussing personnel and real estate. Utah Code 52.4.205

2. 6:00 - 7:00 p.m. Study Session

A. Welcome: President Julie Rash

B. Roll Call

C. Construction Update: Mitch Swenson, Facilities Planning Principal

The following update was shared with board members:

1. High school grounds crews have aerated all the natural grass fields throughout the district; fertilization is occurring this week.
2. Steve Canfield has been working with administration to re-key locks at THS over the past three weeks. Some access routes for faculty and students have been changed as a

result; adjustments are being made.

3. A number of trees have been trimmed at Dixon due to disease and safety concerns. A recommendation has been made to completely remove a couple of large trees that are also diseased.
4. The sawdust collector at THS has been closed to deter student access to the roof. Other rooftop access concerns at PHS will be addressed this week.
5. A successful bidding process has allowed for savings on the HVAC system purchase and other repairs at IHS.
6. Custodial operations continue to improve by following OS1 cleaning chemicals and protocols, and in budget management.
7. Rock Canyon/Sunset View construction: both are progressing; both sites were delayed due to utility issues, both have been able to catch up due to good weather conditions.
8. Provost/Edgemont will bid in May; groundbreaking will be for scheduled for June.
9. PHS is also progressing; architects and engineers are working over time to be ready for bidding. Civil engineering is working to complete their work in time to get bids to start site work in late April. Construction bids are to be completed on June 30, one for the earth work and one for the building. Groundbreaking is not yet scheduled.

Member Judkins asked about plans for pedestrian and bicycle safety. FFKR Architects is working with the firm that conducted the traffic impact study to see what modifications may be necessary.

D. Slate Canyon Parcels Surplus/Sale: Stefanie Bryant, Business Administrator

Three small parcels of land approximating .49 acre in total, adjacent to 1740 S. Nevada Ave., Provo, has been determined by the Board to be surplus property.

Legal description:

That certain real property located in Provo City, Utah County, Utah, more particularly described as follows:

A parcel of land located in Section 17, Township 7 South, Range 3 East, Salt Lake Base and Meridian, Utah County, Utah described as follows:

Beginning at a point at the intersection of an existing retaining wall and that property described in Entry Number 101047:2001 of the Utah County records, said point being North 89°38'55" East 220.29 feet along the East-West center section line and South 461.35 feet from the center of Section 17, Township 7 South, Range 3 East, Salt Lake Base and Meridian as monumented by the Utah County Surveyor, (said center of Section 17 being South 89°38'55" West 2624.69 feet from the East quarter corner of said Section 17) and running thence along said existing retaining wall the following three (3) courses: (1) South 14°49'28" West 213.90 feet to point on the arc of a 63.00 foot radius curve to the left, (2) Southeasterly 82.36 feet along said curve, through a central angle of 74°54'19", (chord bears South 22°37'42" East 76.62 feet), (3) South 60°04'51" East 52.90 feet; thence South 34°02'40" West 0.92 feet perpendicularly to an existing fence extension; thence along said existing fence extension and an existing fence South 55°57'20" East 34.95 feet to an existing retaining wall; thence along said retaining wall and an extension of the retaining wall South 33°40'35" West 41.96 feet to the northerly boundary line of that property described in Book

2534 at Page 591 of said records; thence along said northerly boundary North 56°29'02" West 158.66 feet to that property described in Entry Number 20149:2001 of said records; thence along said Entry Number 20149:2001 the following three (3) courses: (1) South 43°22'47" West 0.19 feet, (2) North 56°25'27" West 39.65 feet, (3) North 10°33'50" East 105.05 feet to that property described in said Entry Number 101047:2001; thence along said Entry Number 101047:2001 the following two (2) courses: (1) North 10°33'50" East 6.28 feet, (2) North 40°21'48" East 184.13 feet to the Point of Beginning.

Contains 21,526 Square Feet or 0.49 Acres

D.R. Horton has purchased and will be developing the neighboring site to Spring Creek elementary. D.R. Horton briefly described at previous board meeting the plans for the development. The district owns 3 small parcels which D.R. Horton would like to absorb into their plans. Prior board discussions determined the parcels are not useful for District needs and should be surplus'd. D.R. Horton has provided an offer to purchase the 3 parcels, at a price of \$36,750.

Utah State code 53A-2-402 to 403 presides over surplus district property and was attached for board reference.

Staff recommends the board move to declare the .49 acres, located with the above legal description and as noted in board minutes, as surplus property and move to approve the sale of such property per the attached real estate agreement. Language for both actions to be provided separately in the business meeting.

E. Oak Springs Budget Increase Request: Stefanie Bryant, Business Administrator

Budget increases over \$50,000 require board approval.

Oak Springs is requesting a budget increase of \$97,450 for the expenditures associated with a grant application. The expenditures will include supplies/replacement of classroom technology as outlined on the attached grant request.

A motion to approve the budget increase contingent upon the receipt of the grant will be made in the business meeting; motion language was provided on the business meeting agenda tab.

F. Draft Fee and Fine Schedules 2016-2017: Supt. Rittel

A comprehensive review of secondary school and district school participation fees and fines was discussed at the board retreat in late June 2015. The review by the fees committee, comprised of secondary principals and district staff, took place over several months during the 2015-2016 school year. Along with a PowerPoint presentation outlining the process and products of this review, draft fee and fine schedules were attached for board review. A discussion took place regarding the new draft fee schedules. Following input from the discussion, district staff will make final edits, bring back for board review during the March 23

study session and approval during the April 12 business meeting.

District administration requests clear guidance regarding the board's preferences regarding additional work needed on this project.

Supt. Rittel reviewed the following points with the board:

Purposes of the Study

- To ensure compliance with the law
- To align high schools
- To align middle schools
- To bring greater clarity to the reasons, purposes, and uses of school fees
- If possible, to reduce fee impacts on families

Process Used for the Study

- Involved secondary school principals and the district business office
- Reviewed UT Admin Code R277-407
- Consulted with attorney Joan Andrews for clarifications
- Had several meetings that reviewed other district fee schedules compared to one another and to previous years' schedules in Provo City School District (Alpine, Granite, Nebo, Davis, Salt Lake City, among others)

Draft Fee Schedules

- The draft fee schedules are based on Salt Lake City SD and Granite SD, both of which were recommended by the attorney as exemplary models.
- School principals at middle schools worked together to align fees, as did high school principals.
- What is proposed is a much cleaner, less complicated schedule, with the amounts shown as a maximum that can be charged.
- Fees will be described in course descriptions so parents know what each fee is for. Teachers will not be able to charge additional fees beyond what's listed on the board-approved fee schedule.

Impact of Revised Fee Schedules

- At the middle school level, this should represent a \$10 per student reduction in general fees. Other impacts, up or down, are determined by individual student choices. Overall, many line items have been reduced.
- The amounts on the schedules are maximums per category. Each school may choose to charge less.
- Some fees have been eliminated/combined due to other factors. Two examples are below:
 - Workbooks are especially noted; as a consumable item, a fee can be charged per workbook.
 - Food items for classes that fall outside of state and federal nutrition guidelines have been eliminated.
 - Examples:
 1. Using a George Foreman Grill on the classroom floor to cook food for the class.
 2. There have been fees charged that have been used for food in classrooms.

3. Food cannot be purchased, prepared, and/or served outside of the Child Nutrition program and federal guidelines.
4. This would not apply to after-school parties or class events.
 - Stefanie will check with Child Nutrition about the federal guidelines.

Remaining Questions:

- Does the board wish for there to be a "shall not exceed" amount per student or per family? Some districts have a limit, and some districts have extremely high participation fees for any sport. If we go in the direction of having a "shall not exceed" amount, we would somehow have to make up for lost real costs.
 - Staff has discussed looking at increasing the allocations to schools, whether as an increase for an offset of fee waivers or other things to potentially add a little more back into school budgets.
 - "Pay to Play" is a way to address the above issue, although it is at odds with a designated maximum.
- As contextual information, the current Free & Reduced Lunch percentages for the two comprehensive high schools are listed below; both have dropped slightly:
 - PHS: 42%
 - THS: 31%
- How to formally deal with payment plans and non-payment?

Fees: Next Steps:

Some points to consider as we move toward finalization:

- What other questions/issues need to be considered?
- Once resolved, we will revise the current policy/procedure according to the finalized fee schedules and other details.
- When do we want to consider a technology fee to pay for devices for Innovative Learning Initiative expansion?
- Once all revisions are made, staff will bring this back for discussion/approval in April.

Discussion:

- Player packet: Can they be optional now or can we discuss conditions to make it optional? There are accessories parents don't want to have to pay for every year if the items can be reused.
 - Todd McKee: T-shirts, shorts, duffel bags - are they really required or could they be optional? Personal items such as practice shirts, shorts, socks, etc., are part of the uniform and part of the fee.
 - Taz: Players get a player packet each year that contains uniform items for that year. It helps them feel more like a team, but there may be accessory items that can be used for more than one season.
 - Keith: Teams want to look uniform when they travel. If some accessories don't change every year, such as the duffel bag, schools could break out what's optional and what's mandatory. Board members should be aware that coaches and even many parents and players won't be happy if there are duffel bags from three years with three different designs being carried around.
 - Julie: There should be some encouragement for coaches to use the same duffel bags, etc. for several years.

- Principals will go through their fee schedule and make sure there's a brief explanation for each item.
- The business office discussed the need to have the school staff and secretaries know what the fees are for so they can answer parents' questions.
- Staff is in the process of formalizing the process of a payment plan, including what to do with families who don't pay.
- Should technology insurance be included to replace technology as needed?
 - Supt. Rittel stated, "The law is silent about technology" and he will contact attorney Joan Andrews for her input.
- Does the district subsidize the PHS free/reduced impact?
 - The subsidies are allocated according to each school's needs, but it doesn't offset all of it. A future discussion needs to take place about increasing the pay-back amount to schools.
- If we raise fees, i.e., pay-to-play, the 20% above the free and reduced lunch percentage can't participate any more.

Board members will send additional questions to Keith for discussion during the Mar. 23 study session.

G. Teachers' Requests to Extend Leave of Absence: Jason Cox, Exec. Director of HR

Jason Cox, Executive Director of Human Resources reported that two teachers have requested a year extension to their humanitarian leave to complete their three-year service with their husbands, who are serving as LDS mission presidents.

Board members had no concerns regarding granting the extension.

H. Consent Calendar Review & Questions

There were no questions or concerns from board members.

I. Upcoming Google Calendar Items

March 24 Easter Basket Auction: Member Taz Murray will compile the basket with a Kenkraft candy theme. Board members will each contribute gift cards no later than March 21 so the basket can be turned in to Student Services by March 22.

J. Motion to Adjourn

I move we adjourn the study session.

Motion by Marsha Judkins, second by McKay Jensen.

Final Resolution: Motion Carries

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

3. 7:00 p.m. Business Meeting

A. Welcome: President Julie Rash

B. Roll Call

Member Jim Pettersson was excused due to illness.

C. Opening Remarks: President Julie Rash

D. Pledge of Allegiance: Peter Sturdivant, 8th Grade, Centennial Middle School

4. Community Connections

A. Employee Recognition: Provo Way Award Recipients

Board Member Marsha Judkins presented the following award recipients:

Sheldon Davis, Provo High Teacher
Sara and Ella Thompson, Canyon Crest Elementary Students
Mark Baker, Provo High Teacher
Robert Francom, District Webmaster
Francine Yeh, Wasatch Elementary Chinese Classroom Assistant
Dan Smith, Dixon Middle School SRO

B. School Report: Centennial Middle School; Gaye Gibbs, Principal

Principal Gaye Gibbs shared the Centennial School Report, including the following:

Current Year Statistics
Demographics
Percentage of free & reduced lunch
ELL
Special Ed.

Student Achievement Data Trend

- English Language Arts Proficiency
- Math Proficiency
- Science Proficiency

Points of Pride

- Department level scope and sequence meetings
- Excellent fine arts program
- PRIDE cards for good student behavior
- Recognition of honor roll, good attendance, growth in grades
- Teachers who are willing to grow and change

Challenges

- Improve student achievement in English, Math and Science

- Increase level of rigor in all classes
- Help teachers understand greater rigor does not mean more homework
- Improve support for at-risk students
- Improve support for incoming 7th grade students
- Increase the number of families engaged in meaningful school functions with a focus on student growth and academic rigor

Strategies for Increasing Student Achievement

- Double dose classes for students who are not proficient on the SAGE test in English, Math and Science
- Academic assistance class each period next year
- Peer tutoring available in academic assistance classes
- Create data teams and begin progress monitoring for students in core academic classes

Board Members' Questions:

- Is the difference between 7th and 8th grade math proficiency a cultural issue?
 - There hasn't been the urgency and intensity in teaching. In the culture it's ok to fail. However, failure is not an option; we need to help teachers, students and parents understand that.
- What strategies are being used to increase family engagement?
 - Staff encouraged parent involvement during parent/teacher conferences in the fall. P/T conferences will be extended to schedule afternoon conferences with parents teachers *have* to meet with; the remaining parents would come at night. Increased outreach to Latino families is needed.
- Comment on the drop in 7th grade proficiency.
 - Gaye indicated she doesn't know how accurate the data is. The testing environment/conditions were horrible last year. Better testing conditions help testing. A number of 7th grade girls have anxiety, which negatively impacts testing performance. Staff will work on improving the atmosphere next year.
 - How are students identified for participation in the peer tutoring program?
 - Gaye and teachers will ask exemplary students to participate as a peer tutor.

C. Public Input

Christy Giblon, 1808 W 1000 S, Springville:

Ms. Giblon addressed the board regarding the reduction in school fees. She reiterated changes to fees have a tremendous impact on classes. She encouraged the board to have a funding make-up plan in place before reducing or eliminating fees.

5. Business Items

A. Approve Surplus of Slate Canyon Parcels

I move we declare the three parcels totaling .49 acres, located with the legal description as noted in board minutes, as surplus property.

Motion by Marsha Judkins, second by Taz Murray.

Final Resolution: Motion Carries

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

B. Approve Sale of Slate Canyon Parcels

I move we approve the sale of three parcels of land located adjacent to Spring Creek Elementary, with the legal description as noted in the board minutes, to D.R. Horton for an asking price of \$36,750.

Motion by Shannon Poulsen, second by Marsha Judkins.

Final Resolution: Motion Carries

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

C. Approve Oak Springs Budget Request

I move we approve the increase to Oak Springs budget in the amount of \$97,450, contingent on approval of the grant.

Motion by Marsha Judkins, second by Taz Murray.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, 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 Michelle Kaufusi, second by Marsha Judkins.

Final Resolution: Motion Carries

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

B. Feb. 9 Study Session & Business Meeting

I move we approve the consent calendar.

Motion by Michelle Kaufusi, second by Marsha Judkins.

Final Resolution: Motion Carries

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

C. Feb. 26 Retreat

I move we approve the consent calendar.

Motion by Michelle Kaufusi, second by Marsha Judkins.

Final Resolution: Motion Carries

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

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 Michelle Kaufusi, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, 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 Michelle Kaufusi, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, 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 Michelle Kaufusi, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, 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 Michelle Kaufusi, second by Marsha Judkins.

Final Resolution: Motion Carries

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

7. Board Member Reports

A. Member Shannon Poulsen

Member Poulsen reported on the audit committee. She also reported on the Foundation Board's Easter Basket Auction on March 24, 2016, stating it is rapidly becoming one of the premiere events not only in Provo but in Utah. This year's auction will take place at the Riverside Country Club. Member Poulsen asked those in attendance to contribute a basket. Proceeds go to the after school program, about \$12,000 per school. Patrons were invited to not only come to the auction but to bid on baskets. PHS does an excellent catering job; THS orchestra performs. The amount of funds raised every year is increasing. Dan Campbell, Tracy Rawle and Brent Brown are sponsors.

8. Superintendent's Report

A. Approved Student Travel

9. Adjourn

A. Motion to Adjourn

I move we adjourn the business meeting.

Motion by Taz Murray, second by Shannon Poulsen.

Final Resolution: Motion Carries

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

The business meeting was adjourned 7:46 p.m.