

DRAFT UNTIL APPROVED

Study Session & Executive Session (Wednesday, March 23, 2016)

Generated by Shelley R Shelton on Wednesday, March 23, 2016

Members present

Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray (by Polycom conference call)

Staff members 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; Caleb Price, Communications & PR Coordinator

Guests

Karen Brown, Provo High Principal; Chris Chilcoat, Timpview High Assistant Principal; Gaye Gibbs, Centennial Middle School Principal; Jarod Sites, Dixon Middle School Principal; Cameron Gunter and Soren Halladay, PEG Development; David Walter, Provo City Redevelopment Agency

Meeting called to order at 7:35 AM

A. 7:30 a.m. Study Session

1. Welcome: Pres. Julie Rash

2. Roll Call

3. School LAND Trust Training: Alex Judd, Executive Director of Elementary Education

- Training documents and a short PowerPoint presentation had been included in the packet of information for board review prior to the study session.
- Mr. Judd recommended board members decide amongst themselves which school plans they will review and afterwards provide feedback to his office as soon as possible. The feedback will subsequently be forwarded back to the schools.
- The State Land Trust office is being a lot more particular with what they want to see in the plans. Alex and business office personnel had visited schools to reinforce with principals that any Land Trust money spent must be aligned with what the school plan indicates funds will be spent on before plans are submitted.
- Spring reports are submitted on the Land Trust website.
- The final date to submit Provo's reports is May 15, after the board has reviewed plans and given feedback to SCCs. The following is to be included in the submitted reports:
 - Progress Report
 - School LAND Trust plan for the next school year
 - School Community Council signature form
- Following board review, the state office will review the plans and add any needed changes.
- Final Board approval will be prior to June 30.

Local Board training:

- Board members are to understand the Land Trust and how to protect it
- Provide training for School Community Councils (SCCs)
 - State training for all SCC members has taken place in Provo annually.
- Read and approve each school's School Improvement Plan and Trust Land Plan

- Provide, in writing, reasons if a plan is not approved
- Review amendments to plans as needed
- Assure compliance to state law and board rule
- Provide information and data to SCCs so they may complete their work
- Provide annual report to SCCs on Digital Citizenship
- Disburse funds to schools with approved plans
- Read and align final reports to original plans
- Assure the money is being spent to meet critical academic needs and that it directly impacts the instruction of students and improves academic excellence.

(6) (a) A council shall create a program to use its allocation under Subsection (4) to implement a component of the school's improvement plan or charter agreement, including:

- (i) the school's identified most critical academic needs;
- (ii) a recommended course of action to meet the identified academic needs;
- (iii) a specific listing of any programs, practices, materials, or equipment the school will need to implement a component of its school improvement plan to have a direct impact on the instruction of students and result in measurable increased student performance; and
- (iv) how the school intends to spend its allocation of funds under this section to enhance or improve academic excellence at the school.

Chairs Principal and Vice-Chair training:

- Chair should be at least a second-year member
- How to run elections
- Open meeting rules
- Set the agenda
- Conduct the meetings
- Importance of minutes and what should be in them
- Required reports
- Compliance and websites
- Budget review and how to review budget throughout the year
- Data request for meetings
- How to run a meeting

All SCC members:

- Role as a member of SCC
- Elect SCC Leadership
- Trust Lands, why they are important and how to advocate for them
- Use of data
- How to set measurable goals
- Follow up on plan implementation
 - Follow current year plan implementation
 - Follow budget expenditures throughout the year
 - Amend plan if budget items change or items of plan are not working
 - Communication with the respective groups members represent (parents and teachers)
- Rules of Order and Procedure, including
 - Minutes
 - Establishing a Quorum
 - Only voting on items that appear on the agenda
 - Digital Citizenship review
 - Assist in writing plans and understand approval of plans
 - Chair sub-committees, lend your expertise to discussions
 - Bring topics of school wide concern to council
 - Give feedback to local board or district on topics of concern

Board comments:

- There needs to be a very explicit component that school CCs need to show academic progress from the past year for continuity.

- New council chairs/members often don't know/care what the previous year's plan was. They want to have their own direction. Principals know the plan and need to confer with council chairs about what has been done in the past, even if the direction changes for the current year.
- Some parents on the SCCs may be not totally engaged in the conversation when the principal shares data.
- Without dictating an agenda, board members can encourage councils to review the plan and show progress from the previous year; SCCs must have accountability. What ever they're doing should impact the end result and tie into both school and district plans.
- Alex, Marsha and Katie will get together to assign boards members to review specific schools' proposed plans.

Member Michelle Kaufusi arrived at 7:42 a.m.

4. School Fee Schedules: Supt. Rittel

Supt. Rittel indicated staff had added notations clarifying what the each secondary fee is to be used for and had revised the player packet fee to show a \$100 fee for a new player and a \$50 fee for a returning player.

In preparation for the board's final discussion and approval during the April 12 board meeting, Supt. Rittel reviewed some points to consider as the board moves toward finalization:

- What other questions/issues need to be considered?
 - Questions regarding marching band fees
 - Adjusting the fee to \$36 for graduation cap & gown
 - Consider adding a statement indicating some booster clubs may conduct fundraisers in addition to fees listed above. Fundraisers are governed by Policy 6110 Donations and Fundraising, etc., and direct patrons to the policy. Supt. Rittel and Business Administrator Stefanie Bryant will draft the language.
 - Will there be any accountability on the part of teachers/coaches for what the fees collected were actually used for?
 - Stefanie: Fees collected for a particular sport (activity) are either dedicated to that sport or they're allocated to the sport by the principal. The sport/activity has revenue streams coming in and expenses going out. A review of the revenue and expenditures for an activity would indicate where the funds went.
 - Transportation is one of the largest fees collected. Allocations for transportation are based on a ballpark figure of what teachers/coaches think they'll need. Sometimes schools need to subsidize transportation costs.
 - Timpview coaches are required to have a parent meeting following tryouts to inform parents about the contents and cost of the player packet. If parents want a more itemized list of the fee percentage expenditures, coaches would provide it.
 - A report based on the current fee schedule could be generated in late Feb/early March next year itemizing fee expenditures.
 - Over the past few years the business office has prepared a report on what fees were spent on the previous year. The report has been made available to the board in April when the fees were discussed for the coming year. The business office could make the report available in February/March rather than in April if the board wishes.
 - Supt. Rittel emphasized that principals will be trained in the fall, and they in turn will train their staff members that if a fee is not on the approved list it cannot be charged. To do so would be in violation of board policy and the teacher/coach would be held accountable.
 - An approved fee can be charged more than once during the school year, i.e., for a new/different workbook for the second semester of a course.
 - A small "technology insurance" fee could help offset the cost to families for damaged or lost computers.
 - Supt. Rittel indicated staff would look at models from other districts, but that it likely won't be ready to include by the April 12 board meeting.
- Once resolved, current policy/procedure will be revised 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?
 - The district could make recommendations for discounted device purchases parents could participate in through the district.
 - There are approximately 100 teachers third grade and up and those teaching core academic courses implementing the Innovative Learning Initiative this year.
- Once all revisions are made, staff will bring this back for discussion/approval during the April 12 board meetings.

5. PEG Development RDA Request/200CityView Apt. Project

Cameron Gunter, Soren Halladay, PEG; David Walter, Provo City

Soren Halladay outlined the main details of the project to be located on University Ave. and 200 South, slightly southeast from the temple, south of the Utah County parking structure and County Health building:

- 200CityView is a 159-apartment building complex with a rooftop terrace. It will be the largest market-rate apartment complex in downtown Provo.
- There has been good city and community support. Marketing will be primarily be to the "millennial generation", empty-nesters; married students. It will not be single-student housing.
- The complex will be comprised of three, five-story buildings of wood/brick construction. Features will include a courtyard, hot tub, green space with landscaping, a fire pit and BBQ areas.
- An underground parking structure will accommodate 152 spaces; above ground parking will also be available. Zoning requirement is less than 1 parking stall per unit to encourage tenants to bus, bike, etc. There will be a designated space in each unit to hang a bike on a wall if needed.
- The apartments will be luxury units with high-end finishes. Elevators will be located in each building.
- 66% will be 2-bedroom units of 1200 square feet. The average 2-bedroom units will be approximately 1050-1100 sq ft. All corner units are 2-bedrooms.
- 25% are 1-bedroom units and there are "a good handful" of studio units.
- Rental rate is \$1.34 per square foot.
- Financing is challenging for the condo market; 1/2 of condos must either be sold or under contract before financing is provided, therefore PEG doesn't build condos.

PEG is requesting tax increment financing from the district, Provo City, and other taxing entities.

- The requirement is that the first floor must be built 15 feet from floor to floor, which along with the parking structure makes the construction very expensive. The city is looking favorably on the project/RDA.

Scenario 1 - The site remains in its current state ("Status Quo") with no new development until 2018.

Assume possible new development will add \$4 million to property value.

Scenario 2 - Developer builds 159-unit apartment complex scheduled to be completed in late 2017. From 2018 through 2027, Provo City School District will defer receiving 70% allocation of the property tax generated by the proposed project. Beginning in 2028, the school district will receive 100% of their share of the new property tax generated by the proposed project.

Provo City is looking very favorably on the project.

- David Walter from Provo Redevelopment Agency indicated his office had met with both Soren and Cameron on several occasions. The project is located in the south downtown area, making it unnecessary to create a new project area.
- The City would participate at a 95% level.
- The district's portion of the tax increment financing would be \$874,000, paid up front by the city, which pertains to the city fees amount, including \$440,000 toward park fees. The remaining would go toward impact and connection fees.
- There is no tax credit money in the project for low-income tax credit housing.

- Zoning is designed to help promote transit use by limiting apartment parking availability to less than one stall per unit.

Business Administrator Stefanie Bryant stated the board is currently contributing just under 3% of its property tax revenue towards economic development. According to policy, the board may contribute no more than 5%. Stefanie will confirm the numbers, which will also depend on additional tax increment financing requests that may come in.

Soren Halladay reviewed the following with the board (see attached):

- The estimated tax revenue comparisons for both potential scenarios, as well as the estimated tax revenue allocation between the project CDA and Provo City School District.
- The school district net tax income by scenario
- Project costs and financial feasibility

Following the discussion Supt. Rittel indicated PEG would need a decision from the board during the Apr. 12 business meeting

6. Upcoming Google Calendar Items

Graduation speakers:

PHS - Michelle
THS - Shannon
IND - Taz
PAE - Jim

B. Adjourn

1. Motion to Adjourn

I move we adjourn the study session and go into executive session.

Motion by Marsha Judkins, 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 9:05 a.m. and the board moved into executive session.

C. 9:00 - 9:45 a.m. Executive Session for the purpose of discussing personnel. Utah Code 52.4.205
