

# Minutes of Study and Regular Session

## Board of Education Ogden City School District

Thursday, April 19, 2018 · 5:00 PM · 1950 Monroe Boulevard, Ogden Utah

---

### 1. Study Session, Room 200

President Heiner called the meeting to order at 5:04 p.m. The following were present when the meeting convened:

#### **Members Present:**

Jeff N. Heiner, President  
Jennifer Zundel, Vice President  
Douglas B. Barker  
Don E. Belnap  
Susan Richards

#### **Staff Present:**

Dr. Rich K. Nye, Superintendent  
Zane K. Woolstenhulme, Business Administrator  
Paula Bosgieter, Executive Assistant  
Chad Carpenter, Assistant Superintendent  
Casey Bowden, Chief Technical Officer  
Sarah Roberts, Executive Director  
Steve Torman, Facilities & Maintenance Supervisor  
Sondra Jolovich-Motes, Executive Director  
Tim Peters, Executive Director

#### **Members Absent:**

Joyce Wilson  
Nancy Blair

#### a. Review of Board Meeting Agenda

##### Consent Calendar

President Heiner called for any questions related to the Consent Calendar. Board members asked questions regarding number of food service vans to be purchased and what is done with the current vehicles. Mr. Woolstenhulme explained that the old vans may be transferred to other departments or identified as surplus and may be sold.

Student Fees/Fundraising policy: A brief discussion ensued. Mrs. Roberts responded that secondary principals are not concerned and feel confident they can do their due diligence. Mr. Woolstenhulme reported he has received very little feedback from secondary principals and athletic directors. He would like to get more feedback before bringing it to the board for a second reading.

President Heiner recommended a closed session before the regular meeting for the discussion of the character, professional competence, or physical or mental health of an individual before the regular meeting.

##### Celebrating Student Achievement

Students of the month and school administrators should all be present. Christine Heslop, Career and Technical Education Coordinator, will present state FCCLA awards. Superintendent Nye is prepared to share his celebrations.

##### Public Participation

It was noted that two individuals have registered to participate at board meeting during Public Participation.

##### Increasing Student Achievement

Architectural Services: VCBO has been selected as the architect for the Ben Lomond health and physical education facility; this action will require board approval. Architectural drawings could be available in three to five months. Mr. Woolstenhulme suggested we conduct additional site visits to help guide design of the project.

IT Security Policy: Board members asked how will current employees know to sign the new policy and agreement. Mr. Carpenter explained that new employees sign as part of hiring process. Each school will have a data steward who could assist with the process. They also asked about the policy for students that requires parent signature, specifically as it relates to social media. Mr. Bowden responded that there will be a firewall rule to block content in social media sites because we cannot control the content.

Student Travel Policy: Board members expressed concern that policy revisions are too restrictive. Dr. Nye stated this was in response to questions raised during the first reading of the revised policy. Concerns were expressed with “no overnight travel for junior high” and the ‘every other year’ clause for groups to participate in extended or overnight travel. Board members would like a committee formed to give direction and feedback before approval. The board agreed to table this agenda item for now.

Sports Complex Overflow Parking: Approximately \$272,000 RAMP Grant has been awarded for additional parking and press box. Mr. Torman explained the scope of the project. RAMP funds will reimburse us for the cost of the project. This will help alleviate parking problems.

School LAND Trust Plans for 2018-19: Mrs. Jolovich-Motes explained the process and expressed thanks to her administrative assistant, Nelida Gil, for her help in the process. The board agreed this item be moved to the Consent Calendar.

Course Approval for CE English 2200 at Ogden High and Digital Business Applications at Mount Ogden Junior High: Board Member Douglas B. Barker asked about the ease of transfer of credit; Mr. Peters and Mrs. Roberts responded. The board agreed these items be moved to the Consent Calendar.

Polk Elementary School Engineering Study: The board agreed to table this agenda item until the May 3, 2018 Work Session. We are still waiting for estimates to come in.

**MOTION:** Motion was made by Board Member Don E. Belnap to adjourn to a recommended closed session for the discussion of the character, professional competence, or physical or mental health of an individual. Seconded by Douglas B. Barker and carried on the following individual vote: Jeff Heiner, aye; Jennifer Zundel, aye; Douglas B. Barker, aye; Don E. Belnap, aye; and Susan Richards, aye.

President Heiner excused everyone except board members, Superintendent Nye, and Business Administrator Woolstenhulme for closed session at 5:40 p.m. for the aforementioned purpose.

**Closed Session, Room 200**

President Heiner called the closed session to order at 5:41 p.m. The following were present when the meeting convened:

**Members Present:**

Jeff N. Heiner, President  
Jennifer Zundel, Vice President  
Douglas B. Barker  
Don E. Belnap  
Susan Richards

**Members Absent:**

Nancy Blair  
Joyce Wilson

**Staff Present:**

Dr. Rich K. Nye, Superintendent  
Zane K. Woolstenhulme, Business Administrator

The ensuing discussion was held for the discussion of the character, professional competence, or physical or mental health of an individual.

Closed session ended at 6:05 p.m. to reconvene in the regular meeting.

I, Jeff N. Heiner, certify that I am the member of the Board of Education of the Ogden School District who presided at the closed meeting of the board held on *April 19, 2018*. I hereby affirm, pursuant to Utah Code § 52-4-206(6), that the sole purpose of holding this closed meeting was to discuss the character, professional competence, or physical or mental health of an individual.

I certify under criminal penalty of the State of Utah that the foregoing is true and correct.

Executed on \_\_\_\_\_

\_\_\_\_\_  
Jeff N. Heiner, President

\_\_\_\_\_  
Business Administrator

## 2. Regular Meeting, Board Room

President Heiner called the meeting to order at 6:12 p.m. The following were present when the meeting convened:

### **Members Present:**

Jeff N. Heiner, President  
Jennifer Zundel, Vice President  
Douglas B. Barker  
Don E. Belnap  
Susan Richards

### **Staff Present:**

Dr. Rich K. Nye, Superintendent  
Zane K. Woolstenhulme, Business Administrator  
Paula Bosgieter, Executive Assistant  
Casey Bowden, Chief Technical Officer  
Steve Torman, Facilities & Maintenance Supervisor  
Christine Heslop, Career & Technical Education Coordinator

### **Members Absent:**

Nancy Blair  
Joyce Wilson

#### a. **Welcome and Acknowledgement of Visitors**

Presenter: Jeff Heiner, Board President

#### b. **Reverence**

Presenter: Chad Carpenter, Assistant Superintendent

#### c. **Pledge of Allegiance**

Presenter: Adam McMickell, Student Achievement Director

#### d. **Consent Calendar**

President Heiner indicated that board packets have been reviewed. The board has agreed that items 2.g.5 through 2.g.7 be moved to the Consent Calendar. Items 2.g.3 and 2.g.8 have been tabled for this meeting.

**MOTION:** Board Member Susan Richards moved to approve the consent calendar with noted changes, tabling items 2.g.3 and 2.g.8 and adding items 2.g.5 through 2.g.7 to the consent calendar. Seconded by Jennifer Zundel. The motion carried unanimously.

1. Recommended Personnel Actions provided by the human resource director and recommended by the superintendent were approved.
2. Financial Reports for March 2018 were provided by the business administrator and approved.
3. Minutes for the board meeting held March 15, 2018 were approved as written.
4. Student Travel Requests were approved for the following activities:
  - a. Ogden High Band & Orchestra
  - b. Ben Lomond/Ogden High FBLA National Competition
  - c. Ogden High HOSA International Competition
  - d. Ogden High FCCLA National Competition
  - e. Highland Junior High 8th Grade Trip
  - f. Ben Lomond SkillsUSA National Competition
5. Approval: Purchase of New Delivery Vans for Child Nutrition Program was approved.
6. Administrative Appointments recommended by the superintendent were approved. Superintendent Nye announced eleven new administrators and offered them the opportunity to give remarks to the board:
  - Don Mendenhall, new assistant principal at Highland Junior High School
  - Tracy Vandeventer, new principal at Heritage Elementary School
  - Shannon Wilcox, new principal at Wasatch Elementary School
  - Janice Bukey, new principal at New Bridge Elementary School
  - Sonja Davidson, new principal at Odyssey Elementary School
  - Shauntelle Cota, new principal at Bonneville Elementary School
  - Julie Neilson, new principal at James Madison Elementary School
  - Nichole Goodliffe, new assistant principal at Mound Fort Junior High School
  - Shauna Haney, new assistant principal at Ogden High School
  - Maridee Harrison, new principal at Taylor Canyon and Polk Elementary Schools, with an administrative intern yet to be determined
  - Steve Poll, new principal at Ben Lomond High School

Additionally, as part of restructuring the IT department, Dr. Nye announced Mike Hipwell as a new supervisor of network and security engineering,

2.g.5. Approval: School LAND Trust Plans for 2018-19 were approved.

2.g.6. Course Approval: CE English 2200 at Ogden High School was approved.

2.g.7. Course Approval: Digital Business Applications at Mount Ogden Junior High School was approved.

**e. Celebrating Student Achievement**

1. *"Great Things Happening Report"*

a. FCCLA State Competition Awards

Mrs. Heslop introduced Ogden High and Ben Lomond High School students who placed first at state FCCLA competitions and will be competing in Atlanta, Georgia this summer at the national competition.

2. Superintendent's Celebration

Dr. Nye highlighted the following celebrations:

- He was recently invited to read to a group of kindergarten students, reading his favorite book *Curious George Goes Camping*.
- The Powell Foundation has established an endowment fund for New Bridge to ensure future excellence in STEM and provided a 3D printing lab for the school.
- Secondary Festival of the Arts was held earlier this month at the Eccles Community Art Center celebrating the accomplishments of our secondary students.
- SAGE testing season has begun and we understand this assessment is one indicator of many; he encouraged students to get plenty to eat and a good night's sleep.

3. Students of the Month

Three outstanding high school students were recognized as students of the month from their respective schools. They were each given framed certificates of achievement and were congratulated individually by board members.

**f. Public Participation**

The following individual addressed the Board of Education during Public Participation:

- Iain Hueton, 1883 20<sup>th</sup> Street, Ogden UT 84401. Mr. Hueton distributed a summary of cost to bring all schools to seismic code at a cost of \$23M. He recommended expanding the bond advisory committee to include those who do not currently have students in our system.

President Heiner called for a brief recess at 7:10 p.m. and reconvened at 7:16 p.m. Board member Joyce Wilson joined the meeting by phone at that time.

**g. Increasing Student Achievement**

1. Approval: Architectural Services for Ben Lomond Health and PE Facility

Mr. Woolstenhulme explained that an RFP was released and it is proposed to hire VCBO Architecture as the architect for the Ben Lomond Health and PE Facility. With board approval, we will enter into negotiations for pricing of the project. He mentioned VCBO performed a facilities assessment for Ogden School District in 2002; this work has formed the basis of everything we've done since then. Board members expressed confidence in VCBO and the work they are doing within the state.

**MOTION:** Board member Don E. Belnap moved to approve VCBO Architecture as the architect for the Ben Lomond Health and PE Facility; seconded by Douglas B. Barker. The motion carried unanimously.

2. Approval: Board Policy - IT Security [New/Revised]

-IT Security 12.100 to 12.112 - new [1st Reading]

-Directory Information and Digital Imagery Opt-Out Form –new [1st Reading]

-7.400 Acceptable Use Policy (Employees or Other Adults) - revision [1st Reading]

-Student Acceptable Use Policy - revision [1st Reading]

Mr. Bowden explained we are placing a new emphasis on security, and the appointment of Mike Hipwell is in line with this direction. Highlights of the policies are listed below:

- Acceptable Use Policy: update to incorporate the ever-changing IT world; effort to get signed form from employees and other adults. Mr. Bowden explained there will be intensive training for staff.
- Section for password changes required every 366 days; explained the need for that specific number.
- There are many titles listed in the policy; these titles are aligned to state FERPA laws and mostly pertain to the Chief Technical Officer position.
- Policy 12.111: routine security audits. Mr. Bowden shared a scenario of work flow required during a data breach.
- Dr. Nye shared information regarding the passage of the Student Data Privacy Act and heightened commitment to protect student data. Utah Code is very specific about how student data can be used and shared. He explained there are three types of data: general student information, voluntary information, and forbidden data that no education agency can collect. The State Board of Education has donated several hours to help us get policy in place.
- Board Policy 4.104 references video surveillance in our schools and this policy was discussed at length. Mr. Bowden reported that 100% of all recording devices are now working and are now being correlated to a standard. He stated that access to our cameras will require employees and other adults to sign the acceptable use form. There is also the ability for police agencies to access our cameras in the event of emergency.

**MOTION:** Board member Jennifer Zundel moved that to approve Board Policies for IT Security for first reading as presented, seconded by Don E. Belnap. The motion carried unanimously.

3. Approval: Board Policy 9.201 Student Travel [2nd Reading]

The board agreed to table this agenda item for future discussion.

4. Approval: Sports Complex Overflow Parking

Mr. Torman explained that the Athletics Department and Ogden School Foundation were awarded RAMP grant funding for improvements to Sports Complex, to include overflow parking, an all-needs playground, and a new press box. We have a soccer tournament coming up and it is our goal to have the work completed by May 15. We received six bids on the project ranging from \$75,379 to \$122,104. Morgan Asphalt was selected as the low bid.

**MOTION:** Board member Jennifer Zundel moved to approve the sports complex overflow parking project, seconded by Susan Richards. The motion carried unanimously.

8. Report: Polk Elementary School Engineering Study

The board agreed to table this agenda item for future discussion in Work Session scheduled for May 3, 2018.

**MOTION:** Motion was made by Board member Don E. Belnap to adjourn to a recommended closed session for strategy for collective bargaining. Seconded by Jennifer Zundel and carried on the following individual vote: Jeff Heiner, aye; Jennifer Zundel, aye; Douglas B. Barker, aye; Don E. Belnap, aye; Susan Richards, aye; and Joyce Wilson, aye.

President Heiner adjourned the regular meeting at 7:55 p.m. to convene in closed session for the aforementioned purpose.

3. **Closed Session, Room 200**

- a. President Heiner called the closed session to order at 8:14 p.m. The following were present when the meeting convened:

**Members Present:**

Jeff N. Heiner, President  
Jennifer Zundel, Vice President  
Douglas B. Barker  
Don E. Belnap  
Susan Richards  
Joyce Wilson (by phone)

**Members Absent:**

Nancy Blair

**Staff Present:**

Dr. Rich K. Nye, Superintendent  
Zane K. Woolstenhulme, Business Administrator  
Paula Bosgieter, Executive Assistant  
Noelle Brenkman, Human Resource Assistant Director

The ensuing discussion was held as a strategy session to discuss collective bargaining.

Motion to adjourn closed meeting by Don E. Belnap, seconded by Douglas B. Barker, and carried unanimously. President Heiner adjourned the meeting at 9:39 p.m.

Note: A copy of related materials and an audio recording of the meeting can be found at [www.ogdensd.org](http://www.ogdensd.org)

---

President

---

Business Administrator