

DRAFT UNTIL APPROVED**Executive Session, Study Session and Business Meeting (Tuesday, September 10, 2019)**

Generated by Shelley R Shelton on Thursday, September 12, 2019

Members present

Julie Rash, McKay Jensen, Jim Pettersson, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson

Staff members present (Executive Session & Study Session)

Keith Rittel, Superintendent; Jason Cox, Deputy Supt; Stefanie Bryant, Business Administrator; Anne-Marie Harrison, Asst. Supt; Doug Finch, Asst. Supt; Todd McKee, Asst. Supt; Alex Judd, Asst. Supt; Caleb Price, Communications & PR Director

Guests (Executive Session)

Randy Larson, Bond Counsel (via phone call)

Staff members present (Study Session)

Keith Rittel, Superintendent; Jason Cox, Deputy Supt; Stefanie Bryant, Business Administrator; Anne-Marie Harrison, Asst. Supt; Doug Finch, Asst. Supt; Todd McKee, Asst. Supt; Alex Judd, Asst. Supt; Caleb Price, Communications & PR Director; Shelley Shelton, Exec. Asst; Mark Wheeler, Facilities Director; Chad Duncan, Technology Director; Suraj Syal, Special Education Director; Darin Loertscher & Kris Willis, Tech Support

Guests Study Session:

John Anderson, Dixon Middle School Principal; Phil Olsen, Carol Gaylord, Angela Williams, Charlie Wardle, Provo High School; Debbie Larson, Educational Support Professionals; Christy Giblon, Provo Education Assoc; Kyle Bates, Centennial Middle School Principal

1. 5:00-5:30 p.m. Executive Session for the purpose of discussing pending or imminent litigation. Utah Code 52.4.205**Procedural: A. Welcome: Pres. Jim Pettersson****Called to order 5:07 p.m.****Procedural: B. Roll Call****Action: C. Motion to Convene Executive Session**

I move we go into executive session for the purpose of discussing pending or imminent litigation.

Motion by Julie Rash, second by Jennifer Partridge.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson

Discussion, Information: D. Discussion of Pending or Imminent Litigation**Action: E. Motion to Adjourn Executive Session**

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

Motion by Rebecca Nielsen, second by Jennifer Partridge.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson

Adjourned 5:52 p.m.

2. 5:30 Study Session

Called to order 6:07 p.m.

Procedural: A. Welcome: President Jim Pettersson**Procedural: B. Roll Call****Discussion, Information: C. Student Travel Requiring Board Approval: Pres. Jim Pettersson***Centennial Middle School: TSA (Technology Student Assoc.) to Nashville, TN*

- Advisor Mike Smoot indicated this would be the 4th year students are able to participate in this trip.
- High school and middle school winners are invited to participate in the national conference.
- TSA relates directly to the technology and engineering curriculum (STEM).
- It's anticipated between 10 and 15 students and two adult chaperones will travel.

Dixon Middle School Summer Seminar to Washington DC

- Teacher Shyrel Peterson stated students must apply to participate in this annual US History and Civics tour.
- Students are required to attend 3 meetings as part of the application process. Once selected, they attend bi-weekly seminars and complete six research projects prior to the trip.

- Member Rebecca Nielsen said she appreciates the model in the way Dixon preps the kids for these amazing academic experiences; they're well versed in the history and what they're going to see.
- Member Jennifer Partridge sought clarification about fundraising opportunities.
 - In past years students sold Granny B cookies as part of the organized fundraiser with a \$1 proceed from each sale going to the student. Students have until Oct. to participate in other fundraising opportunities. Principal John Anderson added some kids have paid for their entire trip by selling cookies or babysitting.
 - The estimated \$1800 cost per student is high; upon board approval, a more precise estimate can be determined. Last year the per-student cost was about \$1200.

Dixon Middle School to Boston/NY Summer Seminar

- Teacher Carol Gaylord explained this is the second Boston trip. The kids' connection with the founding of the country, 911 Memorial, where the pilgrims were, etc. were very valuable experiences.
- Some students applied to go on both trips; some applied to one or the other. Seeing a strong preference? Some parents want their kids to go to DC. No issues with overcapacity. May 26-June 3.
- All activities align with the 8th grade History standards, or College and Career Readiness Standards.
- A maximum of 32 students and five adult chaperones will travel.

PHS Ballroom Dance to San Diego

- Teacher Angela Williams indicated this is a specific performance tour enabling students to experience professional performance opportunities.
- The main fundraising activity for the trip is the PHS DanceSport Festival. Students also have optional individual fundraising opportunities by working at BYU basketball concessions. Donations are available each year for students who might have difficulty raising the money.
- Approximately 30 students and four adult chaperones will travel.

PHS/THS Dance Company Spring Dance Tour to San Diego, CA

- Teacher Jocelyn Smith and Krissy Fry indicated the design of this trip for both Provo High and Timpview students is to expose them to careers in dance. Students will have access to professional workshops, performances, and real-world experiences.
- Students will take advantage of classes at Dixie State and UNLV, exposing them to the universities dance programs. All activities will meet the standards of what students are working on during classes.
- Vegas - planning on taking a class at UNLV and well as a trapeze or aerial class outside of Vegas.
- Students will be closely supervised during the show and immediately back on the bus and hotel. No shopping, no sightseeing.
- Teachers will get in touch with Stefanie Bryant or Devyn Dayley in the business office to make sure Risk Management coverage is in place for trapeze/aerial classes.

Information: D. Construction Update: Mark Wheeler, Facilities Director

Mr. Wheeler stated he's reviewed many projects undertaken over the past few years as a result of funding from the 2014 school construction bond. Prior to reviewing current projects, Mr. Wheeler commented that when he began working at the district several years ago, the following projects would not have happened with the financial capacity at the time.

- A currently approved \$90,000 project to replace the boiler at the Grandview building
- IHS - 27-year-old rooftop unit will be replaced before winter
- HVAC control projects at Spring Creek and Amelia (\$85,000)
- Phase 1 for CMS HVAC (\$500,000) will be bid within a month

Discussion, Information: E. Policy Review: Jason Cox, Deputy Supt.

- Mr. Cox explained Policy 5090 Code of Conduct is a policy that was adopted this year and it represents recent changes that occurred in the last legislative session.
- After adopting Policy 5090, HR reviewed policies 5100 Expectations for Professional Conduct of All Employees; 5125 Conduct Expectations of Coaches and Activity Advisors, and 5260 Maintaining Professional Staff/Student Boundaries, as well as the procedures that represent similar expectations.
- We believe the information and examples in these policies are still valuable and have decided to move Policies 5100 and 5125 to be procedures under Policy 5090.
- The information in the new Policy 5090 covers the information in Policy 5260, but we believe the procedure provides good examples, and we have also chosen to add it as a procedure under the new Policy 5090.
- There is no new significant policy information that is being added to these changes, but it will move these procedures to be informative for employees.
- This is an informational item; no board action was required.

Discussion: F. Budget Increase Request: Stefanie Bryant, Business Administrator

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

- SPED has discontinued the work crew program previously run to provide work opportunities for SPED students. As a result, two full-time employees of the district who supervised the work have been moved to other areas in the district. Their positions with SPED were funded with SPED funds, but a continuation of their employment requires other funds to be used. One of the employees was placed in an existing open position with the budget. The second employee was offered a position in facilities. The position is a new position. The position is for the following need:
 - (1) help with both high school

- (2) help fill in gaps with the grounds crew, including snow removal demands and
- (3) assist with other areas with the maintenance staff as needed
- The shift to the Dept of Facilities would be an additional \$60,000 to \$63,000 budget increase. (based on a Maintenance 6 and modified level within that new Lane)
- The position would need to be paid for from capital fund balances for FY20, and subsequently is planned to be paid ongoing via a reduction in facilities staff in FY21.
- Recommendation: Make a motion to approve the budget adjustment with future years' funding based upon the reduction of a staff member after FY20; motion language is provided on the business meeting agenda tab.

Discussion: G. School Board Designation of Signing Authority: Stefanie Bryant, B.A.

- Utah's recently passed student data security laws have brought forth the need for all apps used in the schools to be vetted for data security purposes, as well as ensuring any agreements are properly signed by authorized personnel.
- Utah Code Ann. §53G-4-303; Duties of Business Administrator, requires the district's Business Administrator to countersign with the president of the board all warrants and claims against the district as well as other legal documents approved by the board. Legal documents include, but are not limited to, contracts with vendors including those that provide software and apps to schools for instructional needs.
- Many of the apps and software that may be used in the district have been vetted by other school districts and placed on the state's list of approved apps/software. When this is done, a state contract is used with the vendor that allows other districts to "piggyback" that contract and forego yet another vetting process. Thus, a contract does not need to be undertaken by the district using the "piggyback" option. However, an exhibit to the contract assigning privacy protections to the additional districts is required to be signed by an authorized agent of the district. A copy was attached for board review.
- As the exhibit has been vetted by the State Office of Education, and refers back to an agreement also vetted by the USBE or another district, it is the opinion of the Business Administrator that the authority for signing this particular exhibit could be assigned to the Student Data Privacy Director who is overseeing the district's data privacy processes.
- District administration recommends the board assign signing authority for the fore mentioned Exhibit E to Clint Smith, Director of Student Data Privacy, resolution 003-2019 attached.
- Asst. Supt. Doug Finch added that as part of the vetting process Student Services is trying to create a database of apps being used in the district. The vetting process being guided by the legislature.

Discussion: H. Consent Calendar Review and Questions: Pres. Jim Pettersson

Discussion: I. Upcoming Google Calendar Items: Pres. Jim Pettersson

- The Wasatch and Timpanogos bond information nights need to be added
- The NE area bond night was changed from Sep. 26 to Sep. 19

Action: J. Motion to Adjourn

I move we adjourn the study session.

Motion by Rebecca Nielsen, second by Jennifer Partridge.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson

Adjourned 6:35 p.m.

3. 7:00 p.m. Business Meeting

Procedural: A. Welcome: President Jim Pettersson

Called to order at 7:03 p.m.

Procedural: B. Roll Call

Procedural: C. Opening Remarks: Member Nate Bryson

Procedural: D. Pledge of Allegiance: Chad Duncan, Technology Director

4. Community Connections

Recognition: A. Employee Recognition: Provo Way Award Recipients Presented by Jason Cox, Deputy Supt.

Timpvew Math Teacher- Terri Taylor

Provo Peaks Principal- Mark Burge

Spring Creek teacher - Amy Wright

Franklin, DMS, PHS Parent Volunteer - Michelle Wages

Report: B. School Report: ProvoREADS: Christine Durst, District Media Coordinator

- ProvoREADS is the district-wide reading program. A year-long "Battle of the Books" activity will feature different types of genres featuring non-fiction books. A different theme will be highlighted each month and drawings for students will take place each month. Of the 18 schools, 14 are participating, including 11 elementary schools, Dixon and Centennial Middle Schools.

- PHS will host the Apr. 16 District Battle of the Books

Procedural: C. Public Input

John Bolton 195 N 775 E American Fork:

- The director of the PHS Marching Band, Mr. Bolton thanked the board for their support of the district band program and invited the board to join them at a BYU exposition and regional competition with other schools. Mr. Bolton stated he would like to have a THS/PHS supporting presence at the competition on Oct. 8 at LaVell Edwards Stadium.

5. Business Items

Action: A. Approve Student Travel

I move we approve the student travel requests as outlined in the study session.

Motion by Julie Rash, second by Rebecca Nielsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson

Action: B. Approve Budget Increase

I move we approve the one-time funding for the facilities position from fund balance for the FY20 year in the amount of \$63,000. Future years' funding for the position is contingent upon a reduction in force in FY21.

Motion by Jennifer Partridge, second by Nate Bryson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson

Action: C. Approve Signatory Authorization

I move we adopt resolution 003-2019 which authorizes the Business Administrator to designate signing authority for Exhibit E pertaining to State DPA contracts to the Director of Student Data Privacy.

Motion by McKay Jensen, second by Melanie Hall.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson

6. Consent Calendar

Action (Consent), Minutes: 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 Rebecca Nielsen, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson

Minutes: B. August 13 Study Session and Business Meeting

Minutes: C. August 27 Study Session

Action (Consent), Report: 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 Rebecca Nielsen, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson

Action (Consent), Report: 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 Rebecca Nielsen, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson

Action (Consent), Report: 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 Rebecca Nielsen, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson

Action (Consent): G. Approve the Consent Calendar

Resolution: I move we approve the consent calendar.

I move we approve the consent calendar.

Motion by Rebecca Nielsen, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson

7. Board Member Report

Report: A. Member Jennifer Partridge

- Member Partridge serves as a member of the Interagency Council at Oak Springs. She reported the Oak Springs teachers are very invested in students and have great systems of support in helping students transition back to home schools.
- Ms. Partridge expressed appreciation for teachers throughout the district. She feels teachers are getting the support they need from district staff.

8. Superintendent's Report

Report: A. Approved Student Travel

Supt. Rittel reported he had approved 14 in-state student travel requests.

Report: B. Miscellaneous Items

Supt. Rittel allotted this portion of his report to Pres. Jim Pettersson, who read the following statement regarding Dixon Middle School:

Many people have asked about plans for the current Dixon Middle School site following the proposed move of the school to a new location. Our desire is to assure the public that we have the best intentions in mind for this site, and as such we can answer the question in the following way:

We are having serious discussions with United Way and the Boys and Girls Club about establishing a new presence in the Dixon neighborhood. These two organizations have been longtime partners with Provo City School District on a variety of efforts for many years. The Boys and Girls Club serves students from Kindergarten through high school. The United Way would like to offer a community center similar to the one existing in the South Franklin area that serves families. The Intermountain Health Clinic currently on-site would remain and continue to serve the neighborhood.

These are introductory/conceptual discussions at this point, but we have established some common interests.

Details such as renovations, timelines, leasing, etc. are still to be discussed. Some renovations will be needed, although again, funding and scope have yet to be hammered out. We hope our community partners will be able to contribute to renovation/re-purposing costs. We have had confidential offers from local donors to contribute to a project like this.

This permits us to retain at least a portion of the existing building since some in the neighborhood have expressed support for keeping it.

This allows us to potentially bring services to families and children on the West side of the city in a central location.

The district has a long and mutually cooperative relationship with the Boys and Girls Club and with United Way. Both organizations have established records of providing wonderful opportunities for children and families.

Many more discussions must take place with these community partners before we can consider this to be anything close to a certainty.

9. Adjourn

Action: A. Motion to Adjourn

I move we adjourn the business meeting.

Motion by Nate Bryson, second by Rebecca Nielsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Rebecca Nielsen, Melanie Hall, Jennifer Partridge, Nate Bryson

Adjourned 7:34 p.m.