



**CANYONS SCHOOL DISTRICT  
MINUTES OF BOARD OF EDUCATION MEETING  
June 13, 2017**

**The following minutes are a summary of the June 13, 2017 Canyons Board of Education meeting. To listen to the entire board meeting, including all comments made during the meeting, please go to BoardDocs at <http://www.boarddocs.com/ut/canyons/Board.nsf>.**

The Board of Education of Canyons School District met in a closed session, a study session and business meeting on Tuesday, June 13, 2017 beginning at 5:10 pm at the Canyons Administration Building - East, 9361 S. 300 East, Sandy, Utah 84070.

**Those in attendance were:**

Sherril Taylor, Board President  
Amber Shill, Board Second Vice President  
Clareen Arnold, Board Member  
Chad Iverson, Board Member  
Mont Millerberg, Board Member  
Steve Wrigley, Board Member  
James Briscoe, Superintendent  
Leon Wilcox, Business Administrator  
Charles Evans, Director External Relations

**Excused:**

Nancy Tingey, Board First Vice President  
Dan Harper, General Counsel

**1. Closed Session - 5:10 pm**

- A. For the purpose of discussing the purchase, exchange or lease of real property.
- B. For the purpose of discussing collective bargaining.

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3L7E54F085>

**MOTION: Amber Shill moved to go into closed session for the purpose of discussing the purchase, exchange or lease of real property and for the purpose of discussing collective bargaining. Steve Wrigley seconded the motion. A roll call was taken, the motion passed unanimously.**

**2. Study Session – 6:00 pm**

- A. Board Roundtable Discussion for June 27<sup>th</sup> Meeting – Information Items – Dr. James Briscoe, Superintendent  
Documents for the roundtable discussion were distributed by Dr. Briscoe. Documents are updates to the 2016 Board Roundtable Binder. The Board was asked to review the documents prior to the June 27, 2017 meeting.

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3L7G54F0F8>

- B. Potential Facilities Projects – Leon Wilcox, Business Administrator

Mr. Wilcox updated potential future facilities projects based on the discussion at a previous board meeting. It is important to celebrate our successes, we have made dramatic improvements to our facilities. The school FCI report was explained. Based on the score, the items in red need the most work, items in orange need some work and those in green are in good shape. Mr. Wilcox went through the list of schools and described the needs, what has been done and projects scheduled to be completed. Board members asked questions about the needs of individual schools. Possible projects and estimated costs were shown. General ideas were given on what schools we would like to rebuild and which schools will get a remodel. A graph showing the expenditures of the last bond was shown. Tax increases and bonds were explored as to what would be needed to be cost neutral. Potential building designs were shown at sites to see how schools could be positioned on the land, some preliminary designs have been provided by architects. Dr. Briscoe suggested we create overlay slides based on questions raised by the Board. Board members brought up concerns about buildings, equity and patron perception. We need to be fair with all parts of the District. Mr. Wilcox shared how much we currently have in the budget to move forward with

facility projects without a bond. Presentation is available on BoardDocs.

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3LSH57F3A8>

**3. Business Meeting – 7:30 pm**

**4. Opening Items**

A. Welcome

B. Approve Agenda for June 13, 2017

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3L7L54F0FC>

**MOTION: Steve Wrigley moved to approve the Agenda for June 13, 2017. Amber Shill seconded the motion. The motion passed unanimously.**

C. Pledge of Allegiance – Gary Warwood, Director of Accounting

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3L7M54F0FD>

D. Reverence – Dr. Kathryn McCarrie, Assistant Superintendent

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3L7N54F0FE>

**5. Recognitions**

A. Recognitions – Jeff Haney, Director of Communications & Public Relations

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3L7Q54F100>

Presentation is available on BoardDocs.

The following were recognized:

Alta High Boys Soccer Team – 4A State Champions

Corner Canyon Girls Golf Team – 4A State Champions

Gracie Otto, Hillcrest High & Stewart Robinson, Alta High – 4A Pole Vault champions

Nicole Freestone, Jordan High School – 5A State Champion, Javelin

Academic All-State Students

Brighton, Corner Canyon, Hillcrest, Alta, Jordan

Boys Track & Field, Girls Track and Field, Soccer, Baseball, Girls Golf

Brian Johnson, Jordan High – National Merit Scholar

Eric Jackson

Updated logos for Alta View Elementary, Quail Hollow Elementary, Ridgecrest, Bella Vista, Indian Hills, Union Middle, CTA and Eastmont Middle School – original designs by Jeff Olson

#Canyonsliving promo

**6. Patron Comments**

The following public comments were given:

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3L7U54F104>

Jen Buttars, CEA President – outgoing CEA President

Betty Shaw, PTA President – outgoing PTA President

John Carillo, Student – Sleep studies and later start times for school. A petition with 271 signatures was given to the Board Secretary.

Tom Fendler, Parent – Bus route Big Cottonwood Scott John, Big Cottonwood Community Association and Parent – Bus route Big Cottonwood Canyon

Isaac Reese, Student – Bus route Big Cottonwood Canyon

Camia Peterson, Student – Bus route Big Cottonwood Canyon

Deborah Myers, Parent – Bus route Big Cottonwood Canyon

**7. Consent Agenda**

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3L7Y54F108>

A. Approval of Minutes from May 16, 2017

B. Approval of Hire and Termination Reports

C. Approval of Purchasing Bids

D. Approval of Student Overnight Travel

E. Approval of May Financial Reports

F. Approval of Administrator Appointment

G. Approval of Medical & Dental Carrier for 2018 Medical Plan Year

H. Approval of sale of CTEC homes at 107 Benson Lane and 109 Benson Lane, Sandy

**MOTION:** Steve Wrigley moved to approve the Consent Agenda Item 7A Approval of Minutes from May 16, 2017; Item 7B Approval of Hire and Termination Reports; Item 7C Approval of Purchasing Bids; Item 7D Approval of Student Overnight Travel; Item 7E Approval May Financial Reports; 7F Approval of Administrator Appointment and 7H Approval of sale of CTEC homes at 107 Benson Lane and 109 Benson Lane, Sandy. Amber Shill seconded the motion. The motion passed unanimously.

*Item 7G - Approval of Medical & Dental Carriers was pulled for further discussion.*

Leon Wilcox answered questions from the Board and explained the medical networks and the bid process. PEHP has a more robust wellness plan, an impressive disease management plan, and a strong pharmacy plan. Stop/loss (insurance on insurance) was also explained. The District is self-insured and we design our own plans and pay our own claims. PEHP will be the third-party administrator of the claims. Dental Select did not respond timely to the bid and EMI was selected for dental coverage. <http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3L7Y54F108>

**MOTION:** Steve Wrigley moved to approve the Consent Agenda Item 7G Approval of Medical & Dental Carrier for 2018 Medical Plan Year. Clareen Arnold seconded the motion. The motion passed unanimously.

## 8. Budget Hearing

### A. Public Hearing

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3LVX58777C>

**MOTION:** Chad Iverson moved to open the public budget hearing. Clareen Arnold seconded the motion. The motion passed unanimously.

#### 1. Presentation of Final FY2016-17 Budget and FY2017-18 Budget

Mr. Wilcox gave a FY2016-17 final budget review. Original and final budget amounts were given on the top three funds, General fund, Capital fund and Debt Service fund. Capital outlay was higher due to property purchases including a building lot for a new elementary school in West Draper and the parking area for Jordan High School. FY2017-18 budgets were presented by fund, function and object. The majority of the General fund is spent on instruction with 88% of the fund going towards salaries and benefits. Revenue sources and expenditures were displayed in both graph and chart format. Bond project timeline and FY18 major small capital projects were identified. Information was presented on a 3-year capital fund forecast, debt service fund and payments, balance of Jordan debt, Salt Lake County equalization, tax levies and preliminary certified tax rate. The FY18 tax rate is expected to be the lowest rate in the District's nine-year history. Challenges moving forward include insurance, construction costs, potential federal budget cuts and recruiting and retaining supports for schools including custodians, lunch workers, classroom assistants. As the District was a receiver of Salt Lake County equalization funds, it is required to read the below statement in a public Board Meeting.

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3LVX58777C>

*“For the calendar year 2017, the State Tax Commission is required to increase a property tax rate of this school district to offset a loss in revenue due to the repeal of a statute to equalize certain school district property taxes. This offset may result in an increase in your property taxes.”*

#### 2. Patron Comments on Final FY 2016-17 Budget and FY 2017-18 Budget

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3LVX58777C>

Steve Van Maren

The Board had the opportunity to ask Mr. Wilcox questions regarding the budget.

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3LVX58777C>

**MOTION:** Chad Iverson moved to close the public budget hearing. Clareen Arnold seconded the motion. The motion passed unanimously.

- B. Approval of Final FY 2016-17 Budget (Action Requested)  
<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3LWJ588529>

**MOTION:** Chad Iverson moved to adopt the 2016-17 final budget for revenue and expense for each fund as presented. Steve Wrigley seconded the motion. The motion passed unanimously.

- C. Approval of FY 2017-18 Budget (Action Requested)  
<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3LWS588DC9>

**MOTION:** Amber Shill moved to adopt the 2017-18 budget expenditures and revenues, with exceptions for property taxes and State K-12 revenues noted below, as presented for each fund and adopt the tax rates as follows:

- Set the tax rate at the Certified Tax Rate as calculated by the State Tax Commission and adjust property tax revenues accordingly.
- Set the State Basic Rate at the rate determined by USBE when received and adjust property tax revenues and State K-12 revenues accordingly.
- Set the Debt Rate to generate sufficient revenue to pay debt service, but not to exceed 0.001619.

Clareen Arnold seconded the motion. The motion passed unanimously.

## 9. New Bus Business

- A. Bus Route - Approval of Elimination of Bus Route 1113 - effective for the 2017-18 school year – Dr. Robert Dowdle, Assistant Superintendent (Fourth Reading, Action Requested)

Dr. Dowdle presented new and updated information requested by the Board including ridership, reimbursement costs to drivers, having a classroom in the canyon and options for transporting students including purchasing a vehicle, riding UTA buses or contracting with a private carrier. The concerns regarding the route were reiterated. The recommendation is to eliminate the route and reimburse families. The Board posed questions to Dr. Dowdle and Superintendent Briscoe and the options were discussed. There was some dialog with patrons that had made public comments during the patron comment portion of the board meeting. Equity, liability, safety and budget were discussed. Documents are available on BoardDocs.

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3L8654F10E>

**MOTION:** Mont Millerberg moved, that at this point in time, we do not eliminate bus route 1113. The Board will charge the administration to investigate contract transportation up Big Cottonwood Canyon. If we do not reach a contract by the time school starts in the fall, Canyons School District will continue to provide transportation. Chad Iverson seconded the motion. Vote: Nay – Clareen Arnold, Sherril Taylor, Steve Wrigley, Amber Shill. Yay – Mont Millerberg and Chad Iverson. Absent – Nancy Tingey. Motion fails.

*After further discussion, a second motion was made:*

**MOTION:** Steve Wrigley moved to charge the administration to investigate contracting with a transportation company to transport students in Big Cottonwood Canyon and come back to the Board within a month with information for the Board to consider. Amber Shill seconded the motion. The motion passed unanimously.

- B. Volunteer Report – Susan Edwards, Public Engagement Coordinator  
Susan Edwards gave a report on school volunteers for the 2016-17 school year. Canyons District has a huge and active volunteer force. We cleared 12,672 volunteers to work in our schools. Volunteer approvals were revamped which resulted in a more efficient system with faster response times. We have a team of district administrative assistants that can approve applicants. Information was provided in the Board packets on the total number of volunteers by school and district totals for the last three years. Susan Edwards or Everett Perry handle any questionable applicants. We rely on State and Federal clearing systems and last year about 100 applicants did not clear. We are working with the volunteers to make sure they accurately log all of their

volunteer hours. Volunteer hours are down from last year but this is a preliminary report and will be updated at the end of the school year. Report is available on BoardDocs.

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3LXK58B097>

- C. Legislative and Policy Alignment Update: Policy 400.30 - Evaluation ESP Personnel; Policy 400.31 – Evaluation of Licensed Personnel; Policy 400.32 – Evaluation of Administrative Personnel; Policy 500.2 – Student Conduct and Discipline; Policy 400.33 – Provisional Status of ESP Employees; Policy 400.34 – Provisional Status of Administrative Employees -- Jeff Christensen, Assistant Legal Counsel (Action Requested)

These are policies in our policy manual that require minor alterations as a result of State legislation. The policy committee has reviewed all of these materials for approval to be in place for next school year and to be in compliance with state law. Redlined policies are available on BoardDocs.

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3LXS58B8C1>

**MOTION: Chad Iverson moved to approve the legislative and policy alignment updates on policies: Policy 400.30-Evaluation ESP Personnel; Policy 400.31-Evaluation of Licensed Personnel; Policy 400.32-Evaluation of Administrative Personnel; Policy 500.2-Student Conduct and Discipline; Policy 400.33-Provisional Status of ESP Employees and Policy 400.34-Provisional Status of Administrative Employees. Steve Wrigley seconded the motion. The motion passed unanimously.**

- D. Policy Updates: Policy - 300.3 - School Wellness; Policy - 400.214 - Protected Health Information Privacy (HIPAA) (formerly GBJAA); Policy - 400.215 - District Advisory Council –ESP (formerly GBKC) -- Jeff Christensen, Assistant Legal Counsel (Second Reading, Possible Action)

School Wellness updated to be in compliance by July 2017 with the National School Lunch Program. Protected Health Information Policy was updated to make our notice current and information adjusted regarding privacy obligations with health insurance. District Advisory Council for ESP Employees policy now mirrors the advisory council for licensed employees. Policies are available on BoardDocs.

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3MKS5904E8>

**MOTION: Steve Wrigley moved to approve the policy updates: Policy 300.3-School Wellness; Policy 400.214 Protected Health Information Privacy (HIPAA) (formerly GBJAA) and Policy 400.215-District Advisory Council ESP (formerly GNKC). Mont Millerberg seconded the motion. The motion passed unanimously.**

- E. New Policies: Policy - 400.213 - Professional Development Conferences; Policy -700.10 - Secondary School Schedule Change -- Jeff Christensen, Assistant Legal Counsel (Second Reading, Possible Action)

Policy to set procedures for professional development and conference travel. Two policies were combined and all employee groups were included in the policy. Secondary School Schedule Change policy changes were made due to feedback from patrons and SCC's, all feedback was considered. Amber Shill made a few recommendations on the updated policy. The revised policies are on BoardDocs.

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3ML8594B7A>

**MOTION: Chad Iverson moved to approve the new policies: Policy 400.213-Professional Development Conferences and Policy -700.10 - Secondary School Schedule Change. Amber Shill seconded the motion. The motion passed unanimously.**

- F. New Policy: Policy - 300.11 - School Unpaid Lunch Charges - Jeff Christensen, Assistant Legal Counsel (Second Reading, Possible Action)

Additional meetings have taken place since the first reading with the Nutrition Services Director and the Business Administrator regarding this policy. The policy has been updated to include additional information to our patrons and descriptions of reimbursable meals, free and reduced lunch. Some proposed procedures were prepared for dealing with delinquent meal accounts. Communication will only go to the parent or guardian. No student will be contacted regarding a delinquent account. There will be a tiered approach for communication from the District. First contact is via automated phone call, followed by email or a letter, the third contact, for accounts over \$30 will be from someone in the administration. We have softened the language about sending someone to collections. All information about the changes in this policy will be part of the on-line registration and we will work with Communications to notify families. Nutrition Services workers and employees in the schools will be notified of

this new policy. We need to be in compliance by July 1, 2017. Students will continue to be fed a full meal at all grade levels. No one would be sent to collections during the school year. A final notice will be provided if collection efforts are deemed necessary. Policy is available on BoardDocs.

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3MLL595C25>

**MOTION:** Steve Wrigley moved to approve Policy 300.11- School Unpaid Meal Charges. Clareen Arnold seconded the motion. The motion passed unanimously.

**10. Staff Comments**

A. Superintendent Report - Dr. James Briscoe

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3L8854F110>

B. Business Administrator Report – Leon Wilcox

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3L8B54F113>

**11. Board Comments**

President Taylor provided an opportunity for Board Members to comment on recognitions and events throughout the District, please review audio on BoardDocs if you would like to listen to individual Board Member comments.

A. The President will recognize individual Board members for reports.

<http://www.boarddocs.com/ut/canyons/Board.nsf/goto?open&id=AN3L8F54F117>

**12. Closing Items**

A. Adjourn at 10:50 pm

/dh

ATTEST \_\_\_\_\_ Board President

Sherril Taylor

Superintendent

James Briscoe