

MINUTES
NEW SCHOOL DISTRICT TRANSITION TEAM

Jordan School District Offices
9361 S. 300 E., Sandy, UT 84070

MARCH 3, 2008

JOINT SESSION —Commenced at 4:05 p.m.
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PRESENT

Remaining School District Transition Team (RSDTT) Members: Chair Ralph Haws, Rick Horst, Peggy Jo Kennett, and Melissa Johnson.

New School District Transition Team (NSDTT) Members: Chair Steve Newton, Vice-Chair Devon Sanderson, Michael Petersen, Jason Burningham, Bob Day, LaMont Smith, and Mike Shelton. Dave Doty arrived at 4:37 p.m.

Others in Attendance: JSD Superintendent Dr. Barry Newbold, Deputy Superintendent for Business Services D. Burke Jolley, JSD Director Information Systems Cinda Nagasawa-Cruz, RSDTT Staff Support Sharon Auger, NSDTT Staff Support Linda Bullough, JSD Board President J. Dale Christensen, JSD Board Member Kim Horiuchi, JEA Task Force Member Pam Bunderson, and Mick Shannon.

WELCOME—CHAIR RALPH HAWS, RSDTT

Chair Haws welcomed all in attendance and turned the time over to JSD Director of Information Systems Cindy Nagasawa-Cruz.

INFORMATION SYSTEMS PRESENTATION BY JSD DIRECTOR OF INFORMATION SYSTEMS CINDY NAGASAWA-CRUZ

Ms. Nagasawa-Cruz distributed a handout containing JSD Database Information. In addition to a list of enterprise-level databases (mission critical systems), the handout included a brief description of each system and the location of each application. It was noted that this information ties back to the January 30, 2008 list provided to the Transition Teams.

QUESTION AND ANSWER SESSION ON INFORMATION SYSTEMS PRESENTATION

Information provided during the Question and Answer session included:

- Since the November 2007 vote, vendors have been notified about the need to eventually service two districts. Many of the licenses are handled centrally by the JSD rather than licenses being issued to individual schools.
- The HR payroll system was not included on the Information Systems handout because it is being upgraded in July.
- Skyward does not have a service solution to take the place of the Field Trip Management database, a Delta system.
- The Gradebook System is still being implemented. The IT Department is looking to do a small pilot before full implementation occurs.
- This is the first year JSD is using Skyward Finance. School information is forwarded for inclusion in the CAFR through financial reports prepared by the schools rather than through an automatic forward of each school's General Ledger.

- The handout provided does not explain how databases are used. It was noted that most databases are district wide, although a few unique databases exist in small departments.
- When asked about duplicating the existing databases for each new district, Ms. Nagasawa-Cruz indicated this will be difficult due to interface issues that will arise if new districts change any applications as well as privacy issues relating to employee records. Duplicating the information each district needs will be a time consuming job that will require substantial resources. With a 41% staffing vacancy rate in the JSD IT Department, accomplishing the task of creating parallel systems by June 30, 2009 and servicing the current JSD during that time will be challenging. Ms. Nagasawa-Cruz indicated she thought an interlocal agreement will be necessary to service the needs of both districts initially.
- Vendors have been asked to consider the possibility of leaving in a single system, but also having a subsystem to differentiate data; however this is a difficult task and won't be as simple as it might appear to be.
- PowerSchool is the largest database that may be accessed online. Skyward is trying to make more conversions to the Web. It was noted that the databases on the last half of the handout are not Web-based.
- Essential pieces of networking equipment are located at the JSD offices. It would require a redesign for both districts to have their own communication hub.
- The Server Farm, External Storage System, Battery Backup System, and the main Network are all located at the JSD offices. Schools are connected with a switch or router. The high schools and middle schools have a mix of servers and routers, with PowerSchool servers being on site. The elementary schools have a server on site that services their computer labs and media centers.
- Value of Information Systems and Databases is not reflected in the CAFR as they are expensed when purchased. An attempt was made to estimate replacement value for the feasibility study, but those numbers have changed. Ms. Nagasawa-Cruz estimated replacement cost to be \$3 million, but that was a rough guess.

UPDATE ON SB 71 AND SB 48

A brief update was provided by Dr. Newbold as to the status of each bill. It was noted that the legislative session ends at midnight on Wednesday, March 5, 2008.

FUTURE MEETINGS

1. The next joint meeting is scheduled for Monday, March 10, 2008, 4:00 p.m. at Sandy City Hall (10000 Centennial Parkway, Sandy, UT) and will be hosted by the NSDTT.
2. Agenda items will include a final update on SB 71 and SB 48, and determining the process and timeline the Transition Teams will follow.

Joint Session Adjourned at 5:02 p.m.

Cindy Nagasawa-Cruz took interested Transition Team members on a tour of the Information Systems located in the JSD offices.

<p>NEW SCHOOL DISTRICT TRANSITION TEAM SESSION—Curriculum Conference Room JSD Offices—Commenced at 5:53 p.m.</p>

PRESENT

Chair Steve Newton, Vice-Chair Devon Sanderson, Bob Day, Mike Shelton, Michael Petersen, David Doty, LaMont Smith, and Jason Burningham.

Others in Attendance: NSDTT Staff Support Linda Bullough, JSD Board Member Kim Horiuchi, Trevor Spackman, Cottonwood Heights City Treasurer Gary Harmer, and Mick Shannon.

APPROVAL OF MINUTES

Motion: Michael Petersen moved to approve the 02-25-08 NSDTT minutes.

Second: LaMont Smith

Vote/Motion Approved: Unanimous vote in favor of the motion.

DRAPER CITY RESOLUTION

It was noted that Bob Day, LaMont Smith, and Michael Petersen are already scheduled to meet with the Draper City Council on March 18, 2008 in a study session.

Motion: LaMont Smith motioned to table discussion of the Draper City Resolution until after the meeting on March 18, 2008.

Second: Bob Day

Vote/Motion Approved: Unanimous vote in favor of the motion.

SB 71 UPDATE

Chair Newton briefly discussed amendments being considered.

DISCUSSION OF FUND BALANCES

Gary Harmer, Cottonwood Heights City Treasurer, provided a brief overview of government fund balances. He discussed the purposes and uses of different classes of fund balances, and he reviewed common practices engaged in by government entities relative to managing fund balances. He answered questions from NSDTT members and clarified AICPA guidelines and rules.

DISCUSSION OF INFORMATION SYSTEMS

Concern was expressed over the number of licensing agreements that need to be reworked and addressed. It was generally felt that it would be virtually impossible for both districts to get systems started up and running by June 30, 2009. An agreement between the two districts will initially be necessary.

SUBCOMMITTEE REPORTS

Copies of all subcommittee reports were distributed to team members prior to the meeting. Team members indicated they reviewed the reports and had no additional questions. It was suggested the reports be used to raise questions and fashion final solutions.

DISCUSSION OF ADDITIONAL INFORMATION REQUESTS

1. Interest was expressed to hold a future meeting at the Auxiliary Services complex and have a tour of the facility.
2. It was generally agreed that progress of dividing assets cannot go forward until a method to value buildings is determined.
3. It was felt that the RSDTT's refusal to delay "formal" approval of the *Foundation Principles/Guiding Principles/Rules of Governance* document represented bad faith,

especially in light of their verbal approval of the document at the February 18, 2008 joint session.

4. Member Smith reviewed the relationship between building values, fund balances, and liabilities and bonded indebtedness. Options for the overall process were discussed.
5. Chair Newton instructed the subcommittee approved at the February 4, 2008 meeting to begin pulling together and formalizing its work.

Motion: Bob Day moved to adjourn the meeting.

Second: Devon Sanderson

Vote/Motion Approved: Motion was unanimously approved.

Meeting adjourned at 9:16 p.m.

This document, along with the digital recording, shall constitute the complete meeting minutes for the New School District Transition Team meeting.

Minutes submitted by Linda Bullough