

TINTIC SCHOOL DISTRICT BOARD OF EDUCATION MINUTES – JANUARY 2020 MEETING

Date: January 27, 2020
Time: 4:00 p.m.
Location: Tintic School District Offices
Eureka, Utah

The meeting of the Tintic Board of Education was called to order by President Boswell at 2:00 p.m. President Boswell instructed the Business Administrator to call the roll which indicated the following Board members were in attendance:

<u>Members Present:</u>	Janice Boswell	President
	Ted Haynes	Vice President
	Helen Wall	Member
	Heather Young	Member
	Jeana Rowley	Member
	Kodey Hughes	Superintendent
	Jeremy Snell	Business Administrator
	Taleigh Laird	Student Board Member

Members Excused: None

Work Session

Financial Audit Report FY2019 – Mr. Ron Stewart, CPA

Mr. Ron Stewart, CPA reported the procedures of the audit conducted for Tintic School District. Mr. Stewart stated that their findings were that the District has sufficient controls in place, all was found in compliance, and issued a “Good” rating. Mr. Stewart stated that there was one finding regarding state compliance, in that the District went over budget in the areas of Instructional Services and School Administration. Mr. Stewart suggested the District make a plan for the next year for invoices that are turned in after the year end to prevent future overages. Mr. Stewart stated the District is in good financial shape. Mr. Snell stated his appreciation to Mr. Stewart in providing guidance and advice to the District. Mr. Stewart stated he appreciates the relationship with the District and that Mr. Snell does a great job with the District finances. President Boswell expressed her appreciation to Mr. Stewart for his services and to Mr. Snell for his work on behalf of the District.

1. Consent Agenda Review

Personnel Report:

Superintendent Hughes reported that Letters of Intent were received for Mr. Mark Carling, Mrs. Mary Agnes Carling, and Mr. Mario Johnson indicating they are not coming back for the 2020/2021 school year. Superintendent Hughes stated it will be a challenge to fill their positions, but that the District is using the Frontline job recruiting system and has not had any applicants to date. Letters of Intent for all District employees have been issued and are due back by February 6, 2020. Superintendent Hughes stated he will inform the Board if any letters are received communicating an employee does not intend to return.

Minutes: December 16, 2019 Board Meeting

Board members had no questions regarding the minutes.

Warrants: November #00006617 to #00006679

Mr. Jeremy Snell, Business Administrator, discussed various warrants from the December check register. Member Wall asked about the expenditure to Cards Direct. Mr. Snell stated this was a purchase for District Christmas cards, custom printed with the District logo. There were no further questions.

2. Action Items Review

There were no questions regarding the Application for Durable Power of Attorney to Attend Tintic High School or the Financial Audit Report FY2019.

There was discussion regarding the 2020/2021 School Year Calendar options in which Superintendent Hughes stated that he gathered feedback from District teachers as to how each calendar option would or would not benefit the students. The teachers indicated that the Draft 1 calendar would be more applicable to student needs. Board members agreed with the teacher's choice of Draft 1 of the 2020/2021 calendar options.

Superintendent Hughes discussed the Superintendent's Performance Review document and asked Board members to submit any changes needed and then the document will be placed in Superintendent Hughes employee file.

Member Rowley asked when the Trustland Plans for the next school year will be presented. Superintendent Hughes stated the Board will start seeing them in April and could possibly be in review of them through June. Member Young stated that when they see amendments, they are for the current year's Trustland Plan. Board Members discussed amendments happening at the end of the school year, how that does or does not benefit students for the current year's plan, and that funds should be used with time to positively impact students. Member Wall inquired regarding the West Desert High School's Trustland Plan Amendment as to comments made on the document.

Mr. Snell explained that the comments are from the state to help guide the administrators developing the plan.

Board members discussed the Request for Funding Application for the Tintic High School Band to be used to participate in a band competition in California. Member Rowley asked if there was a policy stating an amount that can be given and not exceeded. Superintendent Hughes stated there was not and it is at the Board's discretion to approve or deny and decide the amount to fund. Mr. Snell stated it has been the practice of the Board in years past to grant funding at half of the cost, not to exceed \$3500. Superintendent Hughes discussed a bid received for the band trip transportation for \$5500. Mr. Snell stated that when groups go out of state for an activity that Risk Management asks the group to hire a coach who provides liability insurance instead of using District buses. President Boswell asked if there has been students who do not participate due to the cost of the trip. Superintendent Hughes stated there is a payment system, but if there has been a student who can't make the payments, they have been covered by donors.

Superintendent Hughes stated that communications with coaches have begun regarding school fees that will be starting next year to try and determine total costs for programs in order to develop a fee schedule. Mr. Snell stated there will need to be three public hearings before the next school year to present and discuss the fees. Superintendent Hughes stated he worries that programs will suffer and possibly disappear. Mr. Snell stated that school fees are state mandated and Tintic School District is required to implement a fee schedule. Superintendent Hughes stated a lot of planning will be taking place to try and keep all of the the programs similar in their fees.

There was discussion regarding policy DBI – Employment Calendar and DEE – Compensation and Benefits and that the changes needed are clerical.

3. Board Training

Superintendent Hughes presented Policy FBA - Admission and Attendance Eligibility and Admissions Requirements and stated that the school principals were present for the discussion to add input as to how admitting students who have been denied enrollment due to enrolling after the deadline affects the classroom environment and the education of the students. Superintendent Hughes stated the denied student can appeal to the Board for them to either uphold or reject the denial and that it is for the Board to decide, after hearing the principal's perspectives, if they are going to reject students solely based on entry date. Superintendent Hughes explained the enrollment dates and deadlines. Mr. Greg Thornock, Tintic High School Principal, stated that the policy has the necessary built in safeguards to help with denying students with issues such as behavior or attendance. Mr. Thornock stated that it creates a hardship to admit students during a quarter and would like them admitted at the beginning of a quarter. Mrs. Crystal Leuk, Tintic School District Counselor, stated that our District's quarters do not match with most other schools and creates the issue of admittance mid-quarter. Mrs. Leuk stated that this also creates missing credit for the student, either from the school they came from or when they start here, which can result in a credit recovery situation. Member Young asked how this issue compares to the need of increasing student population and having enough room for an increase. Mr. Thornock stated that he didn't think it would be a problem and that a new student will be overwhelmed regardless. Mr. Thornock stated that the teachers already adjust for students who move into the District mid-year.

Superintendent Hughes stated that the Board needs to decide if they will uphold denials based on date of application and let the schools decide what is best for their school. Superintendent Hughes stated that submitted denials will have reasons why the student is being denied admission. Member Haynes asked if this issue will be discussed at the upcoming legislature. Superintendent stated it would not. Mrs. Karen Kramer, Assistant Principal at Tintic High School, stated it is her opinion that students should not be denied due to an enrollment date, but only things like behavior issues, or the Special Education program being full. Mrs. Kramer stated that our schools need more students and that the credit issue is on the student. Board members were in agreement that the enrollment dates should not result in a denial of enrollment and that the counselor and administrators would assist the student in determining credits.

Member Rowley reported regarding the Utah School Board Association Conference and that the theme was on social and emotional learning. Member Rowley stated that the 7 Mindsets program the District is using tied in well with the conference. Member Rowley stated that there was information regarding growing as a Board and possible ways to grow could be setting a yearly goal or reading a motivational book together. Member Young stated that it was reiterated to her at the conference that students who have good social and emotional health will be fine academically. Member Young told about a report of a school who implemented a gratefulness journal for five minutes per day and how it positively impacted the students. Member Rowley suggested that the District use broadcasting technology to use different teachers in teaching students the different social and emotional topics.

The Board were in agreement to discuss Policy ECC – Curriculum Reading Achievement for K-3 at the work meeting for the February Board meeting.

President Boswell assigned Board members to visit schools by the end of third quarter as follows:

Member Wall & Member Haynes – West Desert
Member Rowley & President Boswell – Tintic High School
Member Young & Member Wall – Eureka Elementary School

Member Young asked President Boswell for permission to attend the Eureka Elementary School Read-a-thon on January 30, 2020. President Boswell granted permission. Member Young stated she will still do a separate visit with Member Wall for the third quarter.

Superintendent Hughes reminded Board members of the schedule of the 7 Mindsets lessons presented by Principal Thornock and the open invitation to all Board members to attend.

Call to Order and Recognition of Guests

President Boswell called the meeting to order at 4:00 p.m.

1. Pledge of Allegiance

Member Haynes led those in attendance in the Pledge of Allegiance.

2. Student/Schools Recognition

Mrs. Mary Carling, West Desert High School Paraprofessional, presented students from the West Desert High School Robotics Team. The students demonstrated their skills with a performance with their robots, let the Board members handle the robots and ask questions. Then each student introduced themselves and presented information regarding the programming and experience with the robots. Mrs. Carling stated she received the robots on loan through Central Utah Educational Services, and that the extracurricular team devoted 50 hours to the project. Board members thanked them for their exceptional presentation. A representative from Central Utah Educational Services was present and stated that West Desert High School is the first to use the robots.

Mrs. Amy Sorensen and Mrs. MaryAnn Allinson, teachers from Eureka Elementary School, presented a slide show regarding the 7 Mindsets program and how they are implementing it with the First and Second grade students. The slide show included videos of students explaining what they had learned and projects completed on some of the 7 Mindsets topics. Mrs. Sorensen and Mrs. Allinson stated that they have to keep the lessons simple for this age group and tie the topics to situations that arise in the classroom. Member Wall asked when they hold their 7 Mindsets lessons. Mrs. Allinson responded they are taught on Thursdays at 12:50 p.m. for the First and Second grade. The Board thanked the two teachers for their report.

Mrs. Elinda Nedreberg, Tintic High School Drama Teacher, presented a slide show depicting the recent Seventh and Eighth grade play. Mrs. Nedreberg brought a few of the students in her Drama class who spoke about what they are learning in Drama and their feelings on the success of the play. The Board thanked the students and Mrs. Nedreberg for their report.

3. Reports

Miss Taleigh Laird, Student Board Member, presented teacher feature spotlights for Mrs. Cynthia Kirgan, Mrs. Terri Person, Mrs. Angie Murphy, Mrs. Traci Snell, and Mrs. Eileen Schow. Miss Laird reported that this week is Homecoming Week at Tintic High School and invited the Board members to come to the school and view the posters that were made for the events taking place. Miss Laird stated that January 30, 2020 is Senior Night during the basketball game where the senior students will be honored and the homecoming royalty will be announced. Miss Laird announced the Wrestling Divisional competition will be January 31-February 1, 2020.

Mr. Brian Underwood, Maintenance and Transportation Director, reported that he would be traveling to the West Desert schools to retrieve a bus for use at the Eureka schools. The Board had no questions for Mr. Underwood.

Mr. Greg Thornock, Tintic High School Principal, distributed a schedule of the 7 Mindsets lessons being taught in his school, along with an assembly schedule, to enable Board members to plan to attend. President Boswell asked Mr. Thornock if the 7 Mindsets program is making an impact on the students. Mr. Thornock stated that it could never be harmful and teaching students to surround themselves with positivity is good. Mr. Thornock stated that he would like to get more information from the Board on the gratefulness journal idea spoken about earlier in the meeting and implement it in Tintic High School. Member Rowley stated she would provide the

information. Superintendent Hughes and Board members asked Mr. Thornock and the other administrators to provide assessment information on benchmark testing and how they plan to get ready for end of year testing in light of the changes in testing made by the state. Superintendent Hughes stated he would communicate and schedule with all the administrators to bring the testing information to either the work meeting or the next Board meeting. President Boswell thanked Mr. Thornock for his presentation.

Mr. Brian Ward, Eureka Elementary School Principal, reported on the Reading Horizons program being implemented in his school. Mr. Ward stated he and his teachers noticed issues with the student's reading and phonics skills. Mr. Ward stated this program is resulting in success and students are enjoying participating. Mr. Ward stated that the teachers wished they had this program years ago. Superintendent Hughes asked if the program is reusable or if it has to be purchased again. Mr. Ward stated it is reusable and is inspiring teachers to research better ways to teach reading. The Board thanked Mr. Ward for his report.

4. Citizen Comments

No Citizen comments were offered.

5. Communications from Board Members

Member Young and Superintendent Hughes expressed their enjoyment in the Seventh and Eighth play and how well the students performed. Member Young asked how to support them better as their was not a good turn out to watch the play. Superintendent Hughes stated that is a fairly new thing for the Seventh and Eighth grades to have a play and the more they put them on the more popular they will become. Member Young stated she was very impressed with the West Desert schools and their Christmas plays, as well as the support from the PTO and the community.

Member Haynes reported visiting Tintic High School shop class with Member Wall and being impressed with the activities happening in the shop program. Member Haynes reported that while there, the shop teacher was awarded with a prize for the best Christmas decorated door. Member Haynes stated that the shop teacher would like to upgrade some of the equipment and possibly surplus older items. Superintendent Hughes stated there needs to be a plan for getting rid of old equipment before it starts happening. Member Haynes suggested a silent auction. Mr. Snell stated that items would have to be in working condition and ensure the buyers know the items are sold as is. Mr. Snell stated that the items that don't work would be scrapped. Member Rowley asked if surplus equipment could be used at the West Desert schools. Superintendent Hughes stated that is usually the first priority, and then items that don't go there are sold or scrapped. Mr. Snell stated there has been silent auctions in the past and that is the easiest way to sell items, but that more time and money might be spent to put items for sale than is made. Member Wall reported the shop teacher mentioning that his colleagues in other schools have issues getting or repairing equipment. Member Wall reported the shop teacher told his colleagues he has never had a problem and is appreciative of the support he gets for his class. Member Wall stated she and Member Haynes attended the winter band concert and were impressed with the behavior of the students and their performance. Member Wall stated that Superintendent Hughes was awarded with the Utah High

School Activities Association Music Educator of the Year and that it is well deserved. Superintendent Hughes thanked Member Wall and stated it was an honor to receive the award.

Member Rowley asked if the Board would consider having study session meetings again to learn and discuss the District policies. Member Rowley also asked the Board to reconsider Board Meetings being held at West Desert and making sure Board members attend activities there. Member Haynes expressed concern that a second Board meeting held at the West Desert in one year would make the staff uncomfortable, as if they were being checked up on. It was agreed upon to hold one Board meeting a year at West Desert and make great effort to attend and spend time at major activities, to be more invested in them, and not rushed to leave. Member Rowley asked for as much advanced notice as possible to be able to plan for trips to West Desert. Superintendent Hughes stated he would communicate with Mrs. Karen Kramer, West Desert Principal, for a schedule of events for the year to distribute to Board members. Member Young stated it is the Board's responsibility to learn the District policies and suggested the study sessions be used to study policies. Member Haynes suggested trying a study session and that it wouldn't need to be monthly. Member Haynes suggested the meeting be on school fees. Member Young asked who would be in charge to keep the members on topic. President Boswell stated that she would be in charge. Superintendent Hughes stated he would have enough information on school fees to have a meeting in two weeks. It was agreed upon that a study session would be held February 12, 2020 from 12:00 p.m. to 3:00 p.m. and could possibly go longer if needed

Member Wall stated she received a mid-month report from Superintendent Hughes and expressed concern on the time spent by Superintendent Hughes to produce the report. Superintendent Hughes stated he will simplify the report by sending a draft of the previous Board meeting minutes, as that is what he used to compile his report, along with any other pertinent documents. Superintendent Hughes stated this will save a lot of time and still get information to the Board members.

President Boswell presented a thank you card received from Teresa Long expressing appreciation for the District's thoughtfulness at her family's time of loss. President Boswell offered her congratulations to Superintendent Hughes for his award of Utah High School Activities Association Music Educator of the Year.

6. Action Items

Consent Agenda Approval:

Minutes: December 16, 2019 Board Meeting

Warrants: November #00006617 to #00006679

Member Haynes offered a motion to approve the Consent Agenda as presented. Member Wall seconded the motion. Motion carried with all members voting unanimously.

Application of Durable Power of Attorney to Attend Tintic High School

Member Young offered a motion to approve the Application of Durable Power of Attorney to Attend Tintic High School as presented. Member Rowley seconded the motion. Motion carried with all members voting unanimously.

Approval of Financial Audit Report FY 2019

Member Wall offered a motion to approve the Financial Audit Report FY 2019 as presented. Member Haynes seconded the motion. Motion carried with all members voting unanimously.

2020/2021 School Year Calendar Approval

Member Rowley offered a motion to approve the 2020/2021 School Year Calendar - Draft One as presented. Member Wall seconded the motion. Motion carried with all members voting unanimously.

Superintendent Notice of Renewal

Member Haynes offered a motion to approve the Superintendent Notice of Renewal as presented. Member Rowley seconded the motion. Motion carried with all members voting unanimously.

Amended School Land Trust – Tintic High School Approval

Member Young offered a motion to approve the Amended School Land Trust Plan for Tintic High School as presented. Member Young seconded the motion. Motion carried with all members voting unanimously.

Amended School Land Trust – West Desert High School Approval

Member Wall offered a motion to approve the Amended School Land Trust Plan for West Desert High School as presented. Member Young seconded the motion. Motion carried with all members voting unanimously.

Amended School Land Trust – West Desert Elementary School Approval

Member Wall offered a motion to approve the Amended School Land Trust Plan for West Desert Elementary School as presented. Member Young seconded the motion. Motion carried with all members voting unanimously.

Request for Funding Application – Tintic High School Band

Member Wall offered a motion to approve the Request for Funding Application for the Tintic High School Band for the amount of \$2750.00 as presented. Member Rowley seconded the motion. Motion carried with all members voting unanimously.

Policy Revision – DBI Employment Calendar

Member Wall offered a motion to approve the Policy Revision of DBI – Employment Calendar as presented. Member Haynes seconded the motion. Motion carried with all members voting unanimously.

Policy Revision – DEE Compensation and Benefits

Member Rowley offered a motion to approve the Policy Revision of DEE – Compensation and Benefits as presented. Member Young seconded the motion. Motion carried with all members voting unanimously.

7. Superintendent’s Report

Superintendent Hughes asked for questions regarding the enrollment report. There were none. Superintendent Hughes reported that legislative meetings have begun and their focus is the tax reform that has been repealed by the governor. Superintendent Hughes stated that no educational entity commented for or against the tax reform. Superintendent Hughes reported that Legislation will discuss House Bill 31 – Anti-Registration Amendments, House Bill 80 – School Fees in Sports, and House Bill 32 – Long Term Improvements Toward Mental Health, and that he will send updates to the Board members as they are received. Superintendent Hughes commented on the Utah School Board Association Conference, the exceptional presenters, and information given. Superintendent Hughes led a discussion regarding the 7 Mindset program on mindset number four titled “100% Accountability”.

8. Executive Session

Motion to adjourn to Closed Executive Session to review and discuss the character and professional competence of individuals, as provided for in Utah Code § 52-4-205(1)(a) was offered by Member Young, seconded by Member Rowley, with the voting as follows:

Member Young Aye
Member Rowley Aye
Member Boswell Aye
Member Wall Aye
Member Haynes Aye

Motion to return the meeting to a Regular Session was offered by Member Wall, seconded by Member Haynes, with the voting as follows:

Member Young Aye
Member Rowley Aye
Member Boswell Aye
Member Wall Aye
Member Haynes Aye

9. Adjournment

Member Young offered a motion to adjourn. Member Rowley seconded the motion. Motion carried with all members voting unanimously.

The meeting adjourned at 6:25 p.m.

The next regularly scheduled meeting of the Tintic School District Board of Education will be held on February 24, 2020, at 4:00 p.m. at the Tintic School District Office, 545 E. Main Street, Eureka, Utah.

Minutes submitted by:

Jeremy Snell
Business Administrator