

TINTIC SCHOOL DISTRICT BOARD OF EDUCATION MINUTES – JANUARY 2021 MEETING

Date: January 25, 2021
Time: 2:00 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
	Ryan Despain	Member
	Jordan Grimstead	Member
	Heather Young	Member
	Jeana Rowley	Member
	Greg Thornock	Superintendent
	Jeremy Snell	Business Administrator

Regular Meeting

Call to Order and Recognition of Guests

President Boswell called the meeting to order at 2:00 p.m.

1. Pledge of Allegiance

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

2. Swearing-in of New Board members

Mr. Jeremy Snell, Business Administrator, performed the Oath of Office to Mr. Jordan Grimstead and Mr. Ryan Despain as new board members, and Mrs. Heather Young as re-elected board member of the Tintic School District Board of Education. Member Grimstead, Member Despain, and Member Young all accepted the Oath of Office as administered by the Business Administrator.

3. School Nurse Report

President Boswell introduced Mrs. Peggy Drussel as the new Tintic School District Nurse and thanked her for attending the meeting. Mrs. Drussel thanked the Board, staff, and students for being so welcoming. Mrs. Drussel introduced herself and stated she is excited to be with the

District, loves her job thus far, and is appreciative of the opportunity to help educate the students and staff, as well as help keep them healthy. Mrs. Drussel reported on lessons she has taught to Tintic students thus far.

Superintendent Thornock stated he is pleased to have Mrs. Drussel in Tintic School District and that she has been doing great taking over a job that has been vacant for some time as well as helping administer Covid-19 vaccines on her first day here.

4. Board Election

President Boswell asked for any nominations for the position of President of the Tintic School District Board of Education. Member Grimstead nominated Member Boswell as President of the Tintic School District Board of Education, seconded by Member Despain. Member Rowley nominated Member Young as President of the Tintic School District Board of Education, which was not seconded. No other nominations were offered for the position of President. Member Boswell was elected as President with three of five votes.

Member Rowley nominated Member Young as Vice President of the Tintic School District Board of Education, seconded by Member Grimstead. President Boswell nominated Member Despain as Vice President of the Tintic School District Board of Education, which was not seconded. Member Young was elected as Vice President with four of five votes.

5. Citizen Comments

Mr. Gordon Grimstead addressed the Board and expressed his appreciation to the Athletic Director, administrators, staff, and coaches, stating that the school district has made a lot of progress since his time as Tintic High School Principal. President Boswell thanked Mr. Grimstead for his comments.

6. Communications from Board members

Member Young welcomed the new board members and stated that she looks forward to working with them.

Member Despain stated he is honored, but nervous, to be a board member and is excited to move forward and work together for the schools and community.

Member Grimstead stated he is grateful for the opportunity to serve and learn from the other board members. Member Grimstead thanked the current administration and staff for their efforts during the Covid-19 restrictions, as well as coaches in their efforts on behalf of students and streaming sporting events to family members and fans who still want to support the teams. Member Grimstead stated that he would like to add discussions to upcoming agendas of the formation of the committees required by state statutes and discuss the time schedule of future board meetings.

Member Rowley stated she would like to try having work sessions in between board meetings instead of before board meetings and add reports from Principals, teachers, and extracurricular groups back to the agenda.

President Boswell thanked the new board members for running for the position, caring about the school district, and being willing to serve. President Boswell stated that the board training had a lot of great information and thanked Mr. Allen, Technology Director for his help with online meetings and training.

7. Audit Report

Mr. Ron Stewart, CPA of Gilbert and Stewart distributed copies of his audit report to all board members. Mr. Stewart explained how the audit was conducted and reported two findings. The first finding was withholding tax on payroll that had not been submitted, but that Mr. Snell has been working with the state to correct the issue. Mr. Stewart stated that the budgets of Instructional Services and Operating Management had overages. Mr. Stewart stated that the second finding is with the new state requirement of fraud risk assessment and that the state communicated this new requirement poorly, resulting in many districts and cities having no knowledge of it. Mr. Snell stated that Tintic School District's fraud risk assessment was approved by the board in the November meeting and submitted to the state in December.

Member Rowley asked regarding the budget overage in Instructional Services and what is included in that. Mr. Stewart stated it includes teacher salaries, classroom supplies, and PPE equipment. Mr. Snell stated that the overages were mostly due to the unforeseen need to purchase Covid-19 supplies, but that grant money is now coming in to help cover those costs.

Member Rowley asked regarding a balance in the Undistributed Reserves. Mr. Snell explained that this was from a retirement program that had been eliminated and then reinstated with a new policy and that there have not been many retirees since then.

Mr. Snell asked Mr. Stewart to advise the District in the creation of an auditing committee as per Board policy. Mr. Stewart stated to try and find committee members that have financial backgrounds, or to swap with other Districts where they could be our committee and Tintic could be theirs, which would also work for an internal audit committee when needed.

Member Young asked how to better the internal controls so that all tasks are not being done by the Business Administrator alone. Mr. Stewart stated it can be hard to separate duties in a small district, but that the Superintendent, Board members, and office staff can be utilized. Member Young asked Mr. Snell how the Board could help with this. Mr. Snell stated that these processes could be discussed during work sessions to help Board members learn the financial workings of the District. Mr. Stewart stated that the Board can use policies to schedule priority items and protect the District Office when people bring issues, to be able to communicate that they will be taken care of after the scheduled priorities are met. Member Despain asked if an audit committee that met regularly would be beneficial to catch inconsistencies and assist in meeting deadlines. Mr. Snell responded that the committee would need to learn the process of the District finances with its checks and balances as well as the Board members. Member Grimstead stated he would appreciate training on the process of the District finances. Mr. Snell stated he has a presentation ready and is willing to share the information when the Board is ready. Mr. Stewart stated he is willing to help in the training also.

Mr. Snell thanked Mr. Stewart and his staff for their services and advice.

8. Superintendent Report

Superintendent Thornock welcomed Mr. Grimstead and Mr. Despain in their new capacity as Board member, stating he is excited to work with them to continue to make the school district successful. Superintendent Thornock thanked the administrators for the way they handle the challenges they are facing.

Superintendent Thornock stated that the Special Education classroom is being remodeled to accommodate the needs of a new student and that there are issues with plumbing that will need to be repaired. Superintendent Thornock stated that it is necessary to purchase a van with a chair lift and that one is being acquired from Beaver School District. Superintendent Thornock stated that the decision of purchasing a van instead of a bus is so that teachers and aides can transport students who need the chair lift. Superintendent Thornock stated that the District's Special Education student numbers are increasing and that a half or full time position might need to be added to the current Special Education personnel.

Superintendent Thornock reported on financial issues discussed at legislative meetings and that the State Board of Education is conducting a study that could threaten the NESS money. Superintendent Thornock stated that the Utah School Board Association is asking those conducting the study to add more money to their formulas instead of changing the formula. Superintendent Thornock distributed a pamphlet with information on Joint Legislative Committee priorities and the issues that the Utah School Board Association are currently lobbying for. Superintendent Thornock encouraged board members to attend legislative meetings to lend their voice and presence and that these meetings can be attended virtually. Superintendent Thornock stated he would like to have state board members in our buildings.

Superintendent Thornock stated that reports from administrators, teachers, and school groups will be returned to the agenda starting in February, which had been removed due to Covid-19 regulations. Superintendent Thornock would like to create with the board members a process to add items to the agenda.

Superintendent Thornock reported that Tintic School District was first in the health district to receive Covid-19 vaccines and will let the board know when the booster vaccines are scheduled.

Superintendent Thornock reported on a wrestling tournament held at Tintic High School and its success, as well as the success of the bake sale. Superintendent Thornock thanked the Athletic Director, Sarah Swalberg, and Principal Kramer for their efforts in planning for and carrying out the tournament. Superintendent Thornock stated that Tintic High School will be hosting the 1A Wrestling Divisional Tournament on January 28, 2021 where guests will still be limited to two per athlete up to 25% capacity. Superintendent Thornock reported on the success of the recent Boys Basketball tournament.

Superintendent Thornock asked to add to the next agenda to discuss work session and board meeting times. President Boswell asked to discuss it now. Board members discussed different scheduling options. Mr. Snell stated that the board meeting dates and times have previously been approved and that any changes will create the need to amend the board meeting calendar. Board members decided to discuss the time changes further at the work session on February 8, 2021.

Superintendent Thornock stated that school fees need to be approved in April 2021 and that the next two board meetings will need to be public hearings. Member Young stated that Daggett School District has a fee schedule, but does not enforce it. Member Young asked to have Daggett School District Superintendent meet with Tintic School District Board members to discuss their fee schedule. Superintendent Thornock stated he would arrange a meeting.

Superintendent Thornock expressed appreciation to Mr. Mark Allen, Technology Director, for his efforts in streaming. Superintendent Thornock thanked Mr. Brian Underwood, Maintenance Director, for coming in after contract hours to fix a basketball hoop, as well as Mrs. Becky Jones, Programs Director, for her assistance with grants.

Superintendent Thornock discussed an upcoming capital project to replace the sound and light systems in the Tintic High School auditorium. Superintendent Thornock stated that Tintic School District received an inheritance donation from Mr. James Fillmore, a Tintic Alumni, and that he would suggest using the money to replace the track and put a sprinkling system and sod in the middle. Superintendent Thornock said he would like to name the track in Mr. Fillmore's honor and that it will benefit the school and the community. Superintendent Thornock stated he is searching for grants to match the donation and asked the board members to discuss it further at the February 8, 2021 work session. Member Grimstead suggested that all the coaches be contacted to discover needs that the donation could help with. Member Young asked if the money could be used to put an air conditioning system in Tintic High School. Superintendent Thornock stated that the District received a grant that will be allocated for an air conditioning system and that Mr. Underwood is currently collecting quotes. Member Rowley asked if there were any deadlines attached to the donation. Superintendent Thornock stated there is not. Member Grimstead asked if there were any family wishes as to how the District uses the donation. Mr. Snell stated the estate was settled by an attorney and that there were no wishes or direction given. Member Rowley stated that any left over money could be used for a scholarship. Board members further discussed using the donation to rebuild a track and other options. Member Despain and Member Grimstead stated they would be willing to be on a committee to complete the process of replacing the track. Member Young stated the money could also be used for teachers and salaries. Member Grimstead stated this is a one-time sum, so the decision has to be made considering if there will be on-going expenses with what it is used for. Member Despain stated that it would be good to look at more options, including education, but that improving the track facility could bring in returns on the investment in that it could draw more students to Tintic School District as well as provide opportunities for Tintic to host track meets, which also brings in money, as well as provide community outreach. Board members discussed forming a committee to oversee a track project. Member Despain stated he has contacts through soccer teams that might be interested in assisting with a track project. Member Despain will be on the committee.

Superintendent Thornock presented the Enrollment Report. Superintendent Thornock reported that Agreement to Return to Work letters for the 2021-2022 school year have been sent out to employees and are due February 8, 2021. Superintendent Thornock asked the board to table the USBA Better Boards Video discussion until the work session on February 8, 2021.

9. Action Items

Consent Agenda

Minutes: December 21, 2020 Meeting Minutes
Warrants: December #00007366 to #00007417

There were no questions regarding the Consent Agenda items.

Financial Audit Report FY 2020

Member Rowley offered a motion to approve the Financial Audit Report for FY 2020 as presented. Member Young seconded the motion. Motion carried with all members voting unanimously.

2021-2022 School Year Calendar

Board members tabled the approval of the 2021-2022 School Year Calendar to enable further discussion with the Tintic Education Association representative.

Business Administrator Notice of Contract Renewal

Member Rowley offered a motion to approve the Business Administrator Notice of Contract Renewal as presented. Member Grimstead seconded the motion. Motion carried with all members voting unanimously.

Policy FGF – Curricular and Non-curricular Student Groups

Board members tabled the approval of Policy FGF – Curricular and Non-curricular Student Groups for further discussion and revision.

10. 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 Rowley, seconded by Member Young, with the voting as follows:

Member Rowley Aye
Member Boswell Aye
Member Despain Aye
Member Young Aye
Member Grimstead Aye

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

Member Rowley Aye
Member Boswell Aye
Member Despain Aye
Member Young Aye
Member Grimstead Aye

11. Adjournment

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

The meeting adjourned at 5:40 p.m.

The next regularly scheduled meeting of the Tintic School District Board of Education will be held on February 22, 2021 at 4:00 p.m. at the Tintic School District Office, 545 E. Main Street, Eureka, Utah 84628.

Minutes submitted by:

Jeremy Snell
Business Administrator