

**TINTIC SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES – JULY 2018 MEETING**

Date: July 18, 2018
Time: 3:00 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 3:00 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
	John Reil	Vice President
	Ted Haynes	Member
	Helen Wall	Member
	Heather Young	Member
	Kodey Hughes	Superintendent
	Jeremy Snell	Business Administrator

Members Excused: None

Prior to the Board of Education meeting, the Members of the Board met in a Board Work Session from 9:00 a.m. to 3:00 p.m., in which the following items were reviewed and discussed:

1. Legal Review and Current Challenges

Ms. Heidi Alder, attorney for Lear and Lear Legal Services, was present to discuss legal issues and current challenges of Tintic School District.

Ms. Alder recommended having a separate agreement between the District and the employee that if in the event an employee does obtain further certification/endorsements paid for by the District, the employee will reimburse the District shall that employee leave. Superintendent Hughes reported that the Board needs to establish a year mark that considers the employee as a professional. Member Young recommended a three year commitment. Ms. Alder reported that three to five years is the commitment she has seen from other districts. Superintendent Hughes reported that the term “upon completion” needs to be considered. Ms. Alder recommended that the term starts as soon as payment is made. Ms. Alder reported what is more beneficial to the District needs to determine when the term begins, there is no law that says one way or the other. Ms. Alder recommended adding language to establish a time frame to complete the further certification/endorsements. Member Reil suggested having a distinction between degrees and endorsements. Superintendent Hughes reported that he will formulate a document and visit with the Board president. Superintendent Hughes reported that the document will only be provided if there is a monetary commitment from the District. Ms. Alder suggested a reimbursement plan

according to the amount the District pays out determining the length of time the employee is required to stay employed with the District.

Public and Open Meetings Act

Ms. Alder reviewed what constitutes an open meeting. Ms. Alder reported that public comments are not required. Ms. Alder reported that the providing officer decides who speaks during open meetings and a member of the public can be removed from the meeting. Ms. Alder reviewed the requirements to host an open meeting including providing a reasonable specified agenda posted to the public. Ms. Alder reported that an open meeting needs to follow the agenda as posted to the public notice website. Ms. Alder reported the requirements for an emergency meeting. Ms. Alder reviewed the meeting location should be the same as the location of an executive session, work session, etc. Superintendent Hughes asked for clarification on summer work meeting locations. Ms. Alder will look up the statutes and report on clarifications. Ms. Alder reviewed the options of electronic meetings. Ms. Alder reviewed the record keeping of open meetings, addressing the Board president, availability of minutes and posting minutes. Ms. Alder reviewed open meeting violations and how to correct the violations. Ms. Alder reviewed the reasons and requirements for holding a closed meeting. Ms. Alder reported that a closed meeting recording is not required when security devices and/or character and competence issues are being discussed. Ms. Alder reported an affidavit needs to be signed by the Board Chair when a closed meeting is not recorded due to security devices and/or when an individual's character and competence were discussed. Ms. Alder reviewed the penalties to violations for closed meetings.

School Fees – USBE Committee Reviews

Ms. Alder reviewed the history of school fees. Ms. Alder reported how schools fees are established, the fee waiver baselines and what school fees are. Ms. Alder reported that a past injunction stated that public elementary and secondary schools shall be free. Ms. Alder reported that a 2017 audit on school fees found that there is a high level of non-compliance on the assessment of student fees in schools. Ms. Alder reported that a taskforce has been established to obtain a background of school fees and provide changes to the State Board of Education rules. Ms. Alder reported that the changes and clear rules will be determined in October. Ms. Alder reviewed the Utah Administrative rule definition of school fees. Superintendent Hughes discussed the implications of being a fee waiver school district. Ms. Alder reported that each Board can establish to be a fee waiver district or the Board is required to establish a fee schedule. Ms. Alder recommended establishing a fee schedule and the Board can establish a very lenient fee waiver application. Ms. Alder reported that if a school district is a fee waiver district, no fees can be collected for anything that is school related including athletics, extracurricular activities, field trips, etc. President Boswell asked for clarification on fees for the out of state Tintic High School Band trip. Ms. Alder reported that any school sponsored activity will need to be included on the fee schedule. Superintendent Hughes reported that with the findings and recommendations from the taskforce in October will clearly define extracurricular fees. Ms. Alder reported that the fees and what is covered by the District can be clearly defined by each District. Mr. Snell reported on the political ramifications to establishing fees and creating a fee waiver school. Member Young asked for clarification between Title I and fee waivers. Ms. Alder reported that they are not related, Title I is a federal program and uses free and reduced free school lunch applications versus scheduled fees and fee waivers that are established by a local School Board. Member Young asked for clarification on the operetta costume fees from Eureka Elementary. Ms. Alder reported that fees required for any event associated with school during school hours is prohibited on the elementary level. Ms. Alder reported that partial fee waivers and alternatives for those students who may not qualify for waivers can be established. Ms. Alder reviewed current rules that constitute a fee but advised the rules will be updated with legislative session

and the task force findings. Ms. Alder reviewed the laws associated with fundraising and recommended that the money raised from fundraisers go into a fund for all students participating in the event.

Board Governance & Communication

Ms. Alder asked Board members for their relations and social interactions with employees in the schools. Ms. Alder discussed the responsibilities of elected officials in a small town environment. Ms. Alder reminded Board members that they are always a public servant even in personal interactions. Ms. Alder reported the difficulty of working with divisive Boards and the drain on public funds and efforts. Ms. Alder reported on the professionalism of communication between each Board member and how it helps come to solutions. Ms. Alder advised Board members to follow the established Board policies when addressing community members and employees. Ms. Alder reported that Board members should be directing most concerns to building administrators and the Superintendent. Member Wall reminded Board members that they are a single member and do not have authority to make decisions as a single member. President Boswell reminded Board members that each Board member is an important part to make the Board a whole entity. Ms. Alder stressed the importance of respecting confidentiality among all areas of their interaction with others. Ms. Alder reviewed Board duties and powers and reported passing policies and procedures should be Board members' main focus. Ms. Alder provided Board members a handout discussing Board duties and goals and parliamentary procedures. Ms. Alder recommended Board members to avoid getting involved in personnel matters and delegate administrative matters to building administrators and the Superintendent. Member Young thanked Ms. Alder for her presentations and training. President Boswell thanked Ms. Alder for coming to the meeting and offering her recommendations.

2. Consent Agenda

Personnel:	Samantha Rydalch	New Hire	Math Teacher-THS
Minutes:	June 18, 2018 Work Session/Meeting		
Warrants:	#00005297 to 00005360		

Board members discussed the items included in the Consent Agenda.

Superintendent Hughes reported that Mrs. Rydalch accepted the offer of the math teacher at Tintic High School. Superintendent Hughes reported that Mrs. Rydalch will be participating in the State Board of Education's Alternative Pathways to Teaching program to obtain her teaching degree. Member Wall asked if there could be verbiage added to contracts requiring teachers to stay with the District for a time while earning licensure/credits. Superintendent Hughes reported that a clause can be added to a contract as long as there is a tie between the District's costs and the employment. Superintendent Hughes reported that the Board will need to determine the length of time and specifics of the clause.

3. Superintendent's Report

Superintendent Hughes presented Board members the following items for consideration:

August 2018 District/Board Calendar
Enrollment Report
USBA Tintic High School Band Request
Policy Review
Board Policy FGF Curricular Clubs and Non-Curricular Student Groups
Parental Consent Form
Board Policy EHD Academic Honors
Security Camera Update-Mr. Mark Allen

Superintendent Hughes reviewed the items included on the District and Board calendars.

Superintendent Hughes reviewed the enrollment data included in the monthly enrollment report.

Mr. Mark Allen, Technology Director, was present to report on the security camera project. Mr. Allen reported that Tintic High School is now live with security cameras and the cameras are now recording. Mr. Allen presented Board members with a presentation on how the cameras work, record, and features the cameras offer. Mr. Allen reported that building administrators will have access to view cameras off campus. Mr. Allen reported the storage available on the servers to keep recordings. Mr. Allen reported that all the lines have been installed and tested at Eureka Elementary. Mr. Allen thanked Mr. Brian Underwood and his maintenance crew for their help installing the lines. President Boswell asked about door security on the District Office doors. Superintendent Hughes asked Board members if they would like to pursue security on the doors. Member Wall asked about adding an access button to the other doors at Tintic High School to prevent students from propping the door open. Member Reil suggested adding a delayed alarm to Tintic High School doors to go off when doors are propped open for an extended period. President Boswell recommended adding security to the doors of Tintic High School and the District Office. President Boswell thanked Mr. Allen for his presentation.

Superintendent Hughes presented Board members a pictures of the 2018 graduation class letters for the "T".

Superintendent Hughes reported that Utah School Boards Association has asked the Tintic High School Band to perform Friday morning during the USBA Conference in January. Superintendent Hughes reported he needs to check the calendar for conflicting events. Board members approved the request.

Superintendent Hughes presented Board members Board policy FGF: Curricular Clubs and Non-Curricular Student Groups. Superintendent Hughes asked Board members to read the policy and become familiar with the policy because applications will be required this year for clubs. Superintendent Hughes reported that he contacted Utah Risk Management for advice on how to file for programs as clubs. Superintendent Hughes reported that programs can be sponsored as a club.

Superintendent Hughes presented Board members a draft of a parental consent for curricular and non-curricular groups/clubs. Superintendent Hughes reported the document is a draft offered from Utah Risk Management and would need to be modified to apply to Tintic School District.

Superintendent Hughes presented Board members Board Policy EHD: Academic Honors. Superintendent Hughes asked Board members their opinion on changing the percentage of the ACT and GPA for academic honor students. Member Haynes asked how changing the policy

would affect the students. Superintendent Hughes reported that there will be no change for the graduating class of 2019. Superintendent Hughes reported that if the policy was changed a sliding scale can be created to accommodate 9th - 11th grade students. Member Reil reported after hearing from school administrators he does not want to change the percentage of 50/50. Member Young reported she is concerned about great students who do not test well. Superintendent Hughes reported that changing the percentage to favor GPA greater will scrutinize teachers. Superintendent Hughes reported his recommendation is to leave the policy as is with a 50/50 ratio for GPA and the ACT test score. Board members agreed the policy should remain as per the Superintendent's recommendation.

Superintendent Hughes presented Board members with Board Policy ECA: Curriculum Required Instruction. Superintendent Hughes discussed the changes made to Policy ECA including rules allowing schools to utilize credits in a different way. Superintendent Hughes reported the importance of starting the school year up to code with State rule.

Superintendent Hughes presented Board members with Board Policy EHA: Graduation Requirements. Superintendent Hughes reported that the secondary administrators will move forward with the modified block schedule starting with the 2018-2019 school year. Superintendent Hughes reported the revision to the policy will increase the credits required for graduation to 18 because the block schedule will provide more offerings to students. Superintendent Hughes reported the modified block schedule and the revisions made to Board policy EHA will provide a buffer for release time. Member Reil asked how transfer students will adjust to the added requirements. Superintendent Hughes reported that a prorated requirement will need to be added to the policy after research is done. Member Haynes asked if requirements will change for the Adult Education program. Superintendent Hughes reported that a new policy may be created to cover the Adult Education program individual requirements. Member Reil reported he has a concern for increased homework. Superintendent Hughes reported that the added courses are supposed to be an exposure-based course and the work is done in class.

Superintendent Hughes presented Board members with Board Policy FI: Student Fees, Fines and Charges. Superintendent Hughes reported the revisions are provided from the 2018 Legislative session and does not add school fees. Superintendent Hughes provided Board members a document showing what other school districts charge for fees. Superintendent Hughes reported that fees can be determined by meeting with building administrators to present appropriate fees for the Board to approve. Mr. Snell reported he is concerned with approving the revisions to the policy when the Board is not currently following policies including establishing a fee schedule and being a fee waiver district. Member Haynes asked Superintendent Hughes what fee he would charge for a student participating in band. Superintendent Hughes reported that he would have to do more research to establish band fees. Superintendent Hughes asked if the Board wants to proceed with the USBA revisions or draft a new policy that accommodates the fee waiver District. Superintendent Hughes recommended the Board table Board Policy FI until more research can be done and a policy can be revised to better represent the goals of Tintic School District.

Enrollment Trends and Strategic Planning

Superintendent Hughes reported the projected enrollments for each school for the 2018-2019 school year. Superintendent Hughes reported the projected enrollment for Eureka Elementary creates budgetary constraints that need to be reviewed by the Board. Superintendent Hughes reported that action should have taken place after the last school year, but hopes were enrollment would increase with the upcoming kindergarten class. Superintendent Hughes reported that there

are no homes for families to move in to and there are no options for families moving to Eureka. Superintendent Hughes reported that he and Mr. Snell will start advocating at the Eureka City level to promote family growth in Eureka. Member Young reported her concern on the plan of Eureka City to create an age 55 and older community. Superintendent Hughes reported Board members need to express their concerns to the members of Eureka City to create options for families to move to Eureka. Superintendent Hughes reported he will notify staff of the enrollment and budgetary concerns and Board members will have a difficult decision to decide what programs and/or staff will be eliminated to support the declining enrollment. Superintendent Hughes reported that combining classes will be the last thing that will be done. Superintendent Hughes reported he will be asking for the Eureka City plans to encourage growth in population. Superintendent Hughes expressed his difficulty with the subject but enrollment numbers do not support the financial commitment. President Boswell reported that Eureka City council members do not want to see change in Eureka. Superintendent Hughes reported that tax base does not support teacher salaries and a community of 55 plus would not increase student population. Mr. Snell reported the jobs that are proposed in a community of 55 plus may not be motivating for people to move to Eureka and support student population growth. Superintendent Hughes reported that Eureka City has changed slowly over the years, community members have moved away, homes have become inhabitable, businesses have closed, buildings have decomposed and population has decreased. Superintendent Hughes recommended that communication needs to increase with community members and the Eureka City council members about the concerns of the District. Superintendent Hughes reported that the Eureka City vision needs to be articulated and how that vision will affect Tintic School District and public education. Superintendent Hughes reported that the District provides support to the Eureka City entity but the District is not receive support from Eureka City. Superintendent Hughes reported that the numbers of the October 1, 2018 count will fund the 2019-2020 school year. Member Young appreciated Superintendent Hughes discussing the topic so the Board can be united and have the support from each other. Mr. Snell reported that he is concerned about the Legislature considering consolidation. Mr. Snell reported that when the Legislature considers expenditures per pupil, Tintic School District will be noticeable and NESS funding will be considered. Mr. Snell reported that staff can be reduced but boosting the enrollment will help the denominator factor. Superintendent Hughes reported that a meeting that is non-threatening and taking the opportunity to invite Eureka City officials to create a plan to increase enrollment for Tintic School District should take place. Member Young reported that advocacy should start with the Eureka City council because they may not know they have the power to make a change and they may not know the situation as it is. Member Young reported that the Eureka City council needs to be held accountable for their actions.

Board members adjourned the work session at 3:00 p.m.

1. Call to Order and Recognition of Guests

President Boswell called the meeting to order at 3:00 p.m. and instructed the Business Administrator to call the roll.

2. Pledge of Allegiance

President Boswell led those in attendance in the Pledge of Allegiance.

3. Action Items

Consent Agenda Approval:

Personnel: Samantha Rydalch New Hire Math Teacher-THS

Minutes: June 18, 2018 Work Session/Meeting

Warrants: #00005297 to 00005360

Member Reil offered a motion to approve the consent agenda as presented. Member Young seconded the motion. Motion carried with all members present voting in favor of the motion.

Eureka City Jr. Jazz Facilities User Request Waiver of Fees

Superintendent Hughes presented Board members a facility user request waiver of fees from Eureka City for a Jazz Player appearance for the Jr. Jazz program.

Member Wall offered a motion to approve the Eureka City Jr. Jazz Facilities User Request Waiver of Fees. Member Reil seconded the motion. Motion carried with all members present voting in favor of the motion.

Board Policy Revision ECA: Curriculum Required Instruction – First Reading

Member Reil offered a motion to suspend the three-reading rule and adopt the revisions made to District Policy ECA: Curriculum Required Instruction as presented. Member Haynes seconded the motion. Voting in favor of the motion was unanimous.

Board Policy Revision EHA: Graduation Requirements – First Reading

Member Haynes offered a motion to suspend the three-reading rule and adopt the revisions made to District Policy EHA: Graduation Requirements as presented. Member Wall seconded the motion. Voting in favor of the motion was unanimous.

Board Policy Revision FI: Student Fees, Fines and Charges – First Reading

Member Reil offered a motion to table the revisions made to District Policy FI: Student Fees, Fines and Charges as presented to allow Superintendent Hughes more time to research the policy. Member Young seconded the motion. Voting in favor of the motion was unanimous.

Board Handbook and Review

Superintendent Hughes asked Board members to review the Board Handbook to prepare for revisions in the upcoming Board meetings. Superintendent Hughes presented Board members their responses to the question asked in the June Board meeting as to what the role of a Board member is. Superintendent Hughes reported the information presented from Ms. Alder and the communication among Board members, that the role of a Board member needs to be more specific. Superintendent Hughes presented Board members an article that discusses what makes an effective Board and Board member.

Superintendent Hughes thanked Board members for their change in schedules to meet in July. Superintendent Hughes thanked Board members for their communication and collaboration during the meeting.

4. Adjournment

Member Reil offered a motion to adjourn. Member Wall seconded the motion. Motion carried with all Board members present voting in favor of the motion.

Meeting adjourned at 3:30 p.m.

The next regularly scheduled meeting of the Tintic School District Board of Education will be held on August 20, 2018, at 4:00 p.m. the Tintic School District Office, 545 E. Main Street, Eureka, Utah.

Minutes submitted by:

Jeremy Snell
Business Administrator