

TINTIC SCHOOL DISTRICT BOARD OF EDUCATION MINUTES – OCTOBER 2017 MEETING

Date: October 16, 2017
Time: 11:00 a.m.
Location: West Desert High School
Trout Creek, Utah

The meeting of the Tintic Board of Education was called to order by President Boswell at 11:00 a.m. Member Reil 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

<u>Members Excused:</u>	Jesse Wall	Student Board Member
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1. Pledge of Allegiance

Business Administrator Jeremy Snell led those in attendance in the Pledge of Allegiance.

2. Student/Schools Recognition

Member Reil welcomed West Desert Elementary teacher, Mr. Mario Johnson and students from West Desert Elementary. Mr. Johnson and the students introduced themselves to the Board members. Students presented artwork they had created. Mr. Johnson reported on the upcoming story-telling festival. Students shared their stories they will be presenting during the festival. Mr. Johnson thanked the Board for their presence and support. Board members thanked Mr. Johnson and his students for their presentations.

West Desert High School teacher, Mr. Daniel Kimball and students in the middle school guitar ensemble presented Board members a song played on their guitars. West Desert High School teacher, Mr. Mark Carling, Mr. Kimball and students introduced themselves to the Board members. Mr. Carling presented Board members student's work done in classes, extracurricular activities and athletic events. Mr. Carling reported on the successful completion of the Find the Pony 5K. Mr. Kimball reported that high school students will be participating in the solo ensemble festival. Mr. Carling thanked the Board for visiting the West Desert Schools. President Boswell thanked Mr. Kimball, Mr. Carling and the students for their presentations.

3. Citizen Comments

No citizen comments were offered.

4. Reports

Superintendent Hughes presented Board members prepared reports by Tintic High School Principal Mr. Greg Thornock and Eureka Elementary Principal Mr. Brian Ward.

5. Board Member Coming to Order Training

Superintendent Hughes reported that he met with Member Haynes and Member Young to prepare the topics that would be covered in the coming to order training. Member Haynes reviewed the importance of a well-organized agenda. Member Wall discussed the importance of staying on task and following the agenda to keep the meeting organized. Superintendent Hughes reviewed the authorized reasons to enter a closed meeting. President Boswell asked about the reason going into closed session being specified for the minutes. Mr. Snell specified that different reasons need to be entered into closed session separately to be legal. Member Young reviewed information on making Board decisions. Superintendent Hughes reviewed the importance of knowing Board policies. Superintendent Hughes reviewed the appropriate managerial decisions made by the Board. Superintendent Hughes reviewed the simplified chart of parliamentary motions for School Board members.

6. Consent Agenda

Personnel: Darrin Carlson Resignation District Office

Minutes: September 18, 2017 Work Session/Meeting

Warrants: #00004591 to 00004659

Board members discussed the items included in the Consent Agenda.

Member Wall asked for notification when an employee resigns to be able to respond to the public's questions. Superintendent Hughes reported that he will make contact with Board members when changes occur among personnel.

7. Superintendent's Report

Superintendent Hughes presented Board members the following items for consideration:

November 2017 District/Board Calendar
Enrollment Report
Board Handbook
2017-2018 Community Council Assignments
School Community Council Calendar Adoption

District Salary Lange Changes Policy-Possible Update
CUES Legislative Dinner
2016-2017 Assessment Data Review

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

Superintendent Hughes reviewed the enrollment data.

Superintendent Hughes reviewed the Tintic School Board Mission and Vision statements and also discussed briefly the Board goals. Superintendent Hughes asked President Boswell if having a larger meeting in November to thoroughly discuss the Board mission and vision statements is needed. President Boswell recommended making arrangements to meet at the Utah School Board Association Conference in January. Member Reil recommended doing the meeting Thursday prior to the start of the USBA Conference.

Member Young moved to recess the meeting. Member Haynes seconded the motion. Motion carried with all members present voting in favor of the motion.

Board Members adjourned the meeting for lunch.

Superintendent Hughes presented Board members with a listing of Community Council members for the schools throughout the District. Superintendent Hughes reported that due to the enrollment size of the schools, a policy amendment may need to take place for councils that are less than the required number of parent members.

Superintendent Hughes reviewed the proposed policy presented regarding certified lane changes. Superintendent Hughes reviewed the current lane change requirements and discussed the difference between credits earned at conferences versus credit earned in a master's course level class. Member Haynes discussed his concerns with the proposed policy changes because of credits earned that were requested by the school district not qualifying for a lane change. Superintendent Hughes reviewed that the policy includes assigned credit can be counted towards a lane change. Superintendent Hughes discussed that assigned credit may not be accepted at other districts as qualifying credit. Superintendent Hughes reported that the negotiating leverage is with new teachers because of how the policy reads. Member Haynes reported that this type of policy would benefit a medium to large size school district, but rural schools may have a harder time. Member Young reported that even though schools are small, rules and regulations still have to be followed. Superintendent Hughes reported that he will do more research on the topic for further discussion.

Superintendent Hughes presented Board members a proposed calendar for the School Land Trust Program included expectations and deadlines. Member Haynes reported that the community council meeting he attended was really good, however, the attendance of members was low. Member Young reported she is concerned if members are responsible for too many assignments. Member Wall reported that the meeting she and President Boswell attended was a discussion meeting and most members were present. Member Reil reported the meeting he attended was cohesive.

Superintendent Hughes reported the date for the CUES Legislative Dinner and reviewed the conflicting school activities. Superintendent Hughes reported that he will be in contact with Board Members for their attendance.

Superintendent Hughes presented Board members the 2016-2017 assessment data for Eureka Elementary and Tintic High School. Superintendent Hughes reviewed the 2015-2016 data and compared it with the 2016-2017 data. Superintendent Hughes reported the gains were made in all subjects with language arts being the greatest gain at Eureka Elementary. Superintendent Hughes reported that no data was presented for West Desert Elementary and West Desert High School due to enrollment size. Superintendent Hughes reported that every subject at Tintic High School had a significant gain.

8. Action Items

Consent Agenda Approval:

Personnel:	Darrin Carlson	Resignation	District Office
Minutes:	September 18, 2017 Work Session/Meeting		
Warrants:	#00004591 to 00004659		

Member Wall moved 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 Request Waiver of Fees

Superintendent Hughes presented a request for waiver of fees from Eureka City requesting the Board waive the fees associated with using the District's gymnasium for the Jr. Jazz basketball program. Superintendent Hughes reported that scheduling will be made to allow Tintic High School priority use of the gymnasium.

After reviewing the documentation, Member Haynes made a motion to approve the waiver of fees for Eureka City and the Jr. Jazz program. Member Wall seconded the motion. Motion carried with all members present voting in favor of the motion.

Tintic Historical Society Waiver of Fees

Superintendent Hughes presented a request for waiver of fees from Tintic Historical Society requesting the Board waive the fees associated with using a room in the District Office building for their monthly meeting. Superintendent Hughes reported that the request qualifies for a civic service request. Member Wall asked if approving this request will open the District to liability to service other organizations. Mr. Snell reported that denial of a civic service request cannot be done due to the request of a public facility. Superintendent Hughes clarified the requests from other non-civic service requests will be taken on a case by case basis. President Boswell asked Superintendent Hughes about including a fee to obtain a key fob for the District Office Building. Member Reil reported that custodial hours and time should be considered to cover all fees associated with renting District buildings.

Member Haynes made a motion to approve the waiver of fees for the Tintic Historical Society to hold their monthly meetings in the District Office building. Member Wall seconded the motion. Motion carried with all members present voting in favor of the motion.

Juab County Waiver of Fees

Superintendent Hughes presented a request for waiver of fees from Juab County requesting the Board waive the fees associated with using the Board Room for their October meeting.

After reviewing the documentation, Member Wall moved to approve the waiver of fees for Juab County. Member Young seconded the motion. Motion carried with all members present voting in favor of the motion.

2018 Annual Board Meeting Calendar

Superintendent Hughes presented Board members with a proposed annual Board meeting calendar for 2018. Member Young moved to approve the calendar as presented. Member Haynes seconded the motion. Motion carried with all members present voting in favor of the motion.

Tintic School District Special Education Policies and Procedures Adoption

Superintendent Hughes presented the Tintic School District Special Education Policies and Procedures updates. Superintendent Hughes reported that the Utah State Board of Education provided guidance to Special Education Director, Mrs. Jennica Beckstrom to develop the updates.

Member Wall moved to adopt the Tintic School District Special Education Policies and Procedures. Member Young seconded the motion. Motion carried with all members present voting in favor of the motion.

Educator Evaluation Committee Assignments

Superintendent Hughes presented the names for the Educator Evaluation Committee. Superintendent Hughes reported that Tintic High School Principal, Mr. Greg Thornock, Tintic School District Educator, Mrs. Leslie Wilbanks and a parent representative needs approval. Superintendent Hughes clarified that all parent nominations are currently serving on a community council and have students in Tintic School District schools. Member Young reported that Mrs. Cheri Tromble would bring an unbiased opinion because of her home location and working at another school outside of Tintic School District boundary.

Member Young moved to approve Greg Thornock as an administrator, Leslie Wilbanks as a teacher and Cheri Tromble as a parent of the Tintic School District Educator Evaluation Committee. Member Wall seconded the motion. Motion carried with all members present voting in favor of the motion.

Tintic School District Evaluation Program Tool Approval

Superintendent Hughes presented the Tintic School District Evaluation Program Tool. Superintendent Hughes reported that the tool is recommended by the Utah State Board of Education and that Tintic School District has been utilizing the tool for the last three years of evaluations. Member Young asked the term of the educator evaluation committee assignments. Superintendent Hughes reported that all committees will have to be renewed annually.

Member Wall made a motion to approve the Tintic School District Evaluation Program Tool. Member Young seconded the motion. Motion carried with all members present voting in favor of the motion.

School Land Trust Final Report 2016-2017 Approval (Eureka Elementary, Tintic High, West Desert Elementary, West Desert High)

Superintendent Hughes presented the final School Land Trust expenditure report from Eureka Elementary, Tintic High, West Desert Elementary and West Desert High for the 2016-2017 school year. Superintendent Hughes reported that all reports have been reconciled with the Tintic School District financial Office.

Member Haynes moved to approve the School Land Trust Final Report for Eureka Elementary, Tintic High, West Desert Elementary and West Desert High for 2016-2017. Member Wall seconded the motion. Motion carried with all members present voting in favor of the motion.

Tintic High School Land Trust Plan Amendment

Superintendent Hughes presented the Tintic High School Land Trust Plan amendment. Superintendent Hughes reported that the amendment is applied to the current 2017-2018 school land trust plan. Superintendent Hughes commended Mrs. Kramer's efforts to have the amendment so early in the school year.

Member Young moved to approve the Tintic High School Land Trust Plan amendment. Member Haynes seconded the motion. Motion carried with all members present voting in favor of the motion.

2017 Board Policy Revisions-Second Reading

Superintendent Hughes presented Board members with the following proposed District policy revisions/adoptions as recommended by the Utah School Boards Association:

- BAA Board Legal Status: Powers and Duties
- BBC Board Members: Vacancies on the Board
- BE Board Meetings
- BEA Board Meetings: Notice Requirement
- BEB Board Meetings: Recordings and Minutes
- BEC Board Meetings: Closed Meetings
- BFA Board Reports: District Annual Reports
- BJD Superintendent: Dismissal, Relief of Duties, Suspension

BKD Business Administrator: Dismissal, Relief of Duties, Suspension
 BL Administrative Personnel
 BM Charter School Sponsorship
 CAB Revenue and Budgeting: Local Revenue
 CAC Revenue and Budgeting: Budget
 CAD Revenue and Budgeting: District Audit Committee
 CAE Revenue and Budgeting: Capital Outlay Reporting
 CAF Revenue and Budgeting: Financial Reporting *New
 CB Procurement
 CBA Procurement: General Procurement Policies
 CBB Procurement: Awarding Contracts by Bidding
 CBC Procurement: Awarding Contracts by Reverse Auction Bidding
 CBD Procurement: Awarding Contracts by Request for Proposals
 CBDA Procurement: Request for Statement of Qualifications
 CBDB Procurement: Approved Vendor List Process
 CBE Procurement: Small Purchases
 CBF Procurement: Exceptions to Standard Procurement Processes
 CBF.1 Procurement: Sole Source Procurement Exhibit 1 *Delete
 CBG Procurement: Contracts and Contract Limitations
 CBH Procurement: Interaction with Other Procurement Units
 CBI Procurement: Records of Procurement
 CBJ Procurement: Contractor Oversight
 CCA Procurement: School Construction Bidding
 CCB Procurement: Construction Bonds and Security
 CCC Procurement: Limitation on Change Orders
 CCE Procurement: Construction Management Methods
 CCF Procurement: Procurement of Architect-Engineer Services
 CCG Procurement: Construction Requirements
 CDA Procurement Appeals and Oversight: Procurement Protests and Debarment Proceedings
 CDB Procurement Appeals and Oversight: Procurement Protest Appeals
 CDD Procurement Appeals and Oversight: Procurement Violations and Offenses
 CEB School Safety Plan: District Emergency Response Plan
 CEF School Safety Plan: School Resource Officer Contracts
 CG School Plant
 CI Risk Management Procedures
 CJ Transportation
 CJAA Transportation: Planning and Funding
 CJAC Transportation: Route Planning
 CJAE Transportation: Transportation of Students *New
 CJBB Transportation: Operators and Mechanics
 CJCA Transportation: Equipment Buses
 CJCC Transportation: Advertising on School Buses *New
 CJDBB Transportation: Charter School Students *New
 CJDG Transportation: Electronic and Telecommunications Devices *New
 CK Cash Receipts and Expenditures
 DAAA Personnel: Nondiscrimination
 DAB Personnel: Credentials and Licensure
 DACA Personnel: Personal Reporting of Arrests and Convictions
 DAF Personnel: Ethics Policy
 DBB Terms of Service: Classified Employees
 DBE Terms of Service: Student Teachers and Interns
 DBF Terms of Service: Substitutes
 DCA Associations: Administration Relations
 DDA Employee Standards of Conduct: Reporting Child Abuse
 DDB Employee Standards of Conduct: Reporting Student Prohibited Acts

DG Employee Evaluation
 DG1 Employee Evaluation Exhibit 1
 DGD Liability: Volunteers *New
 DHA Actions: Orderly School Termination for Employees
 DHC Actions: Redress of Grievances
 DHCD Actions: Credit for Prior Teaching *New
 DHD Employee Relations: Payroll Deductions
 DLA Employee Bullying or Hazing *New
 DLB Grievances Regarding Abusive Conduct *New
 DMA Employee Acceptable use of Electronic Devices
 DMB Electronic Devices Used for District Purposes
 DMC Use of District Email for Political Purposes *New
 EAA Instruction: Instructional Goals, Objectives and Evaluation Adoption and Purpose
 EBA Term of Instruction: School Year
 EBB Term of Instruction: School Day
 ECA Curriculum: Required Instruction
 ECBB Curriculum: Driver Education
 ECC Curriculum: Reading Achievement for K-3
 ECD Curriculum: American Sign Language
 ECE Curriculum: College Course Work
 ECG Curriculum: American Heritage
 ECH Curriculum: Human Sexuality
 EDA Special Programs: Alternative Language
 EDC Special Programs: Education of Youth in Custody
 EDF Special Programs: Health Care Occupation Programs
 EDG Special Programs: Financial Passport *New
 EEB Instructional Resources: Internet Policy
 EFA Grading: Progress Reports to Parents
 EFB Grading: Testing Procedures and Standards
 EFC Grading: Participation of Private and Home School Students in U-PASS Testing
 EGA SEP and SEOP
 EHA Graduation: Graduation Requirements
 EHC Graduation: Early Graduation Incentive
 EHE Graduation: Adult Education Graduation
 FA Equal Educational Opportunities
 FAC Equal Educational Opportunities: Services for Homeless Students
 FBA Admission and Attendance: Eligibility and Admissions Requirements
 FBAB Admissions and Attendance: Military Children
 FBB Admission and Attendance: Compulsory Education
 FBBA Admission and Attendance: Dual Enrollment
 FBE Admission and Attendance: Receiving Centers
 FBF Admission and Attendance: Re-Entry into Public Schools
 FCA Students: Transfer of Victims of Violent Crimes *Delete
 FCB Students: Transfers from Persistently Dangerous Schools *Delete
 FDB Health Requirements and Services: Immunizations
 FDC Health Requirements and Services: Medical Treatment
 FDCCD Health Requirements and Services: Medical Recommendations by School Personnel to Parents
 FDCE Health Requirements and Services: Student Self-Application of Sunscreen *New
 FDD Health Requirements and Services: Communicable Diseases
 FE Student Records
 FED Student Records: Student Data Protection
 FF Student Activities
 FFG Student Activities: Concussion and Head Injury Policy
 FFH Student Activities: Nonenrolled Students in Extracurricular Activities *New

FGAB Student Conduct: Students Electronic Devices
 FGAD Student Conduct: Bullying, Cyberbullying, Harassment and Hazing
 FGD Student Conduct: Interrogations and Searches
 FH Student Discipline
 FHA Student Discipline: Safe Schools
 FHAA Student Discipline: Tobacco, Alcohol, Drugs
 FHAE Safe Schools: Disruptive Student Behavior
 FHAG Safe Schools: Emergency Safety Interventions *New
 FI Student Fees, Fines and Charges
 GA Public Records
 GAB Public Records: School Report Card *Delete
 GCA Community Use of Facilities: Conduct on School Premises
 GE School Community Councils
 GFA Fundraising and Donations Policy
 GFB Non-School Sponsored Activities and Fundraising *New

Member Wall offered a motion to accept the 2107 Board Policy Revisions-Second Reading as presented. Member Haynes seconded the motion. Motion carried with all members present voting in favor of the motion.

9. Executive Session

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

Member Young	Aye
Member Reil	Aye
Member Boswell	Aye
Member Wall	Aye
Member Haynes	Aye

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

Member Young	Aye
Member Reil	Aye
Member Young	Aye
Member Wall	Aye
Member Haynes	Aye

10. Adjournment

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

Meeting adjourned at 2:35 p.m.

The next regularly scheduled meeting of the Tintic School District Board of Education will be held on November 20, 2017, at 4:00 p.m. at the Tintic School District Office, 545 E. Main Street, Eureka, Utah.

Minutes submitted by:

Jeremy Snell
Business Administrator