

## ***Board of Education***

Beaver County School District  
Meeting Date: March 12, 2013

Last Revised: April 24, 2013

The following are minutes taken from the Regular Board Meeting of the Beaver County School District Board of Education held on March 12, 2013. This meeting was conducted at the Milford High School main building located at 62 North 300 West, Milford, Utah, 84751.

### **Board Member Attendance**

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- Board President—Nicholas Dotson (Precinct 2): Present
- Board Vice President—Carolyn White (Precinct 1): Present
- Board Member—Richard Limb (Precinct 4): Present
- Board Member—Lisa Carter (Precinct 5): Present
- Board Member—Kristina Brown (Precinct 3): Present

### **School District Personnel Attendance**

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- Superintendent—Dr. Ray Terry: Present
- Business Administrator—Todd Burke: Present
- Programs Director—Tracy Davis: Absent
- Richard Rose, Milford High School Counselor
- Larry White, Beaver High School Counselor
- David Green, Beaver High School Principal
- David Cluff, Milford High School Principal
- Alan Wood, Minersville School
- Jaden Edwards, Belknap Elementary School
- Shay Goff, Beaver High School
- Andy Swapp, Milford High School
- Mike Swanson, Milford High School

### **Other Patrons Who Attended**

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- Patricia Stewart
- Lori Dunne

## **Work Session (10:00 am)**

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Strategic Planning: The Board discussed the closeout budget for fiscal year 2013 with the administration. The discussion included a review of the budget process, roles & responsibilities, board budget policies, and a break-down of the district's general fund and capital projects fund program closeout budgets. The budget plan presented received positive feedback from the Board. The closeout budget will be presented to the Board in June for final adoption with next year's tentative budget.

The Board convened for lunch at 12:00 pm.

The Board reconvened from lunch at 12:46 pm.

The Superintendent would like to re-direct the appropriation for program 0083 Library Books towards professional development for teachers, \$20,000. The feedback from the Board was positive.

The Superintendent discussed staffing changes on the forefront:

- Beaver High School: Mrs. Phyllis Yardley
- Belknap ES: Mrs. Adele Murdock
- Minersville: Due to small enrollments, reduce teaching staff by .5 teaching position.
- Milford ES: Mrs. Carol Wiseman
- Healthcare Reform Act changes
- Reduction of special education and other intervention aides due to budget constraints in conjunction with program required service pattern changes as directed by the USOE
- Temporary outdoor care custodian from April – September

## **Closed Meeting (1:23 pm)**

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Closed meetings by law may be held for the purpose of discussions related to the Competence and Character of Individuals, Collective Bargaining, Property (Purchase and/or Sale), and Security.

A motion was made to enter into a closed meeting for the purpose of collective bargaining.

**Purpose of Closed Meeting:** Collective Bargaining

**Motion to Enter Closed Meeting Made By:** Carolyn White

**Motion Seconded By:** Richard Limb

**Board Vote:** Unanimous

President Dotson: Aye

Vice President White: Aye

Board Member Carter: Aye

Board Member Brown: Aye

Board Member Limb: Aye

Those Present During The Closed Meeting: Nicholas Dotson, Carolyn White, Lisa Carter, Kristina Brown, Richard Limb, Dr. Terry, Todd Burke

**Closed Meeting Ended At:** 1:55pm  
**Motion to End Closed Meeting Made By:** Richard Limb  
**Motion Seconded By:** Lisa Carter  
**Board Vote:** Unanimous

## **Regular Board Meeting – Preliminary (2:00 pm)**

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Board President Dotson opened the meeting, and the meeting was convened at 2:00 pm. President Dotson was the conducting authority of the meeting.

- Welcome by President Nick Dotson
- Pledge of Allegiance lead by Superintendent Terry
- Student & Staff Recognitions:

*The Board recognized the following individuals/groups for outstanding achievement:*

Beaver High School History Fair:

- *Senior Exhibits* – Chad Howard (1<sup>st</sup>), Aubrey Woolsey (2<sup>nd</sup>), Cianna Messenger (3<sup>rd</sup>)
- *Senior Group Exhibits* – Arthur and Naomi Sawyer (1<sup>st</sup>), Chance Brown & Danielle Williams, & Jeffrey Mohler, & Jamie Christensen (2<sup>nd</sup>), Samantha and TJ Olsen (3<sup>rd</sup>)
- *Senior Performance* – Sarah and Ted Kanell (1<sup>st</sup>), Marilynn Riley & Abby Harris & Emma Robinson & Tyanna Gale & Emily Langford (1<sup>st</sup>)
- *Junior Individual Exhibits* – Margarita O’Connor (1<sup>st</sup>), McCoy Bergstrom (2<sup>nd</sup>), McKenzie Aldredge (3<sup>rd</sup>), Brody Munoz (4<sup>th</sup>)
- *Documentary (Senior)* – Matthew Roberts & Brennon Hutchings & Sarah Robinson & Kailey Bradshaw & Hannah Langford (1<sup>st</sup>), Shane Kerksieck & Braden Willden & Kaydon Bradshaw & Zach Harris & Mason Mcilney (2<sup>nd</sup>), Fernando Perez & Zach Moore (3<sup>rd</sup>), Rhett Jordan & Stetson Parkinson & Jacob Bairett (Junior)
- *Junior Group Exhibits* – Klowee Black & Brailee Stucki & Ashlynn Smith & Hayven Willden (1<sup>st</sup>), Braylie Jensen & Misty Guzman (2<sup>nd</sup>), Emree Edwards & Dailey Bradshaw & Dillon Smith & Trey Young & Taylor Macdonald (3<sup>rd</sup>)

## **Regular Board Meeting – Consent Items (2:05 pm)**

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**Consent Item:** Approval of Minutes for Board Meeting Held on February 14, 2013

**Motion to Approve Made By:** Carolyn White

**Motion Seconded By:** Kristina Brown

**Board Vote:** Unanimous

**Consent Item:** Approval of Warrants, Check Details Reports, Budgets, and Financial Reports and Monthly Board Budget

The Board requested the administration look into possible solutions for managing returned checks from patrons at schools.

**Motion to Approve Made By:** Richard Limb

**Motion Seconded By:** Carolyn White

**Board Vote:** Unanimous

**Consent Item:** Board Travel Expense Reimbursements

No action taken

**Consent Item:** Approval of School Activity Trips -- Travel

**Motion to Approve Made By:** Richard Limb

**Motion Seconded By:** Lisa Carter

**Board Vote:** Unanimous

The Superintendent reviewed the on-going changes from the state legislature.

## **Regular Board Meeting – Information Items**

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**Information Item:** MHS Principal – David Cluff

Mr. Cluff presented a summary of Milford High School's plan and progress. The presentation included:

- The implementation of the PLC model
- School expectations
- *School Goals, Changes, & Efforts:* PLC, the big 8, block schedule implementation, reduced disciplinary problems, 100% of seniors on track for graduation, the reading program, extra-curricular programs and student clubs
- Communication: 411, parent link, Facebook

- Mr. Cluff is requesting permission to roll over unused funds from the school Trustlands to next year, and the Board indicated their support for moving forward with this request. However, the school should ensure the state’s plan and website requirements are met.

**Information Item:** BHS/MHS Principals – Presentation on Block Scheduling for Next Year

Mr. Green presented a first draft of the BHS class schedule plan for next year. Beaver HS has already presented the overall plan to the student body. Beaver HS is planning to present the new schedule to the community on April 8<sup>th</sup>. The April 8<sup>th</sup> open house also includes eight presentations regarding community and school issues such as child abuse, bullying, cyber bullying, technology, drug & alcohol abuse and trends, and other topics of interest.

Mr. Cluff presented a first draft of the MHS class schedule plan for next year. The advantages include additional opportunities for elective courses. Mr. Cluff is excited for the schedule change as classes are no longer competing with each other for enrollments to the level that occurred in the past. Arts programs at MHS are on the forefront for the future if the opportunity becomes available.

Board Member Brown inquired about the impact of the new schedule on concurrent enrollment and ednet programs. Mr. Green and Mr. White indicated the change will not impede the opportunity for students to enroll in college credit courses and should not be affected by the schedule change.

Superintendent Terry reminded the group about the importance of following procedures with regard to the change in high school graduation credits. Any changes in the graduation requirements should be approved through the Board of Education.

Mr. Cluff reviewed the adjustments students and teachers will be making in connection with the new high school schedule.

## **Regular Board Meeting – Action Items**

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**Action Items:** Facilities & Property

- BES Marquee, Approval of Signs Plus Bid

**Motion to Approve Made By:** Kristina Brown

**Motion Seconded By:** Carolyn White

**Board Vote:** Unanimous

**Action Items:** Personnel

- Michelle Yardley – BES Reading Aide

**Motion to Approve Made By:** Carolyn White

**Motion Seconded By:** Kristina Brown

**Board Vote:** Unanimous

- BHS Spring Sports Coaches

**Motion to Approve Made By:** Richard Limb

**Motion Seconded By:** Kristina Brown

**Board Vote:** Unanimous

**Action Items:** Budget Items

Approval of Hinton/Burdick as District Auditors

**Motion to Approve Made By:** Richard Limb

**Motion Seconded By:** Lisa Carter

**Board Vote:** Unanimous

Approval of FY14 High School Fees (deferred until next month's board meeting)

No Action Taken

Motion to approve Belknap ES and Minersville School Trustlands plans

**Motion to Approve Made By:** Carolyn White

**Motion Seconded By:** Lisa Carter

**Board Vote:** Unanimous

**Action Items:** Policies – Certified Employee Leave Policy – 1<sup>st</sup> Reading

*Discussion and input from BEA and teachers:*

Dr. Terry summarized the history of the leave policy and the evolution of the sick leave policy. The proposed policy is based upon the acknowledgement of both the employees and district to minimize sick leave abuse. The discussions with the BEA have explored the positives and negatives of the options available. The three readings of the proposed policy are designed to allow for adjustments, feedback, and policy development. Dr. Terry requested feedback from the BEA members in attendance.

Mr. Jaden Edwards expressed some concerns about the policy. 1) #3 "employees required to pay for substitute" When does the policy meet its objectives? Recommended the policy

trigger be changed to day 7 and 8. 2) Should a teacher be charged substitute costs if no substitute was needed? Mr. Swanson suggested the supervisor should make the determination on this. Board Member Dotson suggested we standardize the practice and keep the practices and accounting simple. 3) Mr. Edwards has taken a poll of teachers regarding the buyback of sick leave days over 180 days and timing of the buy back. Most members felt it was important to build up accrued sick leave days to 180 first before the buyback occurs. 4) Does the sick leave buyout also accrue to surviving spouse? 5) Definition of immediate family members and relation to bank days? 6) Remove the word “normally” from #5.

Mr. Wood’s Questions: 1) #6b2 – accumulate more than 60 days and/or 10 years experience?

Mr. Goff & Mr. Swanson: Can professional development credits earned through USOE training be used for lane changes on the teacher salary schedule?

*Motion - Certified Employee Leave Policy – 1<sup>st</sup> Reading*

**Motion to Approve Made By:** Richard Limb

**Motion Seconded By:** Kristina Brown

**Board Vote:** Unanimous

**Action Items:** Approval of High School Schedules for FY14

**Motion to Approve Made By:** Carolyn White

**Motion Seconded By:** Lisa Carter

**Board Vote:** Unanimous

**Action Items:** Approval of MHS/BHS Comprehensive Guidance Programs

Mr. Richard Rose presented the Milford High School Comprehensive Guidance program. Mr. Rose requested the district create a district-wide SEOP policy. The presentation included the MHS mission statement, roles and responsibilities, and the MHS process. Career and college readiness is the outlook for the SEOP process. Mr. Rose reviewed past comprehensive guidance reviews with the Board. Superintendent Terry reviewed policy EGA as a district policy governing SEOPs and comprehensive guidance.

Superintendent Terry expressed appreciation for the collaboration between the two high schools. Mr. Green affirmed this same sentiment.

Mr. White reviewed the staffing changes at Beaver High School with the Board and presented the BHS comprehensive guidance plan to the Board.

Mr. Rose and Mr. White requested they be given time in the September Board meeting to review comprehensive guidance and high school schedules.

**Motion to Approve Made By:** Kristina Brown  
**Motion Seconded By:** Richard Limb  
**Board Vote:** Unanimous

**Action Items:** Approval of FY14 Calendar

**Motion to Approve Made By:** Richard Limb  
**Motion Seconded By:** Kristina Brown  
**Board Vote:** Unanimous

## **Regular Board Meeting – Discussion Items**

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- Superintendent Report:
  - Upcoming lock down drill and training in schools.
  - Mr. Swapp expressed concerns regarding the 1<sup>st</sup> line defender
- Business Administrator Report
  - Recommendation was made to the Board for a district audit committee. The board agreed to have two SUU accounting staff members to serve on the audit committee along with Board Member Brown and Board Member Carter
- Board Assignment Reports & Board Discussion
  - Vice President White:
    - Reminder about April 25<sup>th</sup>, BHS Sterling Scholar Night
    - Five County Meeting on March 13<sup>th</sup> @ Beaver County office
  - Board Member Carter:
    - Reported on upcoming lock down drill and training in the district.
  - Board Member Brown:
    - Reported on budget committee assignments and progress



## **Regular Board Meeting – Adjournment (5:25 pm)**

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President Dotson adjourned and dismissed the meeting at 5:25 pm.

Next Scheduled Board Meeting: Tuesday, April 9, 2013 @ the District Office, located at 291 North Main, Beaver, Utah, 84713.

Reminder: USBA Regional Meeting, April 3<sup>rd</sup>, Cedar City, 6:00 pm.

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Nicholas Dotson, Board of Education President

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Todd S. Burke, Business Administrator