

## ***Board of Education***

Beaver County School District

Last Revised: 12.27.12

Approved: January 7, 2013

The following are minutes taken from the Regular Board Meeting of the Beaver County School District Board of Education held on November 27, 2012. This meeting was conducted at Minersville School, 450 South 200 West. Minersville, UT 84752.

### **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): Excused
- Board Member—Lisa Carter (Precinct 5): Present
- Board Member—Scott Langford (Precinct 3): Present
- Board Member (Elect)—Kristina Brown (Precinct 3): Present

### **Work Session (11:03 am)**

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**Welcome.** President Dotson conducted the meeting. President Dotson welcomed everyone and excused Board Member Limb from the meeting due to a family commitment. The time was turned over to Dr. Terry for policy review and discussion with the board.

**Policy Review.** The board and administration reviewed several possible policy recommendations from the Utah School Boards Association (USBA).

#### **CJAC: Transportation Planning and Funding**

As this policy was reviewed, the board expressed concern over the policy's requirements for students to walk up to 1.5 miles to bus stops and the safety provisions included in the policy. Dr. Terry made reference to the policy's development in accordance with the Utah State Office of Education's rules which govern this policy.

President Dotson asked whether or not bus routes were reviewed for changes each year. The district indicated bus routes are reviewed periodically for student ridership and population densities which might necessitate changes in stops.

#### **DADA: Employment Transfers**

Differences between this policy and the current approved policy were discussed. Dr. Terry indicated he did expect requests for employee transfers to occur at the end of this year given the expected retirement/resignations.

Board members Carter, White, and Langford indicated this new policy is promising in many respects—including the involuntary and reductions-in-force elements to the new policy. However, there were some questions regarding how a reduction-in-force would be clearly defined for this policy.

Dr. Terry indicated there were differences between the two policies regarding procedures for transfers between buildings. The discussion among the group included questions regarding the need for flexibility to address all of the possible scenarios that might occur.

The board requested the district look at merging both policies together to maximize the positive elements of both policies and combine into a new policy.

**DAF: Ethics Policy Regarding Private but Public Education**

The board discussed various circumstances this policy may apply with regard to employees working in private endeavors outside of their normal duties but may be comingled with public education. The discussions focused on conflict of interest situations and the ethics involved.

**DBG: Reemployment of Retired Employees**

The group questioned whether or not this policy is consistent with Utah Retirement System rules and whether or not the policy could be written differently to be more understandable. The board suggested we change this policy so it includes a provision which indicates the district would follow all Utah Retirement Systems rules and regulations.

**Other Discussion** - The board discussed plans for their upcoming trip to the Utah School Boards Association state convention in January—including training and professional development for the board. Board member White suggested the board consider a discussion for possible changes to the board's goals and mission statement. Dr. Terry supported this suggestion.

The board discussed when to meet next and swear in the newly elected board members. Board member White suggested the next meeting be held January 7<sup>th</sup>. Board member Carter supported this suggestion to ensure the law is followed regarding the swearing in of new board members. President Dotson observed that the law requires this to be done on the first Monday of January. The Board agreed to hold the next board meeting on January 7<sup>th</sup> in the afternoon.

**11:50 am** – The board dismissed for lunch.

**12:24 pm** – The board reconvened the meeting.

## **Closed Session (12:24 pm)**

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Closed meetings by law may be held for the purpose of discussion 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 character and competence of individuals.

**Purpose of Closed Meeting:** Character & Competence of Individuals

**Motion to Enter Closed Meeting Made By:** Scott Langford

**Motion Seconded By:** Lisa Carter

**Board Vote:** Unanimous

President Dotson: Aye

Vice President White: Aye

Board Member Carter: Aye

Board Member Langford: Aye

Board Member Limb: Absent

Those Present During The Closed Meeting: Nicholas Dotson, Carolyn White, Scott Langford, Lisa Carter, Dr. Terry, Todd Burke, Tracy Davis, Wayne Everett (auditor)

**Closed Meeting Ended At:** 1:05 pm

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

**Motion Seconded By:** Lisa Carter

**Board Vote:** Unanimous

## **Work Session - Reconvened (1:05 pm)**

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Work Session was reconvened at 1:05 pm.

**Review of Audit Findings.** The board reviewed and discussed FY12 audit findings with the district's independent auditor and administration.

Wayne Everett, CPA from Hafen, Buckner, Everett, and Graff PC reviewed the following with the board and administration:

- Agreed upon procedures for October 1<sup>st</sup> Enrollment Count
- Agreed upon procedures for June 30<sup>th</sup> Membership Testing
- Agreed upon procedures for Adult Education Testing
- Federal Single Audit for federal funds
  - Audit included tests of risks associated with federal programs
  - Schedule of Expenditures for Federal Funds \$1.1 million
  - No questioned costs were found in the audit

- Finding of missing personnel activity reports for some months during the year
- State Compliance Reports
- Letter to Management – Audit Findings
- Role of the Independent Auditor

Mr. Burke reviewed the following with the board, administration, and independent auditor:

- A review of internal control and roles & responsibilities related to internal control
- A review of the district’s financial analysis and risk assessment in relation to the districts FY2012 Comprehensive Annual Financial Report (CAFR)
- Recommendations were made to board

### **Regular Board Meeting – Preliminary (2:02 pm)**

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The regular board meeting was convened at 2:02 pm.

The regular board meeting was conducted by President Dotson.

- Welcome by President Nick Dotson
- Pledge of Allegiance lead by Kristina Brown
- Student & Staff Recognitions

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

Milford High School:

- MHS Academic Honor Roll
- Rusty Wright - 1st place Saddle Bronc, High School Rodeo National Championship
- Ryder Wright - 1st place Bull Riding, Junior High School National Championship
- Jacob Swanson - Academic All Region, Academic All State, 1A All Star B Team
- Wade Netto -1A All Star A Team
- Tia Florence -Academic All Region, 1A All Star Team
- Nicole Florence - Academic All Region, All Region, 1A All Star Team.
- Shyla Sherwood - Academic All Region, Academic All State.
- Chandler Rose - All Region.
- Andy Swapp - Andy Swap was recognized by the Utah Rural Summit for his contributions in renewable energy efforts at Milford High School, Beaver County, the State of Utah. He was presented with the 2012 Utah Rural Summit Rural Honors Award.

Beaver High School:

- CoBurn Bradshaw - 1st at the Rocky Mountain Pro Rodeo Finals Champion. CoBurn won over \$7,000 in cash including a belt buckle and saddle. Congratulations to CoBurn for a well-deserved win while representing BHS and Beaver Community.
- Alayna Bealer and Jacob Webb - 4H State winners. Four students (2 of the 4) from Beaver will represent Utah at the National 4H convention.

Milford Elementary School:

- Milford Elementary Academic Honor Roll

**Regular Board Meeting – Consent Items (2:10 pm)**

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**Consent Item:** Approval of Minutes – For Board Meeting Held October 17, 2012

**Motion to Approve Made By:** Scott Langford  
**Motion Seconded By:** Carolyn White  
**Board Vote:** Unanimous

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

**Motion to Approve Made By:** Carolyn White  
**Motion Seconded By:** Lisa Carter  
**Board Vote:** Unanimous

**Consent Item:** Board Travel Expense Reimbursement

- Board attendance at legislative meeting December 12<sup>th</sup> – use of district cars
- New board member workshop in Provo – hotel costs and use of district cars

**Consent Item:** Approval of School Activity Trips and BHS/MHS HOSA trip to Las Vegas

Board member Langford recommended parents be informed of the graphic nature of the presentation before students participate. Board member Carter recommended parents be given a reference website to provide them with an opportunity to obtain information about the show.

**Motion to Approve Made By:** Carolyn White  
**Motion Seconded By:** Lisa Carter  
**Board Vote:** Unanimous

**Consent Item:** Approval of Personnel Employment Requests

MHS: Jody Young, Milford U aide  
MES: Stefany Wright Reading Aide  
BHS Coaches (entire list)  
MHS Coaches (entire list)

**Motion to Approve Made By:** Scott Langford

**Motion Seconded By:** Lisa Carter

**Board Vote:** Unanimous

**Consent Item:** Acceptance of Retirement Incentive Applications & Year-End Resignations  
Carol Wiseman, Bryant Davis, Phyllis Yardley, Roger Murdock, Adele Murdock

**Motion to Approve Made By:** Lisa Carter

**Motion Seconded By:** Carolyn White

**Board Vote:** Unanimous

**Consent Item:** Approval of Winter Sports Schedules – BHS Boys Basketball

**Motion to Approve Made By:** Scott Langford

**Motion Seconded By:** Carolyn White

**Board Vote:** Unanimous

## **Regular Board Meeting – Information Items (2:29 pm)**

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**Information Item:** Reading Program - LaRayne Brown

Mrs. Brown reviewed the status, improvements, and accomplishments of our schools with regard to the district's reading program. She discussed the following in her presentation:

- A review of Beaver County School District's Comprehensive Balanced Literacy Program
- A review of the Utah Literacy Model
- A review of independent reading level benchmarks
- A review of literacy assessments
- A review of instructional strategies
- A review of the leveled reading library
- A review of teacher professional development efforts in the district

**Information Item:** Minersville and Belknap Elementary Title I Recognition

Dr. Terry explained that this recognition is based on growth, not necessarily meeting an established standard.

**Information Item: Mrs. Jody Heaps - Minersville School Presentation**

Principal Heaps discussed several efforts and changes occurring in Minersville School. Her presentation included the following:

- A review of UPASS progress for Minersville School
  - Language arts progress
  - Mathematics progress
  - Science progress
- A review of the Minersville School’s Leadership Team
- A review of the Minersville School’s Safety Committee
- A review of Minersville School’s PLC efforts
- A review of teacher evaluation efforts
- A review of Minersville School’s community council efforts & Trustlands plan
- A review of Minersville’s proposal for changes to the playground
  - Proposal of installing a new swing set
  - School FFE has raised \$6,000
  - Expected donation of \$5,000 in May
  - Installation would be paid for and installed by district personnel

Board member White commented about the positive aspects of Minersville School’s use of data to monitor and improve student learning.

**Information Item: Tracy Davis Presentation - Absence vs. Present**

Mr. Davis presented the definitions of “absence” and “present” in school record keeping for students. The school board has some latitude in changing these definitions per state law and rules. Mr. Davis explained the definitions and indicated there are schools that may be interested in changing the definitions. His presentation was informative to the board, so they are able to answer questions should questions arise.

**Regular Board Meeting – Action Items (3:28 pm)**

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**Action Items:** Approval of Surplus Property—BHS CTE (list) & Milford ES technology (list)  
Dr. Terry summarized the declared lists of surplus property for future sale or disposal.

**Motion to Approve Made By:** Scott Langford

**Motion Seconded By:** Lisa Carter

**Board Vote:** Unanimous

**Action Items:** Budget, Accounting, Finance, Audit

- Approval of FY12 Audit Report, Approval of Federal Single Audit & State Compliance Reports, Approval of FY2012 Comprehensive Annual Financial Report (CAFR), Approval of Adult Education Audit/Engagement, Approval of Enrollment Audit/Engagement

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

**Motion Seconded By:** Scott Langford

**Board Vote:** Unanimous

- Approval of Milford E.S. Trustlands Plan Revision, Approval of Minersville School’s Trustlands Plan Revision, Approval of Milford H.S. Trustlands Plan Revision, Approval of Beaver H.S. Trustlands Plan Revision

**Motion to Approve All School Trustlands Plans (Except Belknap) Made By:** Lisa Carter

**Motion Seconded By:** Scott Langford

**Board Vote:** Unanimous

\*Note: Belknap ES Trustlands plan was not approved because the Belknap Community Council has not yet met as a quorum to approve the plan first.

- Approval of Transportation Preventive Maintenance Plan

Mr. Burke reviewed the proposed plan. The two major changes in planned service levels include changes in vehicle pick-up and delivery to the maintenance shop and an addition of 300 hours of mechanic labors per year. The expected impact on the budget is estimated to be \$10,000 per year.

**Motion to Approve Made By:** Lisa Carter

**Motion Seconded By:** Carolyn White

**Board Vote:** Unanimous

**Action Items:** Approval of District Policies

- Approval of Hiring Policy: 2nd Reading

**Motion to Approve 2<sup>nd</sup> Reading Made By:** Scott Langford

**Motion Seconded By:** Carolyn White

**Board Vote:** Unanimous

- Approval of Employee Dress Code

Dr. Terry summarized the need for a change in the district dress code. He researched other school districts’ dress code. He also indicated there may be changes in the proposed policy given possible future input from employees. Any changes would be addressed in future board meetings and readings of this policy.



President Dotson inquired to the level of employee input, and Dr. Terry indicated the district had received input from many employees.

Susetta Blackner suggested the policy be revised to clarify specific aspects of the policy with regards to t-shirts and special school events.

The board discussed the importance of professionalism and appearance among school staff members.

Motion to Approve 1<sup>st</sup> Reading Made By: Scott Langford

Motion Seconded By: Lisa Carter

Board Vote: Unanimous

### **Regular Board Meeting – Discussion Items (3:53 pm)**

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- Superintendent Report:

- Superintendent Terry requested the board assess the district's current vision, mission, and goals for possible future clarifications and changes.
- Superintendent Terry requested the board to consider the training needs of the board.
- Board Member White requested the board and Superintendent look at future trainings from the USBA website and a district code of ethics.
- Superintendent Terry discussed with the board the schedule for the upcoming USBA board training in January in Salt Lake City.
- Superintendent Terry discussed the multi-government proposal to share the former Belknap Elementary School. A meeting has been scheduled on December 5<sup>th</sup> at noon for local governments to discuss the proposal.
- Superintendent Terry reported on his meeting with Les Whitney regarding emergency preparedness in schools.
- Superintendent Terry summarized the process for current school principal evaluations.
- Superintendent Terry summarized key calendar items pertaining to the district and board.

- Programs Director Report:

Mr. Davis summarized future changes that are forthcoming in the adult education prison program. The adult education prison program had significant unspent carryover funds from the previous year, and the state has reduced funding this year because of the unspent carryover funds from last year. In addition, the program is expecting significant staffing changes in the near future. Mr. Davis is proposing the unused funds be used now for hiring a replacement teacher to work side-by-side with the current staff. This proposal would help in developing a new teacher and who could be trained by the current staff before staff turnover

occurs. Mr. Davis discussed the possibilities of transferring a teacher from a school to the prison to fill this temporary position.

Board member Langford inquired and expressed concerns regarding the impacts of transferring a current teacher from a school to fill this position along with hiring policy requirements.

Dr. Terry inquired about the walk-in community adult education program and the funding structure for the community program.

Mr. Davis discussed the timelines involved with state approval for changes in the adult education program plan. He recommended the district move forward now with making staffing changes in the adult education program in order to meet state plan approval timelines.

The board and administration discussed the impact upon schools if a current employee was transferred/hired from an existing school teaching staff to the adult education prison program.

### **Closed Session (4:33 pm)**

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Closed meetings by law may be held for the purpose of discussion 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 character and competence of individuals in relation to the discussion about staffing changes with the adult education program.

**Purpose of Closed Meeting:** Character & Competence of Individuals

**Motion to Enter Closed Meeting Made By:** Scott Langford

**Motion Seconded By:** Carolyn White

**Board Vote:** Unanimous

President Dotson: Aye

Vice President White: Aye

Board Member Carter: Aye

Board Member Langford: Aye

Board Member Limb: Absent

Those Present During the Closed Meeting: Nicholas Dotson, Carolyn White, Scott Langford, Lisa Carter, Dr. Terry, Todd Burke, Tracy Davis, Kristina Brown

**Closed Meeting Ended At:** 4:50 pm

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

**Motion Seconded By:** Scott Langford

**Board Vote:** Unanimous

## **Regular Board Meeting – Discussion Items Reconvened (4:50 pm)**

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Mr. Davis reviewed the status of technology purchases in the district. This was a follow up to the presentation given to the board at the October board meeting.

- Vice President White's Report:

Mrs. White discussed the possibility of having an LIC (Local Inter-Agency Council) representative come and present to the board in a work session regarding student drug and alcohol abuse.

Mrs. White reported on the status with the five-county cooperative group and requested that her board assignment continue with five-county cooperative effort.

- Board Member Langford's Report:

President Dotson presented Mr. Langford with a plaque and thanked him for his service. Mr. Langford was very appreciative of those he has worked with and his time of service as a board member. Mr. Langford's service and expertise will be greatly missed by the district.

Mr. Langford, the board, and administration welcomed Mrs. Brown as the successor to Mr. Langford's position on the Board.

## **Regular Board Meeting – Adjournment (5:55 pm)**

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President Dotson adjourned and dismissed the meeting at 5:55 pm.

Next Scheduled Board Meeting: January 7, 2013

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Nicholas Dotson, Board of Education President

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Todd S. Burke, Business Administrator