

Minutes of the Board of Education
Emery County School District
July 18, 2007
Emery County School District Office, Huntington, Utah

The July 2007 meeting of the Emery County School District Board of Education was called to order at 7:00 p.m. by Board President Laurel Johansen. Other Board members present were Vice-President Royd Hatt, Marie Johnson, and Sam Singleton. Board member Rue Ware was absent. Superintendent Kirk Sitterud was present as was Business Administrator Jared Black.

Also attending the meeting were J.J. Grant—District Secondary Supervisor, Jed Jensen—District Elementary Supervisor, and LeRoy Maxfield—District Supervisor of Buildings and Grounds. Kim Player represented the Emery Education Association. Doug Johnson and Wayne Roberts, Computer Technicians for the District were also in attendance. The press was represented by Patsy Stoddard.

The first item of discussion was a request from Green River City to have the School District fund a retaining wall on the north edge of the property at Book Cliff Elementary. Mr. Black explained that the retaining wall would allow the City to put in a curb, gutter, and sidewalk in conjunction with a road-widening project. Superintendent Sitterud mentioned that although the project would look nice, there is no real benefit to the education of students in the School District. Mr. Maxfield added that his estimate for the project is \$55,000. Members of the Board indicated that District monies should be spent on those projects most closely related to education, and consequently, they would not be interested in furthering discussions with Green River City. Board President Johansen instructed Mr. Black to communicate this information with City officials.

The meeting continued with action items, the first of which was to consider the warrants, minutes for the June 2007 Board meeting, and monthly financial reports for June 2007. After consideration, a motion was made by Marie Johnson to approve the minutes, as well as the warrants and the June financial reports as presented. The motion was seconded by Sam Singleton. The motion passed by unanimous vote.

The Superintendent then asked the Board to approve the rental of buses for the Castle Valley Pageant. Terms of the agreement would be the same as in past years. Sam Singleton made a motion to approve the request as presented. Marie Johnson seconded the motion and it was approved by unanimous vote.

Mrs. Johansen invited Mr. Clark to the front of the room to present his 2007-08 Carl Perkins plan for approval. Mr. Clark mentioned that this is the first year he is required to obtain Board approval for this program. The Perkins grant supports vocational programs and will largely continue as it has in past years. One emphasis for this upcoming year will be to enroll students into non-traditional programs, such as girls in shop classes and boys in home economics classes. Marie Johnson motioned to approve the Carl Perkins plan as presented for the 2007-08 school year. Royd Hatt seconded the motion, which passed unanimously.

Mr. Black next presented the following recommendations for approval, based on negotiations meetings with the Emery Education Association:

- Qualifying educators will receive all of the Legislative Educator Salary appropriation. This is currently \$2,000 per qualifying FTE, but may increase to \$2,500 if a supplemental appropriation is made.
- A 1% cost of living increase across the Certified Salary Schedule.
- Increase the index of the Certified Salary Schedule so that the top three (3) steps have a separation of three (3) index points each.
- Implement a two-tiered mileage reimbursement: 40 cents per mile as a standard rate and 20 cents per mile if the employee could have taken a District vehicle, but chose to take their own.

- Work on adding a definition for insubordination to the Orderly Termination policy.

Mr. Black added that the mileage reimbursement rate is actually part of the District travel policy. His recommendation was to approve the new rates now, with the understanding that these rates will be put into the travel policy during its next revision. After consideration, Sam Singleton motioned to approve these items as presented. Royd Hatt seconded the motion and it passed by unanimous vote.

Mr. Black then presented the following recommendations for approval, based on negotiations meetings with the Emery Classified Association:

- A 6% cost of living increase across the Classified Salary Schedule.
- Increase the index of the Classified Salary Schedule so that the top four (4) steps have a separation of three (3) index points each.
- Continue to fund Summit Care Silver through Altius Health Insurance.
- Fund step increases to all qualifying employees.
- Implement the District employee recognition program.
- Hold trainings and programs to educate employees on retirement issues.
- Invite and encourage classified employees to attend Opening Institute and the Benefits Fair.
- Continue insurance discussions through the District insurance committee.

After consideration, Marie Johnson motioned to approve these negotiation items as presented. Sam Singleton seconded the motion and it passed by unanimous vote.

Superintendent Sitterud asked the School Board to review and approve the 2007-08 fee schedule, adding that there are no changes from the previous schedule. Sam Singleton made a motion to approve the 2007-08 fee schedule as presented. Marie Johnson seconded the motion, which passed unanimously.

Mr. Sitterud then asked the Board Members if one of them would volunteer to attend the USBA Delegate Assembly, which will be held on August 11th. Mr. Singleton mentioned that he attended last year. Laurel Johansen then volunteered to represent the Board at this year's assembly.

Superintendent Sitterud next presented the following policies to the Board, recommending that each be approved or revised as presented:

Revision of Existing Policy: GCBD/GDBD—Staff Fringe Benefits

New Policy Rule for Approval: GCBD-R/GDBD-R—Insurance Waiver Rules

Business Administrator Black explained that this policy and corresponding rule would allow the District to implement a health insurance waiver option. This program would be a win-win situation for the District and participating employees. The program would allow employees with other health insurance coverage to waive their insurance through the District. In return, the District would pay a monthly stipend to the employee. Mr. Black then answered several questions about the program.

Following this discussion, Sam Singleton made a motion to approve the new and revised policies as presented. Royd Hatt seconded the motion, which passed unanimously.

Mr. Sitterud presented to the Board a letter of resignation from Susan Wilde, recommending that the Board accept Ms. Wilde's resignation, effective at the end of the 2006-07 contract year. Ms. Wilde has accepted a position at North Summit High School. Royd Hatt made a motion to accept Mrs. Wilde's letter of resignation. Marie Johnson seconded the motion which passed by unanimous vote.

Mr. Sitterud recommended to the Board that the following persons be approved for hire, beginning employment at the start of the appropriate contract period for the 2007-08 school year:

<i>Marci Thayne:</i>	<i>Title One Coordinator, Half-day</i>	<i>Book Cliff Elementary</i>
<i>Jayne Williams:</i>	<i>English</i>	<i>Green River High</i>
<i>Josh White:</i>	<i>Math</i>	<i>Emery High</i>
<i>Heather Parsons:</i>	<i>Family and Consumer Science</i>	<i>Green River High</i>
<i>Jamie Anderson:</i>	<i>Educational Assistant, Special Education, 3 hour</i>	<i>Ferron Elementary</i>
<i>Shawna Carroll:</i>	<i>Educational Assistant, Library, 3 hour</i>	<i>Ferron Elementary</i>
<i>Heidi Lemmon:</i>	<i>Tobacco Prevention Grant Coordinator</i>	
<i>Korene Merrell:</i>	<i>Educational Assistant, Special Needs Student, 3 hour</i>	<i>Cleveland Elementary</i>

After consideration, a motion was made by Royd Hatt and seconded by Sam Singleton to approve all hiring recommendations as presented. The motion passed unanimously.

At this point, Board Member Royd Hatt left the meeting.

Mr. Black requested that the Board authorize him, as the Business Administrator, to sign the closing papers necessary to sell the house built by the Building Construction Program at Emery High School. Marie Johnson motioned to authorize Mr. Black to sign the closing documents as needed. Laurel Johansen seconded the motion, which passed unanimously.

Mr. Black then asked the Board to consider approval of an agreement between Cost Management Services (CMS), Jordan School District, and Emery School District. This agreement would allow Emery School District to continue to participate in the Administrative Outreach program. Through this program, the District receives money for providing services to Medicaid-eligible students. CMS completes time studies and processes the reimbursement applications and Jordan School District is the fiscal agent for the program. Marie Johnson made a motion to approve the agreement as presented, and to authorize the Business Administrator to sign the agreement on behalf of the District. Sam Singleton seconded the motion, and it passed by unanimous vote.

At this point, Board member Royd Hatt returned to the meeting.

Business Administrator Black then presented to the Board the data and findings from a recently completed compensation and classification study. Mr. Black explained that this particular study looked at the Secretary II, Secretary I, Secretary I: District Office, Secretary I: Maintenance, Secretary I: Transportation, Payroll Specialist, Accounts Payable Specialist, and Computer Technician positions in the District. New job descriptions were presented for approval for each of these positions.

Mr. Black added that the salary survey was completed by contacting the 10-12 Utah Districts that are closest to Emery in enrollment numbers. He emphasized that no two Districts have an identical set of positions, so the results represent a comparison of those positions with the closest comparable duties. The results of the salary survey showed that the Secretarial and Business Office positions in Emery School District are all slightly above the average wages, and the Computer Technician position is slightly below the average.

Superintendent Sitterud reminded everyone that Opening Institute would be held on August 20th. He also presented a copy of the proposed agreement for the Scout Centennial Activity as an informational item. He then reviewed staffing information with the Board, and invited the Board to attend the final inspection of the Green River High School auxiliary gymnasium.

Mr. Black added that there will be a benefits fair on the same day as Opening Institute. It will be held at the Museum of the San Rafael. The District will also have a barbecue luncheon for employees and their family members.

At 7:55 p.m., a motion was made by Marie Johnson and seconded by Royd Hatt to adjourn to closed meeting to discuss personnel matters. The motion passed unanimously.

Upon reconvening to general session, Mr. Black recommended to the Board that all job descriptions be approved as presented, with the following exceptions and/or stipulations:

- The Computer Technician position should be moved from Grade 16 to Grade 19.
- The Payroll Specialist position should be reclassified as a Payroll & Accounting Specialist position, with a move from Grade 10 to Grade 14.
- The Business Office should complete a compensation and classification survey for the Maintenance Supervisor, Transportation Supervisor, and Audiovisual Technician positions as soon as possible.

After careful consideration, Royd Hatt made a motion to approve the recommendation as presented by Mr. Black. Sam Singleton seconded the motion and it passed by unanimous vote.

Following this motion and approval, Sam Singleton made a motion to re-adjourn to closed meeting to discuss both personnel matters and the lease of real property. The motion passed unanimously and the meeting adjourned at 8:45 p.m.

Upon reconvening to general session, a motion was made by Marie Johnson to adjourn the meeting. The motion passed unanimously and the meeting adjourned at 9:30 p.m.