

Emery County School District | Board of Education

The December 2011 meeting of the Emery County School District Board of Education, held at Cottonwood Elementary School, was called to order at 7:00 PM by Board President Laurel Johansen. Other Board members present were Vice-President Royd Hatt, Marie Johnson, Sam Singleton and Nanette Tanner. Superintendent Kirk Sitterud was also present as was Business Administrator Jared Black.

Mrs. Johansen welcomed all in attendance and led the audience in reciting the Pledge of Allegiance.

Board Action Item (B1): Members of the Board reviewed the consent agenda, including the warrants, minutes for the November 2011 Board meeting and financial reports for October and November 2011. A motion was made by Marie Johnson to approve the warrants, minutes and financial reports as presented. Sam Singleton seconded the motion and it passed by unanimous vote.

Board Action Item (B2): Representatives from B.A.C.A. (Bikers Against Child Abuse) requested that the Board allow them to conduct a t-shirt design contest for elementary students throughout the District. The winning design would be worn by members of their club during their annual ride in June. The winning student would receive a prize for their design. Superintendent Sitterud referenced the policy on student contests which does not allow students to participate in contests during school time. He suggested that flyers for the contest could be placed in each school and interested students would be able to make their designs at home and bring them to school where B.A.C.A. can pick them up at the end of the contest. President Johansen agreed with the suggestion of Superintendent Sitterud. The District will notify schools that members of B.A.C.A. will be coming by in January to leave flyers.

Board Action Item (B3): Jodi Willson, teacher at San Rafael Junior High, requested that her 8th and 9th grade students be approved to participate in two State-level FCCLA competitions during this school year. One of the competitions is a two-day competition, requiring an overnight stay. After reviewing her request, members of the Board were in agreement that the competitions would be good for the students but wanted further clarification about District policy regarding overnight trips for Junior High students. Marie Johnson made a motion to approve the request, contingent upon clarifying that District policy allows Junior High students to participate in an overnight trip. Royd Hatt seconded the motion and it passed unanimously.

Board Action Item (B4): Mr. Sitterud recommended to the Board that the following individual be approved for the position indicated:

Doug Lowe: Educational Assistant, Alternative Language Book Cliff Elementary

Sam Singleton motioned to approve the hiring recommendation as presented. Royd Hatt seconded the motion and it passed unanimously. All approvals are subject to the completion and review of a background check.

Board Action Item (B5): Mr. Sitterud presented vending contracts from the secondary schools for approval from the Board. He explained that State Board rule and District policy require board approval of these contracts annually. The only change from the previous contracts is that Canyon View has a new supplier. Nanette Tanner motioned to approve the vending contracts as presented. Marie Johnson seconded the motion and it carried by unanimous vote.

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Board Action Item (B6): A motion was made by Sam Singleton and seconded by Nanette Tanner to approve the monthly meeting calendar for School Board Meetings in 2012. The motion passed unanimously. Mr. Black added that the approved calendar will be advertised in the local newspaper for two weeks. A copy of this calendar is attached as part of the official minutes.

Board Action Item (B7): On behalf of the District Buildings Committee, Mr. Black requested that the Board approve VCBO Architecture for the facilities assessment project the District is anticipating for 2012. He reviewed the process the committee went through to reach their recommendation of VCBO. Seven firms submitted proposals for the project and four of those seven were selected as finalists. The committee invited the finalists to make a live presentation and answer questions. After these presentations, VCBO was scored highest by members of the committee. Mr. Black added that this project will allow the District to have a master plan for facilities over the next 20 years. The assessment will be very detailed, involving several engineering and architectural specialists. He anticipates the project to begin in January and finish in early fall of 2012. He added that the approval should be contingent on the District agreeing to negotiated financial terms with VCBO. If acceptable terms cannot be reached, the District can move to the second choice. Sam Singleton motioned to approve VCBO for the facilities assessment project, contingent on acceptable financial terms. Marie Johnson seconded the motion and it passed by unanimous vote.

Board Action Item (B8): Mr. Sitterud and Mr. Black presented the following new policies and policy revisions to the Board. They recommended that each of the following be approved as presented:

- a. **Policy ADC/GBED: Smoking on School Premises-Employees (Revised)** – Includes changes to include new kinds of tobacco products including dissolvable tobacco, e-cigarettes and other nicotine delivery systems.
- b. **Policy JICG: Smoking/Tobacco Use By Students (Revised)** – Includes changes to include new kinds of tobacco products including dissolvable tobacco, e-cigarettes and other nicotine delivery systems.
- c. **Policy KIB: Smoking on School Premises-Visitors (Revised)** – Includes changes to include new kinds of tobacco products including dissolvable tobacco, e-cigarettes and other nicotine delivery systems.
- d. **Policy JHE: Excessive Absence (Revised)** – Clarifies procedures “before” 6 days of absence.
- e. **Policy DJA: Purchasing Authority (Revised)** – Adds language for purchasing authority and legal standards of purchasing as recommended by USOE auditors.
- f. **Policy DJB: Purchasing Procedures (Revised)** – Adds language recommended by USOE auditors and consolidates policy statements to those relevant to current purchasing standards and practices in the District.
- g. **Policy DJD: Cooperative Purchasing (Revised)** – Adds language authorizing purchases based on State of Utah negotiated contracts as recommended by USOE auditors.
- h. **Policy DJE: Bidding Requirements (Revised)** – Revises language to more closely match State of Utah purchasing policies as recommended by USOE auditors.

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- i. **Policy DKA: Payroll Procedures (New)** – Defines payroll practices and procedures in order to be in compliance with Federal and State regulations.
- j. **Policy DLC to DKB: Salary Deductions and Benefits Changes (Recoded)** – Recoded to match the current coding standard used by the District.
- k. **Policy DKB: Salary Deductions and Benefits Changes (Revised)** – Removes policy regarding tax sheltered annuity programs (moved to a new policy) and revises language to match current practices and standards.
- l. **Policy DLD to DKC: Employee Travel Reimbursement (Recoded)** – Recoded to match the current coding standard used by the District.
- m. **Policy DLB to DKD: Payment Procedures (Recoded)** – Recoded to match the current coding standard used by the District.
- n. **Policy DLB: Tax Sheltered Annuity Programs (New)** – Language regarding TSA accounts from previous policy DKB has been separated into a new policy per IRS guidelines. Existing language has been revised to match current practices and standards.
- o. **Policy GCBG/GDBD: Staff Fringe Benefits (Revised)** – Adds language clarifying certain aspects of the employee computer loan program.

Following a brief discussion and explanation of each of the policy recommendations, Royd Hatt motioned to approve the policy actions as presented. Sam Singleton seconded the motion and it passed unanimously.

Report Item (C1): Principal Dennis Jones welcomed the Board of Education to Cottonwood Elementary and thanked them for their ongoing support of the school. He reported on several school improvement initiatives, emphasizing that improvement is an ongoing process at his school. Faculty members are focusing on reading level gains and are also utilizing the PD360 program for professional development. The PTA has been a great help to the school, organizing an at-home reading program and providing rewards for participating students. Principal Jones also thanked and recognized his faculty and staff. President Johansen thanked Principal Jones for his report, noting his positive effort to improve test score.

Report Item (C2): Superintendent Sitterud congratulated and recognized Huntington and Ferron Elementary schools for having been recently named High Achieving Title I schools. He also reviewed legislation being proposed and discussed for the upcoming session.

Report Item (C3): Mr. Black reported on the status of the joint purchasing effort by 24 Districts in the State for new financial and accounting software. A decision should be made in the next week.

Public Comments: No comments were made.

At 8:05 pm, a motion was made by Marie Johnson and seconded by Royd Hatt to adjourn. The motion passed unanimously and the meeting adjourned.