

MINUTES
REGULAR MEETING OF THE BOARD OF EDUCATION

April 21, 2011
Bryce Valley High School

Board members present: Board President Ken Platt, Board Vice-President Gregg Christensen, Brian Bremner, Kay Englestead, and Cheryl Cox.

Interim Superintendent Maloy Dodds and Business Administrator Lark Reynolds were also present.

BOARD MEETING

Call Meeting to Order

Board President Ken Platt called the meeting to order. Ralph Perkins was the only member of the public who was present at the beginning of the meeting. Cheryl Cox was not present at the beginning of Board Meeting.

Brian Bremner proposed a motion to move into executive session to discuss the character and competence of an individual, possible pending litigation, and collective bargaining. This motion was seconded by Kay Englestead. A roll call vote was called for. Ken Platt, Gregg Christensen, Brian Bremner, and Kay Englestead all voted aye. The motion passed 4-0 from those present.

Cheryl Cox arrived towards the end of the executive session.

Brian Bremner proposed a motion to come out of executive session. This motion was seconded by Kay Englestead. A roll call vote was then called for. Ken Platt, Gregg Christensen, Brian Bremner, Kay Englestead, and Cheryl Cox all voted aye. The motion passes unanimously.

Welcome

Board President Ken Platt extended a welcome to all who were present. People were in attendance at the advertised 5:00 start following the executive session.

Pledge of Allegiance

Ken Platt led the Pledge of Allegiance.

Item 5-E was discussed and voted upon at this point in the agenda as Alex Buxton from Zions Bank was present, and he had to travel.

President Platt and Interim Superintendent Dodds made an executive decision and have invited Annie to attend the board meeting to assist with the minutes. President Platt asked if everyone was alright with that. Everyone agreed it was alright.

“What’s Right with Our Schools?”

There was no presentation from the school. President Platt reported he and Interim Superintendent Dodds attended the sterling scholar competition. Garfield District had good participation. PHS student Trichelle Armstrong was a runner up.

Brian Bremner reported Garfield District had participation in the SUU Science Fair. There were two first place projects in the 7th grade division and one second place project in the 7th or 8th grade division.

Tammi Bennett noted PHS had 37 students present at the state FCCLA competition with 18 projects. Seven students will be going to the national competition. BVHS had seven winners and 36 students attended. PHS FCCLA students will present projects at the May board meeting in Panguitch. Mrs. Bennett also reported the SUU Health Fair is a great opportunity. Several students district wide attended the health fair.

Interim Superintendent Maloy Dodds reported he had visited EES. He expressed how impressed he was with the staff-good personnel. He noted what is right with our schools is we have great teachers! The staff at Escalante Elementary has extended the daily schedule 15 minutes.

BVHS Principal Jeff Brinkerhoff expressed his opinion of being a new administrator; he sees a lot that is right with our schools. He noted how the students want to be involved, in athletics and other extra-curricular activities. The students are excited, he is excited. There is a phenomenal faculty and staff at BVHS. They all encourage the students. There are eight students going to the national FCCLA competition. Teachers are concerned about all students. They assist struggling students and are willing to make changes. He commended everyone for all the hard work.

Agenda Changes

- Items 5-K, 5-L, and 5-M below were added. The board needed to discuss a home school request, the early retirement program, and graduation dates.

1. Consent Agenda Items

- A. Approve Board Meeting Minutes.**
- B. Approve March 2011 Financial Reports**
- C. Approve April Hiring Recommendations**

Cheryl Cox proposed a motion for the Board to accept the Consent Agenda as presented except for one exception, the unidentified male in the second public comment section was Brent Griffin. Mr. Bremner reminded staff the account employees are paid from should be listed on the personnel list. Annie Eldredge noted she had copied the coaches' stipend form with stipend amounts on the back of the cheerleader coach request. Lark informed everyone the coaches are paid from the recreation fund. There was a brief discussion reminding everyone there is a hiring freeze. Lark recommended that Brandi Schear and Lorraine Owens be tabled to discuss at a meeting later, which would give the district special education director time to research what the Board is approving. Annie Eldredge noted Cindy Hurd had received information to clarify the situation. Tammy Houston offered an explanation that each year a letter is required approving the extended year staff, Brandi Schear is a certified teacher who previously taught at PMS. Ms. Schear has taught the extended year, high school recovery, and summer school for the past ten years. She also tracks the E2020. Students pay \$40.00 per class for each failed quarter. Lark noted Lorraine Owens is a current employee and didn't agree that she needed to be approved again. Jeff Brinkerhoff noted the school counselor teaches the extended year students who qualify for the summer program and is paid from Trust Lands funds. This motion was seconded by Gregg Christensen. A vote was called for. Ken Platt, Gregg Christensen, Brian Bremner, Kay Englestead, and Cheryl Cox all voted aye.

The motion passed 5-0.

- Clint Brinkerhoff - BVHS Head Baseball Coach – stipend from recreation fund
- Chad Nell - BVHS Assistant Baseball Coach-stipend from recreation fund
- Cherish Syrett - BVHS Cheerleader Coach – stipend from recreation fund
- Cherrie Tebbs – BVHS Assistant Cheerleader Coach – stipend from recreation fund
- Stacie Mathews – BVHS Para replacing Pauline Hansen, paid from special education/federal I.D.E.A. funds at beginning para rate of \$9.54 an hour up to 19 hours per week. Fingerprints/background check has been submitted
- Suzanne Leydsman – Panguitch area substitute teacher - \$65.00 daily sub rate
- Derek Udy – Volunteer
- Jennifer Miller – Volunteer, pending passing background check
- Justin Spencer – Volunteer, pending passing background check

There was a brief discussion concerning the number of students participating in a sports program and that would determine an assistant or number of assistant coaches. KayeLynn Neilson reminded those present that had been changed a couple years back. There was also discussion concerning background checks. Annie Eldredge informed board members that everyone on the personnel list with the exception of Jennifer Miller and Justin Spencer had already been fingerprinted.

It was noted Lark had balanced the categories on the financial reports.

D. Bryce Valley High School Language Arts Teacher Discussion.

Following Superintendents Dodds comments and some Board Discussion, Brian Bremner proposed a motion to advertise for a new language arts teacher for Bryce Valley High School with a salary capped at a maximum of a Step 1 Lane 2 on the certified salary schedule. This motion died for lack of a second. Public comments were taken.

2. Public Comments

Cheryl LeFevre asked about the BVHS language arts teacher. President Platt asked Interim Superintendent Dodds to address this issue. He indicated he had considered shifting some teachers. He is now aware that will not work. His recommendation is to hire a teacher to replace David Pollock – BVHS LA Teacher. Cheryl Cox addressed advantages and disadvantages to the block schedule, there are several directions to go that are beneficial. She recommended having some type of coordinated common scheduling and work together technologically.

Brian Bremner noted he does not want to commit to hiring, but should advertise. Ken noted English is a core subject and has to be covered.

John Gillett noted that does not follow the “Equal Opportunity Laws.”

Cheryl Cox proposed a motion to go forward with advertising with no stipulations. The Board will review and evaluate. Gregg Christensen seconded the motion. He pointed out the early retirement policy meets the objectives in the hiring process when a higher level teacher retires rehire the position at a low level. Cheryl LeFevre spoke up saying Mr. Pollock is not taking advantage of the early retirement policy and let’s get back to quality education and hire the best teacher. A vote was called for. All voted aye. The motion passed 5-0.

3. School Board Proposals – Comments

Gregg Christensen made no report.

Kay Englestead gave no report.

Cheryl Cox reported she attended a meeting where counselors are working to create a suicide prevention program for the region. Gary Bennett also attended the meeting. She then presented a home school survey. President Platt asked Annie Eldredge to create a letter to send out with the survey to those students who had requested home school inviting them back to public education, and if they chose not to return to public education to please complete and return the survey.

Ken reported there are interviews scheduled for the superintendent position. The interviews will take place April 27th and 28th at the district office. There were four local applicants. Community members have been asked to serve on the interview committee

and have been contacted. President Platt indicated he would like to have a teacher and a classified person also serve on the interview committee. President Platt had invited KayeLynn Neilson to be part of the committee. Annie checked with her and her schedule does not allow her to be part of the committee. Cheryl LeFevre will represent the teachers. Marilyn Twitchell will represent the classified personnel. Gregg has a conflict and is not available Wednesday. He handed out a copy of the list of interviewees, times and questions. President Platt reported he had attended the USBA Spring Regional Meeting. They discussed a code of conduct for board members at that meeting. He commented our district does have a code of conduct for board members and handed a copy to each member. He indicated that it could be changed, to review it, and it could be placed on the agenda in the future if it needed to be addressed.

Superintendent's Report

- A. Discussed the Block Schedule. Pros and cons were presented.
- B. Discussed the USBA Policy Manual. Going to send the two policy manuals to Richard Stowell and Patti Harrington for review.
- C. Discussed the Pool. The pool is full of water and not leaking. Panguitch City is considering holding a re-grand opening. Damon Brinkerhoff noted it is planned to open the pool mid May. Still have ceiling tiles, ceiling lights, and plaster to do. Staff has been authorized to obtain bids.
- D. Discussed Panguitch High School Heating Project.
- E. Discussed Dave Pollock retiring. Mr. Pollock proposed the district pay for half of the insurance for his wife until she turns age 65 and he will pay the other half, which is approximately nine months. This would begin in September 2011 and be withheld from his sick leave payout.
- F. Items for the May meeting agenda: Bid/Contract for boilers, BVHS Sport Schedules, Classified Employee Vacation Leave – No Carryover, Early Retirement. Dave Pollock situation will be addressed when the Board meets Tuesday for interviews to have official documentation and motion.
- G. School Lunch information: The District is subsidizing the program @ \$85,000.00 per year from the general fund. The cost to prepare a meal is \$3.75, 2/3 labor and 1/3 food costs. There is a new policy coming out which will increase food costs. The jail can prepare a meal for \$1.27 per meal-cost effective labor. The senior citizen center prepares a meal for \$2.50. The number of students eating breakfast is down 50%. Food Service Director Leniece Fischer is suggesting a price increase. It is included in the packet.
- H. Bus Advertising – safety issues, does not recommend.

4. Discussion and Actions Items

A. EHS BB, VB, GB, BBB, and PHS BBB 2011-2012 Schedules

After looking over the schedules, Gregg Christensen proposed a motion to accept the proposed schedules. This motion was seconded by Kay Englestead. A vote was called

for. Ken Platt, Gregg Christensen, Brian Bremner, Kay Englestead, and Cheryl Cox all voted aye. The motion passed unanimously.

B. EHS UHSAA 150 Mile Contest for BYU Track Invitational, EHS 2011-2012 BB and Basketball and PHS 2011-2012 Baseball UHSAA 150 Mile Contest

After looking over the schedules Kay Englestead proposed a motion to accept the 150 mile contests. This motion was seconded by Brian Bremner, and a vote was called for. Ken Platt, Gregg Christensen, Brian Bremner, Kay Englestead, and Cheryl Cox all voted aye. The motion passed unanimously.

C. Hiring of Superintendent Update

This was discussed earlier in the meeting. Ken Platt discussed what has happened in regards to the hiring of a Superintendent. The Board discussed adding a certified and a classified staff to the hiring committee. This was a discussion item only no action was needed.

D. SEDC Interlocal Agreement

A draft of the interlocal agreement was presented to the Board. However, no action was taken on this item as Superintendent Dodds was told that an updated draft was coming, it has been sent to the attorney for review. He asked Annie Eldredge to check and see when the updated version would be available.

E. Bonding Resolution

Alex Buxton presented to the Board about what happened yesterday. Yesterday the District was able sell their outstanding bonds on the market and lock in a rate for issuing new bonds that would refinance the prior bonds. This transaction was dependent upon the board authorizing the final resolution regarding the refinancing of bonds. He presented that the District would be able to save just over \$44,000 to the taxpayers of Garfield County if the final resolution was authorized. Board president needed to sign the authorizing record, which he did and Lark Reynolds will get a copy to the attorney tomorrow. Lark will attend the closing May 3 at attorney Richard Chamberlain's office in Richfield. After this discussion Brian Bremner proposed a motion to authorize the school district's final bond resolution as was presented. This motion was seconded by Gregg Christensen, and a vote was called for. Ken Platt, Gregg Christensen, Brian Bremner, Kay Englestead, and Cheryl Cox all voted aye. The motion passed 5-0.

F. Budget

This is an information item only. No action was taken. Business Administrator Lark Reynolds handed out a copy - only the general fund. It is the largest fund. The others are not yet ready. 2012 revenue figures are included. Lark did not have several things included. The AFR was briefly mentioned. Lark advised the Board E-Rate was not done this year, the person who does it dropped the ball. (This is not accurate. Annie Eldredge checked with district office personnel. It was submitted.) Cheryl Cox suggested taking a closer look at it during executive session and brainstorm. She also suggested looking at grant writing, Janice was really good at it and that is how Curtis Barney is able to run the adult education program.

G. USOE Audit

Lark Reynolds presented a draft of responses to the letter received from the State Office of Education Audit Letter. He addressed each issue: #1 segregation of duties-low volume of personnel, implemented internal controls; #2 approval process of expenditures; #3 journal entries – in 2010 no one reviewed Lark's work, from now on he will print and include with the financial reports in the packets for board meetings. He also addressed payroll items; #4 individual school bank accounts/each school has been asked to send a copy of Quick Books, have a second person reviewing books; #5 state law – penalties, cannot go over budget. June 30 is the deadline, need to hold budget hearing prior to 6-30-11 to open budget and make changes; #6 Federal Law – must certify time and personnel costs, sign-off on timesheets. The time sheets have been updated and administrators were advised; #7 capital (software) fixed assets-must show what was purchased with federal funds and they are being tracked. The Board agreed with the responses and signed the draft letter as requested from the state internal auditors.

H. A3 Full-Time Employee Vacation Procedure

Interim Superintendent Dodds does not like this administrative guideline and wants to do away with it. It is not a big dollar item; however it does cost the District. Interim Superintendent Dodds asked Annie for input. She responded it was in place when she was hired, to her knowledge it has not gone to the Board as policy, it is an administrative rule, in 2008 George Park and Justin Baugh made some changes which she had been given credit for, she wanted to clarify that she did not create it. It states if employee does not use vacation time it is lost. Mr. Dodds thought he had read employees could carryover 30 days and he will research it. He also said he would check with Risk Management to see if it is binding this year and check the legalities. Annie interjected that it was not accurate, the only two people who can carryover vacation time is the superintendent and business administrator. Lark asked for direction. An employee has submitted for payout. Since the rule has not been changed what should he do for this year? Pay the request or not? He asked for it to please be included in the motion. The Board did not respond. Brian Bremner proposed a motion to remove the administrative rule. Gregg Christensen seconded the motion. A vote was called for. Ken Platt, Gregg

Christensen, Cheryl Cox, Brian Bremner and Kay Englestead voted aye. The voted passed 5-0.

I. Retirement Payout for Former Employee

There was discussion to take this into executive session or not. It was decided to discuss it in the open meeting. Mr. Englestead left the room at this time. President Platt noted this is a special deal. After some discussion about the options how an early retirement agreement could be read or interpreted, Brian Bremner proposed a motion that the Board authorize a one-time payment to Kay Englestead in the amount of \$4,861 to cover salary he was entitled to after being appointed as a board member. As part of his motion he also proposed that the district pay for him an additional amount equivalent to ½ of the health insurance premium the District is already paying for an additional 2 years. This will be paid in 2 yearly installments over the remaining term of the contract and will be paid from the general fund, classroom instructional function, as he was a teacher when he retired. This motion was seconded by Gregg Christensen. A vote was called for. Brian Bremner, Gregg Christensen, and Cheryl Cox voted aye. Ken Platt voted nay. The motion passed 3-1-0. There was discussion of being obligated by another board's decision, should make sure decisions they make not go beyond their term.

J. Increase in School Lunch Prices

The lunch increase of 15 cents per meal proposed by Food Service Director Leniece Fischer included high school students full price lunch will be \$2.00, elementary students full price lunch will be \$1.80 each, elementary student's full price breakfast will be \$1.30. After some discussion Gregg Christensen proposed a motion to accept the recommendation to increase the prices. Brian Bremner seconded the motion. A vote was called for. All board members voted aye. The motion passed 5-0.

K. Home School Request

A PHS student is requesting to be home schooled using the electronic high school. It was pointed out an affidavit is required to be submitted along with the letter. Annie will contact the parent and get the signed, notarized affidavit. Brian Bremner proposed a motion to acknowledge the affidavit as soon as it is received. Cheryl Cox seconded the motion. All board members voted aye. The motion passed 5-0.

L. Early Retirement Policy

Kay Englestead reported on the progress. He noted it is only ready for comments. GEA and GSEA have received copies for review. Mr. Englestead referenced sections 2.3 and 3.3. There was discussion of when to phase out this policy. There was discussion if it would be a potential law suit. It was noted that many other districts have eliminated any

early retirement policy. In the past this had been a negotiated item. There was no action taken.

M. Graduation Assignments

This item does not require any action. It was decided that each board member would attend the graduation exercises in their community and try to attend the others. Assignments were not made. The Adult Education graduation is scheduled for Saturday, May 21 at 11:00 a.m., PHS is Wednesday, May 25, at 7:00 p.m., BVHS Thursday May 26 at 8:00 p.m. and EHS Friday, May 27 at 8:00 p.m.

5. Board Business

A. Set April 2011 School Board Meeting time, date, and location.

Gregg Christensen made a motion to hold the May board meeting May 19, 2011, 5:00 p.m. at Panguitch High School. If an executive session is needed it will be held at 4:00 p.m. Cheryl Cox seconded the motion. A vote was called for. All board members voted aye. The motion passed 5-0.

6. Public Comments

Mr. Dave Pollock asked for clarification if the Board had approved his retirement. The Board had approved his retirement. It will be placed on the agenda for Tuesday to have it in the minutes and official documentation.

7. Executive Session

Brian Bremner proposed a motion to convene in an executive session to discuss the character and competence of an individual, potential of recent litigation, and collective bargaining. Cheryl Cox seconded the motion. All board members voted aye. The motion passed 5-0.

8. Adjournment

Brian Bremner proposed a motion to adjourn. Cheryl Cox second the motion. A vote was called for. Ken Platt, Brian Bremner, Cheryl Cox, and Kay Englestead all voted aye. The motion passed 4-0.

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS

In compliance with the American's with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and service) during this meeting should notify Annie Eldredge at 676-8821 at least three days prior to the meeting.