

## **FEBRUARY 2013 BOARD MINUTES**

The regular board meeting of the Piute Board of Education was held on February 12, 2012 at the District Office in Junction, Utah. President Derrin Jensen called the meeting to order at 4:05 p.m. Present were Marty Morgan, Erin Jensen, Rick Dalton, Derrin Jensen, and Joyce Sudweeks. Also present were Superintendent Don Yates and Business Administrator Jeff Barben. Guests at the meeting were Gloria Fox, Nathan Selin, Melissa Gleave, Kendall Torgerson, Holly Nowers, Shelia Jensen, Kathy Riddle.

The Piute County Board of Education held a work meeting at 3:00 p.m. to discuss open meeting law, public hearing protocol and Board Member Code of Ethics.

### **I. Opening Remarks**

Opening remarks were by Joyce Sudweeks.

President Derrin Jensen welcomed everyone to Board Meeting.

4:10 P.M. Motion was made by Rickey Dalton to enter into public hearing. Seconded by Erin Jensen. All voted Aye. Motion carried.

### **II. Public Hearing**

#### **A. Citizen Dialog:**

President Jensen gave time to Priscilla Morgan. Priscilla proposed building restrooms at the Circleville Ball Fields. Currently there are no restrooms, so the city opens the town building. Because it is a long walk to the town building, Circleville town has rented porta-potties for the last few years, which get a lot of use. Priscilla has spoken to the Special Service District and they have committed to help with the project. Priscilla gave board members a copy of the plans she had drawn for the restrooms, which includes a concessions area. Rickey Dalton liked the idea of combining restrooms with concessions. Joyce Sudweeks asked what the building would cost. Priscilla answered that she is in the process of getting cost estimates for the project, which she should have in the next few months. Jeff Barben asked Priscilla if she had approached Circleville town. Priscilla stated that she had and they indicated a willingness to help. Priscilla also requested moving the pitchers mound so that girls softball and other teams could also use the facility. The ball fields are used to host region games and it would be nice to have restrooms and a concession stand. Superintendent Erickson asked Priscilla to come back to the board when she has cost estimates for the project.

#### **B. Mock Drills – Safe Schools**

President Jensen gave time to Sheriff Marty Gleave. Marty discussed having a mock shooter drill at the high school. His main concern is that students know how to protect themselves. Superintendent Erickson stated that the school district is in the process of updating the district crisis plan and would like the sheriff, commissioners and others on the district safety team.

#### **C. Ron Steege – Emergency Consortiums**

President Jensen gave time to Ron Steege, who gave time to Nathan Selin. Nathan explained the Strategic National Stockpile program. In an emergency, stockpiled medications are dispersed through the local health department. There are only two health department employees in the

county. Melissa Gleave would be in charge of the point of distribution, but the health department would need to have volunteers to help within the schools. Nathan requested the help of the school district to recruit volunteers. Superintendent Erickson invited the board to facilitate this through the administrative council and invited Nathan to come in March. President Jensen thanked Ron and Nathan for presenting.

4:55 P.M. Motion was made by Erin Jensen to return from executive session. Seconded by Joyce Sudweeks. All voted Aye. Motion carried.

### **III. Discussion Items:**

#### **A. Salary Schedules for Certified/Classified**

President Jensen gave time to Holly Nowers. Holly handed the board members the salary schedule for Piute and Garfield School Districts. She suggested adding steps 15, 20 and 25 for teachers with bachelors degrees and creating an additional lane for BS +45. Holly stated that her research had shown that teachers in the Piute School District are not underpaid compared to other districts, but some of the classified positions are paid less than other districts. Shelia Jensen stated that she has more assigned duties than just secretarial. Holly requested a 6% cost of living increase for all employees. Superintendent Erickson complimented Jeff Barben for ensuring that the district is in a good financial position, that would allow us to consider her proposals. Kendall Torgerson stated that our starting salaries are competitive, but don't keep up with other districts on the higher end of the salary schedule. Superintendent Erickson stated that we pay our teachers above the average based on a survey of 25 smaller districts. President Jensen thanked Holly Nowers for presenting her information and stated that the board would review her proposal.

#### **B. District Reading Specialist Position**

Superintendent Erickson explained that a district reading specialist could really help Tier 1 and Tier 2 students with reading comprehension and gave time to Kendall Torgerson. Kendall reported to the board that we did receive the power wheelchair for one of our special education students. Kendall directed board members to the whiteboard and explained the three student levels. Level three is special education. Our goal is to intervene before students get to level three. A district reading specialist could work with level two students to help them with critical reading skills to keep them from getting to level three. Kendall shared with the board members the job description for a district reading specialist position. Response to intervention is being done effectively in some schools during the school day through an A/B schedule. Kendall Torgerson stated that we could juggle a study skills class more easily in an A/B schedule, but for now we are proposing a district reading specialist position. However, the real focus is to find the most effective way to intervene with level two students before they reach level three.

#### **C. Orderly Termination of Career/Non-Career Status Employees**

Superintendent Erickson directed board members to a handout on the Orderly Termination of Employees policy. Superintendent Erickson explained the state laws regarding orderly termination and the proposed policy. Superintendent Erickson stated that he felt it would be wise to update our policy to include the state policy. Board members agreed.

#### **D. Letters of Intent for all Employees**

Superintendent Erickson directed board members to a handout showing an example of a Letter of Intent. Letters of Intent give the district the ability to plan ahead with budgeting, hiring and establishing the school schedule. Superintendent Erickson would like to distribute letters of intent to certified and classified employees that would be received by the district office prior to the next board meeting. Board members agreed.

#### **E. Summative Evaluation – Teachers/Administrators Growth Plan**

Superintendent Erickson explained that the district does not currently have a formal evaluation system. We have been doing formative assessments as we are creating the performance assessment system. Superintendent Erickson would like to institute a summative evaluation system by the end of this year to start the process. Some teachers are concerned and don't want to keep score, but state law is dictating that we need to start keeping score. The district does have some autonomy on the evaluation process, but we need to have a plan in place. If we are evaluating teachers in the right way, we will have better teachers, which will show better student outcomes. Superintendent Erickson requested board member approval to take the summative evaluation to the administrative team. Board members agreed.

#### **F. Electronic Use Policy – First Reading**

Superintendent Erickson directed board members to the Electronic Use Policy 3076 and read the policy. Superintendent Erickson suggested changing the wording of the policy to allow for use of electronic equipment in a responsible manner to enhance learning.

#### **G. Password Policy - 2<sup>nd</sup> Reading**

President Jensen brought up the Password Policy for the 2<sup>nd</sup> reading and asked board members if they were okay with the wording of the Password Policy. There were no concerns brought forward.

#### **H. Teacher Supervision/Prep Time Coverage**

Superintendent Erickson explained that there are two issues with teacher prep time coverage, but due to the nature of the discussion, they should probably be discussed in an executive session.

### **IV. Executive Session**

6:10 P.M. Motion was made by Marty Morgan to enter into executive session to discuss personnel. Seconded by Joyce Sudweeks. All voted Aye. Motion carried.

7:15 P.M. Motion was made by Erin Jensen to return from executive session. Seconded by Marty Morgan. All voted Aye. Motion carried.

### **V. Action Items:**

#### **A. Approval of February Board Minutes and Vouchers**

Motion was made by Rickey Dalton to approve the minutes of the January 2013 Board Meeting, and to approve vouchers #590-738 and 190001-190017. Seconded by Erin Jensen. All voted Aye. Motion carried.

**B. Password Policy**

Motion was made by Marty Morgan to adopt the Password Policy as written. Seconded by Erin Jensen. All Voted Aye. Motion carried.

**C. Prep Time Coverage**

Motion was made by Rickey Dalton to instruct Principal Sylvester to have teachers who have a prep period cover for teachers who need to be gone for only one or two class periods. Seconded by Erin Jensen. All voted Aye. Motion carried.

**D. Orderly Termination Policy**

Motion was made by Erin Jensen to update the Orderly Termination Policy from the 2002 policy to the 2013 policy. Seconded by Marty Morgan. All Voted Aye. Motion carried.

**E. Electronic Use Policy**

Motion was made by Rickey Dalton to move the Electronic Use Policy to a second reading with corrections. Seconded by Erin Jensen. All voted Aye. Motion carried.

**VI. Information Items:**

**A. District Crisis Plan Update**

**B. District Evaluation Plan**

**C. Possible FFA Program Implementation** - Kennedy Sylvester, Devin Shakespear and Tyrel Clove will present to the board on the FFA program at Valley High School. The Farm Bureau is offering funding for propane tanks for the greenhouse if we start an FFA program that utilizes the greenhouse.

**D. PLC Update**

**E. Legislative Update**

**F. Other** – Physics Lagoon Day. Georgi Dalton requested taking 26 students to Physics Day at Lagoon. Board members agreed.

Motion was made by Rickey Dalton to adjourn the February 2013 meeting of the Piute County School District Board of Education. Seconded by Joyce Sudweeks. All voted Aye. Motion carried.

Meeting Adjourned 9:20 P.M.