OFFICIAL MINUTES OF A REGULAR MEETING

OF THE BOARD OF EDUCATION

BOX ELDER COUNTY SCHOOL DISTRICT

Work Session School Reports

A work session began at 5:45 p.m. in the Theater room in the District Office with AshLee Nelson, Three Mile Creek, Clay Chournos, Mckinley, and Jeff Morris, Discovery, reporting for their respective schools.

Regular Board Meeting

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder County School District, held Wednesday evening June 8, 2016 at 6:30 p.m. at the District Office.

Those in attendance at the meeting included Board President Lynn Capener, Vice President Wade Hyde was excused, Members Nancy Kennedy, Connie Archibald, Bryan Smith, and Karen Cronin. Also present were Superintendent Ronald Tolman, Assistant Superintendents, Darin Nielsen and Terry Jackson, Business Administrator Rod Cook, officers of the Box Elder Education Association, district employees, representatives of the press and interested citizens.

President Capener welcomed those in attendance and conducted the business of the meeting. After the prayer, which was offered by Bryan Smith, Nancy Kennedy led the audience in the pledge of allegiance to the flag.

**Recognitions**

Connie Archibald recognized the following people:

**Gary Allen, Clark Davis and Rennie Bott** – Marquee at Box Elder High School

**Bear River High School Softball Team and Coaches** for winning the state 3A Tournament

**Jennie Bitner** Bear River High javelin thrower who took the region and state title.

**Jacob Eggli, Jared Manning, Ethan Hurst and Bridger Beus**, BRHS on winning the State Medley Relay team title.

**Steffen Rigby** for winning the state singles title in tennis

**The class of 1965** were presented by Paulette Roberts and gave the background on the donation of the money for the new electronic marquee at Box Elder High School.

**Approval of Agenda**

Karen Cronin made the motion to approve the agenda. Nancy Kennedy seconded the motion which passed unanimously.

**Public Comment**

There was no public comment.

# **Action Items**

Budget Presentation

Rod Cook, Business Administrator, presented the revised 2015-16 budget and the preliminary 2016-17 budget to the board.

Connie Archibald made the motion to approve the revised 2015-16 budget and preliminary 2016-17 budget and proposed tax rates as presented. Nancy Kennedy seconded the motion which passed unanimously.

Municipal Building Authority Meeting

On June 1, 2011 the Board of Education set up a Municipal Building Authority to Bond for three million dollars of interest free bonds (QZAB-Qualified Zone Academy Bonds) through the federal government to assist in building Fielding Elementary school. The School District will in turn pay a Lease payment to the Building Authority of an amount to pay the principal and any other costs associated with the Bond. Section 3.01 refers to the section in the master agreement between the Municipal Building Authority and the School District. Zions Bank holds the bonds at this time. This approval is a necessary legal requirement to maintain the Lease and payment of the Bonds. Because of sequestration on the Federal level a part of the interest subsidy has not been covered by the Federal Government requiring the district to pay a portion of the interest. In 2016 that was $4,172. The Budget is higher than expected to cover any federal changes or other contingencies.

As required by law the school board must hold a Municipal Building Authority Meeting yearly to appoint officers and approve the budget and the lease. This is for the Federal subsidized interest free loan (Qualified Zone Academy Bonds) of three million dollars that went toward the building of Fielding Elementary School.

Karen Cronin made the motion to move into the Box Elder School District Municipal Building Authority meeting. Nancy Kennedy seconded the motion which passed unanimously.

Bryan Smith made the motion to accept the leadership for the Municipal Building authority as board leadership presently constituted and to approve the lease and budget for the 2016-17 year. Nancy Kennedy seconded the motion which passed unanimously.

Karen Cronin made the motion to move back into the regular board meeting of the Box Elder School District. Bryan Smith seconded the motion which passed unanimously.

Retirement Rates and Pickup for the 2016-17 Year

Annually the Board must approve the contribution rates paid on behalf of employees to the Utah Retirement System. These rates are set by the URS Board but must be ratified by each local entity. The rates for the non-contributory retirement system this year are 23.69% (22.19% pension and 1.5% into employee’s 401K). All but three of our employees are in the noncontributory system. Currently we have three employees who are on the contributory system. The district “picks up” the pension needs of these employees by paying a contribution on their behalf. To be in compliance with the Internal Revenue Service and the Utah Retirement Systems regulations, we are required to provide a formal adoption of any pick up elections that are currently taking place. The district pays the 6% employee contribution for a total of 23.70% contribution. The employee pays the 1% 401K contribution.

Nancy Kennedy made the motion to approve the non-contributory and contributory rates for the 2016-17. Connie Archibald seconded the motion which passed unanimously.

Certified Negotiated Agreement 2016-17

Each year the Board’s negotiation team and Box Elder Education Association’s team work together to reach a settlement which will enhance the teaching profession for Box Elder School District.

Terry Jackson, Assistant Superintendent of Personnel, presented the agreement reached with the teachers association to the Board for ratification.

Connie Archibald made the motion to approve the agreement. Bryan Smith seconded the motion which passed unanimously. A copy is attached.

Taxing Entity Committee Appointment

Each year the Board must designate two individuals to serve as representatives on the Taxing Entity Committees that exist in Box Elder County. Historically those appointed have been the Superintendent and the Business Administrator for the District. These two individuals typically are the most involved in the day-to-day financial operation of the district and are likely to have both historical perspective and future perspective as they deal with taxing implications. As an alternate the District Facilities Director may be a logical choice. The majority of their work on the Taxing Entity Committee is considering requests for tax relief in the form of development projects. They work with representatives of other county government and at times, municipalities, on requests for development projects. All work of the representatives is ultimately submitted to the Board for consideration and approval.

Nancy Kennedy made the motion to appoint Ron Tolman and Rod Cook to the Taxing Entity Committee with Jim Christensen as the alternate. Connie Archibald seconded the motion which passed unanimously.

Declaration of Open Enrollment Schools

Each year, Utah school districts are required to publicly announce which schools will be open to enrollment by students who live outside of a particular school’s established attendance area. Schools with an enrollment of at least 90% of the building’s core capacity can be closed to enrollment by those students outside of the school’s attendance area. Generally speaking, out of boundary students whose behavior is satisfactory are able to stay in a school once they have been admitted, although the district does reserve the right to require out of boundary students to transfer back to their home schools based on student behavior and/or overcrowded conditions. The anticipated enrollment for the 2016-2017 school year identifies the following schools as being over the 90% threshold and thus closed to the enrollment of out of boundary students:

• Foothill Elementary School, Brigham City .....................107% of capacity

• Garland Elementary School, Garland ............................... 97% of capacity

• Lake View Elementary School, Brigham City ...............106% of capacity

• McKinley Elementary School, Tremonton ...................... 93% of capacity

In addition to closing entire schools to out of boundary students, specific grade levels can be closed in “open” schools due to student/teacher ratios or the lack of programs required by a specific child. During the June 20, 2012, meeting the Board recommended that out of boundary students should not be accepted when enrollment at a grade level exceeded 10% of the state’s median enrollment at that grade level during the last previous year posted on the Utah State Office of Education’s website. Ten percent over the state’s median enrollment during the 2014-2015 school year is as follows:

Kindergarten 22

Fourth Grade 26

First Grade 23

Fifth Grade 26

Second Grade 24

Sixth Grade 27

Third Grade 25

Connie Archibald made the motion to close the above recommended to schools and grades to out of boundary students with the exception of dual immersion students. Bryan Smith seconded the motion which passed unanimously.

Appointment of a Board Member to the Bridgerland Advisory Board

The Board felt like it was a good idea to wait until a new board member is appointed to fill Carrie Ann Johnson’s board position.

Connie Archibald made the motion to table the appointment of a board member to the Bridgerland Advisory Board. Bryan Smith seconded the motion which passed unanimously.

**Information/Discussion Items**

Darin Nielsen, Assistant Superintendent of Curriculum, presented a report on instructional time and schedules. The Board had a conversation on whether they wanted to have another study to look at the schedules. The idea was put forth that the Board needed to decide what they wanted so direction could be given to the study committee. The Board will revisit this in August.

**Policy Review**

The following policies were recommended for second reading:

Policy 2015 Cash Investment and Management of Funds

Policy 3084 Educational Appropriate Postings

Policy 3090 Family Leave

Policy 4165 Requests for Charter Schools

Policy 5090 Child Abuse

Policy 5275 Sexual Harassment

Policy 6060 Conduct on School Premises

Bryan Smith made the motion to approve the above policies on second reading. Connie Archibald seconded the motion which passed unanimously.

# **Board Discussion Items**

Board Goals Review

**Monthly Financial Report**

Rod Cook, Business Administrator, presented the financial report for May to the Board.

# **Consent Calendar**

Bryan Smith moved to accept the consent items. The motion was seconded by Connie Archibald and passed on a unanimous vote. The Consent Calendar included the following items:

Approval of the minutes of the working and regular meetings of May 11, 2016.

Approval of claims numbered 00017554-00017878, 00105106, 00952016, 00953116, 08053116 and the school activity checks for the month of May.

Personnel Items

|  |  |  |  |
| --- | --- | --- | --- |
| **Leaving the District** | |  |  |
| ***Site*** | ***Employee*** | ***Position*** | ***Reason*** |
| *ACHI* | Doyle Murphy | Teacher | End of Contract |
| *Discovery* | Megan Fawcett | Teacher | Resigned |
| *BEHS* | Marisa Olsen | Sp Ed | Resigned |
| *Foothill* | Shannon Thorne | Teacher | Resigned |
| *Garland* | Kellianne Albretsen | Teacher | Resigned |
| *Garland* | LauraLyn Hogge | Teacher | Resigned |
| *BRHS* | Kayla Johnson | Teacher | Resigned |
| *ACYI* | Kamisa Wagner | Teacher | Resigned |
| *ACHI* | Torrie Meidell | Teacher | Resigned |
| *Willard* | Michelle Youngberg | SLP | Resigned |
| *DYCH* | Andrea Carter | Teacher | End of Contract |
| *BRMS* | Zachary Larson | Teacher | End of Contract |
| *BEMS* | Tammy Barnnett | Teacher | End of Contract |
| *Foothill* | Kally Whittle | Teacher | End of Contract |
| *Century* | Kristi Kirby | Teacher | End of Contract |
| *Willard* | Carijo Christensen | Teacher | Resigned |
| *BEHS* | Mark Hugie | Teacher | Resigned |
| *BEMS* | Jennifer Slater | Teacher | Resigned |
| *BEMS* | Mariana Torro | Spanish Teacher | Temporary |
| *DYCH* | Chloe Burns | History Teacher | Temporary |
| *BEMS* | Kevin Kendall | CTE Technology Teacher | Resigned |
| *McKinley* | Ruth Perkins | Aide | Retired |
| *BEHS* | Benjamin Watkins | Teacher | Resigned |
| *Transportation* | Donald Rasmussen | Bus Driver | Retired |
| *McKinley* | Taylor Williams | Teacher | Resigned |

**Suggestions for Future Board Meetings**

Suggestions for future board meetings was reviewed with a reminder that a special meeting will be held on July 6 for interviewing of candidates.

# **Adjournment**

With the announcement that the next meeting will be held on Wednesday, July 6 at 5 p.m. for board member interviews at the District Office, President Capener adjourned the meeting at 9:05 p.m.

APPROVED: July 13, 2016

ATTESTED:

School Business Administrator President, Board of Education

Box Elder School District

MEMORANDUM OF TENTATIVE AGREEMENT

BETWEEN: The Box Elder Board of Education and

The Box Elder Education Association

RE: Compensation for the 2016-2017 School Year

The Box Elder Board of Education and the Box Elder Education Association agree:

1. **Compensation**
2. Lane changes and step increments will be covered by the District.
3. A two point seven percent (2.7%) cost-of-living increase will be added to each lane and step of the 2015-2016 Certificated Salary Schedule.
4. Insurance: Two Cigna High Deductible Health Plans (HDHP) will be offered with the employee covering the increase in the premiums:
5. Cigna $2,000/$4,000 High Deductible Health Plan and Health Savings Account (HSA)

***Premium District Employee***

Single $401.76 $311.08 $90.68

Two-Party $908.20 $699.90 $208.30

Family $1,310.91 $1,007.89 $303.02

1. Cigna $4,000/$8,000 High Deductible Health Plan and Health Savings Account (HSA)

***Premium District Employee***

Single $362.27 $297.40 $64.87

Two-Party $818.93 $646.55 $172.38

Family $1,182.07 $931.24 $250.83

Box Elder School District will make a one-time (2016-2017) contribution of $500 for each insurance-eligible employee to a HSA for those insured by the District, or provide a one-time $500 payment for those who do not take Box Elder School District insurance.

Box Elder School District will contribute, to an HSA, an equal amount to each employee who signs up for the $4,000/$8,000 HDHP based on the savings the District realizes.

IN TENTATIVE AGREEMENT:

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Terry Jackson, Spokesperson

Box Elder County Board of Education

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Date

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Curtis Benjamin, Spokesperson

Box Elder Education Association

MEMORANDUM OF TENTATIVE AGREEMENT

BETWEEN: The Box Elder Board of Education and

The Box Elder Education Association

RE: CATEGORY 1 / Policy 3302 / Salary Policy

The Box Elder Board of Education and the Box Elder Education Association agree:

1. **Section 1-3 Salary Provisions**

1-3-9

Any educator assigned by a building administrator to substitute during his/her preparation time will be paid 18.5% of her/his base salary for each period taught over two (2) periods per trimester. Administrators will make all assignments for all school related activities.

IN TENTATIVE AGREEMENT:

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Terry Jackson, Spokesperson

Box Elder County Board of Education

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Date

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Curtis Benjamin, Spokesperson

Box Elder Education Association

Date

MEMORANDUM OF UNDERSTANDING

BETWEEN: The Box Elder Board of Education and

The Box Elder Education Association

RE: Additional Contract Days, Professional Educator Conduct Form, and the Educator Evaluation Policy developed by the Joint Educator Evaluation Committee

The Box Elder Board of Education and the Box Elder Education Association agree:

1. **Professional Development Days**
   1. In 2016-17 two (2) Professional Development Days will be provided as in 2015-16, principals having already planned for these two days’ use during 2016-2017 school year.
   2. In 2016-17, two (2) additional days (for a total of 4 Professional Development Days) will be added and will be allotted flexibly throughout the year consistent with School Improvement Plan goals and activities following the procedure that schools followed during the 2015-2016 school year. Schools will be encouraged to schedule the Professional Development in quarter days or longer increments. The pay for these days will be added to the contract, increasing the number of contract days from 183 to 187. If a teacher is absent for any or any part of these four (4) days their pay will be deducted in the appropriate portion.
   3. In 2017-18, the two (2) additional days added the previous year will be incorporated into the calendar as teacher-student contact days for Parent Teacher Conferences (PTC) rather than compensated day for day. Missing PTC will then result in pay deducted in the appropriate portion.
2. **Professional Educator Conduct Form**
   1. The Professional Educator Conduct Form will no longer be used after year 2015-2016, given other tools available to assess teacher professionalism. Other appropriate means will address excessive absenteeism.
3. **Joint Educator Evaluation Committee**
   1. Box Elder School District policy will memorialize a description of the District’s Joint Educator Evaluation Committee (JEEC), including provisions for a regular meeting and communication to keep teachers informed.

IN TENTATIVE AGREEMENT

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Terry Jackson, Spokesperson

Box Elder County Board of Education

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Date

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Curtis Benjamin, Spokesperson

Box Elder Education Association