South Summit School District
Achieving Excellence

Board Meeting Minutes

Minutes of the South Summit School District Board of Education Regular Meeting held on August 8, 2024 5:30 p.m. in the boardroom at 285 East 400 South, Kamas, Utah

Present: President Wendy Radke, Vice President Lynda Whitmore, Board Member Matt Weller, Board Member Ty Metcalf, Board Member Dan Eckert, Business Administrator Adam Robinson, Superintendent Greg Maughan, and Board Assistant Dawn McMillan

Guests: Laci McCormick, Stephanie Clegg, Shelley Halverson, Chris Brown, Rebecca Jensen, Jodi Jones, Jon Conner

1. **INTRODUCTORY ITEMS:**
   A. President Radke called the meeting to order at 5:30 p.m.
   B. Superintendent Maughan led the Pledge of Allegiance
   C. Vice President Whitmore reviewed the Vision and Mission Statements.

2. **DISTRICT UPDATES:**
   A. Athletic Department Update: Athletic Director Jon Conner presented a report from the 2023-2024 school year on Interscholastic Sports.
   B. Department Spotlight:
      1. Principal McCormick and Assistant Principal Brown presented data from the South Summit Middle School PBIS Plan from the 2023-2024 school year.
      2. Board Assistant Dawn McMillan presented Diligent Community (the new platform the board will be using beginning in September 2024 for board agendas, minutes, policies and procedures) to the board.
   C. Superintendent Items:
      1. Policy / Procedure Review for 2023-2024
         a. New: 3 Procedures, 1 Policy
         b. Reviewed: 74 (includes reviewed and retired Policies and Procedures and policies/procedures that were retired)
         c. Revised: 38 Procedures , 44 Policies,
         d. Retired: 6 Procedures, 2 Policies
      2. Summer Update 2024
         a. The Administration Teams and Coaches spent over 50 hours getting ready for the year.
         b. Guaranteed Strategies and Intentional Practices (GSIP) Aligning with goals
         c. Aligning School and District learning
         d. This coming year's theme is "Back to the Basics"
      3. IT and Cindy Butterfield are working on Student Data Privacy compliance.
      4. New Employee Orientation is Monday August 12, 2024. Breakfast is at 8:30 am and the meeting starts at 9:00 am.
      5. New Teacher Training Tuesday August 13, 2024 at 9:00 am.
      6. Welcome Back Convocation - August 19, 2024; Meet and Mingle 8:00 am - 8:30 am, Welcome Back Presentation at 8:30 am, Benefits Fair from 8:00 am - 12:00 pm, and Lunch is from 11:00 am-1:00 pm for all full time employees.

7. The High School Fees were approved. The Drill Team would like to change the location of their line item for fees for a National Competition to fees to travel to Disneyland to learn new choreography. The fees would not change, just the location.
8. Preschool will begin September 3 or September 4 and will end on May 20 or May 21 depending on the age of the student. This will be reflected on the district calendar.

D. Procedural Update:
   1. **Retire:** None
   2. **Review Only NO Revision:** None
   3. **1st Review**
      a. 4012-A
      b. 4012-B *NEW
      c. **6061-A**
   4. **2nd Review**
      a. **2004-A**
      b. **2004-B**
      c. **6009-A**

E. Business Administrator Items
   1. Business Administrator Robinson reported on the Purchasing Policy and Procedures. The Model Policy is in much greater detail than the district's current policies. The business Administrator will analyze them and present updates at a future meeting
   2. Business Administrator Robinson is working on closing out FY23-24. There is an External Audit scheduled for the 22nd through the 24th of August. The auditors were in the district office and looked at IDEA and SPED.

F. Master Planning Update
   1. Background and Context: The South Summit School District master plan is a compilation of data used to provide a dynamic long-term plan to guide future growth and long term sustainability of the district's properties, facilities, and delivery of education.
      a. FY24-25 Projects
         i. The South Summit Aquatic and Fitness Center Air Handler was estimated at $1,000,000.00. The low bid that was selected was from Tod R. Packer Heating and Air Condition Inc. That bid came in at $1,021,594.00. A 15% contingency was also requested for unexpected costs associated with this project. Total Cost for the Rec Center Air Handler is $1,174,833.00. This increases the budget by $174,833.00.
         ii. It was recommended that the district rebid the Baseball/Softball Parking lot in January 2025. The drawings need to be amended due to overdesign. It is possible that the price will be better if the project is rebid in January. Once actual costs are received, this item will return with a recommended budget update.
            i. Board Member Weller suggested that the district bid in November or December instead of January.
         iii. Update on the Baseball Field. The permits are in place and the items have been delivered.

G. Professional Development Evaluation Report
   1. Background and Context: The Board values professional learning, but is committed to using resources efficiently. The Board has developed a report template to help them better understand the benefits employees are receiving from participating in out-of-state professional learning opportunities and to make decisions regarding future requests. The Board will review reports submitted from employees who have attended professional learning conferences.
      a. Dan Limb - Professional Dev Evaluation Form.pdf
      b. Cindy Butterfield PSU Evaluation.pdf
      c. Brent Gines.pdf

3. PUBLIC INPUT: None

4. RECESS:

A. The board took recess at 6:40 p.m.

B. The board returned from recess at 6:52 p.m.

5. ACTION ITEMS:

A. South Summit School District Early Learning Plan for 2024-2025
   1. Background and Context: Rebecca Jensen presented the district's Learning Plan for 2024-2025
      a. Board Member Weller asked for prior year's data and state data so the board has a reference point from which to make their decision.

Motion to approve the South Summit School District Early Learning Plan for the 2024-2025 school year by Board Member Metcalf.
Seconded by Board Member Eckert
Motion Carried Unanimously

B. Consent Calendar
   1. Meeting Minutes
      a. June 13, 2024 Meeting Minutes
      b. June 27, Budget Hearing Minutes
      c. July 11, Work Session Minutes
   2. Financial Reports and Payment Requests
      a. June and July 2024 Check Summary
      b. June and July 2024 Revenue Report
      c. June and July 2024 Expenditure Report
   3. New Hires
      a. SSAFC Hires
         i. Mikayla Ruf
         ii. Allen Morgan
         iii. Sadie Moore
         iv. LaTysha Mitchell
         v. Jenny Moore
         vi. Cory Halliday
      b. Paraeducators
         i. Teagan Fletcher
         ii. Katelyn Simmons

        c. Other Hires
            i. Scott Buchanan
    4. Volunteers - with completed and approved background check
        a. Coaches
        b. School Volunteers
    5. Travel Requests
        a. NRPA Conference - Sutherland - Atlanta, GA
        b. Girls Basketball - Mesquite, NV
    6. Homeschool Affidavits
        a. Kindergarten - Silver Summit
        b. Home School 3rd & 7th Grades

Motion to approve the Consent Calendar by Vice President Whitmore.
Seconded by Board Member Weller
Motion Carried Unanimously

C. Budget Increase to the South Summit Aquatic and Fitness Center Air Handler Project for FY24-FY25
    1. Background and Context: For FY24-25 Projects it was estimated $1,000,000.00 for the Rec Center Air Handler. The low bid that was selected was Tod R. Packer Heating and Air Conditioning Inc. That bid came in at $1,021,594.00. A 15% contingency for unexpected costs associated with this project was recommended. The total is $1,174,833.00. This increases the budget by $174,833.00. A rebid for the Baseball/Softball Parking lot in January 2025 was also recommended. There were some updates to the drawings that were in excess and beyond the initial design. It is believed that the district will secure a better price if there is a rebid in January. After obtaining the actual costs, Mr. Robinson will provide a recommended budget update.
    2. Financial Implications: Increase the Budget for the Rec Center Air Handler Project from $1,000,000.00 to $1,174,833.00 an increase of $174,833.00.

Motion to approve the budget increase to the South Summit Aquatic and Fitness Center Air Handler Project for FY24-FY25 for the total cost of $1,174,833.00 by Board Member Weller.
Seconded by Board Member Metcalf
Motion Carried Unanimously

D. Policy 7030 - Record Keeping *No Change Review Only* - 1st Reading
    1. Background and Context: Policy 7030 was last reviewed in 2010. It was reviewed by the Transportation Supervisor with no recommended changes.

Motion to approve Policy 7030 Record Keeping for 1st Reading by Board Member Weller.
Seconded by Board Member Metcalf
Motion Carried Unanimously

E. Policy 7035 - Equipment Buses *No Change - Review Only - 1st Reading
    1. Background and Context: Policy 7035 was last reviewed in 2010. It was reviewed by the Transportation Supervisor with no recommended changes.

Motion to approve Policy 7035 Equipment Buses for 1st Reading by Board Member Metcalf.
Seconded by Vice President Whitmore
Motion Carried Unanimously

F. Policy 7036 - Equipment Inspection Maintenance *No Change - Review Only - 1st Reading
    1. Background and Context: This policy was last reviewed in 2010. It was reviewed by the Transportation Supervisor with no recommended changes.

Motion to approve Policy 7036 Equipment Inspection Maintenance for 1st Reading by Board Member Weller.
Seconded by Vice President Whitmore
Motion Carried Unanimously

G. Policy 7020 Bus Driver Qualifications - 1st Reading
    1. Background and Context: Policy 7020 was last reviewed in 2010. There were some updates made to the policy to reflect current practices and some of the wording was updated.

Motion to approve Policy 7020 Bus Driver Qualifications for 1st Reading by Board Member Metcalf.
Seconded by Board Member Weller
Motion Carried Unanimously

H. Policy 7021 Physical Assessment - 1st Reading
    1. Background and Context: was last reviewed in 2010. There were some minor changes and updates to this policy.

Motion to approve Policy 7021 Physical Assessment for 1st Reading by Board Member Weller.
Seconded by Board Member Metcalf
Motion Carried Unanimously

I. Policy 7023 - Maintenance and Service Personnel - 1st Reading
    1. Background and Context: Policy 7023 was last reviewed in 2010. It was updated to meet current practices.

Motion to approve Policy 7023 Maintenance and Service Personnel for 1st Reading by Board Member Weller.
Seconded by Vice President Whitmore
Motion Carried Unanimously

J. Policy 7024 - Transportation Director - 1st Reading
   1. Background and Context: Policy 7024 was last reviewed in 2010. There were some minor grammatical changes.
      a. Board President Radke asked for clarification on the titles of the following:
         i. Transportation Director
         ii. Maintenance Supervisor
         iii. Fleet Manager
   2. Business Administrator Robinson clarified that there isn't a Transportation Director. It is a Transportation Supervisor.
   3. Board Member Weller asked why the policy isn't written in gender neutral terms?
   4. Business Administrator Robinson clarified that the Transportation Supervisor and Fleet Manager are the same person.
   5. Board President Radke suggested changing everything from Transportation Director (including the name of the policy) to Transportation Supervisor. She also suggested taking out the term Fleet Manager and replacing it with Transportation Supervisor.
   6. President Radke also asked why the District Secretary is mentioned in the policy to help the transportation department.
   7. Superintendent Maughan clarified that the Board would like the name of Policy 7024 changed to Transportation Supervisor.

Motion to approve Policy 7024 Transportation Director name change to Transportation Supervisor for 1st Reading by Vice President Whitmore
Seconded by Board Member Metcalf
Motion Carried Unanimously

K. LDS Land Purchase for Parking Lot Expansion
   1. Background and Context: Approximately 0.637 acres Portion of Tax Parcel No. FF-1-X . The Church of Jesus Christ of Latter-day Saints, a Utah corporation sole ("Purchaser"), to purchase from South Summit School District Board of Education ("Seller") that certain real estate property located in Francis, Summit County, Utah and further described and depicted in Exhibit A. This Letter of Interest is not an offer of purchase nor shall Seller or any other person, corporation, or entity of any kind or nature have any rights with respect thereto, unless and until a formal written Purchase Contract has been negotiated and approved by both Seller and Purchaser and until both the Seller and Purchaser shall execute and deliver an executed copy of the contract to one another.
      a. LOI - 500-0119 - UT Francis
      b. President Radke commented that the LDS Church is asking the district to cover all the closing costs and half of the commission. She doesn't think the district should pay the commission, fees, or closing costs.
      c. Business Administrator Robinson pointed out that it is legal for the district to sell up to three acres without putting it out for bid to other public entities.

2. Financial Implications: Approximately $160,000.00 increase to the capital budget from the sale.

Motion to approve the LDS Land Purchase negotiations for their parking lot expansion by Board Member Metcalf
Seconded by Board Member Weller
Motion Carried Unanimously

L. Affordable Housing Decision
   1. Background and Context: Based on the Board Work Session on July 11, 2024, it was decided to bring to the board a decision to either continue on with the affordable housing project as discussed or to hold for a period of one year and then reassess.
      a. Board Member Metcalf asked if the board delayed the project if Habitat for Humanity would not help with the project in the future?
         i. Business Administrator Robinson replied that he didn't think it would hurt the relationship.
      b. What would the board do with the money if the project was delayed?
         i. Business Administrator Robinson replied that there are a lot of projects that need to be done in the district, specifically the Rec Center where the funds could be applied.
      c. Board Member Weller suggested that if the Board decides to create affordable housing that the district goes to bond for it so that the community can decide what the priority should be.
   2. Financial Implications: If the board places the project on hold for one year, it frees approximately $400,000.00 for other projects. If the board continues with the project, the estimated cost for design and infrastructure is approximately $400,000.00.

Motion to table the affordable housing decision until January of 2026 to either build rental properties or build affordable housing by Board Member Weller
Seconded by Board Member Metcalf
Motion Carried Unanimously

6. BOARD ITEMS

A. Board Member Eckert:
   1. Calendaring - School has started because soccer and football are starting.
   2. Board Assignments - Mountainland Technical College is getting ready to break ground on their new campus in Heber.

B. Board Member Weller is working on his master board certification. One of the things he has learned is that the School Site Council (SCC) representative should present their Trustlands and TSSA Plans to the board. Board Member Weller would like an SCC Chair or member to present the plan as well as the principal. He would also like updates throughout the year on where the money is being spent.

C. President Radke
   1. A constituent commented to her that he was impressed that there are three female administrators in the district.

2. It's an exciting time of year right before school starts. She's going to go help some new elementary teachers set up their rooms.

7. CLOSED SESSION: N/A

Motion by Board Member Eckert to adjourn the meeting.
Meeting adjourned at 8:12 p.m.

Wendy Radke

Board President Wendy Radke

Business Administrator Adam Robinson