

Board of Education Meeting - Nov 11 2025 Minutes

Tuesday, November 11, 2025, at 6:00 PM

Tooele County School District 92 Lodestone Way Tooele, Utah 84074

THESE MINUTES WERE APPROVED AT THE DECEMBER 9, 2025 BOARD OF EDUCATION MEETING.

Page

1. Executive Session, 5:15 pm (Closed to Public)

Board members present: Melissa Rich, Robert Gowans, Scott Bryan, Emily Syphus, Todd Thompson, Elizabeth Smith (5.19 pm)

Excused: ValaRee Shields

Administration Present: Dr. Mark Ernst, Dr. Jeff Hamm, Dr. Cody Reutzel, Lark Reynolds, Terry Christensen, Jackie Gallegos

At 5:16 pm, a motion was made

- 1.1 Purchase, Exchange or Release of Real Property
- 1.2 Pending or Reasonably Imminent Litigation
- 1.3 Collective Bargaining
- 1.4 Character, Professional Competence, or Physical or Mental Health of an Individual

2. Business Meeting 6:00 pm (Start of Public Meeting)

- 2.1 Welcome and Pledge of Allegiance

Board Members Present: Melissa Rich, Robert Gowans, Elizabeth Smith, Todd Thompson, Emily Syphus, Scott Bryan

Excused: ValaRee Shields

Administration Present: Dr. Mark Ernst, Lark Reynolds, Dr. Jeff Hamm, Dr. Cody Reutzel, Dr. Sarah Jarnagin, Angie Gillette, Brad Hranicky, Heather Castagno, Marissa Lowry, Terry Christensen, Charles Hansen, Ian Silva, Chantel Cowan

At 6:00 p.m., President Rich called the meeting to order, welcomed attendees, and led the Pledge of Allegiance.

3. Open Forum(Limited to three minutes per individual and a total of 30 minutes for all comments. To speak, sign up at the clerk's desk prior to the start of the open forum.)

3.1 Patron Comments

- Lisa Johnson spoke on behalf of the Tooele Education Association, encouraging board members to engage with educators.
- Jules Olsen, the parent of a student at Stansbury Park Elementary, expressed concerns about the bats at the school.

4. Academics

4.1 Early Math Program

17 - 23

Point of Contact: Chantel Cowan, Assistant Director of Teaching and Learning

Chantel Cowan, Assistant Executive Director of Teaching and Learning, reported on the implementation of the Into Math program in elementary schools. She noted that all teachers completed initial training in May, with optional summer sessions and a self-paced Canvas course resulting in 71% participation. Supplemental software training was provided in September, and ongoing support continues to strengthen instructional strategies. The program emphasizes rigorous, strategy-based instruction and contextual understanding, reinforcing Into Math as the district's core resource. Early numeracy goals include increasing third-grade benchmark performance on Acadience Math by 15 percentage points and moving 59% of students below the benchmark to benchmark or above. Each elementary school has a math interventionist paraeducator providing targeted small-group and one-on-one instruction, supported through monthly meetings. Continued

professional learning is needed to sustain effective implementation and student growth.

During the discussion, Member Thompson suggested educating parents about the new math program. Member Syphus inquired about retention among math interventionists. Ms. Cowan acknowledged high turnover for various reasons but noted improvement, with interventionists beginning to stay longer.



[Elementary Math.pdf](#) 

5. Consent Items

5.1	Minutes Point of Contact: Jackie Gallegos, Board Clerk Board of Education Meeting - Oct 14 2025 - Minutes - Html  Board of Education Work Session - Oct 28 2025 - Minutes - Html 	24 - 40
5.2	Expenditure Report Point of Contact: Jill Whiting, Budget Director October Board Expenditure Report.pdf 	41 - 62
5.3	Revenue Report Point of Contact: Jill Whiting, Budget Director October Board Revenue Report.pdf 	63 - 65
5.4	Disbursement Report Point of Contact: Myken Hurst, Accounts Payable 10.25 Disbursement Report.pdf 	66 - 1832
5.5	Financial Reports Point of Contact: Jill Whiting, Budget Director September Combined Financial Statements.pdf 	1833 - 1857
5.6	Personnel Decisions Point of Contact: Charles Hansen, Human Resources Director	1858 - 1861

- 5.7 Policy 1862 -
Point of Contact: Terry Christensen, Director of Property and 1869
Legal Affairs

The following non-substantive policy revisions are attached for consideration:

- Policy 4007
 - [4007, Conditions and Requirements of Employment, Non-Substantive.pdf](#) 
- Policy 1000, Board Legal Status
 - [1000, Board Legal Status, Non-Substantive.pdf](#) 

Board Member Syphus requested a discussion on Policy 4007, which was pulled from the consent agenda. She explained that the proposed revisions remove references to a specific day of the week for planning time, as four-day schools do not schedule planning on Wednesdays. The change does not alter the amount of planning time provided to educators.

Approve revised policy 4007, Conditions and Requirements of Employment, Non-Substantive, for implementation. 1862 -
1869

Moved by: Emily Syphus

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, Elizabeth Smith,
Emily Syphus, Todd Thompson, and Scott
Bryan

Motion Carries 6-0

- 5.8 Surplus Items 1870
Point of Contact: Emily Spendlove, Fixed Assets
[Memo surplus to board 25-11-05.pdf](#) 

- 5.9 Exemptions for Community Council 1871 -
1872
- Blue Peak High
 - Ibapah Elementary

[BPHS Community Council Waiver.pdf](#) 

[Ibapah Community Council Board Letter \(1\).pdf](#) 

Pull policy 4007 on item 4.7 for discussion and Approve
Consent Items as presented or amended.

1871 -
1872

Moved by: Emily Syphus

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, Elizabeth Smith,
Emily Syphus, Todd Thompson, and Scott
Bryan

Motion Carries 6-0

6. Action Items

6.1 Waiver for 4-day School Week for NESS Schools

1873 -
1875

Point of Contact: Angie Gillette, Grantsville Area Director

Angie Gillette, Grantsville Area Director, presented a request for Board approval to pursue a waiver of the 180-day school year requirement for the following schools: Dugway K-12, Vernon Elementary, Ibapah Elementary, Anna Smith Elementary, and Wendover High School (NESS schools). She reported that the first required public meeting had been held to explain the rationale for the waiver and gather input from stakeholders. Board approval authorizes the District to proceed with the second public meeting and prepare the application for submission to USBE by the April 10, 2026, deadline.

Member Thompson referenced an email from a concerned parent regarding the early dismissal of Vernon students on Thursdays and questioned whether students were receiving sufficient instructional time. Ms. Gillette explained that the adjustment was intended to preserve teacher planning time. Superintendent Ernst stated that District leadership would review Vernon's schedule and bring that information back to the Board before submitting the application to the State.

[Information on Waiver for Board Meeting.pdf](#) 

Approve the waiver request for the 4-day school week for
NESS Schools

1873 -
1875

Moved by: Robert Gowans
Seconded by: Todd Thompson

Yea

Melissa Rich, Robert Gowans, Elizabeth Smith,
Emily Syphus, Todd Thompson, and Scott
Bryan

Motion Carries 6-0

6.2

Positive Behaviors Plans

1876 -
1882

**Point of Contact: Julie Spindler, Prevention and YIC
Supervisor**

Julie Spindler, Prevention and YIC Supervisor, presented the Positive Behaviors Plan required under Utah Code 53G-10-407. She explained that the plan is designed to proactively address student substance use by promoting healthy behaviors and supportive school environments. Each principal developed a school-specific plan and appointed a Positive Behaviors Specialist to oversee implementation. Strategies include PBIS, Second Step, ReThink Ed, and other evidence-based programs focused on teaching expectations, reinforcing positive behavior, and improving attendance. Ms. Spindler noted that tobacco and e-cigarette violations are managed by school administrators with clear procedures for confiscation and disposal.

Member Thompson asked about the prevalence of substance use in schools. Ms. Spindler stated that most students do not use substances and that she is awaiting updated SHARP Survey data, noting that countywide prevention trends have helped with the decline in student use.. Member Syphus expressed concern about the number of different plans and asked which is most effective. Ms. Spindler explained that each program targets different groups, and many tools are already integrated into existing practices

[Positive Behavior Plans in Schools.pdf](#) 

[PBIS Plans - All Schools Spreadsheet](#)

Approve the 2025-2026 Positive Behavior Plans as presented. 1876 - 1882

Moved by: Scott Bryan

Seconded by: Elizabeth Smith

Yea Melissa Rich, Robert Gowans, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan

Motion Carries 6-0

6.3 Approval of the CTE Program Name @ Community Learning Center 1883 - 1889

Point of Contact: Jonathan Marble, Principal

Jonathan Marble, Principal of Blue Peak High School/CLC, presented a proposal to formally identify the Career and Technical Education (CTE) programs housed at the Community Learning Center. He explained that the term “CLC” currently refers to multiple programs within the building, creating confusion for students, families, and the community. Following two years of stakeholder engagement and 827 survey responses, the proposed name of Tooele ACE Center was intended to establish a distinct identity that reflects student growth and opportunity.

[CLC Name change 2.0 - GR.pdf](#) 

Approve the CTE Program at the CLC to be named Tooele ACE Center 1883 - 1889

Moved by: Robert Gowans

Seconded by: Elizabeth Smith

Yea Melissa Rich, Robert Gowans, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan

Motion Carries 6-0

6.4 Revised Policy 9001, Use of Tooele County School District Facilities, 2nd Read 1890 - 1894

Point of Contact: Tiffany Miner, Building Scheduling Coordinator

Tiffany Miner, Building Scheduling Coordinator, presented the second reading of the updated Facility Use Policy. She explained that the revisions reflected organizational changes, transferring responsibilities from the Assistant Superintendent to the Building Scheduling Coordinator—a position created since the policy was last revised fifteen years ago. The policy also incorporated state code references regarding insurance requirements to ensure compliance with current legal standards and safety protocols. The only change since the first reading was the addition of language allowing the Building Administrator or Building Scheduling Coordinator to waive user fees and associated employee wages for civic organizations, public entities, or community groups when work is performed voluntarily and the district receives a direct or indirect benefit. In cases of uncertainty, the Director of Operations could be consulted for guidance.

[Revised Policy 9001, Use of Tooele County School District Facilities, 2nd Read.pdf](#) 

[9001, Policy Review and Implementation Summary.pdf](#) 

Approve Revised Policy 9001, Use of Tooele County School District Facilities for implementation on the condition of adding the word disagreement in place of uncertainty regarding the waiving of fees. 1890 - 1894

Moved by: Todd Thompson

Seconded by: Elizabeth Smith

Yea Melissa Rich, Robert Gowans, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan

Motion Carries 6-0

6.5 Sex Education Materials, 2nd Read 1895 - 1985
Point of Contact: Chantel Cowan, Assistant Executive

Director of Teaching and Learning

Chantel Cowan, Assistant Executive Director of Teaching and Learning, presented materials reviewed by the Sex Education Curriculum Committee for a second read. The changes included a revision to Scenario 3 in the Tooele Middle School curriculum to reflect a non-same-sex relationship and an update to the Contraception Presentation Resources to list parents as the first available resource. The Committee recommended that the Board approve the proposed materials for classroom use.

[Board agenda Item for sex ed materials Oct 2025.pdf](#) 

[Contraception Presentation 2025.pdf](#) 

[Tooele - Middle School 2025—26.pdf](#) 

[Tooele - High School 2025—26.pdf](#) 

Approve the proposed materials for classroom use.

1895 -
1985

Moved by: Scott Bryan

Seconded by: Elizabeth Smith

Yea Melissa Rich, Robert Gowans, Elizabeth Smith,
Emily Syphus, Todd Thompson, and Scott
Bryan

Motion Carries 6-0

6.6 Revised Policy 1015, Employee Travel Expense, 1st Read

1986 -
1989

Point of Contact: Terry Christensen, Director of Property and Legal Affairs

Terry Christensen, Director of Property and Legal Affairs, presented proposed revisions to Policy 1015 – Employee Travel Expense for a first read. The updates are intended to align the policy with Policy 3035.2 – *Cash Receipts and Expenditures: Travel*, providing consistency in district travel procedures. Changes include clearer guidance on travel authorization and reimbursement processes and an increase in the out-of-state per diem rate from \$50.00 to \$68.00 per day, following U.S. General Services Administration (GSA) CONUS standards. Business Administrator Lark Reynolds

recommended a second read and suggested removing fixed dollar amounts for per diem and lodging, instead referencing annual rates based on GSA CONUS standards to maintain flexibility.

[Revised Policy 1015, Employee Travel Expense, 1st Read.pdf](#)



[1015,](#) 

[Policy Review and Implementation Summary.pdf](#) 

Move Revised Policy 1015, Employee Travel Expense, forward for a second read.

1986 -
1989

Moved by: Robert Gowans

Seconded by: Emily Syphus

Yea

Melissa Rich, Robert Gowans, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan


Motion Carries 6-0

6.7 New Policy, Research Approval Process, and Surveys

1990 -
1993

Point of Contact: Andy Peterson, Assessment and Research Director

Andy Peterson, Director of Assessment and Research, presented a new policy establishing guidelines for conducting research and administering surveys within the Tooele County School District. The policy defined research and surveys, outlined approval requirements, and ensured participant consent, privacy, and voluntary involvement. It also specified which types of surveys required prior parental consent and district-level approval, including those involving sensitive topics or large populations. The policy was designed to align with state code and district needs, promoting consistency, transparency, and the protection of student and staff data.

[New Policy 11000 Research Approval Process and Surveys, 1st Read.pdf](#) 

[New Policy 11000, Policy Review and Implementation](#)

[Summary.pdf](#) 

Move the new policy, Policy Research Approval Process, and Surveys forward for a second read.

1990 -
1993

Moved by: Todd Thompson

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan


Motion Carries 6-0

6.8 Revised Policy 5069, Education and Family Privacy, 1st Read

1994 -
1997

Point of Contact: Andy Peterson, Assessment and Research Director

Andy Peterson, Assessment and Research Director, presented revisions to Policy 5069, which were updated to align with current state code and board rules, particularly in the areas of disclosure and consent. These changes clarify the process for obtaining consent and the information that must be provided to parents, particularly regarding sensitive topics.

[Revised Policy 5069 Education and Family Privacy 1st Read.pdf](#) 

[5069, Policy Review and Implementation Summary.pdf](#) 

Approve Revised policy 5069, Education and Family Privacy, 1st Read for implementation.

1994 -
1997

Moved by: Robert Gowans

Seconded by: Scott Bryan

Yea Melissa Rich, Robert Gowans, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan

Motion Carries 6-0

6.9 Revised Policy 4014, Employee Leave, 1st Read

1998 -

Point of Contact: Lark Reynolds, Business Administrator

2006

Lark Reynolds, Business Administrator, presented revisions to Policy 4014 – Employee Leave to the board. The revisions converted leave days to leave hours to align with the district’s new timekeeping system, ensuring consistency and accuracy in tracking employee leave. Member Bryan stated that he supported converting leave to hours. Mr. Reynolds clarified that certified employees would continue to have leave measured in days. Vice President Gowans expressed the desire to approve only the revisions related to hours at this meeting and return for a second read of the full policy at a later date.

[Revised Policy 4014 Employee Leave, 1st Read.pdf](#) 

[4014, Policy Review and Implementation Summary.pdf](#) 

Move Revised Policy 4014, Employee Leave, for a second read, but allow the Business Administrator to make the conversion for hourly employees.

1998 -
2006

Moved by: Robert Gowans

Seconded by: Todd Thompson

Yea Melissa Rich, Robert Gowans, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan

Motion Carries 6-0

6.10 Revised Policy 11014, Sex Education, 1st Read

2007 -
2014**Point of Contact: Chantel Cowan, Assistant Director of Teaching and Learning**

Chantel Cowan, Assistant Director of Teaching and Learning, presented revisions to Policy 11014 – Sex Education for the Board’s first review. She explained that the updates reflected changes to state code and board rules, including a more detailed definition of sex education, strengthened parental consent requirements, and new restrictions on instructional content and providers. The revisions also clarified approval processes, updated staff training language, centralized

complaint tracking, and introduced an enforcement provision requiring the superintendent to report violations to UPPAC. Member Smith asked what students do if they are not granted participation. Ms. Cowan stated that those students are given alternative health assignments, but confirmed they may only receive instruction on sex education materials if participation is approved.

[Revised Policy 11014, Sex Education 1st read.pdf](#) 

[11014, Policy Review and Implementation Summary.pdf](#) 

Move Revised Policy 11014, Sex Education, forward for a second read.

2007 -
2014

Moved by: Emily Syphus

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan


Motion Carries 6-0

6.11 Revised Policy 4030, Employee Prohibition of Bullying, Abusive Conduct, Hazing and Cyber-Bullying, 1st Read

2015 -
2024

Point of Contact: Catham Beer, District Activities Director

Catham Beer, District Activities Director, presented the revised Policy 4030 – Employee Prohibition of Bullying, Abusive Conduct, Hazing, and Cyber-Bullying for a first read. The updates resulted from a recent District Bullying/Hazing audit and removed redundant training requirements related to bullying and hazing.

[Revised Policy 4030 Employee Prohibition of Bullying, Abusive Conduct, Hazing, and Cyber-Bullying 1st Read.pdf](#) 

[4030, Policy Review and Implementation Summary.pdf](#) 

Approve Revised Policy 4030, Employee Prohibition of Bullying, Abusive Conduct, Hazing, and Cyber-bullying for implementation

2015 -
2024

Moved by: Scott Bryan
Seconded by: Emily Syphus


Yea Melissa Rich, Robert Gowans, Elizabeth Smith,
Emily Syphus, Todd Thompson, and Scott
Bryan

Motion Carries 6-0

6.12 Revised Policy 6032, Student Prohibition of Bullying, Cyber-
bullying, Harassment, Hazing, and Retaliation, 1st Read 2025 -
2033

Point of Contact: Catham Beer, District Activities Director

Catham Beer, District Activities Director, presented the revised Policy 6032, Student Prohibition of Bullying, Cyber-bullying, Harassment, Hazing, and Retaliation for a first read. The updates resulted from a recent District Bullying/Hazing audit and removed redundant training requirements related to bullying and hazing.

[Revised Policy 6032 Student Prohibition of Bullying, Cyber-bullying, Harassment, Hazing and Retaliation 1st Read.pdf](#) 

[6032, Policy Review and Implementation Summary.pdf](#) 

Approve Revised Policy 6032, Student Prohibition of Bullying, 2025 -
Cyber-bullying, Harassment, Hazing, and Retaliation for 2033
implementation

Moved by: Scott Bryan
Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, Elizabeth Smith,
Emily Syphus, Todd Thompson, and Scott
Bryan


Motion Carries 6-0

7. Information, Discussion or Calendar Items

7.1 Superintendent's Report 2034 -
Point of Contact: Dr. Mark Ernst, Superintendent 2048

Dr. Mark Ernst presented an update on key initiatives and progress within the Tooele County School District, focusing on recommendations from the OLAG Performance Audit, public relations strategies, and the Culture and Communication Needs Assessment. Terra Sherwood, Communications Specialist, assisted with the presentation, as the Public Relations Plan was part of her master’s degree project. The update emphasized building a sustainable, inclusive, and strategic communication system comparable to those found in academic and policy frameworks. The Public Relations Plan, based on the Excellence Theory, promotes two-way symmetrical communication to foster trust, active listening, and collaborative problem-solving. Initial recommendations included identifying stakeholder groups, addressing communication gaps, and implementing feedback loops to strengthen workplace culture.

Member Bryan expressed support for using a third-party survey, even at an additional cost, noting that employees might feel more comfortable with an external provider. Ms. Sherwood stressed that action is key—turning insights into action, collaborating on solutions, and building trust. Member Syphus expressed enthusiasm for the plan and asked how stakeholder groups would gather input from employees; it was noted that employee feedback would guide the selection of future stakeholder groups.

[Superintendent's Report - November 2025 \(Updated 11-11-2025\).pdf](#) 

7.2	Board of Education Committee Reports	2049 -
	November Reports:	2050

Member Syphus reported that the Teachers, Leaders, and Support Staff committee had established clear goals addressing audit findings, ensuring that every position has a defined job description and employees receive appropriate training. Regarding Curriculum, Instruction, and Assessment, Member Syphus noted that discussions are ongoing about the four years of high-leverage practices, with teachers currently being trained on interventions and extensions. She emphasized that the committee holds itself to high standards

in understanding what is being asked of staff. President Rich stated that the Systems of Operations committee had not met recently. She also reported that the District Community Council and PTA had not met, and there was no updated information to share.

[Board Committee Assignments 2025-2026.pdf](#) 

8. Adjourn (10:00 pm Curfew)

At 8:11 pm, a motion was made by Member Bryan to adjourn.

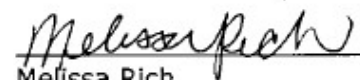
Adjourn

Moved by: Scott Bryan

Seconded by: Elizabeth Smith

Yea Melissa Rich, Robert Gowans, Elizabeth Smith,
Emily Syphus, Todd Thompson, and Scott
Bryan

Motion Carries 6-0



Melissa Rich
School Board President