



## **Board of Education Meeting - Dec 09 2025 Minutes**

Tuesday, December 9, 2025 at 6:00 PM

Tooele County School District 92 Lodestone Way Tooele, Utah 84074

**THESE MINUTES HAVE NOT YET BEEN FORMALLY APPROVED BY THE BOARD OF EDUCATION  
AND, UNTIL SUCH FORMAL APPROVAL, ARE SUBJECT TO CHANGE.**

Page

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

At 5:15 pm, a motion was made to enter into executive session.

- 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, ValaRee Shields, Emily Syphus, Todd Thompson, Elizabeth Smith, Scott Bryan

**Administration Present:** Dr. Mark Ernst, Superintendent, Dr. Jeff Hamm, Assistant Superintendent, Dr. Cody Reutzel, Assistant Superintendent, Lark Reynolds, Business Administrator

At 6:00 pm President Rich welcomed everyone 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

**4. Academics**

4.1 Annual High Leverage Practices # - #

Dr. Cody Reutzel, Assistant Superintendent, provided an update on the Academic High Leverage Practices (AHL)P initiative to the board. He reported on progress in implementing Common Formative Assessments (CFAs) across the district and highlighted key instructional strategies, including formative assessment, clear learning intentions, actionable feedback, and targeted intervention. Dr. Reutzel outlined the purpose and benefits of CFAs for enhancing student learning and shared milestones achieved, including the completion of the first CFA cycle.

[AHL Progress Report Dec 2025.pdf](#) 

**5. Consent Items**

5.1 Minutes # - #

**Point of Contact: Jackie Gallegos, Board Clerk**

[Board of Education Meeting - Nov 11 2025 - Minutes - Html](#) 

5.2 Expenditure Report # - #

**Point of Contact: Jill Whiting, Budget Director**

[November Board Expenditure Report.pdf](#) 

5.3 Revenue Report # - #

**Point of Contact: Jill Whiting, Budget Director**

[November Board Revenue Report.pdf](#) 

5.4 Disbursement Report # - #

**Point of Contact: Myken Hurst, Accounts Payable**

[11.25 Disbursement Report.pdf](#) 

5.5 Financial Reports # - #

**Point of Contact: Jill Whiting, Budget Director**

[October Combined Financial Statements.pdf](#) 

5.6 Personnel Decisions # - #

**Point of Contact: Charles Hansen, Human Resources Director**

[November Personnel Decisions.pdf](#) 

5.7 LEA Specific License # - #

**Point of Contact: Krystal White, Licensing Specialist**

[LEA Specific License-December 2025.pdf](#) 

5.8 Amended Trustland Plans # - #

**Point of Contact: Area Directors**

[SJHS Amendment 25-26.pdf](#) 

5.9 Surplus Items # - #

**Point of Contact: Emily Spendlove, Fixed Assets**

[Memo surplus to board 25-12-03.pdf](#) 

Approve the Consent items as presented or amended. # - #

*Moved by: Emily Syphus*

*Seconded by: Robert Gowans*

**Yea**

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

**Motion Carries 7-0**

## 6. Action Items

6.1 Revised Policy 11014, Sex Education, 2nd Read # - #

Chantel Cowan, Assistant Director of Teaching and Learning, presented revisions to Policy 11014, Sex Education, for the board's second reading. 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 policy also clarified approval processes, updated staff training language, centralized complaint tracking, and introduced an enforcement provision requiring the superintendent to report violations to UPPAC. Chantel noted that no changes had been made since the first reading.

[Revised Policy 11014, Sex Education, 2nd Reading.pdf](#) 

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

Approve Revised Policy 11014, Sex Education, for implementation with the change I.2 be reviewed annually. # - #

*Moved by:* Elizabeth Smith

*Seconded by:* Todd Thompson

**Yea**

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

**Motion Carries 7-0**

6.2 Revised Policy 4014, Employee Leave, 2nd Read

Lark Reynolds, Business Administrator, presented revisions to Policy 4014 – Employee Leave for the board's second reading. 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.

Approve Revised Policy 4014, Employee Leave, for implementation.

*Moved by:* Emily Syphus

*Seconded by: Robert Gowans*

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

**Motion Carries 7-0**

6.3      New Policy, Research Approval Process, and Surveys, 2nd Read

Andy Peterson, Director of Assessment and Research, presented a new policy titled *Research Approval Process and Surveys* for the board's second reading. The policy establishes guidelines for conducting research and administering surveys within the Tooele County School District. It defines research and surveys, outlines approval requirements, and ensures participant consent, privacy, and voluntary involvement. The policy also specifies which types of surveys require prior parental consent and district-level approval, including those involving sensitive topics or large populations. Designed to align with state code and district needs, the policy promotes consistency, transparency, and the protection of student and staff data.

Approve New Policy, Research Approval Process, and Surveys for implementation.

*Moved by: Emily Syphus*

*Seconded by: ValaRee Shields*

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

**Motion Carries 7-0**

6.4      Revised Policy 5049, Child Nutrition Program Financial Rights and Responsibilities, 1st Read

# - #

Anna Loertscher, Child Nutrition Director, presented revisions to Policy 5049 – Child Nutrition Financial Rights and Responsibilities for the board's second reading. The updates

aligned with Utah House Bill 100 (Utah Code 53F-2-423) and included changes to communication requirements regarding negative meal balances, removal of the senior checkout meal balance sign-off, and updates to collection notice procedures. The revisions also addressed inconsistencies in the staff meal debt policy.

[Revised Policy 5049, Child Nutrition Program Financial Rights and Responsibilities, 1st Read.pdf](#) 

[5049 Policy Review and Implementation Summary.pdf](#) 

Approve Revised Policy 5049, Child Nutrition Program Financial Rights and Responsibilities for implementation. # - #

*Moved by:* ValaRee Shields

*Seconded by:* Todd Thompson

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

**Motion Carries 7-0**

6.5      Revised Policy 7004, Commercialism, 1st Read

# - #

Brett Valdez, Communications Director, presented revisions to Policy 7004 – Commercialism for the board’s first reading. The updates removed language specific to Peachjar and provided flexibility for current and future communication platforms, ensuring the district’s communication tools remain adaptable and accessible to meet evolving needs.

[Revised Policy 7004, Commercialism, 1st Read.pdf](#) 

[7004 Policy Review and Implementation Summary.pdf](#) 

Approve Revised Policy 7004, Commercialism, for implementation. # - #

*Moved by:* Elizabeth Smith

*Seconded by:* Robert Gowans

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

**Motion Carries 7-0**

## 7. Information, Discussion or Calendar Items

7.1      Business Administrator Report      # - #

Lark Reynolds, Business Administrator, presented the District Expense Comparison for FY24 using data from the state website. He reviewed per-pupil comparisons for Function 2300 and Object codes 111–115, including instructional salary and benefits percentages. The District ranks as the 9th most efficient in the state. Lark noted that Function 2300 per-student costs include additional expenses beyond salaries and benefits, such as travel, professional development, and graduation facility rentals.

Board members discussed the need for clearer public communication regarding why certain costs appear higher. Member Shields suggested posting an explanation on the District website, and Member Bryan recommended including it in the Frequently Asked Questions section. Lark indicated that Object 115 is the primary factor influencing the expense variance. FY25 data is not yet available.

Lark also invited feedback on the financial statements distributed prior to the Audit Committee meeting and reminded members that the Single Audit (Compliance Report) has been delayed due to the federal government shutdown. Auditors will report to the Audit Committee later this month, with a full board report scheduled for January.

[Decembers BA Report V2.pdf](#) 

7.2      Board of Education Committee Reports      # - #

### December Reports:

- **Safe and Orderly Environment**

Board Member Smith reported that School and Student Safety Director Bob Curfew has completed CSTAG

(Comprehensive School Threat Assessment Guidelines) training for all principals. She also noted that the District will begin the interior door lock installation project over winter break.

- **Student Body Advisory Committee**

Board Member Smith stated that she and Member Shields meet quarterly with all Student Body Officers (SBOs) to discuss various topics. The most recent meeting was held on November 24, where Director Nelson attended to answer technology-related questions. She also shared that the District-wide Unity Week is scheduled for April 20 and will include events such as the Battle of the Bands.

- **Tooele Education Foundation**

Member Shields reported that the Foundation has been actively working on grants and recently secured a \$60,000 donation. The Foundation is preparing for scholarship season and invites any board members interested in judging to contact Shelly at TEF. Additionally, the Foundation has raised significant funds to support students in need during the holiday season.

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

## **8. Adjourn (10:00 pm Curfew)**

A motion to adjourn was made at 7:23 p.m.

Adjourn

*Moved by:* ValaRee Shields

*Seconded by:* Elizabeth Smith

**Yea**

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

**Motion Carries 7-0**