



Board of Education Regular Meeting
Monday, December 8, 2025 at 6:00 PM

1. INTRODUCTORY ITEMS - 6:00 PM

President Weller welcomed everyone and called the meeting to order at 5:59 PM

A. Roll Call of Board Members:

All Board Members were present.

B. Guests

1. Superintendent Maughan present via Zoom
2. Business Administrator Robinson
3. Board Assistant McMillan
4. Student Board Member Samantha Nuñez
5. Student Board Member Connor Goecke
6. Dan Limb
7. Joe Keddington
8. Mike Ruf
9. Chris Burton
10. Steve Sutherland

C. Pledge of Allegiance

President Weller led the Pledge of Allegiance.

D. Vision Statement and Mission Statement

Business Administrator Robinson reviewed the Vision and Mission Statements.

Vision Statement:

South Summit School District - **valuing** individuals and **preparing** them for **success**.

Mission Statement:

We **support, empower, and inspire** individuals to **promote** and **achieve** academic and character **excellence**.

2. PUBLIC INPUT

None

3. DISTRICT UPDATES

A. Student Board Member Spotlight

1. Connor

- a. The NHS is holding a hot cocoa and donut fundraiser to raise money for a nearby animal shelter.
- b. Student Council is selling Candy grams to raise money for future Student Council events. They will have an after school social the last day of school before the Christmas break.

2. Sammie

- a. NHS is conducting Sub for Santa.

B. Director Reports

1. IT update: Dan Limb and Joe Keddington

- a. The new cases for laptops have greatly reduced screen breakage.
- b. Cyber Security: At the recommendation from Utah State Board of Education, the district is using the Center for Internet Security (CIS) Critical Security Controls for best practices.
 - i. The CIS is a Prioritized set of actions to protect the school district and its data from cyber security attacks.
 - ii. The IT department updated the board on their progress with the CIS Critical Security Controls.
- 2. Steve Sutherland, Mike Ruf, and Chris Burton - South Summit Aquatic and Fitness Center
 - a. Recommended an increase to resident and Non-Resident Passes for the Aquatic and Fitness Center at 2%. They are also adding several different types of passes.

[Fee proposal of 2026 - Non-residents.doc](#) 

[Fee proposal of 2026 - Residents.doc](#) 

- b. Chris Burton was recognized for over 20 years of service to the South Summit Aquatic and Fitness Center and the Community.

C. Business Administrator Items

- 1. Audit Update
 - a. Matt Geddes from Squire presented the 24-25 External Audit and Financials: Page 5 - Opinion: Financial Information in the audit is reliable and can be used to make financial decision. Page 8 - Executive Summary highlights and compares this year to prior years. Page 19 - Balance Sheet Page 21 - Income Statement
 - b. Report on State Compliance: Page 62 - opinion of compliance is a clean opinion
 - c. A Grade - no significant control deficits.
- [South Summit SD 2025 Audit.pdf](#) 

 - d. The auditors offered possible options for the Monthly Financial Reports for the board to review.
 - e. The auditors met with audit committee prior to presenting to the board.

- 2. Internal Audit Committee Duties, Purpose and Responsibilities Recommendation: Jenny Prescott will serve as a community member on the Internal Audit Committee. Audit Committee requested items that they should be aware of as they reviewed financial information.
 - a. Revenue Report: Property taxes provide majority of income.
 - b. Expense Report: Biggest expenses are salaries and benefits. Should be the same each month.
 - c. Checks: Written during the year. Potential opportunity to summarize by vendor instead of all the detail.
 - d. New board member training book – add training so new board members are aware when reviewing the financials.
 - e. What is Audit Committee trying to accomplish.
 - i. Has function and oversight
 - ii. Evaluates risks
 - iii. Suggests policies and changes to the board.

[Internal Audit Committee Duties and Resp.pdf](#) 

D. Superintendent Items

- 1. Gala Update: Raised \$65,000-\$70,000 so far from the Gala. Well attended and successful.
- 2. Diligent Update - moving to multi factor authentication.
 - a. Jan 17th - integrating with Diligent One Platform

- b. Watch for an email from notifications@diligentoneplatform.com in January and activate your account.

4. Procedural Update:

1. 1st Review:

- a. Procedure [2012-A District Credit Card / Purchasing Card Procedure](#) 
- b. Procedure [2012-B SSSD Credit Card Acceptance Agreement](#) 
- c. Procedure [2012-C Missing Receipt Form](#) 
- d. Procedure [4074-A Artificial Intelligence Procedure](#) 
- e. Procedure [4074-B Family Communication Template](#) 
- f. Procedure [4074-C AI Tool Vetting and Approval Form \(Summary\)](#) 
- g. Procedure [6022-E Consent to Release](#) 
- h. Procedure [7005-A Student Transportation Code Of Conduct](#) 

5. ACTION ITEMS:

A. South Summit School District 2025 Audit

[South Summit SD 2025 Audit.pdf](#) 

Motion to approve the South Summit School District 2025 Audit

Moved by: Lynda Whitmore

Seconded by: Wade Woolstenhulme

For: Dan Eckert, Lynda Whitmore, Matt Weller, Ty Metcalf, and Wade Woolstenhulme

Motion Carried 5-0

B. South Summit Aquatic and Fitness Center Rate Increase for 2026

1. Board Member Woolstenhulme expressed his concern that students are getting pushed out of using the rec center during the school day. Students need to be able to use it. He requested that the district verify that coaches are aware they have access to the rec center.

[Fee proposal of 2026 - Non-residents.doc](#) 

[Fee proposal of 2026 - Residents.doc](#) 

Motion to approve the South Summit Aquatic and Fitness Center rate increase for 2026

Moved by: Ty Metcalf

Seconded by: Lynda Whitmore

For: Lynda Whitmore, Matt Weller, and Ty Metcalf

Against: Dan Eckert and Wade Woolstenhulme

Motion Carried 3-2

C. Consent Agenda

1. Meeting Minutes
 - a. [Nov 10 2025 - Meeting Minutes - Html](#) 
2. Financial and Payment Reports
 - a. NOV 2025 Check Summary [NOV2025 CHECKS - PUBLIC VIEW.pdf](#)  [NOV2025 CHECKS - BOARD VIEW.pdf](#) 
 - b. NOV 2025 Revenue Report [NOV2025 REVENUE.pdf](#) 
 - c. 2025 Expenditure Report [NOV2025 EXPENSE.pdf](#) 
3. New Hires
 - a. Teachers
 - i. Alyson Gowdy - SSMS 5th Grade Teacher [Alyson Gowdy - SSMS 5th Grade Teacher.pdf](#) 
 - ii. Heather Peterson - SSMS 7th/8th History Teacher - [Heather Peterson - 7th.8th Grade History Teacher.pdf](#) 
 - b. Substitute Teachers
 - i. [Darlene Clegg - Substitute.pdf](#) 
 - c. Educational Support Professionals
 - i. Kaila Sanchez - SSHS SpEd ESP [Kaila Sanchez - SSHS SpEd ESP.pdf](#) 
 - ii. Josue Infante - SSHS SpEd ESP [Josue Infante - SSHS SpEd ESP.pdf](#) 
4. Volunteers
5. Policies for 2nd Reading
 - a. [Policy 2013 Fraud Hotline Policy](#) 

Motion to approve the Consent Agenda to include the November 10, 2025 meeting minutes; the November 2025 financial and payment reports; the New Hires to include, the new teachers, the substitute teachers and the educational support professionals; the volunteers with approved background checks; and the policy for 2nd reading.

Moved by: Lynda Whitmore

Seconded by: Wade Woolstenhulme

For: Dan Eckert, Lynda Whitmore, Matt Weller, Ty Metcalf, and Wade Woolstenhulme

Motion Carried 5-0

D. Policy 1010 Board Conduct and Ethics for 1st Reading

1. Background and Context: Added section 2 that addresses the concern that was brought up in the November meeting. Does it meet the needs of the discussion that was had last month.

[1010 Board of Education Conduct and Ethics](#) 

Motion to approve Policy 1010 Board Conduct and Ethics for 1st Reading

Moved by: Wade Woolstenhulme

Seconded by: Lynda Whitmore

For: Dan Eckert, Lynda Whitmore, Matt Weller, Ty Metcalf, and Wade Woolstenhulme

Motion Carried 5-0

E. Policy 2012 District Credit Card / Purchasing Card Policy - 1st Reading

1. Background and Context: An attempt to place a policy in place so the procedures can follow the policy.

[2012 District Credit Card / Purchasing Card Policy](#) 

Motion to approve Policy 2012 District Credit Card / Purchasing Card Policy for 1st Reading

Moved by: Wade Woolstenhulme

Seconded by: Lynda Whitmore

For: Dan Eckert, Lynda Whitmore, Matt Weller, Ty Metcalf, and Wade Woolstenhulme

Motion Carried 5-0

F. Policy 5084 - Reduction in Force for 1st Reading

1. Background and Context: New Policy. If the district is faced with a reduction in force, this policy will provide guidance and transparency.
2. Board Member Woolstenhulme asked for clarification on the process: Will the reduction in force be presented to the board prior to it happening? Superintendent Maughan responded that he would communicate with admin, HR, and the board.
3. President Weller clarified that the notification would happen in a closed session prior to it happening. Does it need to say that in the policy? President Weller asked Superintendent Maughan to add that in a closed session the board will be notified to the policy.

[5084 Reduction in Force](#) 

Motion to approve Policy 5084 - Reduction in Force for 1st Reading, with the addition under 3A that the board be notified in closed session prior to implementing the RIF

Moved by: Lynda Whitmore

Seconded by: Wade Woolstenhulme

For: Dan Eckert, Lynda Whitmore, Matt Weller, Ty Metcalf, and Wade Woolstenhulme

Motion Carried 5-0

G. Policy 4074 - Artificial Intelligence - 1st Reading

1. Background and Context: New policy to provide guidance, direction, and clarity of the use of Artificial Intelligence in SSSD. Transparent with parents of how it is used and vetting in the classrooms.

[4074 Artificial Intelligence](#) 

Motion to approve Policy 4074 Artificial Intelligence Policy for 1st Reading

Moved by: Wade Woolstenhulme

Seconded by: Lynda Whitmore

For: Dan Eckert, Lynda Whitmore, Matt Weller, Ty Metcalf, and Wade Woolstenhulme

Motion Carried 5-0

6. BOARD ITEMS:

A. Board Items

1. Dawn McMillan thanked Camille Vernon and her art students for decorating the office and making all the gingerbread houses for the district office.
2. Superintendent Maughan thanked the High School students and Mrs. Small for catering the district office lunch.
3. Christmas Lunch:
 - a. District Office & SSAFC: December 4th @ 12:00
 - b. Transportation: December 8 @ 1:00
 - c. Silver Summit: December 12th @ 11:35
 - d. SSMS: December 18th @ 11:20 - 12:30
 - e. SSHS: December 19th @ 12:30
 - f. SSES: December 19th from 11:10-12:30

7. MOTION TO ADJOURN:

Motion to adjourn at 7:19 pm

Moved by: Lynda Whitmore



Matt Weller, Board President



Adam Robinson, Business Administrator