

Board of Education Work Session - Feb 24 2026 Minutes

Tuesday, February 24, 2026, at 6:00 PM

Tooele County School District 92 Lodestone Way Tooele, Utah 84074

THESE MINUTES WERE APPROVED AT THE MARCH 10, 2026, BOARD OF EDUCATION MEETING.

Page

1. **Work Session 6 pm (A work session is intended to provide opportunities for board members to study issues in depth, gather and analyze information, and clarify situations and potential solutions. The Board will not make a decision or take any action during a work session. While open to the public, these sessions are more informal than the regular board meeting.)**

Board Members Present: Melissa Rich, Robert Gowans, Scott Bryan, ValaRee Shields, Emily Syphus, Todd Thompson (6:03 pm), Elizabeth Smith (6:40 pm).

Administration Present: Superintendent Ernst, Dr. Cody Reutzel

- 1.1 Welcome and Roll Call

At 6:01 pm, President Rich called the meeting to order and welcomed those in attendance.

- 1.2 Recognition of Lark Reynolds, Business Administrator

The Board recognized Lark Reynolds, Business Administrator, for his dedicated service to the district since July 1, 2012, and acknowledged his upcoming departure as he accepted a new position with Kane County.

- 1.3 Operations Director Report

Point of Contact: Ian Silva, Operations Director

Ian Silva, Operations Director, presented the 2026 Operations Report, highlighting major accomplishments and ongoing

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needs across the department's functional areas, including Child Nutrition, Transportation, Central Warehouse, Facilities and Grounds Maintenance, Energy Management, Custodial Services, Code Compliance, and Building Rentals. He emphasized the department's continued commitment to supporting student success through efficient and reliable operational systems.

Mr. Silva reported that Child Nutrition continues to experience financial strain, noting that federal reimbursement rates have not kept pace with a 33% increase in food costs since COVID-19. Increasing student meal participation remains a key priority for improving program sustainability.

Transportation Director Chlorissa Goddard confirmed that the department is fully staffed with a driver for every route. Recruitment and retention efforts continue to support staffing stability.

Mr. Silva expressed appreciation to the Board and Administration for approving two additional maintenance positions. He stated that the added staffing has significantly improved the department's ability to operate proactively, enabling increased preventive maintenance and a reduction in overall work orders.

Energy Management will review its current policy, with a focus on reducing unnecessary energy use. In response to a question from Member Thompson regarding more aggressive alternative-energy initiatives, Mr. Silva noted that such efforts are not currently underway and that there is room for future growth in this area.

Custodial operations continue to face rising costs, with consumable expenses increasing 50% since COVID-19. Mr. Silva acknowledged the efforts of Custodial Supervisor Phil, who continues to explore cost-saving measures and vendor options. In response to Member Syphus's inquiry regarding custodial overtime, Mr. Silva reported that a new timekeeping system is expected to improve oversight of overtime and better align staffing with building needs.

Mr. Silva reported that the Building Rentals program ended the previous year with a deficit of \$24,996.33. While the

program’s goal is to break even, Board members expressed interest in moving the program toward a positive balance and reviewing potential adjustments to rental fees.

[Operations Report 2026.pdf](#) 

1.4 Communications Director Report 74 - 107

Point of Contact: Brett Valdez, Communications Director

Brett Valdez, Director of Communications, presented an update on district communication efforts, reporting on metrics and progress across social media, website performance, and the newly implemented ParentSquare platform, which had reached 99.5% of families. He shared data demonstrating significant growth in digital engagement, improvements in website usability, and enhanced search optimization, along with key insights drawn from recent analytics. Mr. Valdez also provided an update on the district’s Communications Plan, outlining the partnership with CESA 6 to conduct a Culture & Communication Needs Assessment to gather confidential feedback and guide strategic improvements to strengthen internal communication, transparency, and community trust.

[Communication Directors Report.pdf](#) 

1.5 Policy Director Report 108 - 117

Point of Contact: Chantel Cowan, Director of Policy and Math Curriculum

Chantel Cowan, Director of Policy and Math Curriculum, presented an overview of the district’s policy review and revision process. She highlighted current priorities, focusing on policies that had not been reviewed in more than five years, as well as those affected by recent legislative changes. Cowan emphasized the importance of aligning policy language with actual district practice, clarified key terminology used in policy development, and outlined the step-by-step workflow for policy updates, including departmental review, legal alignment, formatting, comparison documentation, and required submissions to designated committees. She also reviewed the established monthly timeline for Policy Committee deadlines and

discussed future prioritization categories intended to ensure that all district policies remain current, compliant, and reflective of operational needs.

[Director of Policy Report.pdf](#) 

2. Adjourn

2.1 Adjournment

At 7:41 pm, a motion was made to adjourn.

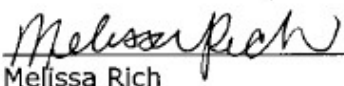
Adjourn

Moved by: Scott Bryan

Seconded by: Robert Gowans

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

Motion Carries 7-0



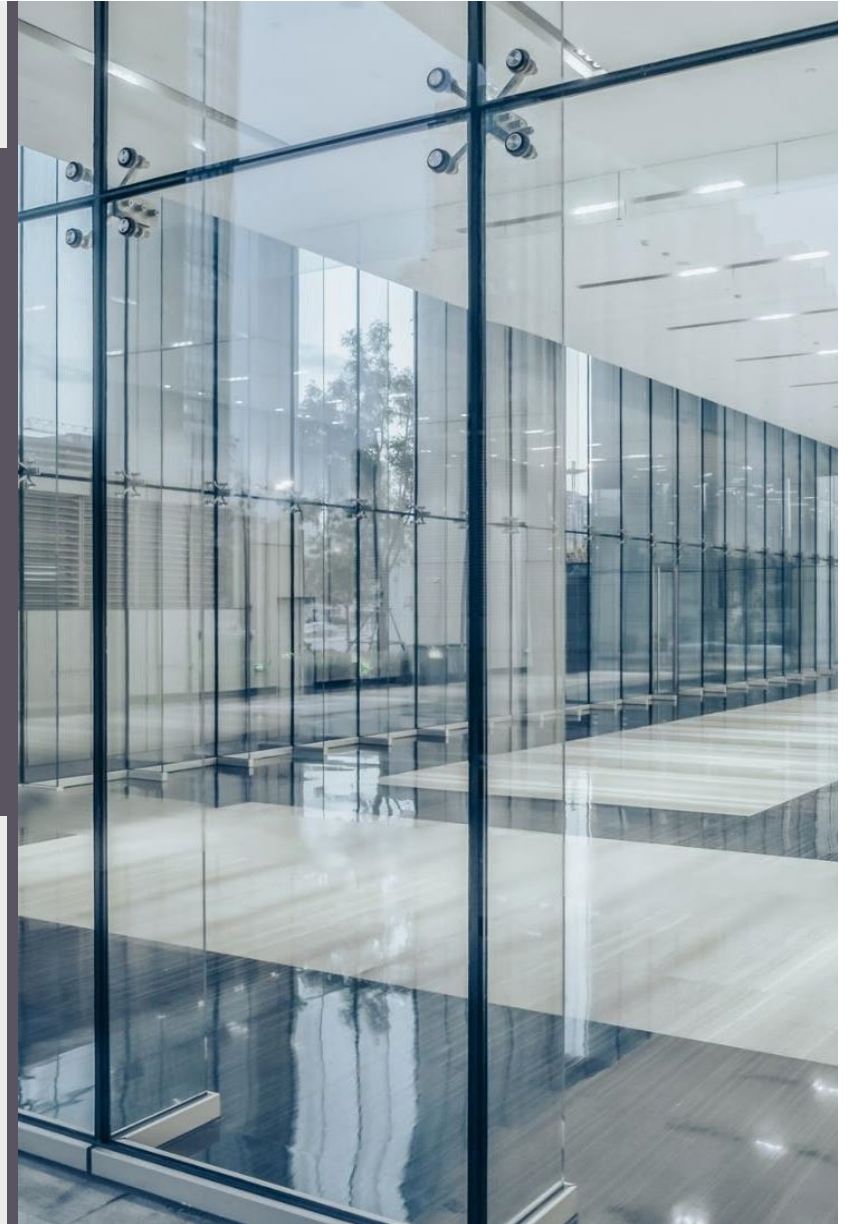
Melissa Rich
School Board President

OPERATIONS REPORT 2026

Agenda

- Operations Overview
- Child Nutrition Program
- Transportation
- Central Warehouse
- Facilities Maintenance
- Grounds Maintenance
- Energy Management
- Custodial Services
- Building Official
- Code Compliance
- Building Rentals

OVERVIEW



Our People Drive Our Success

We are only as good as the people who come to work every day and do the job. Our success depends on our employees and the work they do in our schools and departments. When our staff feel supported, valued, and know what's expected, they do great work. Taking care of our people and giving them clear systems and tools is the best way to make sure we succeed as a district in supporting student success.



"Improve management of systems and procedures to ensure compliance, performance, and measurable results. "

TCSD Strategic Model: Safe and Orderly Environment - Systems of Operations.

Action Items:

- Identify all systems and procedures within operations.
- Assign single ownership of each system and procedure to limit confusion and improve accountability.
- Review, update, or develop systems and procedures for all areas identified.
- Develop a standard review process for systems and procedures to keep them current, relevant, and aligned with district needs.

Impact Items:

- Increased compliance with federal, state, local, and district regulations and policies.
- Reduced confusion on who is responsible for each system or procedure.
- Clear expectations for greater accountability.

2025-2026 Operations Department Goal:

CHILD NUTRITION PROGRAM

Anna Loertscher, Director

Aligning the CNP Department's Mission & Vision with the District's Strategic Goals

- This year at our opening Manager's Summit, we introduced a new mission statement for the Child Nutrition Department. This statement will be the guide to our strategic planning and decision making, and will help shape the culture of our department moving forward:

We are committed to supporting Tooele County School District's academic goals by making delicious, nutritious meals available to every student, every day and serving them in an uplifting environment.

Through care, encouragement, and high standards, we nourish bodies and minds – supporting students' readiness to learn.

Our new department logo displays our Vision Statement with 5 key goal areas:



EVERY STUDENT: This is our purpose – we continually strive to feed every student we can; increasing student participation in school meals is our #1 goal to ensure as many as possible are fueled for the day.

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

EVERY DAY: This is our culture - as we elevate our attitudes, thoughts, and behaviors, we will improve the environment we offer to our faculty and students and help them feel welcome and seen at school.



NOURISHED: This is our daily operations – we follow standard operations: kitchen duty rotations, standardized recipes, nutrition guidelines, and health codes through consistent monitoring and training with our staff.



ENCOURAGED: This is our customer service – we continually strive to increase the level and quality of customer service in our cafeterias; treating each student with respect and care is paramount to their having a positive school experience.



READY TO LEARN: This is our reason - we are part of the foundation that helps students succeed. We will continually advocate for students' access to healthy food, so they are prepared to focus and learn each day.

**Vision and Culture:
Every Student, Every Day, Nourished,
Encouraged, Ready to Learn**



NEW SERVICE STYLE TO MEET CONTEMPORARY STUDENTS' NEEDS

GRAB N'
GO
MARKET
OPENING
FALL
2026
DPHS

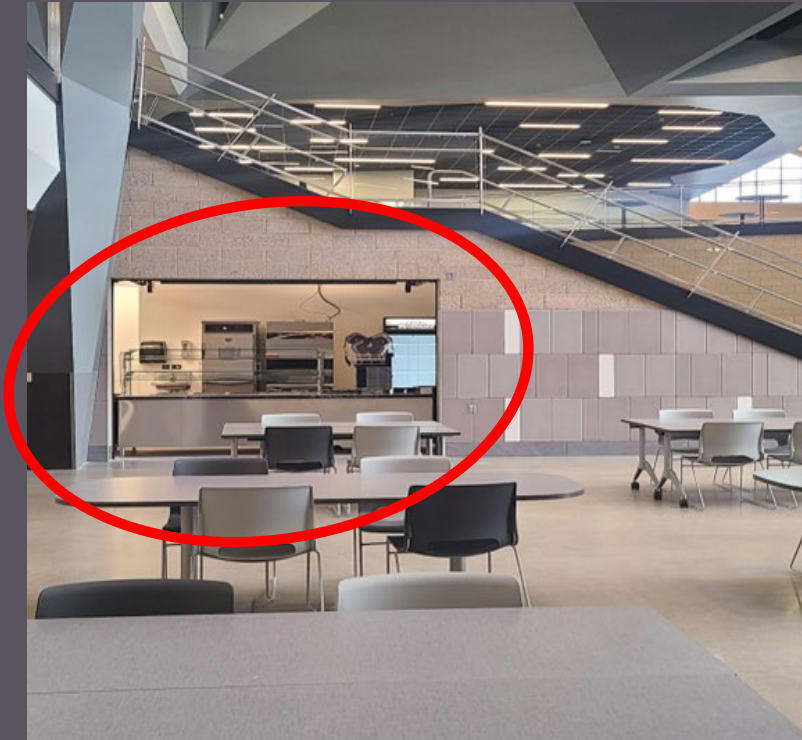


GOALS:

- ADD ANOTHER REVENUE STREAM FOR CNP
- GIVE STUDENTS MORE OPTIONS
- KEEP STUDENTS ON CAMPUS
 - LESS TARDIES & ABSENCES AFTER LUNCH
 - SAFER
 - SPEND LESS THAN OFF CAMPUS OPTIONS
 - PROVIDE QUICK, HEALTHY MEALS FOR INCREASED AFTERNOON LEARNING

Video of program pilot school in Gooding, Idaho
They serve 200 students in about 15 minutes through their "Market"

MARKET TO GO UNDER THE STAIRS IN THE DPHS CAFETERIA



Refrigerated case received in a grant from Dairy West

CURRENT STATS IN CNP

- School breakfasts served this year: **72,768**
- Severe need schools breakfasts served this year: **131,136**
- School lunches served this year: **917,403**
- Schools operating under Community Eligibility Provision (CEP) (all students eat breakfast and lunch free): **10**
 - **ASES, CCES, IES, MCES, NES, OES, SCES, SES, WES, WHS**
- Severe need schools (40% or more free/reduced): **14**

Our #1 Goal is Increasing Student Participation in school meals - Why?



#1 FOOD INSECURITY

Food insecurity: Not having access to sufficient food, or food of adequate quality, to meet one's basic needs.

- ***2,453** households in Tooele County on food stamps (SNAP)
- ***12,152** people living at or below 185% of the Federal Poverty Level in Tooele County
- **4,848** students in our schools face food insecurities at home; based on free or reduced price eligibility; we know this number is lower than reality due to CEP status restricting applications at 10 of our schools
- Over **200** weekend meal kits sent home on weekly basis
- **Real examples from our district**

*Statistics from Utahns Against Hunger, DWS reports accessed July 2025.

Why increase student participation in school meals?



#2 STUDENTS NEED THE NUTRITION THAT SCHOOL MEALS OFFER

- Students' lunches from home are often severely lacking in any kind of nutrition
- **Real examples from our district**
- *Nutritional quality of school meals vs meals from home:
 - Healthy Eating Index score from 0-100 indicates diet quality; school lunches have index of 80, average home lunches have index of 65
 - 66% of students drink milk with school lunch vs 23% drink milk with home lunch
 - 43% of students consume vegetables with school lunch vs 21% with home lunch
 - 48% of students consume desserts, snacks, and non-milk beverages with school lunch vs 75% with home lunch

*Research from Lori Spruance, PhD, BYU Associate Professor

Why increase student participation in school meals?



- ***Effects of hunger for kids:**

- Behavioral, emotional, and mental health problems are more prevalent;
- Academic problems like lower math scores and overall poorer grades are more prevalent;
- More likely to be hyperactive, absent, and tardy;
- Teens more likely to be suspended from school
- More likely to repeat a grade than children who do not experience hunger

- ***Other benefits of school meals:**

- Participation in school meals is associated with a significantly lower body mass index (BMI) among young children from low-income households.
- Reduced obesity rates by at least 17% nation-wide.
- Reduced overall poor health by at least 29% nation-wide.
- Breakfast after the bell schools recorded up to 10% decrease in rates of chronic absenteeism; high schools seeing a 7% decrease
- Increased test scores in reading, science, and math; science test scores increased by 13.3%

***Research from Lori Spruance, PhD, BYU Associate Professor**

Why increase student participation in school meals?



#3 SCHOOL MEALS = INCOME

Selling more school meals brings in more income.

- Example - Overlake Elementary:
 - 2024 averages:
 - 408 school lunches served/day
 - 81 school breakfasts served/day
 - **\$32,392 reimbursement income/month**
 - 2026 averages:
 - 524 school lunches served/day
 - 151 school breakfasts served/day
 - **\$37,376 reimbursement income/month**

It took approx. \$735 in increased labor expenses for the month to make the 186 extra meals per day; this yielded a \$4,984 increase in reimbursement income for the month.

CNP FUNDING

FOR EACH SCHOOL MEAL SERVED THAT MEETS THE FEDERAL NUTRITION REQUIREMENTS, CNP GETS A REIMBURSEMENT FROM THE GOVERNMENT. THE RATES VARY DEPENDING ON EACH STUDENT'S FREE, REDUCED OR FULL PAY ELIGIBILITY STATUS, AND IF THEY ARE IN A SEVERE NEED SCHOOL.

THIS YEAR'S FEDERAL REIMBURSEMENT RATES:

- FREE BREAKFAST **\$2.46**; SEVERE NEED FREE BREAKFAST **\$2.94**
- REDUCED-PRICE BREAKFAST **\$2.16**; SEVERE NEED REDUCED BREAKFAST **\$2.64**
- FULL PAY BREAKFAST **\$0.40**; SEVERE NEED FULL PAY BREAKFAST **\$0.40**
- FREE LUNCH **\$4.69**
- REDUCED-PRICE LUNCH **\$4.29**
- FULL PAY LUNCH **\$0.53**
- **IN ADDITION TO FEDERAL REIMBURSEMENT, ALL LUNCHESES ALSO BRING \$0.75 EACH FROM THE STATE**

FAMILIES ARE EXPECTED TO PAY:

- REDUCED-PRICE BREAKFAST \$0.30
- FULL PAY BREAKFAST:
 - ELEMENTARY \$2.00
 - JUNIOR HIGH \$2.25
 - HIGH SCHOOL \$2.75
- REDUCED-PRICE LUNCH \$0.00**
- FULL PAY LUNCH:
 - ELEMENTARY \$2.50
 - JUNIOR HIGH \$2.75
 - HIGH SCHOOL \$3.00

CNP FUNDING, CONT.

OTHER SOURCES OF REVENUE FOR THE CNP DEPARTMENT:

- STAFF MEALS: BREAKFAST **\$3.25**, LUNCH **\$4.25**
- VISITOR MEALS: BREAKFAST **\$3.50**, LUNCH **\$4.50**
- ALA CARTE SALES IN THE SECONDARY CAFETERIAS
- CATERINGS FOR SCHOOL EVENTS/PARTIES
- **DONATIONS**



TRANSPORTATION

Chlorissa Goddard, Director

Aaron Jarnigan, Assistant Director



Transportation Brief

At the Tooele County School District Transportation Department, our mission is centered on empowering student success by providing safe and reliable access to educational opportunities. Each day, we are dedicated to transporting approximately 5,450 students across our geographically diverse region, ensuring they arrive at school ready to learn and achieve.

While we have navigated significant operational challenges—including workforce shortages, fleet maintenance requirements, and an increase in requests for student activity trips—our team has remained steadfast in maintaining the highest safety standards. Through improved internal coordination and a strategic commitment to future efficiency, we continue to prioritize the needs of our students and the community we serve, ensuring that transportation is never a barrier to academic growth.

- Fleet Size: 101 vehicles
 - 5 Surplus Buses since March 2025.
 - Criteria (Must meet two).
 - Minimum 12 years old.
 - 200,000 miles.
 - Necessary repair costs exceed the value of the bus.
- Total Daily Routes: 261 (including general and special education.)
- Students Transported Daily: 5,450
- Personnel: Drivers, attendants, mechanics, route coordinators, and administrative staff

Fleet and Operational Overview



Key Achievements

- Continued Interdepartmental Communication Improvement: Increased coordination across routing, maintenance, and driver support teams.
- Monthly Safety Trainings: This year our focus has been reviewing our transportation department manual. Each month a section is featured in the training material.
- Safety Compliance: Continued adherence to state inspection standards and safety protocols.
- CPR & First Aid Certified: The training team and both directors are certified instructors for CPR & First Aid.
- Rerouted Secondary Routes: Bus routes revised to incorporate DPHS and SJHS, while maintaining transportation for seniors to original high schools.

- Driver Shortage: Persistent vacancies made route coverage and trip planning difficult.
- Ridership Growth: An increase in student rider population led to capacity pressures.
- Activity & Field Trip Volume: Higher demand placed strain on fleet availability and driver scheduling. To date, we have increased trips by 30% from this time last year.
- Child Check Compliance: Identified training gaps on child check completion timelines and documentation. Re-training on procedures regarding required child checks was conducted for all staff. Training will be on-going and frequent. Utah Administrative rule R277-601-3(6) ([Standards for Utah School Buses & Operations](#))
- Missing Child Procedure Checklist: Developed a missing child checklist for office staff to ensure crucial steps aren't missed when locating a missing child. ([Missing Child Response Checklist](#))
- Assisting Drivers in Identifying Students: Worked with IT to import student pictures from Skyward to help drivers identify students who should and shouldn't be riding the bus. Bus pass cards for all eligible students would be the best; coordinating bus passes for over 5,000 students would require additional FTE.

Challenges Faced

- **Recruitment Plan:** Develop and launch a targeted driver recruitment campaign to attract and retain qualified staff.
- **Attendance Improvement:** Encourage stronger attendance among drivers and attendants.
- **Improve interorganizational communication:** Identify and resolve communication gaps with other departments to improve customer service for all stakeholders.
- **Operational Efficiency:** Evaluate routing, scheduling, and resource allocation for cost-saving and service improvements.
- **Staff Development:** Continue training and certification programs to support a well-rounded and capable team.
- **Keep Directors from driving routes daily** so we can better support students, parents, and our team.

Strategic Focus Areas for Next Year

In Summary

The Transportation Department remains committed to providing safe, reliable, and efficient service for all Tooele County students. As we prepare for another year of growth and service demands, we look forward to focusing on improvements that support our mission and meet community needs.



CENTRAL WAREHOUSE

Adam Shosted, Supervisor



Year 2025

- The warehouse requisitioned and delivered 24,757 cases of product to the schools. This includes custodial, kitchen, and office supplies.
- The warehouse delivered 325,888 pounds of supplies that were requisitioned.
- As a department, we have returned \$22,387.00 to the finance department, listing surplus for bids on public surplus. Bringing our total to \$150,929.51 in 34 months.
- More employees certified from the operations departments & CTE teachers with a forklift certification license. Bringing up our total of current certified school district employees to 55.

- Ordering in bulk quantities to help bring down the cost of rising freight.
- Moved teachers and supplies to Desert Peak High School, and Stansbury Jr. High School
- Worked with admin to sustain their needs for their buildings, staff, and students.
- Designed and installed storage lanes on the south side of warehouse 649.

- Installing a safety barrier guard rails around the pedestrian walkway. This would prevent visitors from walking onto the floor where our equipment is being used.
- Installing more aisles of pallet racking for bulk goods.
- Different group item number codes for corresponding products.
- Add another box truck to our fleet.

Completed Projects

Future Goals & Projects

FACILITIES MAINTENANCE

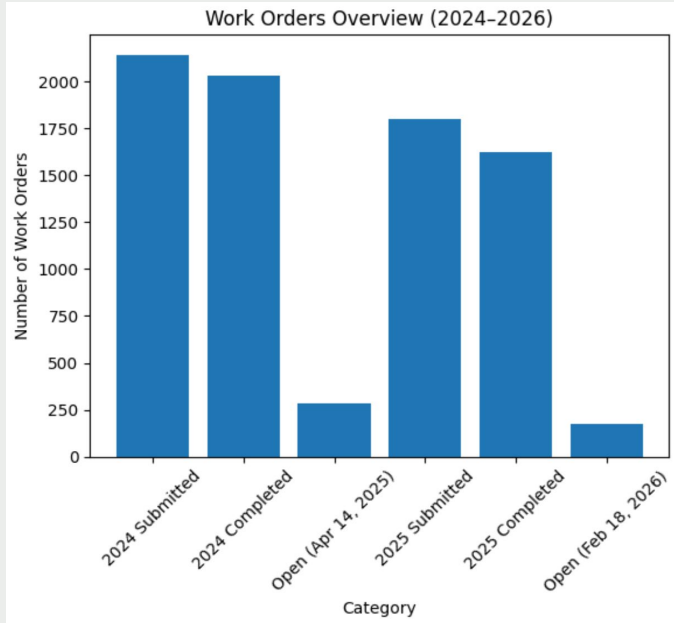
Garrett Elfors, Director

Workorders 2025

- Total work orders submitted 2025: 1,802
- Total work orders completed 2025: 1,624
- Open work orders as of February 18, 2026: 178



Work orders 2024 to 2025



Total	Total work orders submitted 2024: 2,141
Total	Total work orders completed 2024: 2,031
Open	Open work orders as of April 14, 2025: 283
Total	Total work orders submitted 2025: 1,802
Total	Total work orders completed 2025: 1,624
Open	Open work orders as of February 18, 2026: 178

2025 Successes



With the focus on being proactive instead of reactive, we have been able to drop our work orders by 16% this year. That is through the diligence of the maintenance team focusing on PMs.



The service contract has helped with the amount of work orders from those three schools, THS, SHS, and SCES. It has also decreased the amount of downtime for the HVAC systems.

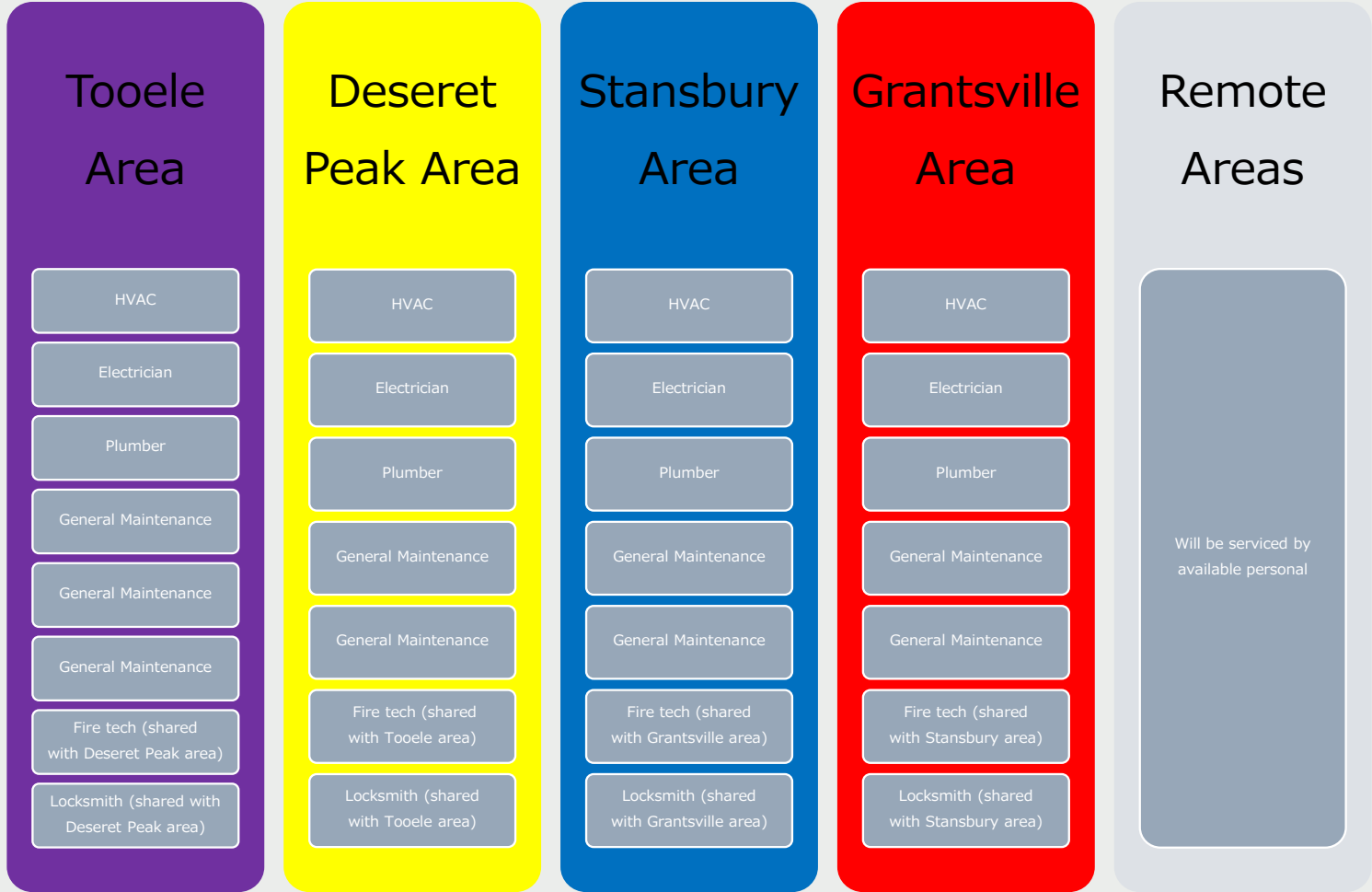




2025 Successes

- With the ability to hire two additional maintenance techs, we were able to get two qualified individuals who have made a big impact on the number of work orders and helped ensure that the kids have a quality learning environment.

A 10-year maintenance plan to increase the department from 15 people to 25.



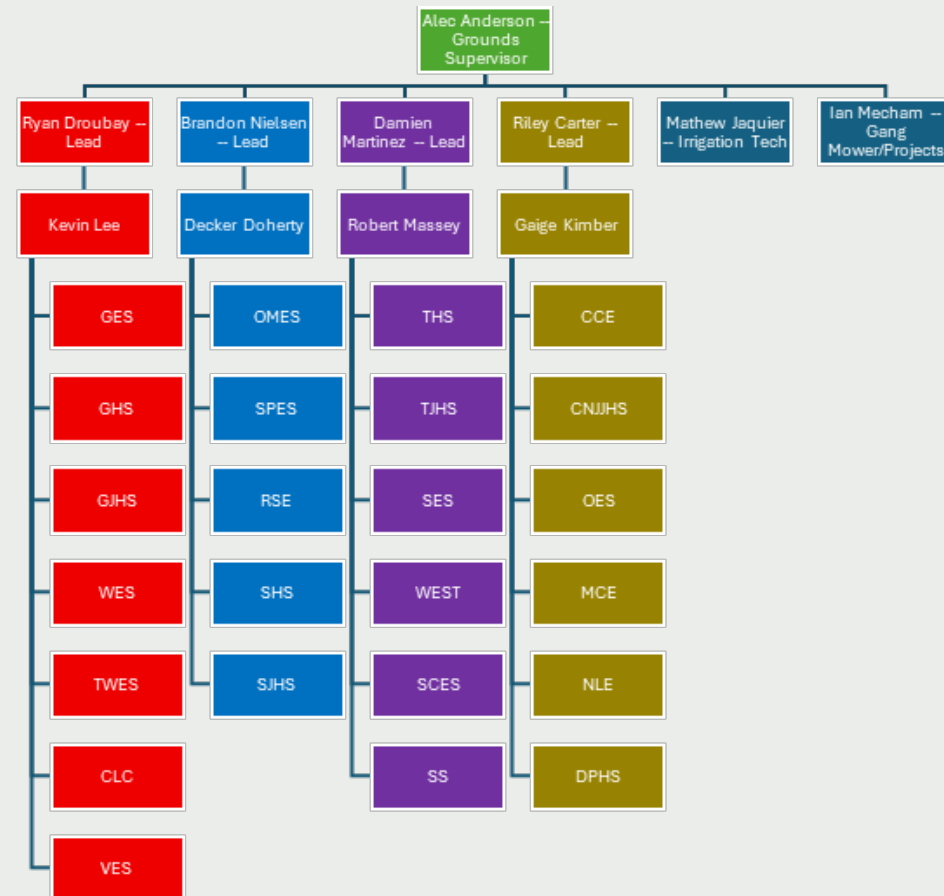
*Projections based on the TCSD master plan completed in 2025

GROUNDS MAINTENANCE

Alec Anderson, Supervisor

Garrett Elfors, Director

Grounds Crew Organizational Chart



TCSD Current Staffing

10 total grounds crew members

4 area leads

4 area crew members

1 irrigation technician

1 gang mower/project

Grantsville Area

- 7 schools
- 30 acres of turf

Stansbury Area

- 5 schools
- 32.5 acres of turf

Tooele Area

- 6 schools
- 39 acres of turf

Deseret Peak Area

- 6 schools
- 33 acres of turf

Area Breakdowns

2025-2026 Grounds and Maintenance Upgrades and Renovations

- South GHS Football Stadium Upgrade
 - Removed old concessions and ticket booth
 - Installed new grass areas for more spectator seating
- GHS Long Jump Pit Removal and Relocation
 - Installed a new long jump pit
 - Removed old long jump pits and run ways to accommodate hosting soccer matches in the stadium



2025-2026 Grounds and Maintenance Upgrades and Renovations

- SHS Softball Bullpen Additions
 - Installed a home and visitor bullpen area
- SHS Long Jump Pit Refresh
 - Refreshed long jump pit sand in both pits
- GJHS Valve Updates
 - Replaced very outdated and inefficient GJHS irrigation valves



2025-2026 Grounds and Maintenance Upgrades and Renovations

- Tooele Area Backflow Preventer Additions and Upgrades
 - Installed or upgraded backflow preventers in order to meet city code at: THS, CCE, SCES, OES
- SPES Playground Upgrade
 - Removed dated playset structures and installed new play toys and swing sets
- West Playground Upgrade
 - Removed dated playset and installed new play toys



Water Conservation Efforts

- Utilize Smart Irrigation Systems
- Revising Fertilizer Program
- Allocating Irrigation Shares
- Adhering to City and Irrigation Company Watering Guidelines
- Reducing Traffic on Sports Fields

Utilizing Smart Irrigation Systems

- Our irrigation control systems are designed to be water efficient. They use local weather data to adjust water use needs for each water application. Adjusting output to meet the exact needs for each individual zone.
- Increasing frequency of system audits to ensure efficiency.



Revising Fertilizer Program

- Adjusting what products we apply in order to ensure our water goes further.
- Focusing on driving root growth to strengthen plants
- Utilizing wetting agents across all landscaped areas
 - Wetting agents are chemically designed to bind with soil particles to reduce the surface tension of water and eliminate the hydrophobic properties that arise in heat stress situations. This means that plants will be able to use and absorb all of the water applied to them, reducing waste and runoff

- Ensure that irrigation shares are allocated and used for higher need areas, specifically sports fields and schools that only have secondary watering capabilities.



TOOELE CITY, SETTLEMENT
CANYON IRRIGATION
COMPANY, AND GRANTSVILLE
IRRIGATION COMPANY
PROVIDE INDIVIDUAL
GUIDELINES FOR USE OF
RESOURCES.



FOLLOWING, REACTING, AND
ADJUSTING TO EACH OF
THESE GUIDELINES AS THEY
CHANGE THROUGHOUT THE
WATERING SEASON.

Allocating Irrigation Shares and Adhering to Local Watering Guidelines

Reducing Traffic on Sports Fields

- Continuing efforts to reduce unnecessary foot traffic to game fields. This helps the turf recover and maintain health, reducing the amount of water needed to promote growth and recovery.
- Utilizing practice areas and other large turf areas for events and programs outside of games.



ENERGY MANAGEMENT

Dalton Rydalch, Manager

Garrett Elfors, Director

COST BREAKDOWN FOR TYPICAL ENERGY USING CLASSROOM ITEMS

	Average Watts	Average Hours Used	Price per Day (Cents)	Price per Month	Price per Year	# of Devices	Total Price per Month	Total Price per Year
Computer and Monitor	60	8	2	\$ 0.56	\$ 6.83	6000	\$ 3,369.60	\$ 40,996.80
Computer and Monitor (sleep mode)	0.08	16	0	\$ 0.00	\$ 0.02	6000	\$ 8.99	\$ 109.32
Mini Fridge	90	24	8	\$ 2.53	\$ 30.75	500	\$ 1,263.60	\$ 15,373.80
Air Purifier	50	24	5	\$ 1.40	\$ 17.08	600	\$ 842.40	\$ 10,249.20
Laptop Charging Station (charging 25 devices)	1125	4	18	\$ 5.27	\$ 64.06	500	\$ 2,632.50	\$ 32,028.75
Laptop Charging Station (fully charged)	50	24	5	\$ 1.40	\$ 17.08	500	\$ 702.00	\$ 8,541.00
Printer (sleep mode)	1	24	0	\$ 0.03	\$ 0.34	1285	\$ 36.08	\$ 439.01
Space Heater	1500	8	47	\$ 14.04	\$ 170.82	200	\$ 2,808.00	\$ 34,164.00
Projector (in use)	267	4	4	\$ 1.25	\$ 15.20	796	\$ 994.65	\$ 12,101.57
Projector (sleep mode)	2	20	0	\$ 0.05	\$ 0.57	796	\$ 37.25	\$ 453.24
Smart Board (in use)	20	4	0	\$ 0.09	\$ 1.14	450	\$ 42.12	\$ 512.46
Smart Board (sleep mode)	2	20	0	\$ 0.05	\$ 0.57	450	\$ 21.06	\$ 256.23

Average Monthly Utility Costs

Elementaries

	Electric	Gas	Water
Spring	\$3647	\$1670	\$402
Summer	\$3626	\$180	\$1446
Fall	\$4644	\$644	\$1948
Winter	\$3322	\$4040	\$314

Jr. High Schools

	Electric	Gas	Water
Spring	\$6464	\$3095	\$632
Summer	\$5794	\$564	\$2107
Fall	\$7449	\$2744	\$3014
Winter	\$6396	\$6366	\$388

High Schools

	Electric	Gas	Water
Spring	\$13786	\$5441	\$1286
Summer	\$14612	\$1024	\$2331
Fall	\$17953	\$5337	\$1992
Winter	\$14597	\$11427	\$889

SERVICE AGREEMENT CONTRACT UPDATE

- THS, SHS, and SCES have undergone air filter changes, belt replacements, and greasing of bearings quarterly.
- Preventive maintenance (PM) has been done on chiller and boiler units, such as oil samples, coil cleaning, combustion analysis, and other yearly preventative measures.
- Additional items that needed repair or replacement have been identified during quarterly PM.
- Feedback received from the contractors, custodial, and maintenance staff has been very positive.



EQUIPMENT ISSUES FOUND BY SERVICE AGREEMENT PMs

- Tooele High- bearing and drive replacement on RTU 1, bearing and shaft replacement on RTU 3, motor replacement on RTU-12, glycol make-up tank replacement, numerous valves that were not working correctly, and multiple leaks that were found on the hydronic and steam systems
- Stansbury High- Air dryer replacement for ATC air compressor, replace low water cut out and safety pop off on boilers, replacing expansion tanks for domestic, soft water, and heating loop (being done after heating season)
- Settlement Canyon Elementary- Inspection of boiler that involved cleaning the tubes due to a loud noise that was outside of normal maintenance, hot water expansion tank replacement (being done after heating season)

PREVENTATIVE MAINTENANCE AT OUR OTHER BUILDINGS

- Routine maintenance, such as changing air filters, greasing bearings and motors, and checking/changing belts, has still been hit or miss and reactive when an issue arises.
- Some preventative maintenance on chillers and boilers has been done, but much more needs to be implemented into our own preventative maintenance program when time is available.
- Steps have been taken, and we have a few maintenance workers gathering information from air handlers, make-up air units, and other equipment items to create a list of parts we need during our preventative maintenance to streamline the process and allow us the time to work on these things.



CHALLENGES FACED



HVAC Workload- even with the additional help of the contractors doing the preventative maintenance at Tooele High, Stansbury High, and Settlement Canyon Elementary, there is still a massive workload for only a couple of qualified HVAC techs.



With the number of buildings we have, and bringing the two new schools online this past year, HVAC work orders and phone calls are by far the most frequent maintenance items we face



This has impacted the amount of time we have to do things, such as preventative maintenance, and explore ways to get our buildings running as efficiently as possible

OUTLOOK FOR 2026 GOING INTO 2027

- Projects are being planned to replace aging equipment to improve the effectiveness and efficiency of building mechanical systems.
- Continuing the service agreement contract, as well as working towards our own system for buildings not a part of the agreement, to ensure that preventative maintenance is getting completed.
- Identify areas where we can improve the efficiency of our buildings, whether it is old equipment, poorly running equipment, unnecessary running of equipment, or updating controls.
- Continue to do everything we can to keep our buildings operating and provide a quality learning environment.



CUSTODIAL SERVICES

Phil Reynolds, Supervisor

2025-2026 Summary

Strategic Vision:

Employees of the custodial department have a role in helping students succeed and meet the improvement goals of the district

We all contribute to student success by providing clean, safe facilities conducive to a positive learning environment, using allocated resources, and implementing best management practices.

2025-2026 Success

- Created In-House quality monitoring system
- Cleanliness data collection and evaluation program
- Continue annual training day
- Fewer equipment problems
- Opened DPHS and SJHS custodial departments
- Relieved surplus from cluttered buildings
- Loaner Equipment Program
- New warehouse items to aid buildings

Challenges

- Ongoing and unexpected illness and major medical issues with staff.
- Cost of daily supplies increasing.
- Equipment expense increase for both repair and purchases.
- Overtime concerns- ongoing
- New time clock system (Good challenge).

LOOKING FORWARD TO SCHOOL YEAR 2026- 2027

Continue training but try alternative audiences/methods- seek alternative substitute options

Continue to standardize equipment- PM on machines to enhance longevity, more run hours with fewer new purchases

Continue to work with Warehouse on supply cost, better offerings, standardizing selections- work on best use of budget to maximize funds

In-house quality monitoring and data collection. Create matrix of ongoing school cleanliness.

New time keeping system will help with OT concerns, better use of time/productivity

BUILDING OFFICIAL

NEW CONSTRUCTION
CODE COMPLIANCE
CAPITAL PROJECTS

Michael Garcia, Building Official

What's Next?

Deseret Peak High School and Stansbury Jr. High have transitioned from the construction phase to full operation. Our focus has moved from initial occupancy to daily operations and preventative maintenance.

The first full year of occupancy is critical for identifying issues. We are working closely with building and district operations staff to monitor systems, optimize energy efficiency, and ensure all warranty items are identified and resolved.

Main Objectives

- **Warranty Management:** Track and resolve contractor items before the warranty period ends.
- **System Optimization:** Fine-tune HVAC and building automation systems based on occupancy data to ensure comfort and maximize savings.
- **Preventative Maintenance:** Integrate new equipment into the District's recurring maintenance schedules.
- **Ongoing Staff Support:** Provide continuous training on specialized systems to ensure long-term reliability and proper care.

Duties

Under **State Rule 277-471-3(A)(1)**, the Building Official has direct administrative and operational control over all construction, renovation, and inspection of district facilities. This applies to all district-owned buildings, not just new construction.

New for 2026: To enhance life-safety enforcement, I have completed the training and certification to become a Special Deputy Fire Marshal under the Utah State Fire Marshal's office. This increases our ability to maintain safe learning environments.

Inspections

During the past year, the items we have seen frequently are:

- Blocked exit doors
- Parking in fire lanes
- Improper electrical cord use
- Excessive combustible decorations

Goals

Regular Inspections: Maintain consistent walkthroughs to ensure ongoing facility safety and code compliance.

Inspection Verification: Follow up on all inspections to ensure identified hazards are corrected and documented.

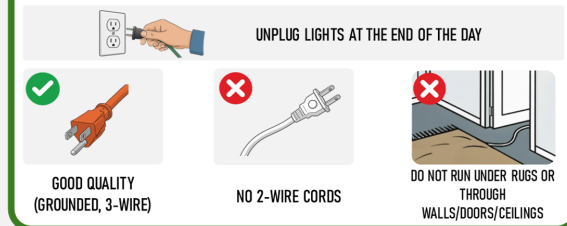
Compliance Education: Continue the monthly release of quick-reference safety guides to assist site staff with daily standards.

DECORATION SAFETY GUIDELINES FOR SCHOOLS

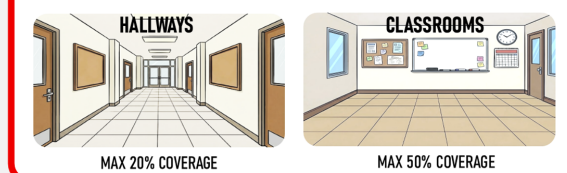
DECORATION GUIDELINES



ELECTRICAL & LIGHTING



WALL COVERAGE LIMITS



REMEMBER: Safety is a shared responsibility.
Thank you for helping keep our schools fire-safe!



Building Official Duties & Compliance

BUILDING RENTALS

Tiffany Miner, Coordinator

Some of the OUTSTANDING things happening!

3-MONTH RESERVATION WINDOW

With the implemented 3-month reservation window that went into effect this last year. We have had EXCELLENT responses from our facilities as well as, the community, and renters. It was an adjustment for some, but now that things have continued to be more accommodating more individuals have been able to see the benefits and have enjoyed that.

ALL EVENTS SCHEDULED THROUGH FACILITRON

Efficiency of operations and Building Rentals are very important. I have gone out and trained the staff at our facilities to put ALL things happening in their buildings into the Facilitron system. This helps to alleviate the conflicts in booking internal/external events. This also gives Dalton (Energy Manager) one spot to look for making sure air, lights, etc. are available for the reservation. In the past Custodians/Administration would call, text, or email Dalton to set that up. This makes the process efficient and more easily managed.

Department GOALS



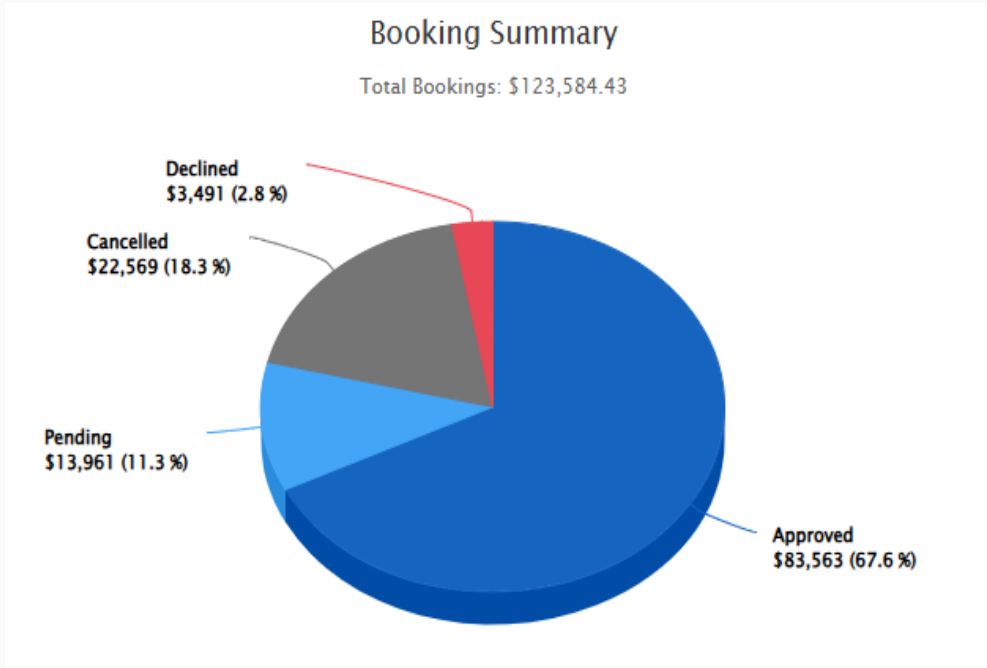
WAYS I WILL ACHIEVE MY GOAL

- *Sending emails to staff and renters every 1st Thursday of every month with the most recent information that is pertinent to make things run more smooth. I also make sure to take phone calls and address questions in a timely matter.*
- *Always looking for ways to improve our procedures. I manage this by being in the buildings conversing with staff members and also actively listening to renters and taking their suggestions into consideration.*
- *Finding issues people have with the building rental process and dissect those to better assist individuals that might run into the same issue.*

HOW DOES MY GOAL ALIGN WITH THE TCSD STRATEGIC MODEL

- *Making sure that I keep up with the most recent procedures so that I can help the public & the facilities.*
- *Keeping a clear communication with all involved.*
- *Being available in a timely fashion.*
- *Making people feel heard, and helping them every step of the way.*
- *Practicing equality across the board.*





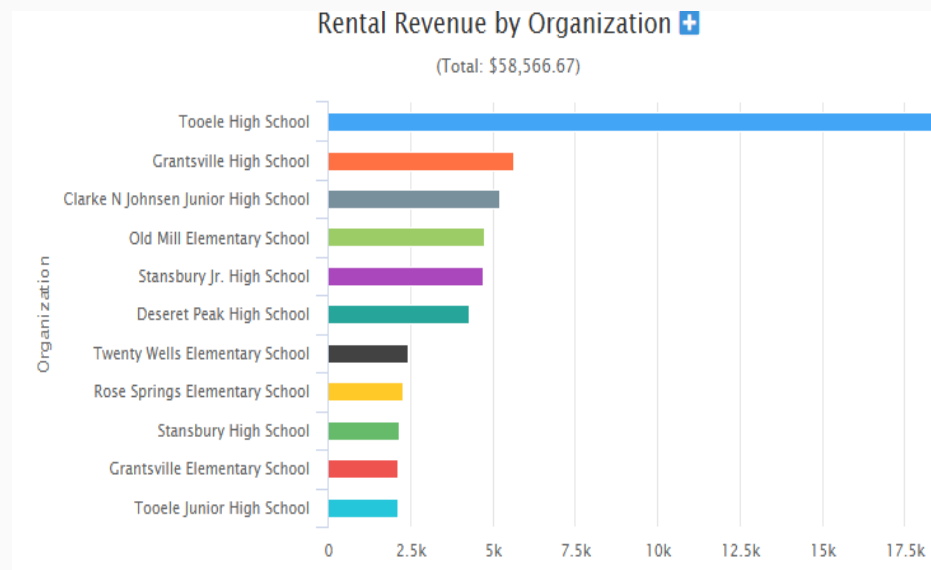
In this diagram the information is from July 1, 2025, till March 31, 2026. There was a total of \$123,584.43 reservations booked.

- There was a total of \$83,563 in approved reservations.
- \$3,491 were declined. This was because the date or time may not have worked for that facility. In that case I was able look for another facility for the renter. It can also mean that the type of event is not allowed at TCSD.
- There was also \$22,569 in cancelled events. This could be that the renter wasn't able to still hold the event. This also could be that a facility ends up not being able to hold the end.
- There was \$13,961 pending. This is one of many key outcomes from having a building rental coordinator. It keeps the pending ques down by staying in contact with administration at each facility by reminding them about pending reservations.

Data & an overview from July 1, 2025, through March 31, 2026

Revenue by organizations. July 1, 2025, through March 31, 2026

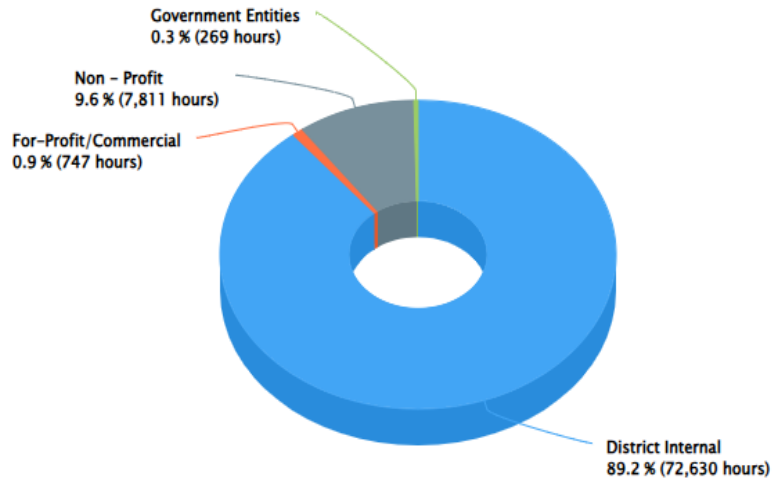
Overview of total reservation vs revenue.



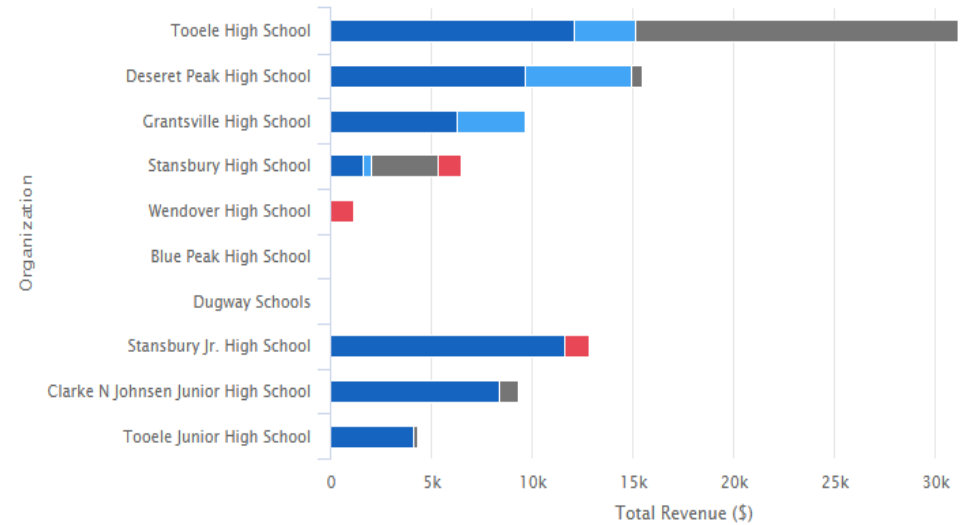
From the previous slide the diagram showed that we had \$83,563 in total approved bookings. Our revenue to the TCSD was \$58,566.67. The difference between approved bookings and revenue was **-\$24,996.33**.

Our goal is not to generate profits, but to operate at a break-even margin. Currently the District is running in the red with Building Rentals. We feel that by updating the fee schedule which has been unchanged since 2010 and by continuing to improve our rental practices as a District, we will create better outcomes for renters and schools.

Utilization by Rate Category

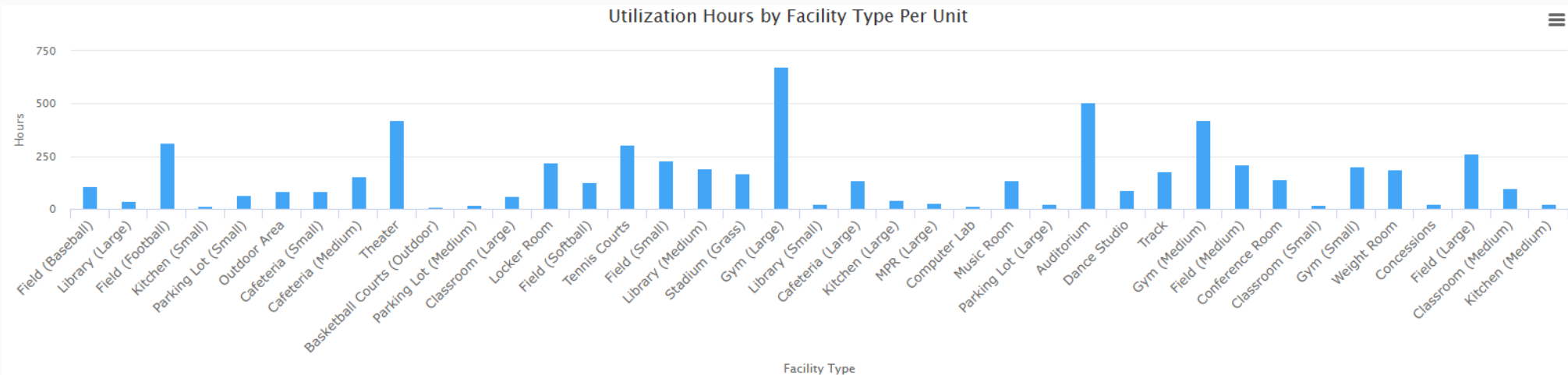


Booking Summary By Organization +



Utilization by Rate data from July 1, 2025, through March 31, 2026

Which Organization is booked most frequently?
Data from July 1, 2025, through March 31, 2026



**How much is each facility used?
Data from July 1, 2025, through March 31, 2026**

THANK YOU

Ian Silva, Director of Operations

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operations@tooeleschools.org

www.tooeleschools.org/departments/operations

COMMUNICATIONS REPORT

February 2026



WHAT WE WILL COVER

1. Social Media
2. Website
3. ParentSquare
4. Needs Assessment

SOCIAL MEDIA

SOCIAL MEDIA

16,281 total followers



11,142 (68.43%)





3,453 (21.21%)



1,686 (10.36%)

SOCIAL MEDIA Numbers Overview

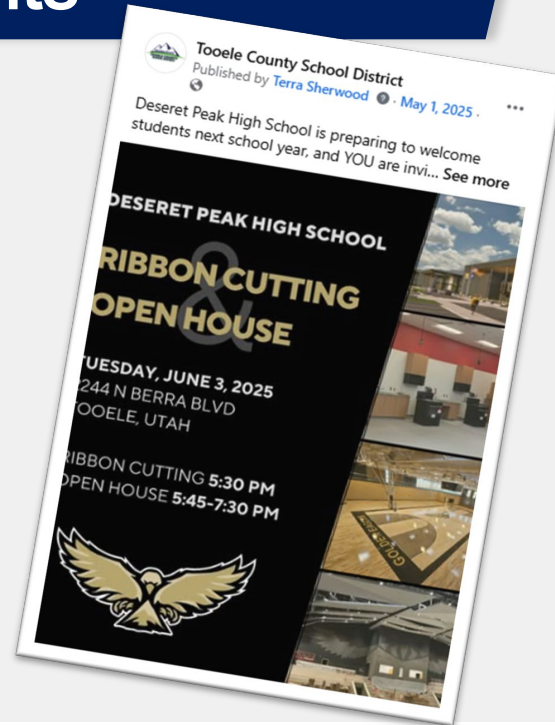
		
INTERACTIONS	6,456	2,523
VIEWS	602,057	190,605
VIEWERS/REACH	76,438	10,738

SOCIAL MEDIA Highlights

Most Views

Deseret Peak HS Open House

59.3K



SOCIAL MEDIA Highlights

MOST REACTIONS

Tooele High Graduation Post

748



WEBSITE

WEBSITE Information & Purpose

- Year # 3 with Final site
- ADA Compliance
- Adapting SEO and AI
- Data Privacy & Copyrights
- Informing Staff and School Communities



WEBSITE The TCSD Connection

Purpose & Vision

- Families can easily access helpful information
- Schools can showcase successful programs, partnerships, and classroom experiences
- Departments can share updates, initiatives, and resources
- Our community can stay informed about the great work happening across TCSD



www.tooeleschools.org/departments/communications/the-tcsd-connection

WEBSITE TCSD Connections

Benefits of Using a Blog

- Provide a **central place** for timely information
- Improve **accessibility** by delivering articles in a plain - text, easily translatable format
- Enhance **search engine visibility**, helping the public find accurate information more easily
- Create a **storytelling platform** that allows districts to share what numbers and reports cannot
- Support **shareability**, allowing board members, schools, and families to easily distribute posts
- Build **trust and open dialogue** by showing the work happening behind the scenes

WEBSITE By the Numbers

	FEB '26	JAN '25	FEB '24
Page Views	5,827,526 (20.22%)	4,649,301 (36.82%)	3,398,051 (68.3%)
Bounce Rate	44.13%	44.25%	48.15%
Users	445,456	416,596	373,962
Sessions	3,689,355	3,000,002	2,254,272
Sessions per User	8.28	7.2	6.03

WEBSITE By the Numbers

FEB 2025 – JAN 2026

Events 25,195,279

An event is any distinct user interaction on the website such as clicks, page loads, form submissions, or searches. That is a **17.2% increase** from the previous year.

WEBSITE Top Pages

FEB '26

1. Main Page (31.26%)
2. Students (19.26%)
3. Skyward (10.08%)
4. Staff (7.96%)
5. Calendar (8.34%)
6. Staff Directory (1.29%)
7. Careers (1.18%)
8. Counseling (<1%)
9. School Meal (<1%)
10. Search Results (<1%)

WEBSITE Gap Analysis

4 Q 2024 Gap Analysis

- Dramatic improvements w/ SEO and Organic Searches
- Improved access to frequently searched information
- Added similar words (jobs, careers, employment)
- Corrected missing information like phone numbers

WEBSITE Gap Analysis

4 Q 2025 Gap Analysis – Key Findings

- Improved searchability to correct pages
- Need to update certain pages for better user experience
- Need long - tail search strategies (AI - style questions)
- Need for staff training on approved tools (LearnPlatform)

WEBSITE Google Analytics

Traffic Acquisition: how users arrive at our websites

Direct Acquisition (57%)

Users typed the website URL directly or used bookmarks.

Indicates strong URL awareness and return - user behavior.

Organic Search (42%)

Users arrived through unpaid search results (primarily Google).

Reflects improved SEO and optimized keyword usage.

Organic Social (<1%)

Users arrived through social media referrals.

Typical for school districts, where search and direct access dominate.

WEBSITE Google Analytics

Engagement Metrics: User Stickiness

We compared January 21 – February 17, 2026 to January 21 – February 17, 2025 to better understand how frequently users return to our sites.

Key Metrics Explained

- **DAU/MAU (Daily Active Users ÷ Monthly Active Users)** Measures the percentage of monthly visitors who return daily. Higher values mean the site is useful for day-to-day needs.
- **DAU/WAU (Daily Active Users ÷ Weekly Active Users)** Shows how often weekly visitors return throughout the week.
- **WAU/MAU (Weekly Active Users ÷ Monthly Active Users)** Indicates the frequency of monthly users' weekly visits.

WEBSITE Google Analytics

Results

DAU/MAU: 14% (222.3%)

More users now rely on the site daily

DAU/WAU: 27.6% (201.3%)

Weekly visitors are returning more frequently during the week

WAU/MAU: 37.1% (7%)

Monthly visitors are returning more often throughout each month

WEBSITE Google Analytics

What This Means

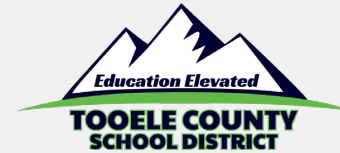
- Users are relying on the website more consistently.
- Content relevance and usability have improved.
- The website is viewed as a dependable source of information.
- Navigation & search improvements are influencing user behavior.

ParentSquare

COMMUNICATIONS TOOL



ParentSquare

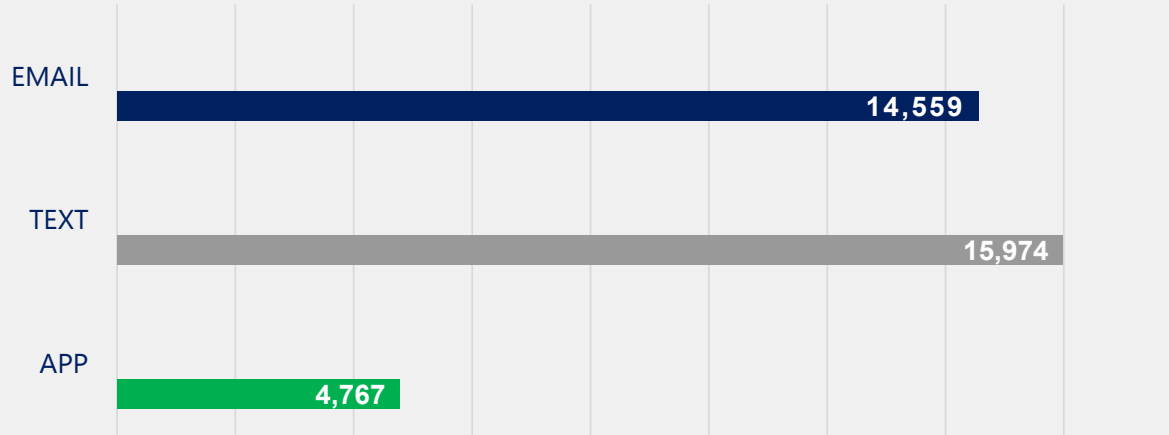


ParentSquare Highlights

- Launched in September 2025
- Streamline Communication
- Consolidated Multiple Tools
- 99.5% of Families are Contactable

ParentSquare

Reach Methods



ParentSquare

- Direct Messages 238,041
- Posts 7,672
- Photos/Videos 1,047
- Calendar Events 1,417
- Files Shared 431

ParentSquare Challenges

- Learning Curve
- Different Features/Logic
- More Structure/Consistency
- Skyward Data Cleanup

ParentSquare Positives

- Accessibility Improvements
- Translation & Language Access
- Post Metrics
- More Structure/Consistency
- Urgent Alerts

ParentSquare Languages

The following are the preferred languages of users other than English:

- Arabic
- Armenian
- Chinese
- French
- German
- Haitian Creole
- Hindi
- Kinyarwanda
- Lao
- Latin
- Persian
- Portuguese
- Russian
- Samoan
- Sanskrit
- Slovenian
- Spanish
- Tamil
- Vietnamese

COMMUNICATIONS PLAN

U P D A T E

COMMUNICATIONS PLAN Update

In November, Terra Sherwood shared an update on the Communications Plan. She was asked to involve a third-party vendor to ensure an unbiased baseline and trustworthy staff feedback. This shifted our timeline slightly while we identified an appropriate partner.

COMMUNICATIONS PLAN Update

Vendor Selection

- Collaborated with Assessment Director to identify CESA 6
- Experience in culture, climate and communication research
- Recently finalized the contract and have meetings scheduled

COMMUNICATIONS PLAN Update

What CESA 6 Will Do

- Ensure confidential/trusted responses
- Help collect high - quality, actionable data
- Identify practical, achievable improvements
- Partner with staff to ensure inclusive & realistic solutions
- Build trust through clarity and follow - through

COMMUNICATIONS PLAN Update

Summary

The Culture & Communication Needs Assessment represents an essential first step in a larger strategic communication initiative.

This work is designed to strengthen trust, improve internal communication, and support a positive district culture.

COMMUNICATIONS PLAN Update

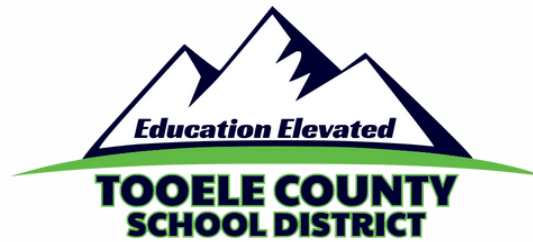
Acknowledgment to Terra Sherwood

- CESA 6 validated the work she has done
- They were confident she was on the right track
- She is establishing a solid foundation and to help guarantee long - term success





COMMUNICATIONS

QUESTIONS?

Policy



Current Priorities for Updating Policy

-  Focus on policy that was last reviewed 5 or more years ago.
-  Words matter – Do our practices and procedures match the intent of the policy?
-  Review policies affected by legislation at the end of the legislative session.
-  Maintain a list detailing when policies need to be reviewed, who is responsible for implementation, and related board rule and state code.

94 policies were last reviewed 5 or more years ago

These policies are currently being reviewed for possible revisions by respective departments.

Category	Policy Number	Policy Name	Date Adopted	Date Last Revised	Summary of Policy
Board	1004	Election of Officers	4/6/99	12/10/19	Procedures for electing the Board president and vice-president for 2-year terms.
Business	3008	Investments	10/9/18	10/9/18	Ensures principal safety and liquidity for operational expenses per the Money Management Act.
Business	3036	Donations, Gifts and Sponsorships	11/12/13	8/7/18	Governs the valuation and acceptance of items, requiring Board approval over \$50,000.
Business	3037	Fund Balance	12/9/14	3/14/17	Establishes a minimum General Fund balance of 12% of expenditures.
Employees	4003	Negotiations		12/10/19	Procedures for annual salary negotiations and impasse resolution.
Employees	4004	Equal Employment Opportunity		3/1/05	Prohibits unlawful discrimination and defines sexual harassment standards.
Employees	4008	Scope of Employment	11/13/07		Mandates professional boundaries and administrative approval for after-hour activities.
Employees	4010	Employee Remediation			Provides teams to help employees correct work deficiencies.
Employees	4011	Orderly Termination		5/3/11	Procedures for non-renewal and termination with due process.
Employees	4015	Retirement Incentives/Benefits		8/7/18	Outlines cash incentives and insurance benefit periods for retirees.
Employees	4015.1	Employer Phased Retirement	4/10/18		Allows retirees to continue half-time employment with partial pension.
Employees	4016	Personnel Records			Defines standards for GRAMA classification of employee data.
Employees	4017	Drug/Smoke/Alcohol Free Workplace		12/10/19	Prohibits substance use and establishes drug testing protocols.

Words Carry Weight

Requirement: **Shall** **Must**

Permitted but not required: **May**

Prohibited: **May Not**

Recommended but optional: **Should**

As the policy undergoes revisions, there is a focus on using language that aligns with the intended practices and procedures.

Steps to Revising a Policy



Read the current policy

Identify applicable Board Rule and State Code.
Note that all applicable Board Rules or State Codes may not be labeled in the current policy.

Identify applicable model policy.
If model policy is not available, identify applicable policy from other districts.

Use Notebook LM to generate an updated policy.
Note: The entire policy must be reviewed and updated.

Review the updated policy and make any necessary changes.
Track changes with green for added text and red strikethrough for removed text

Email policy to ccowan@tooeleschools.org for first review.

Fill out the Board Policy Template.

Create a comparison document that details the changes made.

Verify formatting matches the district style guide.

Review feedback and make any necessary changes.

Email policy, comparison document, and Board Policy Form to ccowan@tooeleschools.org to be placed on the next Policy Committee Meeting agenda.

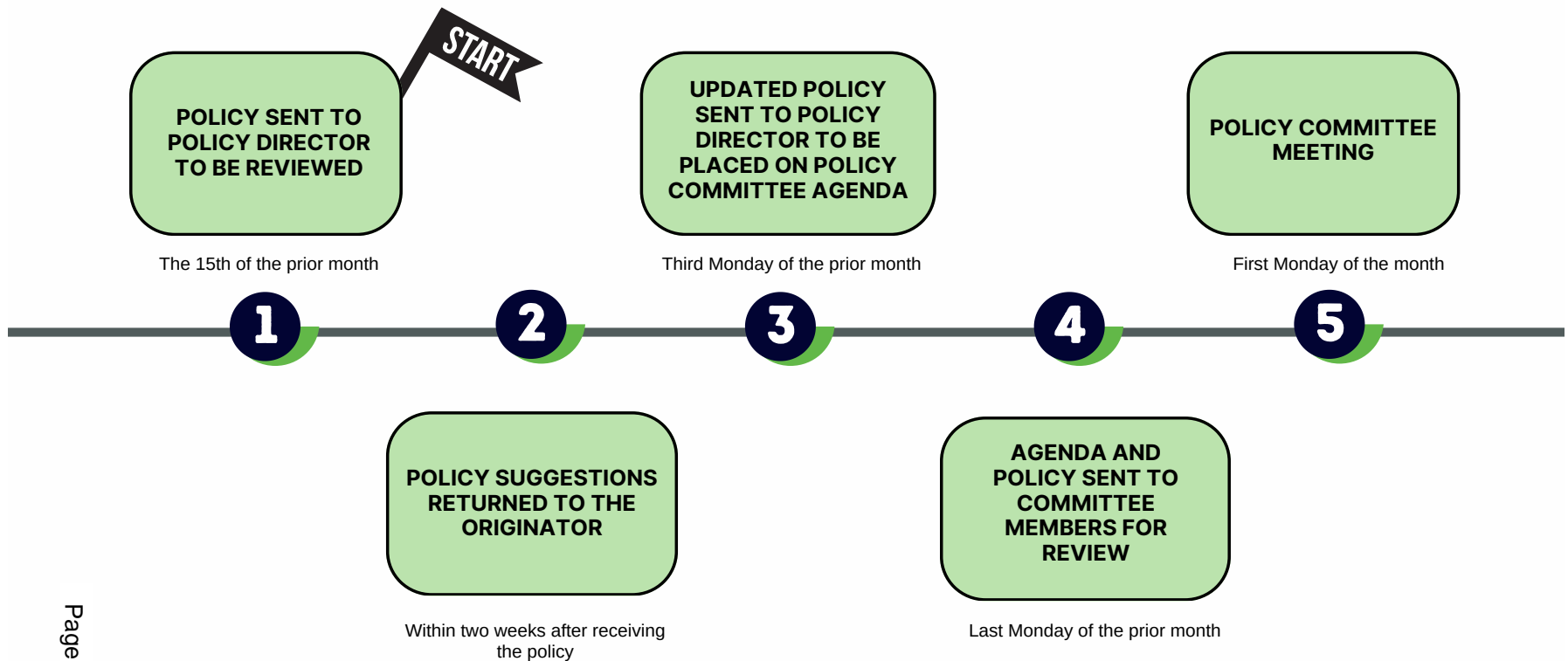
Attend the appropriate Policy Committee Meeting.
The specific date and time will be confirmed two weeks prior.

Present revised policy during the assigned board meeting.

Policy Timeline



Policy Committee meetings are held on the first Monday of each month. Select the preferred month to present the policy to the Policy Committee. Once the presentation month is selected, use the timeline below to determine when each step needs to be completed.



*A missed deadline will automatically postpone the policy being submitted to the Policy Committee by a month.

Policy Timeline Example



Policy Committee meetings are held on the first Monday of each month. The example below shows the dates for each step to be completed for a policy to be placed on the February Policy Committee Agenda.

1	Policy sent to Policy Director to be reviewed	January 15 th
2	Policy suggestions returned to the originator	Returned as soon as possible
3	Updated Policy sent to Policy Director to be placed on Policy Committee Agenda	Third Monday in January
4	Agenda and Policy Sent to Committee Members for Review	Last Monday in January
5	Policy Committee Meeting	1st Monday in February

*A missed deadline will automatically postpone the policy being submitted to the Policy Committee by a month.

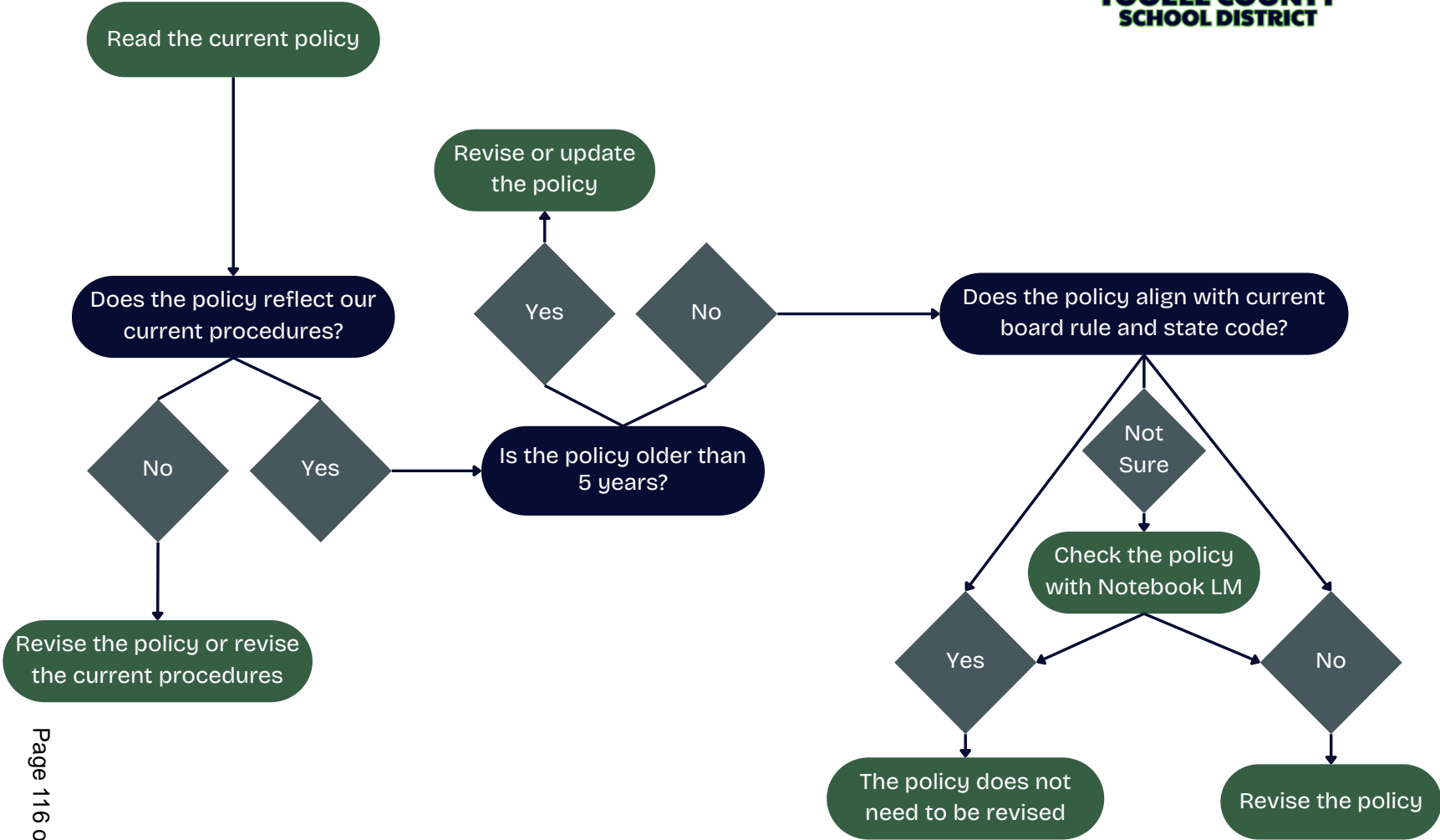
Future Priority for Policy Review

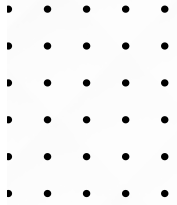


Priority within each category:

- 1. Students
- 2. Staff
- 3. Public
- 4. Finance
- 5. Board Governance

Policy Revision?





Questions?

