

Uintah School District

Vernal, Utah

These are the minutes from the November 10, 2015 Business meeting of the Uintah School District Board of Education. The meeting was held at the District Office with Mark Caldwell, President, presiding.

BUSINESS MEETING

Those Present: Mark Caldwell, President; Greg Gilroy, Vice President; Allen Huber, Member; Sharon Bills, Member; and Resha Bartlett, Member.

Also Present: Superintendent Mark Dockins; Business Administrator Derek Anderson; Lance Hatch, Human Resources Director; Shannon Deets, Student Services; Brea Ward; Julie Barr, Classified Employees Association; Julie Wilde, UHS Principal; Jayme Leyba, Curriculum Director; Kathy Workman, Kathy Hawkins, Kim Barnhurst, Byron Bills, and many others.

1. INTRODUCTION

A. Welcome / Called to Order

The Business Meeting of the Uintah School District Board of Education was called to order at 6:00 p.m. by President Mark Caldwell.

B. Pledge of Allegiance: Julie Barr

C. Prayer: Byron Bills

D. Student Board Member Report:

Devin Hill was unable to attend the meeting so Brea Ward came in his place. The "Don't Drive Stupid" activities held each month are going well. Last week was "Grim Reaper". They went around the school dressed as the grim reaper and explained the possible outcome of texting while driving. In December they will raise money and donate it to charities in Vernal. Sadie Hawkins will be this Saturday.

E. Patron Input: none

2. INFORMATIONAL / DISCUSSION ITEMS

A. Superintendent's Report by Mark Dockins

Wendy took a moment to present some students who attended the Special Olympics. This has been a wonderful program. Some unified players from the High School also attended. They have had ten volunteer coaches. This is the first year for the basketball team and they placed first. The swimmers earned over 36 medals. Derek and Christy earned spots in the Nationals and are able to go to New Jersey. This is a great celebration for our community.

Jayme Leyba took a moment to talk about the training today. These are hand drawn goal graphs based on some Sage Data. The Sage window doesn't close until tomorrow. This data was discussed and goals were made. These goals are a more narrow focus for each school. There are many great ideas but not everything can be implemented. Roughly 70 teachers, team leaders, were in attendance at the Conference Center. They will periodically track data to see if the goals are being met. It was great to see so many people focused on the same task and sharing ideas. They were able to collectively use experiences. This "Assessment to Achievement" is a great process. This philosophy has been part of

Discovery Elementary and is now being spread through the entire District. The schools seem to be on board. It is a bottom up approach. The principals also had to listen to the teachers. The team leaders were in attendance so the information would flow back into the schools.

President Mark Caldwell rearranged the agenda so Jayme Leyba could be excused.

B. Policy 006.0050 Program of Studies and Graduation Requirements Second Reading

This policy was brought forth last month. The State is now requiring a Civics Test for graduation. There were a few typos found in the first reading. Part 2.1.3.2.2 was questioned at the last meeting. It doesn't really make sense so Jayme would like it to be removed. The policy can be approved and that can be addressed at another time.

Resha Bartlett moved to approve Policy 006.0050 Program of Studies and Graduation Requirements on second reading as presented in the current form. Allen Huber seconded. Motion passed unanimously.

C. Business Administrator's Report

Derek Anderson reviewed some of the items the Business Department is working on. The Department had been working with the Classified Employees Association to review and update the Salary Schedule. Derek realized only about 20% of the Classified Employees are part of that Association. Therefore, he sent a survey out to all Classified Employees. He asked various questions regarding the current salary schedule and what they would like to see changed. The majority of survey takers wanted the salary schedule changed. Most understand the schedule or at least kind of understand it. He asked those that didn't understand the schedule what the District could do about it. There were a lot of responses. Some believed training at hiring and once a year refresh courses would be helpful. 47% indicated they were happy with the overall package: pay, insurance, retirement, etc. 42% were satisfied for the most part and 10% said they were not satisfied. The #1 response to what employees would like to see changed the most in a new schedule is a higher base pay with larger step increases with more time between steps. For example, there would not be a step between one and three or five years but a larger step at that third or fifth year. The next most popular answer was recognition based incentives. They would like to see a bonus for going above and beyond. The third response was incentive based pay. The next two were more steps and more lanes. Even less wanted to leave it as it is. 85% were at least moderately interested in a salary schedule for hard work and going the extra mile. 66% indicated they valued education and certification should be valued. However, they did not feel compensation should be given for a certification not related to the job. There was a small meeting yesterday with some employees to discuss the direction they should take. It appears the employees want change. The Business Department will come up with a schedule that meets the budget and the employees' needs. More meetings will be necessary. Ed Johnson from Transportation, Sherry Hardman with Foods and another Foods employee attended yesterday's meeting. Sharon Bills suggested the next meetings include representatives from the custodians, Aids, and Special Ed Aids. Derek Anderson then showed a video from School Dude introducing a Crisis Manager app for smart phones. This would allow instant access to any plans we chose to include. There would be unlimited users and downloads and it is entirely customizable. For example, the transportation department may have a checklist to review after each bus route. This list could be put on the smartphone and they would have fast access to it at any time. Manuals and procedures will be readily available.

Derek is also developing a dashboard to show administrators what budget they may have available at any given time for supplies and staff. This will also track capital projections. When an item is purchased it will be added to the dashboard and the lifespan will be included. When it gets close to the lifespan or necessary maintenance, it will be reviewed and adjusted as necessary. This should help with long term

forecasting. Keeping up with the necessary maintenance will be less expensive than having to replace items.

Both the Dashboard and Crisis Manager are part of software we are already paying for. Derek recently attended a conference where he learned about the software we have and how it can be better utilized for the efficiency of the District. Sharon Bills asked if the classrooms had emergency plans. There have been several trainings with employees, the police, and the fire district to go over emergency situations. Each classroom has a flip chart to help them with situations and a bucket. Sharon encouraged employee awareness.

3. CONSENT CALENDAR

A. MINUTES:

1. Business Meeting held October 13, 2015.

B. Personnel Changes - Lance Hatch, Human Resources Director

NEW HIRES:

Name	Position	Assignment	FTE
1. Daniel Barlow	Teacher	UMS	1.0 FTE
2. George Harvey	Computer Specialist / Intervention Aide	EVE	29.5 hrs per week
3. Elizabeth James	TA	Ashley	19.5 hrs per week
4. Reen Slagowski	SpEd TA	UMS	35 hrs per week
5. David Sullivan	Roving Custodian	USD	40 hrs per wk
6. Carolyn Smith *	Bus Driver Trainee	Transportation	29.5 hrs per week
7. Aaron Workman	Sweeper	Naples	19.5 hrs per week
8. Raquel Barker *	Bus Driver Trainee	Transportation	29.5 hrs per week
9. Jessyka Spencer	TA	Ashley	19.5 hrs per week
10. Adreanna Farrer	Sweeper	Discovery	19.5 hrs per week
11. Barbara Merrell	SpEd TA	Naples	40 hrs per week
12. Aneka Tanner	TA	Eagle View	35 hrs per week
13. Leah Stewart	TA	Eagle View	29.5 hrs per week
14. Jessica Hull	TA	Eagle View	29.5 hrs per week
15. Hannah Pioli	Science TA (one year only)	UHS	19.5 hrs per week
16. Kandice Searle	Mentor/Tracker (one year only)	UHS	19.5 hrs per week

*May be offered a 30 hour contract position following training.

NEWLY ASSIGNED EMPLOYEES:

Name	Former (Current) Assignment	New Assignment	Effective Date
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1. Yesseria Rea	TA 29.5 hrs per week	TA 35 hrs per week	11/2/2015
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NOTIFICATION OF SEPARTIONS OF EMPLOYMENT:

Name	Position	Location	Effective Date
1. Helena Contreras	SpEd TA	Discovery	10/5/2015
2. Amanda Fraser	TA	Ashley	10/29/2015
3. Katie Hartle	Sweeper	Lapoint	10/13/2015
4. Carl Carlson	Bus Driver	USD	10/8/2015
5. Lisa Harris	Food Service	USD	10/8/2015
6. Russell Montgomery	Sweeper	Discovery	10/7/2015
7. Erica Oberholtzer	Teacher	VMS	10/26/2015
8. Sheila Taggart	TA	Discovery	11/12/2015
9. Heather Lamoreaux	Food Service	UHS	11/6/2016

C. Out of State Travel – Cody Reutzler and USU/GearUp Representative to National Council for Community and Education Partnerships Conference in New Orleans, LA

D. Out of State Travel Ratification – Todd Wilkins to Roush/Blue Bird Plant in Quebec Canada

Sharon Bills moved to approve the consent calendar as presented. Resha Bartlett seconded. Motion passed unanimously.

4. ACTION ITEMS

A. Approval of funding for UHS Band Trip to Pearl Harbor Parade (December 2016) in Honolulu, Hawaii

Mr. Gibson was available to answer questions. They have received approval from Mrs. Wilde and tentative approval from Superintendent Mark Dockins. The students will be paying for the trip themselves. The total cost of the trip requires Board approval as it is fundraiser money. The last time they attended was in 2012. This is his 23rd year teaching and the trip in 2012 was the best yet. The company running the program takes care of everything. In response to the question if the trip benefits the program, at least it is not detrimental. They will be participating in the parade and may be able to do a concert band program and or a Jazz program. It would depend on how many students attended. At first, he thought the parents would not be willing to pay for it. The 2012 trip was \$1200 each and this trip will cost \$1800. All the parents at the meeting indicated they would be supportive. It was a mandatory meeting and all but about 10% showed. The choir teacher has a son in band and his son will not be participating.

Greg Gilroy moved to approve the funding of up to \$109,000 for the purpose of participating in the Pearl Harbor Memorial Parade in 2016. The School District will not be responsible for any shortfall. Resha Bartlett seconded. Motion passed unanimously.

B. Policy 004.0520 Travel Expense / Reimbursement Policy Second Reading

Derek Anderson led the discussion. There were a few changes to 7.2, the numbering was corrected. The school year was updated. The word section was added as needed throughout the policy. It was changed to explain reimbursement for staying in a hotel when the conference hotel was booked would be the actual cost of the conference hotel. The current limit is \$100 and is not sufficient. The out of state per diem will reflect the Federal per diem rates on the GSA website. Therefore, #7 was removed.

Resha Bartlett moved to approve Policy 04.0520 Travel Expense / Reimbursement Policy on second reading. Sharon Bills seconded. Motion passed unanimously.

C. Policy 005.1000 Evaluation for Licensed Personnel First Reading

Lance Hatch recently met with the committee that has been working on this project for a while. The State Law has changed and now requires things to be done differently. Several changes were made. Terminology was changed to match the law. Administrators are required to participate in the professional growth plan process. 20% has to be based on student learning growth. 10% is based on stakeholder input. The rating reports must be sent to the State sometime in June. This is private information not public. The cactus system will probably be how the information is utilized by the State as that is also how they keep up with licensing. The committee went through the policy line by line to make the appropriate changes. Greg Gilroy indicated he was part of the committee as well and was afraid it would be a catastrophe but the committee worked hard to ensure it was something that could be lived with by all involved. They were able to make lemonade out of lemons. Superintendent Mark Dockins added they have been answering questions with staff. Sharon Bills questioned what the State would do with the information. Lance indicated the educator wages are now tied to the evaluations. The philosophy is that if the teacher is working harder the students are learning better. Lance personally feels the law is flawed but it's just the way it is. We have worked hard to turn the law into something we can use for collaboration and growth in all the schools. The entire school will get the same rating based on how students do on an item the school has determined to be an area of concern. This will be a system that will support students. There are four categories of effectiveness: not effective, minimally effective, effective, and highly effective. A teacher must be effective or higher to participate in steps or lanes unless they are provisional or in their first year on the job. Resha Bartlett thanked Lance Hatch and the committee for the hard work. The work sessions set up to explain the process is greatly appreciated and made her decision easier to make tonight.

Sharon Bills moved to approve Policy 005.1000 Evaluation for Licensed Personnel on first reading. Allen Huber seconded. Motion passed unanimously.

President Mark Caldwell noted it is important to take from this policy the concept of working in groups. Other Districts will make people work individually. Collaboration often results in success. Resha Bartlett noted she has heard of concerns that there is no way to know if the teachers are using the strategies developed in the collaboration. However, there is a simple solution to this concern. We trust our teachers, just as we do all our employees. They will do their best and work hard.

D. Policy 004.0200 Purchasing Policy First Reading

Derek Anderson read this policy when he first started working with the District and found that it is not being followed. The State has sent a letter stating such and requested a response on how it was going to be fixed. Principals, coordinators, and directors have come together in four different meetings to revise the policy. More purchases will have to be standardized to minimize initial and ongoing costs. If everyone has the same or very similar capital items it will keep the maintenance minimal. Schools won't have to purchase several different types of materials and can buy more things in bulk when appropriate. There

will be a specific chain of approval for purchases. The coding for purchases and the amounts will determine what chain of approval is necessary. Some PO's will remain open for continuous purchases. For example, the food department will have open PO's so they can purchase as necessary without having to go through the PO process each time they need something. Purchasing cards can also be used for these minor purchases. There are exceptions in emergency situations. Occasionally, a purchase can be slightly different than the PO written for it. In this case the PO would still be acceptable if the difference falls within a certain limit. The language still needs some clearing up but within 10% or \$100. Changes will also be made to be more in line with the State procurement policy and make things work more smoothly for employees. There are thresholds to meet that will require specific chains of approval and what will require a bid process, a verbal quote, etc. There are also changes to the purchasing cards. We currently have over 400 purchasing cards in use. This is a lot to manage. The administrators are responsible for the oversight of the cards and proper functioning. Fewer individuals will have purchasing cards. This will help ensure there isn't thousands upon thousands being spent with no idea on what. This will also decrease some of the workload on the Business office. Receipts will have to be submitted with a line item break out of each purchased item, not just a total but details.

Greg Gilroy moved to approve Policy 004.0200 Purchasing Policy on first reading. Resha Bartlett seconded. Motion passed unanimously.

E. Approval of MOU with Uintah County and the American Red Cross

Uintah County and the Red Cross would like to enter into a formal MOU in order to use the School District's facilities in an emergency or disaster situation. The Schools provide a large enough area for cots, contain kitchens, and restrooms. They can easily accommodate large groups. The District would not give free reign to the facilities.

Tal Ehlers addressed the meeting. They never expect any damage to a facility when they use it but there is always a possibility. Any damage beyond what the District would be willing to handle would be addressed case by case. This MOU is in place with the Fire District and other entities in the County. The American Red Cross is included because they are able to run a shelter very efficiently and can help with costs. Sharon Bills asked how this would work during school hours. Tal indicated as there are other entities involved, the School District facilities would be used as a last resort and only when school was not in session. The Board questioned the indemnification section. Tal suggested those questions be answered by their legal counsel. The Board agreed legal should review the agreement first and then be discussed. The Board was not opposed to the idea behind the agreement and the benefits to the community but they want to ensure the School District is also taken care of.

Resha Bartlett moved to table the MOU for further discussion. Allen Huber seconded. Motion passed unanimously.

F. Approval of Revised Substitute Salary Schedule

Derek Anderson led the discussion. The salary schedule for substitutes was on a stepping basis. The amount paid would depend on the number of days they have subbed, 1 – 20 days; 20 - 49 days and 50 or more days. In the past, once they reached a level they stayed that way instead of reverting back to the beginning with a new school year. This year they all reverted back to the beginning. This is also an administrative issue. Administration has to go back and count the number of days they substituted, manually. A new schedule would determine a substitutes pay by their education: high school graduate or bachelor and higher. The long term sub pay and classified won't change. Derek did an analysis to show cost savings or extra expense if things were to continue as they are now. The new Schedule will save the

District money. Previously a substitute is paid a \$30 a day stipend to go to the West side. This will remain. Title 1 covers this stipend.

Greg Gilroy moved to approve the revised Substitute Salary Schedule as presented. Allen Huber seconded. Motion passed unanimously.

G. Approval of 2016-2017 Academic Calendar

Shannon Deets thanked the committee for being such a great collaborative group: Scott Daling, Deb Chatham, Kathy Worthen, Corinne Simper, and Allen Huber. It was the longest calendar meeting in her 9 years. Employees and parents alike should like this calendar and it should be good for academics as well. The committee was mindful of holidays and respectful of family time. Previously, beginning school on January 2nd has proved to be less than satisfactory for many. There is a longer Spring Break that coincides with Easter. A snow day was included of course. Greg Gilroy likes the consolidation of days and having them together. The employees also have families and will like the changes. The Committee was fantastic to work with and open to suggestions. Their efforts are greatly appreciated.

Sharon Bills moved to approve the 2016-2017 Academic Calendar as presented. Resha Bartlett seconded. Motion passed unanimously.

MISCELLANEOUS

Sharon Bills read the letter left for the Board from the Classified Association and commended them for recognizing education week as November 16 – 20th. There is something different every day. All the employees are very important. The Board is challenged to wear the hat of a Classified Employee on Wednesday the 18th.

CLOSED SESSION

A motion was made at 7:36 pm by Member Sharon Bills that the Uintah School District Board of Education enter into closed session for the following: 1.) discussion of the character, professional competence, or physical or mental health of an individual; 2.) strategy session with respect to collective bargaining or pending or imminent litigation. Greg Gilroy seconded the motion. A roll call vote was taken as follows: Mark Caldwell, President, yes; Greg Gilroy, Vice President, yes; Resha Bartlett, yes; Sharon Bills, yes; and Allen Huber, yes.

Also present were Superintendent Mark Dockins and Business Administrator Derek Anderson.

A motion was made at 8:11 pm by Greg Gilroy to adjourn closed session. Resha Bartlett seconded the motion. The motion passed.

ADJOURN: Meeting adjourned at 8:12 pm.