The public business meeting was held in the Board Room at the District Office.

**Board Members Present:**
Scott Bryan, Julia Holt, Carol Jensen, Matt Lawrence, Maresa Manzione, Alan Mouritsen, Kathy Taylor

**Administration Present:**
Superintendent Rogers, Deb Bushek, Terry Christensen, JoAn Coon, Mat Jackson, Doelene Pitt, Lark Reynolds, Hal Strain, Diane Valdez

President Manzione conducted the meeting. Notice of the time, place, and agenda had been given to the Transcript Bulletin and to each member of the governing body more than two days before the meeting. The agenda was also published on the Public Access Website.

1. **Executive Session, 6:00 p.m. (Closed to the Public)**
   1.1 Personnel / Negotiations / Property / Litigation
   President Manzione called executive session to order at 6:00pm in the Executive Conference Room.

2. **Business Meeting, 7:00 p.m. (Start of Public Meeting)**
   2.1 Welcome and Roll Call
   President Manzione called the business meeting to order at 7:02pm and conducted roll call.
   2.1 Pledge of Allegiance
   Led by President Manzione
   2.2 School Presentation
   Grantsville Junior High School Orchestra

3. **Recognition / Good News**
   3.1 District Recognition for the Month of November – Grantsville Junior High School
   - Porter Whitworth, 8th Grade, District Student of the Month
   - Kim Sweeting, Integrated Science Teacher, District Employee of the Month
   - Jeri Butler, Volunteer of the Month

4. **Canvass Election Results**
   4.1 Election Results
   President Manzione asked for a motion to recess as the Board of Education and Convene as a Board of Canvassers.
**Motion 1:**
Recess as the Board of Education and Convene as a Board of Canvassers.

Motion by Carol Jensen, second by Kathy Taylor.
Final Resolution: Motion Carries
Yea: Kathy Taylor, Alan Mouritsen, Julia Holt, Maresa Manzione, Carol Jensen, Matt Lawrence, Scott Bryan

The Business Administrator presented to the Board of Canvassers the final printed returns. President Manzione ordered that the returns be filed in the official records of the Board. She then asked for a motion to publicly proceed to canvass and declare the results of the bond election.

**Motion 2:**
Publicly proceed to canvass and declare the results of the special bond election.

Motion by Scott Bryan, second by Matt Lawrence.
Final Resolution: Motion Carries
Yea: Kathy Taylor, Alan Mouritsen, Julia Holt, Maresa Manzione, Carol Jensen, Matt Lawrence, Scott Bryan

Member Bryan thanked the Superintendent and the staff for all the work that they put forth to get the bond passed. He said he genuinely appreciated all their efforts.

Mr. Reynolds canvassed and declared the results of the election.

- Total number of votes cast: 7,179
- Total number of affirmative votes: 3,903
- Total number of negative votes: 3,189
- Total number of challenged voters: 0
- Total number of challenged voters issued provisional ballots: 0
- Total number of provisional ballots counted: 0

President of the Board asked for a motion to adjourn as a Board of Canvassers and reconvene as the Board of Education for consideration of resolution finding and promulgating the election results.

**Motion 3:**
Adjourn as a Board of Canvassers and reconvene as the Board of Education for consideration of resolution finding and promulgating the election results.

Motion by Scott Bryan, second by Kathy Taylor.
Final Resolution: Motion Carries
Yea: Kathy Taylor, Alan Mouritsen, Julia Holt, Maresa Manzione, Carol Jensen, Matt Lawrence, Scott Bryan

4.2 Resolution Finding and Promulgating the Results of a Bond Election held in the School District on November 3, 2015; and Providing for Related Matters
President Manzione asked for a motion to adopt the resolution finding and promulgating the results of the special bond election.

**Motion:**
Adopt the resolution finding and promulgating the results of the special bond election.

Motion by Matt Lawrence, second by Alan Mouritsen.
Final Resolution: Motion Carries
Yea: Kathy Taylor, Alan Mouritsen, Julia Holt, Maresa Manzione, Carol Jensen, Matt Lawrence, Scott Bryan

5. **Open Forum (Limited to three minutes per individual and a total of 30 minutes for all comments)**
   5.1 Patron Comments
   No comments.

6. **Consent Items**
   6.1 Minutes
   6.2 Expenditure Report
   6.3 Revenue Reports
   6.4 Disbursements
   6.5 Personnel Decisions

**MOTION:**
Approve the consent calendar.

Motion by Julia Holt, second by Kathy Taylor.
Final Resolution: Motion Carries
Yea: Kathy Taylor, Alan Mouritsen, Julia Holt, Maresa Manzione, Carol Jensen, Matt Lawrence, Scott Bryan

7. **Information / Discussion Items**
   7.1 Business Administrator’s Report
   Mr. Reynolds presented the statistical information provided to the auditors that will be included in the unaudited portion of the financial statements the District should receive next month.

   7.2 National Education Support Professionals Day
   Sandi Thomas, President of the Tooele Education Support Professionals Association, recognized three employees that serve on the association's board:
   - Diane McNaughtan, Registrar at Tooele High School: Serves on the TESPA executive board and sits as the treasurer.
   - Kim Jorgensen, School Lunchroom Program with 17 years at Grantsville High School: Has served on the executive board three times and is currently the good service representative.
   - Rita Garcia, Bus Driver for 12 years and now the trainer: Serves on the board for the transportation department.
In addition, Ms. Thomas recognized November 18, 2015 as Education Support Professionals Day.

7.3 **Elementary Planning and Preparation Committee**

In accordance with the Tooele Education Association’s 2015-2016 negotiations, a 16 team committee has been established to look at elementary planning time best practices, how data is reviewed, differences among schools and costs, as well as visit other districts to review their elementary planning time. The Elementary Director, JoAn Coon advised that the committee will report their recommended guidelines to the negotiating committee by March 1 and then the Board of Education.

District administration is evaluating the early out for professional learning for the secondary and elementary levels according to Superintendent Rogers. We will consider making the early out day the same day for all schools, Monday or Wednesday.

7.4 **5x5 Implementation**

The Secondary Education Director, Hal Strain informed the Board that each of the schools (Grantsville, Stansbury and Tooele High Schools) have formed a building level 5x5 team to research how they will best implement the schedule in their school. School teams have been tasked with visiting at least two schools currently on the 5x5 schedule by December 18. A district committee made up of members from each of the school teams (principal, 1 teacher, 1 counselor) has met and will continue to meet to discuss the 5x5 scheduling issues that must be addressed on the district level. One such issue is graduation credits. Following is a timeline for school teams:

- **November 20** – each school team must have determined what areas of focus that their school needs. (For example: Math all levels, Sec. Math I, Writing, Reading and Writing, Language Arts 10, etc.)

- **December 18** – each school must have sent members of its team to at least two schools currently running a 5x5 schedule to gather ideas and information.

- **January 15** – each school will have a rough draft of possible courses to be offered and what classes will have lab classes associated or be double blocked.

- **February 19** – each school will have course requests completed by students

- **March 18** – each school will have at least one draft of their master schedule run and work on fine tuning the schedule.

- **May 16** – each school will have their master schedule finalized

Mr. Strain said that he met with the Tooele Education Association presidency today and the committee will meet tomorrow. Items to be considered for the meeting are:

- Determine progress toward meeting the November 20 deadline.
- Establish parameters when attending school visits.
- Review the timeline.
The staff at the three high schools has been asked to complete a survey regarding the 5x5 schedule.

Mr. Strain would like to present to the Board in December where the committee is with the implementation timeline. If the committee recommends an extension, they will present that to the Board for consideration.

Member Lawrence expressed concerns for the 5x5 schedule. He preferred to see more planning time for the junior high schools prior to implementation, but they did make it work. He is curious if we have enough counseling personnel to change everything for the high school level. We promised the parents that core classes would be targeted. In Grantsville Junior High School math is doing great but the schedule has reduced time in the other classes. Even our better students are struggling with the homework load with the additional classes. There is less time to teach science and language arts. If that is the case, how will our scores increase? He expressed it would have been nice to have the same courtesy at the junior high level as that provided at the high school level. He would like to have a monthly update on the implementation at the high school level and not be blindsided.

Member Mouritsen stated that we did have some of the same concerns with the implementation at the junior high schools. He asked how the process was going for them. Mr. Strain acknowledged there have been a few bumps, but overall it is working well and moving forward.

Superintendent Rogers said that the high school level is a different beast than the junior high schools experienced. There is more complexity. The goal is to go from 75% utilization of instruction time on the 4x4 schedule to 80% on the 5x5 schedule. He stated that benchmark tests look good. He could agree that we do need to have a discussion in regard to valuable homework time and not just busy work. Homework should be for mastering the subject.

Member Mouritsen said that if the recommendation comes from the committee to extend implementation one year, he would like an explanation as to why a year was insufficient. We have sent a strong message to our patrons about the 5x5 and now we may be in a wait and see mode that is contrary with what we told our patrons. Member Bryan said that this was negotiated to implement at the junior high schools and give an additional year for the ramifications to be figured out at the secondary level. To say we dragged our feet for five months is not a good explanation. Member Holt shared the same concern but at the same time stated we don’t want to force the implementation if the District and schools are not prepared. She said we want to put together what is best for students.

President Manzione said that we have put a lot of expectations on the administration in regard to other issues during this time period. They have had a lot to work through in addition to figuring out the 5x5 schedule. This is not if we will implement, it is when. There will be bumps that will need to be figured out.
The Superintendent asked if we want this implemented by a certain time or do we want to do it right? We have set goals and other urgencies have dictated priority. We need to look at this as an ongoing process and not an event.

According to Mr. Strain, there were two things that were consistent when talking with other districts that have implemented 5x5. It was very difficult to implement and buy in was difficult. Secondly, once they worked out the kinks they believe it is the best thing they have done for student learning.

7.5 **Utah Scholars Initiative & Regents’ Scholarship**

Marianne Oborn, Director of CTE/Comprehensive Guidance stated that Utah Scholars is an important part of the College and Career Readiness process as our counselors work with students. Utah Scholars is an initiative through the Board of Regents that designates particular classes as college preparatory. Students can earn Utah Scholars scholarship funding by taking specific classes approved by the Board of Regents through their Utah Scholars Program (4 credits English, 4 credits math, 3.5 credits social science, 3 credits lab-based science, and 2 credits world language). Between courses taken, grades (3.0 and not lower than “C”), and ACT scores, students can receive scholarship funding toward a Utah college.

Our district counselors start promoting Utah Scholars to our 7th grade students. All of our schools have students active in the Utah Scholars program except for Blue Peak, which is working with their students. Tooele District increased their Utah Scholars Graduates from 53 in 2014 to 87 in 2015. We have not received the student and presentation data for 2015 yet, but we know with the increase in graduates that we have increased in both of these areas. Our counselors put in a very conscious effort this past year and this year to increase student participation in the Utah Scholars program which is reflected in the data. We greatly appreciate the Board's support of our counselors in helping to prepare our students for College and Career Readiness.

7.6 **Utah School Board Association Master of Boardmanship Award**

President Manzione reminded the Board Members, Superintendent and Business Administrator that everyone must complete their portion of the Master Boards Award by December 1.

8. **Action Items**

8.1 **Architectural Services for Old Mill and Sterling Elementary Schools**

With the passing of the school improvement bond the District needs to move forward with the procurement of architectural service for both schools. The Statement of Interest and Qualifications (SOIQ) was prepared and advertised in both the local and Salt Lake City newspapers. Proposals were received from the following three firms:
- Method Studios
- MHTN Architects
- NJRA Architects
The review committee met Friday November 6, 2015 at the District Office to score the proposals. The committee consisted of:
- David Beacham
- Michael Garcia
- Maresa Manzione
- Lark Reynolds
- Hal Strain
- Steve West

After scoring the proposals the committee recommended awarding the contract for these projects to MHTN Architects. Results of the scoring were as follows:
- 394     Method Studio
- 588     MHTN Architects
- 526     NJRA Architects

**MOTION:**
Award the contract for architectural services for the design and construction administration of Old Mill and Sterling Elementary Schools to MHTN Architects.

Motion by Matt Lawrence, second by Kathy Taylor.
Final Resolution: Motion Carries
Yea: Kathy Taylor, Alan Mouritsen, Julia Holt, Maresa Manzione, Carol Jensen, Matt Lawrence, Scott Bryan

8.2 **Policy 5004, Student Dress Standards, 1st Read**
Student dress standards are very inconsistent between the schools within the District and Superintendent Rogers prepared this first reading to allow the Board to discuss the options and come to an agreement on the items they would like to have incorporated in a dress code policy for Tooele County School District.

A few of the areas of interest were highlighted and one that may be considered controversial is the graduation clause. Some of the other districts do not allow the graduates to add ornamentation or decoration on their graduation cap. They also prohibit accessories or jewelry that detracts from the dignity and decorum of the event. Mantles, cords, insignias or medals signifying achievement, honor or recognition are restricted to awards issued and approved for display at graduation by the local high school.

It was expressed by Member Bryan that decoration of the cap is the thing graduates do and questioned if the Board would really want to tackle that issue. President Manzione expressed that she felt the same in regard to the caps, but can understand the need to restrict accessories to the robe.

Member Mouritsen stated that he believes this to be a real solid policy.

The Superintendent would like to provide the opportunity for administration, staff and parents to express their opinion to this proposed policy. The Board was also in favor of hearing from constituents.
MOTION:
Approve Policy 5004, Student Dress Standards for a second reading.

Motion by Kathy Taylor, second by Alan Mouritsen.
Final Resolution: Motion Carries
Yea: Kathy Taylor, Alan Mouritsen, Julia Holt, Maresa Manzione, Carol Jensen, Matt Lawrence, Scott Bryan

8.3 Policy 4020, Medication in the School Setting, 1st Read
In meeting with Tooele County Health Department and their school nurse team, it was determined that a few minor changes needed to be made to be in alignment with the current procedure and best practice. The changes make management of care plans easier for the school, nurses, parents and healthcare providers. The biggest change is in the Medication Authorization Form which allows for a provider to list multiple medications in place of the old form which required one form for each medication.

Discussion ensued in regard to secondary students not allowed to carry nonprescription medicines without a signed medication authorization form. President Manzione asked if we really expect parents to go to a doctor for permission to carry over-the-counter items. Both President Manzione and Member Bryan said they can live with the parent signature rather than a doctor’s.

Amy Royal, Nurse for the Tooele County Health Department, said that State Regulation 53a11 601 addresses this issue. Ms. Royal expressed that it is always wise to know what medications are in your schools.

MOTION 1:
Approve the suggested changes to Policy 4020, Medication in the School Setting with the exception that strikeouts in paragraph c2 will remain in policy as written.

Motion by Scott Bryan, second by Kathy Taylor.

Discussion:
Member Lawrence believes we need to leave the prescription authorization form in policy and the nonprescription can be out.

Member Taylor withdrew her second to the motion stating she thought she was approving the policy for a second reading.

There was no second to the motion.
Motion Failed.

MOTION 2:
Approve a second reading for Policy 4020, Medication in the School Setting and revise section c2 that a permission slip from the doctor is required for prescription medicine and a parent note for over the counter medicine.

Motion by Julia Holt, second by Kathy Taylor.
Discussion:
Member Lawrence asked if the note needs to be on file or with the student. Mr. Jackson said we would probably create a second form that is for over the counter medication and signed by the parent. It was further suggested to make this part of the fall registration.

**MOTION AMENDMENT:**
Julia amended her motion for a second reading to include a new over-the-counter permission slip.

Motion by Julia Holt, second by Kathy Taylor.
Final Resolution: Motion Carries
Yea: Kathy Taylor, Alan Mouritsen, Julia Holt, Maresa Manzione, Carol Jensen, Matt Lawrence
Nay: Scott Bryan

8.4  **Policy 5028, Student Bus Transportation, 1st Read**
The Transportation Director, Wynn Porter explained that the proposed revisions bring this policy in line with current practice and regulations. Something that is not in current practice is the proposal to accommodate as many students as can be safely transported on routes that have seating available. The policy explains that students who are not eligible to ride a bus may fill out a space available request. An eligible student may not be displaced or required to stand in order to make room for the ineligible student. This space available applies to and from schools only and does not include extracurricular activities.

It was suggested by Member Mouritsen to reword paragraph five, second sentence to make it clear that we will not transport students to their personal activities such as scouts, dance, parties, etc.

**MOTION:**
Approve Policy 5028, Student Bus Transportation, for a second reading.

Motion by Scott Bryan, second by Alan Mouritsen.
Final Resolution: Motion Carries
Yea: Kathy Taylor, Alan Mouritsen, Julia Holt, Maresa Manzione, Carol Jensen, Matt Lawrence, Scott Bryan

9.  **Adjourn (10:00 p.m. Curfew)**

9.1  **Adjourn**
Meeting adjourned at 9:18pm.

**MOTION:**
Motion to Adjourn
Motion by Alan Mouritsen, second by Scott Bryan.
Final Resolution: Motion Carries
Yea: Kathy Taylor, Alan Mouritsen, Julia Holt, Maresa Manzione, Carol Jensen, Matt Lawrence, Scott Bryan