

Board of Education

Beaver County School District

Meeting Date: November 24, 2015

Last Revised: November 30, 2015

Approved: January 12, 2016

The following are minutes taken from the Regular Board Meeting, of the Beaver County School District Board of Education, held on November 24, 2015. This meeting was conducted at Milford High School located at 62 North 300 West, Milford, Utah, 84751.

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Board Member Attendance:

- Board President—Nicholas Dotson (Precinct 2): Present
- Board Vice President—Carolyn White (Precinct 1): Present
- Board Member—Richard Limb (Precinct 4): Present
- Board Member—Lisa Carter (Precinct 5): Present
- Board Member—Kristina Brown (Precinct 3): Present

School District Personnel in Attendance:

- Dr. Ray Terry, Superintendent
- Todd Burke, Business Administrator
- Tracy Davis, Programs Director
- Bonnie Bairett, Accounts Payable & Food Service
- Tyler Moss, Audit Committee
- Mary Pearson, Audit Committee via internet
- Mitch Bealer, Audit Committee via internet
- Rick Rose, Milford High School

Other Patrons Who Attended:

- Milford High School Band
- Milford Junior High School Choir
- Von Christensen, Speech and Debate

WORK SESSION MEETING – (1:00 pm)

- A. USBA MBA Program
 - Each board member worked on their USBA MBA program requirements.
- B. Beaver High School Trustlands Plan
 - Mrs. White indicated the plan is an improvement compared to past plans.
 - There were questions regarding how calculators fit within the school improvement plan.
- C. Belknap Elementary School Trustlands Plan
 - Mrs. Brown explained the school's plan focuses upon using paraprofessionals for educational services for children.
- D. Minersville School Trustlands Plan
 - Mr. Limb explained the plan is directed towards paraprofessional services for children.
- E. Milford Elementary School Trustlands Plan (Nick Dotson)
 - The plan focuses upon personnel services for children, class sizes, and specific academic areas.
- F. Milford High School (Lisa Carter)
 - The plan's focus is upon at risk children.
 - The plan directs funds towards the fine arts and music equipment.
 - Teacher professional development is included in the plan.

REGULAR BOARD MEETING - PRELIMINARY (2:00 pm)

A. Welcome: President Nick Dotson

B. Pledge of Allegiance: Mr. David Cluff, Milford High School Principal

The Milford High School Band performed for the Board.

The Milford High School, junior high school, choir also performed for the Board.

C. Presentation – 2014-15 Audit & Annual Financial Report

Mr. Burke – Mr. Burke reviewed the responsibilities of district management and the auditors in relation to the audit and annual financial report. Some risks associated with generating financial reports and conducting an audit were discussed. Specifically, the group discussed the need to for the administration to present restricted program plans, including approved budget plans, annually with the Board as restricted programs can have a significant influence on the financial condition of the District.

Mr. Chad Atkinson (Partner, HintonBurdick CPAs) – Mr. Burdick reviewed the federal compliance reports with the Board. Some of the positive notes from the audit include the district being considered a “low risk” auditee. No significant deficiencies were detected during the audit in relation to internal control.

Ms. Kelli Jones (CPA, HintonBurdick CPAs) – Ms. Jones reviewed the state compliance reports with the Board. Some of the positive notes from the audit include the district being considered a “low risk” auditee. No significant deficiencies were detected during the audit in relation to internal control.

Mr. Burke – Mr. Burke also reviewed some of the required communications that occurred as part of the audit. These communications included the Management Representations Letter, a letter from the auditors to the Board and audit committee regarding specific required communications, and a letter from the auditors to the Board and audit committee noting specific issues found in school activity fund reviews. Mr. Burke also reviewed with the Board the financial progress and condition of the district as reported in financial statements found in the CAFR. Mr. Burke indicated the Food Service fund and program in particular operated with a deficit last year and is projected to do so again this current year. The food service program deficit is related to significant declines in meal counts at Beaver High School and Minersville School. Consequently, staff reductions, streamlining of food purchasing procedures, and other measures are likely to be taken to resolve the deficit.

C. Public Input (none)

BOARD OF EDUCATION ITEMS (3:20 pm)

A. Student Recognitions

From Minersville:

Our Character Education students of the month

(Perseverance-Effort) are K-Camila Rodriguez,

1-Brylie Hollingshead,

2-Macklee Martin,

3&4-Grayson Lister,

5-Sadee Maycock,

6-Jake Norman,

7-Felicity Gibson,

8-Michael Eyre.

Spelling bee winners are:

1st Emily Carter,

2nd Kennedy Gillins,

3rd Kazie Albrecht,

4th Hadlee Marshall,

5th Alyssa Marshall.

These girls will compete in the district spelling bee.

Beaver High School 2A State Football Champions

B. Action Item – Exemptions or Guardianships, Transfers

Motion to Approve Made By: Kristina Brown

Motion Seconded By: Carolyn White

Board Vote:

Nicholas Dotson: Aye

Carolyn White: Aye

Richard Limb: Aye

Lisa Carter: Aye

Kristina Brown: Aye

C. Action Item – Approval of Open & Closed Meeting Minutes for Meeting(s) Held on October 13, 2015.

Motion to Approve Made By: Carolyn White

Motion Seconded By: Lisa Carter

Board Vote:

Nicholas Dotson: Aye

Carolyn White: Aye

Richard Limb: Aye

Lisa Carter: Aye

Kristina Brown: Aye

D. Action Item – Travel: Schools

Forensics trip to Stanford – Von Christensen is requesting assistance to transport students to Salt Lake City to the airport (bus or other district vehicles). Dr. Terry expressed concern regarding the potential liability of the district sponsoring a non-school sponsored activity.

Motion to Approve Contingent Upon

Risk Management Approval Made By: Kristina Brown

Motion Seconded By: Richard Limb

Board Vote:

Nicholas Dotson: Aye

Carolyn White: Aye

Richard Limb: Aye

Lisa Carter: Aye

Kristina Brown: Aye

Migrant Conference in San Diego: April 23-27, 2016
MHS/BHS Wrestling Trip to Las Vegas
150+ Mile Request BHS Drill Team Travel to Clearfield

Motion to Approve Made By: Kristina Brown

Motion Seconded By: Lisa Carter

Board Vote:

Nicholas Dotson: Aye

Carolyn White: Aye

Richard Limb: Aye

Lisa Carter: Aye

Kristina Brown: Aye

E. Action Item – Travel: Board of Education

No requests for reimbursement at this meeting.

Mrs. White indicated she would be traveling often with USBA assignments associated with the upcoming legislature and may be seeking future reimbursement for travel costs.

FINANCIAL ITEMS (4:00 pm)

A. Action Item - Approval of Warrants, Budgets, Financial Reports, & Capital Expenditures Priority List

Motion to Approve Made By: Richard Limb

Motion Seconded By: Carolyn White

Board Vote:

Nicholas Dotson: Aye

Carolyn White: Aye

Richard Limb: Aye

Lisa Carter: Aye

Kristina Brown: Aye

B. Information Item – Bids, RFPs, Current Projects Report – Update

- C. Action Item – Approval of Audit Reports & Comprehensive Annual Financial Report
 Independent Financial Audit & Compliance
 Comprehensive Annual Financial Report
 Agreed Upon Procedures – Adult Education, Fall Enrollment, Student Aggregate Membership

Motion to Approve Made By: Kristina Brown

Motion Seconded By: Carolyn White

Board Vote:

Nicholas Dotson: Aye

Carolyn White: Aye

Richard Limb: Aye

Lisa Carter: Aye

Kristina Brown: Aye

- D. Action Item – Approval of Audit Committee Members

Mary Pearson, Mitch Bealer, Tyler Moss, Kristina Brown, Lisa Carter

Motion to Approve Made By: Richard Limb

Motion Seconded By: Carolyn White

Board Vote:

Nicholas Dotson: Aye

Carolyn White: Aye

Richard Limb: Aye

Lisa Carter: Aye

Kristina Brown: Aye

Dr. Terry: The elementary schools will be asking the board in January to approve a damage and replacement fee for leveled reading library books.

INSTRUCTION & EDUCATION ITEMS (4:10 pm)

- A. Action Item – Beaver High School Revised 2015-16 Trustlands Plan
- B. Action Item – Belknap Elementary School Revised 2015-16 Trustlands Plan
- C. Action Item – Minersville School Revised 2015-16 Trustlands Plan
- D. Action Item – Milford Elementary School Revised 2015-16 Trustlands Plan

E. Action Item – Milford High School Revised 2015-16 Trustlands Plan

F. Action Item – Utah Consolidated Application Grant Plans

Motion to Approve All School Plans Made By: Kristina Brown

Motion Seconded By: Lisa Carter

Board Vote:

Nicholas Dotson: Aye

Carolyn White: Aye

Richard Limb: Aye

Lisa Carter: Aye

Kristina Brown: Aye

Title I Focus School Grant – Milford Elementary School: Milford Elementary School has been identified as a Title I focus school (6% - 15% of Utah elementary schools). Essentially, the school has been identified as an at risk school based upon academic risks. The grant is for \$100,000 to provide assistance to improve academic performance. The grant is being provided through the Utah State Office of Education Title I program and will include an independent appraisal, professional development, and other support for the school.

PERSONNEL ITEMS (4:35 pm)

A. Action Item – Belknap Elementary School Aide, Evelyn McCulley

Motion to Approve Made By: Lisa Carter

Motion Seconded By: Kristina Brown

Board Vote:

Nicholas Dotson: Aye

Carolyn White: Aye

Richard Limb: Aye

Lisa Carter: Aye

Kristina Brown: Aye

POLICIES (4:38 pm)

A. Action Item – District Evaluation Policy (on hold)

B. Action Item – GCAB: Convicted Sexual Offender on School Campus (2nd Reading)

Motion to Approve Made By: Richard Limb

Motion Seconded By: Carolyn White

Board Vote:

Nicholas Dotson: Aye

Carolyn White: Aye

Richard Limb: Aye

Lisa Carter: Aye

Kristina Brown: Aye

C. Action Item – Suicide Prevention Policy (1st Reading)

Motion to Approve Made By: Kristina Brown

Motion Seconded By: Richard Limb

Board Vote:

Nicholas Dotson: Aye

Carolyn White: Aye

Richard Limb: Aye

Lisa Carter: Aye

Kristina Brown: Aye

D. Action Item – Hiring Policy Changes (1st Reading)

Proposed Changes: Current employees need to submit a cover letter indicating their interest in any posted job opening. Employees will be encouraged to submit a resume and other documentation to help with the hiring process.

Motion to Approve Policies Made By: Kristina Brown

Motion Seconded By: Lisa Carter

Board Vote:

Nicholas Dotson: Aye

Carolyn White: Aye

Richard Limb: Aye

Lisa Carter: Aye

Kristina Brown: Aye

E. Action, Discussion, Information Item – Lane Placement, Step and Lane Change Policy Discussion (1st Reading)

Placed on hold – no motion

SUPPORT SERVICES (5:15 pm)

A. Action Item – Surplus Property

District Food Service:

Dough divider #2708

Bread slicer #2722

Meat slicer #2685

District Office

5 Swivl - Eze Lockn 977339-T

MHS: various

Motion to Approve Made By: Kristina Brown

Motion Seconded By: Lisa Carter

Board Vote:

Nicholas Dotson: Aye

Carolyn White: Aye

Richard Limb: Aye

Lisa Carter: Aye

Kristina Brown: Aye

B. Action Item – School Activity Trips

Motion to Approve Made By: Carolyn White

Motion Seconded By: Richard Limb

Board Vote:

Nicholas Dotson: Aye

Carolyn White: Aye

Richard Limb: Aye

Lisa Carter: Aye

Kristina Brown: Aye

DISCUSSION ITEMS (5:20 pm)

- A. BEA/BSEA (none)
- B. Community Councils/Parent Organizations (none)
- C. Public Input (none)
- D. Superintendent, Dr. Terry
 - UHSAA Board of Trustees and high school representation
 - January 7-9, USBA Convention
 - Early retirement incentive
- E. Business Administrator, Todd Burke
 - Jury duty
- F. Program Director, Tracy Davis (none)
- G. Board Member Reports
 - Mrs. Brown:
 - Latinos in Action
 - Parent concern
 - Mrs. White:
 - Request for training from Mr. White and Mr. Rose – suicide prevention
 - Thanks to those who completed the USBA beta program evaluation
 - Mrs. Carter:
 - LEPC: Presentation on events at Hilldale
 - Mr. Limb:
 - Everyone, have a good Thanksgiving!

CLOSED MEETING (6:00 pm)

Closed meetings by law may be held for the purpose of discussions related to the Competence and Character of Individuals, or Collective Bargaining, or Property (Purchase and/or Sale), and Security.

Purpose of Closed Meeting: Health of Individuals

Motion to Enter Closed Meeting Made By: Lisa Carter

Motion Seconded By: Kristina Brown

Board Vote: Unanimous

President Dotson: Aye
Vice President White: Aye
Board Member Carter: Aye
Board Member Brown: Aye
Board Member Limb: Aye

Those present during the closed meeting:

- Board President Dotson
- Board Vice President White
- Board Member Carter
- Board Member Limb
- Board Member Brown
- Dr. Ray Terry, Superintendent
- Todd Burke, Business Administrator
- Tracy Davis, Programs Director

Closed Meeting Ended At: 6:22 pm

Motion to End Closed Meeting Made By: Carolyn White

Motion Seconded By: Richard Limb

Board Vote:

President Dotson: Aye
Vice President White: Aye
Board Member Carter: Aye
Board Member Brown: Aye
Board Member Limb: Aye

REGULAR BOARD MEETING - ADJOURNMENT (6:30 pm)

President Dotson adjourned and dismissed the meeting at 6:30 pm.

Nicholas Dotson, Board of Education President

Todd S. Burke, Business Administrator