

JUNE 20, 2012 – NOTES OF ACTION TAKEN BY THE SEVIER SCHOOL DISTRICT BOARD OF EDUCATION AT A MEETING HELD ON JUNE 20, 2012, AT 4:00 PM IN THE SEVIER SCHOOL DISTRICT OFFICE.

In attendance were President Clint Johnson, Vice President Jack Hansen, members Tom Hales, Don Naser, and Richard Orr, as were Assistant Superintendent Gail Albrecht, Business Administrator Patrick D. Wilson and Executive Secretary Patricia Sanchez. Superintendent Myron Mickelsen was excused from the meeting.

Also in attendance were Secretary Mavanee Loftus, Accountant Kari Carter, Student Learning Director Cade Douglas, principals Randy Brown, Mike Bailey, and Jill Porter, teachers Chet Heath, Mark Stewart, Michelle Nielson, and Curtis Benjamin, and patron Jeffery Quarnberg.

President Johnson welcomed everyone to the meeting.

Jack Hansen offered the reverence and led the group in the Pledge of Allegiance.

ITEM #2. – CONSENT AGENDA. President Johnson called for objections on the consent agenda. Since there were no objections, the consent agenda received Board approval.

ITEM #2.A. – APPROVAL OF MINUTES. Minutes from the May 23, 2012, Board Meeting and Closed Meeting were approved.

ITEM #2.B.1. – NEW POLICY #3161, CAREER & TECHNICAL STUDENT OUT-OF-STATE TRAVEL – SECOND READING. The new policy received second reading approval.

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ITEM #2.B.2. – NEW POLICY #3068, INTERNET SAFETY – SECOND READING. The revised policy received second reading approval.

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ITEM #2.B.3. – REVISED POLICY #3090, STUDENT RECORDS – FIRST READING. Revisions to this policy are to follow the Utah School Districts General Retention Schedule, Schedule 17, Student Records. The only revision to the policy is to change the number of years from five (5) to three (3) for retention of student cumulative files. Changes to the policy received first reading approval.

ITEM #2.B.4. – REVISED/NEW, PURCHASING & PROCUREMENT POLICY – FIRST READING. The entire policy has been revised; therefore, the old policy was not submitted with deletions. This new policy will establish purchasing and procurement guidelines for the District to include threshold limits and to work in conjunction with state procurement law. The revised/new policy received first reading approval.

ITEM #2.C. – APPROVAL OF EMPLOYEES. The following individuals were approved for employment: **Mark Niblack** as a custodian at Richfield High; **Matthew Rhees** as a half-day math teacher and half-day counselor at North Sevier Middle; **Joshua Chapman** as a part-time custodian at Red Hills Middle and the bus complex; **Lyndie James** as a bus driver for a route opening up in the North Sevier attendance area; **David Oldroyd** as a bus driver for a route opening up in the South Sevier attendance area; **Brian Winn** as a literacy coach at Monroe

Elementary; **Troy Colton Johnson** as a social science/language arts teacher at North Sevier High; **Tami G. Smith** as a language arts teacher at South Sevier High; **Sasha Griffeth** as a vocational agriculture/FFA teacher at South Sevier High; **Jamie Lewis** as an instructional assistant at Ashman Elementary (*one year only*); **Aaron Jones** as an instructional assistant at Ashman Elementary (*one year only*), and **Valorie Johnson** as an instructional assistant at Ashman Elementary (*one year only*).

ITEM #2.D. – STUDENT RECOGNITION. The Board recognized and praised students for their achievements. A letter of congratulations will be sent to each student.

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ITEM #2.E. – REQUEST FOR OUT-OF-STATE TRAVEL. Bus mechanic Mike Moore received approval to attend the IC Bus University in Tulsa, Oklahoma on June 24-30, 2012.

ITEM #2.F. – USBA/USSA ANNUAL DUES. The Board approved continued membership with USBA/USSA and the payment of the annual dues.

ITEM #2.G. – GIFTS TO SCHOOLS FOR FY 2012-13. The Board officially accepted and expressed appreciation for the gifts given to the schools during the 2011-12 school year.

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ITEM #2.H. – UTAH RETIREMENT SYSTEMS RESOLUTION. “Be it therefore resolved that the Sevier School District formally agrees to pick up five percent of the required member contribution for all eligible employees required to contribute to the Utah Retirement Systems Contributory Retirement Plan for the fiscal 2012-13 year. The Sevier School District will continue to pay five percent as an employer contribution as outlined by statute (53A-17a-125).”

ITEM #2.I. – REVISED TRUST LANDS PLAN. Ashman Elementary School’s revised trust lands application for the 2012-13 school year received Board approval.

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ITEM #2.J. – FINANCIAL SUMMARY. The financial summary for the period ending May 31, 2012, was approved as well as the list of checks issued in May 2012.

ITEM #3. – REPORT – HIGH SCHOOL PRINCIPALS. High School Principals Mike Bailey, Randy Brown, and Jill Porter provided a PowerPoint presentation addressing the District’s five initiatives.

Retiring Principal Mike Bailey spoke to District Initiatives #1 & #2 – NWEA, and PLAN & ACT test. He reviewed the spring 2012 targets for grades 9-11 and reported that South Sevier High School had met and exceeded goals. Communication and goal setting for the school included: reviewing NWEA within professional development, faculty and department meetings, discussing individual growth/proficiency with teachers, students, and parents, and providing incentives to help motivate students to do their best.

Principal Bailey explained that the PLAN test is for 10th grade and the ACT is for 11th grade, which are college and career readiness tests. He reviewed the goals for each test for 2010-11 and 2011-12. There was growth in math and science; however, language and reading scores had declined. Because of some concerns in those subject areas, he and school counselor Scott Hunt attended a PLAN/ACT conference at UVU this year. They reviewed the PLAN/ACT tests within faculty and in department meetings; teachers review test objectives and individual questions to see how they could improve instruction; discussed individual student results with students and parents during SEOP, and provided incentives for students to do better.

Principal Bailey thanked the Board and Administration for their support during his principal-ship, and also praised the teachers at SSHS as well as the community.

Principal Porter spoke to District Initiatives #3 & #4, iObservation and Yearly Progress Pro (YPP). She explained that each month 30 hours of observation were spent in the classroom, and also reviewed the following items discussed at their Monday meetings: Professional Learning Communities (PLC's); focusing on lesson segments or teaching strategies; test scores (PLAN-ACT-NWEA); school-wide goals; teacher collaboration; work with testing information/NWEA; lesson planning leadership meetings, and school improvement.

Principal Porter also commented that in the beginning with iObservation, teachers viewed it as an evaluation; however, they now have embraced the concept because it has increased communication amongst the staff. Goals include: honest communication with teachers; working on individual components of iObservation; staying focused on PLC's/collaboration time; helping teachers to feel they have a solid support system, and encouraging professional development. Principal Porter explained that Yearly Progress Pro (YPP) was thought to be more useful in elementary and middle schools; however, Mr. Douglas has helped secondary teachers learn how to better use the program and that it has helped especially with math.

Principal Randy Brown addressed District Initiative #5, Professional Learning Communities (PLC's), and explained that Richfield High School's PLC's are made up of department chairs, community council, PTA, Booster Club, core curriculum departments, faculty, custodian classified group, accreditation committee, student government, coaches/advisors of extra-curricular activities. The PLC meetings always have an agenda and include such things as test data analysis, survey results, school improvement, curriculum development, instructional strategies, student progress and concerns, parent involvement, classroom procedures and school organizational issues, student relations, school-wide behavior and management, and celebrations of student success.

Principal Brown stated that PLC outcomes are an important part of the agenda. The outcomes from RHS are curriculum viability, test data common threads between ACT, Common Core/State Core, and NWEA, department collaboration on formative assessments, anti-bullying, student involvement, academic interventions, balance in extra-curricular emphasis, career exploration, and success recognitions. He explained that the Common Core is a stress point with teachers and that patience is needed. Teachers are very pleased with the direction of the Common Core. He also stated that he tries to keep a balance between academic and extra-

curricular. Richfield High School's NWEA scores were either at or exceeding the District averages and hit all of the spring targets with the exception of one. Through the *Deseret News*, RHS was voted as the *Sports School of the Year*.

President Johnson expressed appreciation to Principal Bailey for his service in Sevier District and wished him well in his retirement.

President Johnson stated that he couldn't remember a year when all three of the high schools had been as successful as they were this past year. He complimented them for the great job they do and asked if there was something the Board should be doing or could do? Mrs. Albrecht commented that the difficulty of the principal's job is mind-boggling; that it is an all-encompassing and a never-ending task. She thanked them for their great leadership skills. Principal Brown commented that he hoped the Board would remember the teachers and recognize the good work they do; in his opinion, they are the unsung heroes. He suggested sending them a note to let them know the good job they are doing and that they are appreciated.

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ITEM #4. – PATRON DIALOGUE. There was no patron dialogue.

ITEM #5.A. – DISCUSSION – ITEMS FROM THE BOARD. The following items were discussed:

- Audit Committee recommendations: President Johnson explained that the District's former auditors had declined in continuing to provide services for the District. Mr. Wilson prepared and advertised a Request for Proposal and received proposals from two firms. The District's Audit Committee then conducted interviews with Hinton Burdick from the Cedar City/St. George area, and Squire & Co. based out of Orem. Mr. Wilson reviewed the scoring worksheet and commented that both firms received excellent references. The Audit Committee recommended Squire & Co. for the fiscal audit.
- After a brief discussion about scheduling a Board social, it was suggested to have the social in the fall. The District will put some ideas together and email them to the Board.

ITEM 5.B. – DISCUSSION – ITEMS FROM ADMINISTRATION. The following items were discussed:

Items from Gail Albrecht

- Mrs. Albrecht explained that as every student completes their NWEA assessment, they receive a RIT score, and that those individual scores are compiled to an average. She presented the 2011-12 NWEA Mean RIT values for each attendance area in language, reading, math, and science. Mrs. Albrecht commented that testing for science begins in the fourth grade. More data will be forthcoming.

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Items from Pat Wilson

- Construction projects: Mr. Wilson explained that the District will go forward with the following projects and that basically everything else has been frozen. All the re-carpeting, locker replacement, etc., was eliminated due to budget restraints.

Warehouse: A new entrance has been added in conjunction with UDOT's project of resurfacing Hwy 118. The access road has been moved to the north and put in front of the maintenance facility instead of the warehouse. A fence will be put in and access to the old road will be blocked. They've also built an entryway and put asphalt down. The District has added some concrete to bring the semis and cars around to the warehouse so that the waterway is not disturbed. Fencing now secures the maintenance facility and also the cars at the warehouse. The skin on the warehouse is underway as well as a re-roof and addressing some sanitary issues.

Front entrances: The North Sevier High and South Sevier High entrances project has begun and should be completed by the first part of August.

Richfield High School roof: This is the first time the District has worked with Capital Roof and they've done a great job. They have been there everyday and are 70-80 percent done with the project.

Pahvant cabinets: This was part of the construction project at Pahvant that never got finished. The old cabinets have been torn out and the new ones should be installed by the end of July or first part of August.

NSMS: The chiller demolition work has been done and they are now waiting for the new one to arrive. It is anticipated to be completed by the opening of school or shortly thereafter.

PES: The pipe replacement project is scheduled to begin shortly.

Site improvements 2011: Asphalt has been put down in the parking lot of the warehouse and will soon be chipped and sealed. He complimented Staker-Parson for their good work in this project.

- Voted Leeway resolution: Mr. Wilson explained the three options available for a resolution. Again, he thanked those members of the technology committee for their input and commitment.

- Technology conference out-of-state travel: Over a year ago, the Board was informed of a technology conference that the District was planning on sending Wade Hansen to, which he was unable to attend. Mr. Wilson explained the District's mainframe structure and stated that it has some web interface structures that have been ever changing. Some of the state requirements that are hard to identify, especially a student information file system, is going to require the District to put some hooks into its software to extract information and take it to a completely separate computer system to pull the information off and then run it into a state software exchange system. It is because a charter school has a vendor who they will not give the source code to, and so that one school is blocking several districts from getting the source code, which is desperately needed to write the software necessary. The District will have to spend a significant amount of money to get this exchange, which requires approximately six months of programming. There is a conference in Las Vegas this fall that the District would like to send Mr. Hansen to so that he can see the most up-to-date technology available.

President Johnson commented on the technology conference being held for legislators on July 24, which is sponsored by Senator Howard Stevenson. Sevier District was the only district invited to attend and Mr. Wilson plans to be there.

- Mr. Wilson stated that because the District is not going to go through a Truth-in-Taxation, it was recommended to cancel the July 18 Board meeting.

- Technology Committee: Mr. Wilson recommended giving the committee members a gift certificate as a token of appreciation as well as a written thank you.

- Mr. Wilson informed the Board that his appointment expires in January 2013. Under the new law, there is no automatic renewal. He explained that the six-month notification still exists but there was no requirement for the Board to make an appointment within a window of time that

has existed before. Board member Jack Hansen, on behalf of the Board, extended an invitation to Mr. Wilson to continue his employment with the District.

ITEM #6. – CLOSED MEETING. A motion was made at 5:28 p.m. by Jack Hansen and seconded by Richard Orr to take a break and go into the Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual(s), litigation, and negotiations. Voting went as follows: yes – Clint Johnson, Jack Hansen, Tom Hales, Don Naser, and Richard Orr. Motion passed.

In attendance were President Clint Johnson, Vice President Jack Hansen, members Tom Hales, Don Naser, and Richard Orr, as were Assistant Superintendent Gail Albrecht, Business Administrator Patrick D. Wilson and Executive Secretary Patricia Sanchez. Superintendent Myron Mickelsen was excused.

A motion was made at 6:04 p.m. by Don Naser and seconded by Jack Hansen to go out of a Closed Meeting. Voting went as follows: yes – Clint Johnson, Jack Hansen, Tom Hales, Don Naser, and Richard Orr. Motion passed.

ITEM #7. – BUDGET REVISION FOR FY 2012, ADOPTION OF BUDGET AND TENTATIVE TAX RATE FOR FY 2013. Accountant Kari Carter and Business Administrator Patrick Wilson presented the budget revision for FY 2012, and the budget and tentative tax rate for FY 2013. Mrs. Carter explained that there were no significant changes in the budget revision but mainly a refinement of revenues and expenditures. Mr. Wilson commented that the county had always paid delinquent property taxes on a quarterly basis, and that January, February, and March taxes would come in April, which the state doesn't use as part of the equalization. When the new county treasurer came in, the collected taxes were paid monthly. To stay on a consistent mode with the county, the District kept those as being deferred. With new auditors this year and a new process, the January and February payments were pulled back into the equalization to stay consistent with the state.

Mr. Wilson explained that one of the challenges the District faces is the cost of the new USDA vegetable and fruit requirements, which are very significant; probably a \$30,000 to \$40,000 increase in expenses with no additional revenues.

Mrs. Carter moved to the FY 2013 budget. She explained that the preliminary budget was presented in the May meeting and there were just a few changes made since that time. Mr. Wilson commented that the state's projections regarding our assessed valuation, had the District dropping by 12 to 13 percent; however, the District's projections of about 2 to 3 percent growth were correct.

Mr. Wilson pointed out that revenues are declining and expenditures are increasing and with steps, lanes, insurance, and the change in retirement, it totals an \$800,000 increase, let alone inflation for textbooks, energy costs, fuel, etc. Most district's are in the same situation; shifting money from capital and other places, raising class sizes, and doing most anything they can to stay afloat. Sevier's biggest challenge is the number of buildings to maintain. Mr. Wilson informed the Board that the District was in the process of buying a new mainframe and that

funds are put aside in case the system goes down and needs immediate repair. This is a permanent \$100,000 designation because of the need to secure the mainframe at a moment's notice.

Mr. Wilson reviewed the property tax levies with the group. He explained that the voted leeway hadn't changed. Last year, there was a Board leeway, transportation, tort liability, ten percent of basic, and recreation levies. Because of H.B. 301, none of those exist anymore. They were consolidated into what is called a Board local levy at .001801, which is the same rate as last year. The law states that if districts are not above .0018, then they are capped at that amount for life, and if they are above it, they get .0025. The FY 2013 tax rate resolution of .006641 was recommended for approval.

Mr. Wilson expressed appreciation to Mrs. Carter and complimented her for the great job she does with the District's budgeting and accounting, and that it had been accomplished under some very trying circumstances in her life.

ITEM #8. – ACTION ITEMS. A motion was made by Richard Orr and seconded by Tom Hales to approve the FY 2012 Budget Revision and the adopt the FY 2013 Budget as presented. Motion passed unanimously.

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A motion was made by Don Naser and seconded by Jack Hansen to approve the Tax Rate Resolution of .006641 for FY 2013. Motion passed unanimously.

INSERT J

A motion was made by Jack Hansen and seconded by Tom Hales to approve the appointment of Squire & Company for auditing services to the District. Motion passed unanimously.

A motion was made by Jack Hansen and seconded by Richard Orr to approve the Voted Leeway Resolution, which would be to combine the Voted Leeway and Bond Election for the November 2013 ballot. They also directed the District to accelerate the Ten-Year Building Committee to proceed immediately in preparation for a bond election on the November 2013 ballot. Motion passed unanimously.

A motion was made at 6:55 p.m. by Jack Hansen and seconded by Don Naser to adjourn the meeting. Motion passed unanimously.

I certify that upon motion duly made, seconded and passed, the Board of Education of the Sevier School District approved the foregoing minutes on the 8th day of August 2012. I further certify that a quorum of the Board was present on both the day covered by these minutes and the day of approval.

Patrick Wilson, Business Administrator