

Minutes of the South Summit School District Board of Education regular meeting held **September 12, 2013**, beginning at 5:45 PM in the Board Room at 375 East 300 South, Kamas, UT.

Present: James Snyder, Vice President; Matt Flinders, Steven Hardman, Suni Woolstenhulme, Superintendent Barry Walker, and Business Administrator, Kip Bigelow. Mr. Whiting arrived at 6:00 PM and Mr. Hicken arrived at 6:36 PM.

Guests: Wendy Radke, Colton Peck, Steven Flinders, and High School Principal, Steve Camp.

1. Mr. Snyder called the meeting to order at 5:45 PM.
2. Business Administrator Bigelow gave invocation.
3. Those present stood and repeated the Pledge of Allegiance.
4. The Board reviewed the minutes of the closed session of the August 8, 2013
5. Mr. Snyder welcomed those in attendance to the meeting
6. The Board reviewed the consent calendar.
7. Motion by Mr. Flinders to approve the consent calendar which included the approval of the minutes of the open and closed session of the August 8, 2013 Regular meeting, and the minutes of the August 16, 2013 and September 2, 2013 Special Meetings. The check summary, revenue report, and expenditure report for August 2013, were approved. Francisco Blanco was approved as a lifeguard at the SSAFC with Dawn McMillan, (Special Ed) Katelin Gortat and Emily Younker as part-time Para-professionals to replace Mary Coil, Jenny Hardman and Valerie Maines. These new hires will be working at the elementary school. Laurie Limb, Laura Hicken, Jill Blazzard, and Ronda Mondragon were approved as substitute food service workers. Laura Hicken, Kathy Sorensen and Brandon Watkins were approved as substitute teachers. Brennen Gee and Mariah King, who were previously approved as assistant coaches for the track team, were approved as head coaches for the track team. John Tengelsen was approved as a volunteer to help with the cross county team. A travel request from Jolene Christensen to take 2 students to the National FFA Convention in Louisville, Kentucky on October 22 through October 26, 2013, and a travel request from Marci Mitchell, Melanie Bowen and Heidi Hanley to attend the "Closing the Gap" convention in Minneapolis, MN on October 8 through the 11, 2013, were also approved. Second by Mr. Hardman. Yeas: Mr. Snyder, Mr. Flinders, Mr. Hardman and Mrs. Woolstenhulme. Nays: None.
8. Mr. Hardman requested we have new hires attend Board Meeting to formally introduce themselves to the Board. He also asked about those who turn in travel requests to be to the Board Meeting when they are on the agenda to give information to the Board, explaining the reason for their request. The majority of the Board would rather have those parties attend Board Meeting after they return from their trip to report on their experiences.
9. Mr. Snyder asked about the air conditioner at the high school. Mr. Bigelow informed the Board there would be at least one more payment before the balance would be paid in full.
10. Time was set aside for public comment. There was none.
11. Steven Flinders and Connor Peck were in attendance to report on their experiences at Boys' State. Conner reported the stay at Weber State for five (5) days was very informative relating to the governmental working systems. He especially learned a lot regarding county government. He enjoyed the

opportunity to meet new students and make new friends. Steven Flinders explained to the Board that they were involved in a mock government system. He was impressed with the amount of students that were really informed about the government system and how it works. Both Steven and Connor would recommend to any up-coming juniors to attend the program. Both young men said they would be willing to help promote Boy's State in the future.

12. The Board discussed the stipend for the FFA Teacher. Mrs. Christensen is asking for a stipend for the extra duties she performs in addition to her classroom time. This stipend has not been offered to prior FFA Teachers. Mr. Camp and Mr. Greiner felt it should be something we should offer. After researching all the extra activities that are involved, Superintendent Walker felt the extra responsibilities given to Mrs. Christensen merit the stipend. Superintendent was concerned about being arbitrary in paying a stipend to one advisor and not to others. He was also concerned about losing CTE funds in the future and how we would continue to pay these additional items from the CTE budget should those funds become minimal.
13. Mr. Flinders asked how the stipend amount was decided and asked if there were other advisors that would merit payment of a stipend. Since there are two (2) FFA teachers, Mr. Flinders also asked how the stipend would be divided between the two. Mr. Flinders expressed his concern on the proper procedure that should be followed regarding these types of decisions in the future.
14. Mr. Snyder would like to make sure the roles of the two FFA Teachers are identified before the stipend is made available and divided.
15. Motion by Mr. Flinders that the stipend for the FFA teachers be approved for payment to the program and not to an individual. Second by Mr. Hardman. Yeas: Mr. Snyder, Mr. Hicken, Mr. Flinders, and Mr. Hardman. Nays: Mrs. Woolstenhulme.
16. There was some discussion among the board regarding a possible sublease of school property in Oakley. Mr. Bigelow was concerned about Oakley City zoning laws and if they would allow a sub lease on property that is zoned agriculture to an entity that would be using the property for construction. Mr. Snyder asked about the cleanup of the property after the sub lease date was up. Mr. Bigelow made note that we should make sure there is an insurance policy in place, from the party interested in subleasing, to cover any potential damage that may occur. Mrs. Woolstenhulme was under the impression that the potential subleasing party would fence the property and clean up after their lease expires. Mr. Snyder asked about the recourse if the cleanup was not done at the end of the lease. Mrs. Woolstenhulme asked if it would be possible to amend the current lease agreement. Mr. Flinders suggested that we should amend the current lease before agreeing on a sublease. There was also the question of the original leasee making more money on the property than he is paying the District for the lease
17. Motion by Mr. Flinders to table the sub lease request until we can get our attorney's recommendation, as well as a clarification from Oakley City on their zoning ordinances. Second by Mr. Hardman. Yeas: Mr. Snyder, Mr. Hicken, Mr. Flinders and Mr. Hardman. Nays: None. Mrs. Woolstenhulme abstained.
18. The Board reviewed Policy 2007 – Receipt and Handling of Donated Funds, for the second and final reading.
19. Motion by Mr. Hardman to approved Policy 2007 – Receipt and Handling of Donated Funds, for second and final reading. Second by Mrs. Woolstenhulme. Yeas: Mr. Snyder, Mr. Hicken, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.

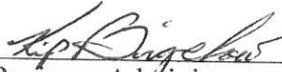
20. The Board reviewed Policy 2004 – Procurement Policy, for second and final reading.
21. Because of the serious consequences of Policy 2004, Mr. Hicken expressed concern that all District staff be very well versed in this policy. Mr. Snyder was in agreement. It was noted there was a training meeting held for all coaches. However, Mr. Whiting expressed his concern in getting back signed verification papers from attendees of the training. Mr. Flinders reiterated that we need to make all District employees aware of the huge obligation and priority in keeping within the strict guidelines of this policy
22. Motion by Mr. Hicken to approve Policy 2004 – Procurement Policy, for second and final reading. Second by Mrs. Woolstenhulme. Yeas: Mr. Snyder, Mr. Hicken, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.
23. The Board reviewed Policy 6050 – Fund Raising, for second and final reading.
24. Mr. Flinders asked that a “Fund Raising Permission Form” be created. He also noted he would like to make sure there is training and accountability regarding this policy. Superintendent Walker has talked with the athletic department to make them aware of the policy. Mr. Camp advised the Board that the administration does present the fund raising program as outlined in policy regarding the voluntary participation by students, but feels that there is a students do not understand the policy of fund raising being a voluntary activity.
25. Motion by Mr. Hicken to approve Policy 6050 – Fund Raising, for second and final reading. Second by Mr. Hardman. Yeas: Mr. Snyder, Mr. Hicken, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.
26. The Board reviewed Policy 7022 – Bus Driver Contract, for second and final reading
27. Motion by Mr. Flinders to approve Policy 7022 – Bus Driver Contract, for second and final reading. Second by Mr. Hicken. Yeas: Mr. Snyder, Mr. Hicken, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.
28. The Board reviewed Policy 5035 – Employee Professional Dress, for first reading.
29. Mr. Whiting presented the Board with a handout showing options for custodial uniforms. Mr. Whiting has made the current policy a little more stringent in defining the clothing the custodians can wear. He explored different options regarding the cost of uniforms. Mr. Whiting feels uniforms will limit the employees’ usage of the money they are provided to purchase clothing as individually needed. In light of other things that have been handed down to the employees in the recent past, Mr. Whiting would recommend we stay with the program we are now using. Mr. Hardman expressed some concern in how the SSAFC Director should dress. He feels he is an administrator and should dress as such. Mr. Whiting commented that in certain situations, the SSAFC Director should be allowed leeway in his dress and should be allowed some discretion depending on the dictates of his daily activities.
30. Motion by Mr. Hicken to approve Policy 5035 – Employee Professional Dress, for first reading. Second by Mrs. Woolstenhulme. Yeas: Mr. Snyder, Mr. Hicken, Mr. Flinders, and Mrs. Woolstenhulme. Nays: Mr. Hardman.
31. The Board reviewed Policy 5006 – Work Hours/Work Week, for first reading.

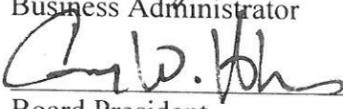
32. Motion by Mr. Hardman to approved Policy 5006 – Work Hours/ Work Week, for first reading, replacing the last sentence as outlined by the Superintendent. Second by Mr. Flinders. Yeas: Mr. Snyder, Mr. Hicken, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.
33. The Board reviewed Policy 6034 – Bullying. As dictated by state rule, there will need to be parent and student input on this policy before the Board can adopt it. Superintendent has asked the community councils and high school student body officers for input on the policy. He also introduced the policy at the parent training meeting that was held on September 11, 2013.
34. Superintendent items included:
- A letter written by the Grand County Superintendent thanking the football team for the generous donation given to a family in the Grand County District that recently lost a son who was a football player.
  - A Review of the State Needs Assessment Report. The information on the report will show the areas we are testing low in. The percentages show our students who are passing are passing higher than the state average. We are not however, reaching every student. This is where the RTI and Power Hour programs are so advantageous. The Needs Assessment report will be posted on our website.
  - The One-to-One project now has grades 6-12 trained on the basics of operations and how to incorporate outside programs in their subject area.
  - The middle school is doing an on-line textbook. The problem with this is the lack of Internet in the homes of all students. There was also a concern regarding the \$10.00 cost to students for the thumb drive. In theory, this thumb drive should last until students are seniors.
  - There was a parent training on suicide held on September 11, 2013, at the middle school. The meeting was published on the parent phone system and it worked very well. There were about 30 people in attendance. Valley Mental Health was in attendance and there was a bullying presentation given as well. There is information on bullying, along with information targeted to help students, posted on our website. On the website, students can report any problem they may have or know about regarding bullying, alcohol, etc. This information is then forwarded to the Superintendent and school counselors. The District Emergency Plan is posted on the web site as well.
  - We have received a request from Officer Williams to allow members of the sheriffs department, who are working the area, to have access to our buildings through the key card access system. Superintended Walker has written an interlocal agreement that lists those who will be given access to our facilities. Mr. Hicken felt a member of the tactical team should be given access as well.
  - Superintendent complimented the Board on the work they have done with the safety of the buildings in the District.
  - Superintendent informed the Board he is working on the drug testing policy.
35. Mr. Camp mentioned a concern he has regarding the performance enhancement drug usage that seems to be prevalent with our students. He feels a drug testing policy would give administration some direction in policing this problem.
36. The job description for the Alternative/Online School Director is completed and ready for board review.
37. Mr. Bigelow updated the Board on the lighting retrofit project. He stated the electrical bill was \$4600.00 lower than one year ago in total district bills.

38. Hughes Construction has been given the go ahead to start on the new Distract Office. All projects at the high school have been completed and we have had positive comments on those projects. The elevator inspector was in the District on September 13, 2013 and gave the final certification for use. The air condition project in the upper level of the high school is complete and is being enjoyed by both staff and students. The new lighting system for the SSAFC has been ordered. The RFP for the electrical contractors is due on Thursday, September 19, 2013, with a 2 to 3 week time frame for completion. The pool area will be shut down for the new lighting project and pool maintenance will take place at the same time.
39. Mr. Bigelow stated he had received the engineering report on school district property in the Promontory area and was very disappointed with the information. He stated the information was not useful for what we need to know regarding future use of the property.
40. Mr. Flinders suggested the engineering company present the report to the Board.
41. Mr. Bigelow informed the Board that the cost of the "ring-in" system for security is unknown. We may need to buy a separate license for phone usage. Mr. Bigelow will look for other options, but stated that the phone system would be the best option.
42. Mr. Flinders is concerned with the safety of the elementary school students while they are on the playground and feels there is a need for the playground to be fenced.
43. Mr. Bigelow advised the Board there are extra Trustland funds that were not planed for. These funds may be used for professional development.
44. Mr. Camp voiced his appreciation for all the improvements at the high school. They have made the school more functional and useful.
45. Mrs. Woolstenhulme noted some concern regarding the number of phone calls that went out to parents notifying them of the parent meeting that was held on September 11, 2013. She would like to see the District acquire a Facebook page. She feels it would make the Superintendent's job easier in the end. We could post information on the Facebook page that would "pull people in and sale our product". It would also keep more people informed of District activities.
46. Mr. Flinders is concerned about what should be told to parents when they ask about the School Grades that have been published. What can we tell parents about what will happen in the future to improve these grades?
47. Mr. Camp stated the high school would be willing to share their in-house assessment testing scores. He told the Board there is a great collaborative effort at the high school in working with students to teach the needed concepts for improved scores.
48. Superintendent congratulated Mr. Camp on all the good things that are happening at the high school.
49. Mr. Flinders would like to see the District be more aggressive in working with the Recognition of Excellence goal. What can the Board do to incorporate more recognition of good things that are happening in the District?
50. Mr. Camp took this opportunity to read to the Board a letter he received from a Rowland Hall patron who had attended the South Summit @ Rowland Hall volleyball game. The letter addressed the volleyball coach, her staff and

players. The letter was very complimentary to the team and coaches. Mr. Camp stated he has received several letters complimenting the caliber of students we have on our athletic teams.

51. Mr. Flinders asked what the procedure was in case school was cancelled because of a power outage. Superintendent stated that we try to keep the students in school as long as possible. If the outage is going to be a significant amount of time, bus drivers will be notified and the emergency parent notification system would be used to get the word to parents that students were being dismissed. If needed, the Summit County Reverse 911 system could be used to get the word out to parents as well.
52. Mr. Hicken stated that he, Mr. Snyder and Mrs. Woolstenhulme attended the school board training. He felt it was an excellent opportunity. He will be bringing a form to the next Board meeting that can be used to do an assessment of the business administrator and superintendent. He said there are things the Board can work on to improve. He also received thanks from the Grand County School Board Members for the donated funds from the football team.
53. Mr. Snyder attended the training and stated that he is planning on visiting the schools more often to give students and staff more positive input. He feels the Board should focus on making and directing policy and try not to be a Board that micromanages the District. He feels the District is on the right track to good and better things.
54. Motion to adjourn at 8:34 by Mr. Hicken. Second by Mr. Hardman. Yeas: Mr. Snyder, Mr. Hicken, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.

  
Business Administrator

  
Board President