

**Uintah School District
Vernal, Utah**

These are the minutes from the **November 10, 2021, Work Session** of the Uintah School District Board of Education. The meeting was held at the **District Office Board Room** located at 826 South 1500 East, Naples, UT 84078. Meeting began at **4:00 p.m.**

Board Members Present: Dave Chivers, Robin McClellan, Harlan “Scoot” Wilkins, Tawnya McKee, and Todd Massey

Others Present: Superintendent Dr. Rick Woodford, Business Administrator Jason Johnson, and others.

Special Attendance: Scott Wadman, Wiggins & Co. Certified Public Accountants

1. INTRODUCTION/OPENING

A. Welcome/Called to Order: Board President Dave Chivers Time Stamp (0:35)

B. Reverence: Jason Johnson, Business Administrator

C. LEADERSHIP GOVERNANCE – Dr. Rick Woodford, Superintendent Time Stamp (2:42)

Superintendent Dr. Rick Woodford discussed the recent Board Retreat and a few of the outcomes. The Board has requested Superintendent Woodford develop a Board Handbook that not only outlines policy and procedures relevant to the Board but defines how the Board operates. The Board has requested to have this in place by August 2022.

Each Board Member was assigned to review Chapter 1, Data-Driven Instruction, of Leverage Leadership 2.0. Todd Massey requested each Board Member share one core concept and provide feedback on the reading assignment. Todd started the discussion by highlighting the 3A’s: assessment, analysis, and action. The 3A structure helps measure effective instruction by determining if the students are applying what they have learned in real-life experiences. Harlan “Scoot” Wilkins discussed the importance of goal charts and the measurement of learning, especially understanding what students are not learning. Tawnya McKee explained that data-driven instruction requires an objective to measure against and an understanding of where to go. As educators, we must prepare our students to be successful in the real world. To measure that success, we need to determine our goals and “test the teaching”. Robin McClellan discussed the core idea, “if you don’t use it, you lose it”. If you don’t measure instruction, then you have lost the opportunity. To ensure students retain what they have learned, educators must reassess the learning/material constantly and consistently. Kindergarten teachers show us the power of data-driven instruction through non-traditional tracking that is based on performance. As a result of the constant response and feedback from their teacher, kindergarten students make large leaps in their learning. Dave Chivers favored the core idea that assessments and analysis are meaningless if there is no action, and action is meaningless without an analysis. This core idea applies to everything we do in life, we cannot just assume, we must be informed.

Superintendent Woodford explained data is critically important and we need a clear understanding of what our goal is for our students. We must then ensure that we help our students reach that goal. We must look at data to see where we are as a District, without data it is just guesswork. Jason Johnson explained as a supervisor you need to look at the whole picture, not just through observation, you must leverage data to help improve your department.

Tawnya McKee was requested to lead the next discussion during the next Regular Board Meeting in December.

2. POLICY REVISIONS Time Stamp (16:59)

A. Policy 005.2225 Health and Welfare Medical Recommendations, Second Reading

Rick Johnson, Human Resources Director

Rick Johnson presented the revised Policy 005.2225 to the Board. All revisions were made based on the feedback received at the last Board meeting. The Board had requested the Policy Committee reference the state code 53G-9-203 within the wording of Policy 005.2225 and provide clarification of Section 7 and the additional language added for training.

B. Policy 004.0220 Applying for and Administering Federal Awards, Second Reading

Time Stamp (18:34) Jason Johnson, Business Administrator

Jason Johnson presented the second reading of the new policy to the Board. During the financial audit, they had found the District is required to develop a separate policy to guide the process of applying for and managing federal grants. This policy has been reviewed by the Policy Committee. Jason requested Board approval of the second reading.

C. Policy 005.0631 Sick Leave Bank Policy, Second Reading Time Stamp (19:47)

Rick Johnson, Human Resources Director

Rick Johnson presented the second reading of the revised Sick Leave Bank Policy. The policy has been amended to increase the number of days the sick leave bank can be reduced to at the end of the school year from 500 to 1000. The policy has also been modified to add Section 7.7 allowing a contributor to utilize sick leave bank days for adoption.

3. DISCUSSION ITEMS REQUIRING FUTURE BOARD ACTION Time Stamp (22:35)

A. Minutes (October 13, 2021, Work Session; October 13, 2021, Impact Aid Meeting; October 13, 2021, Business Meeting)

Jason Johnson, Business Administrator

Jason Johnson asked if there were any recommended changes to the meeting minutes presented for approval. A reminder the minutes are not written verbatim. Those interested can review the entire meeting by listening to the recordings. There were no requested changes to the Board Meeting Minutes.

B. Purchases Over \$50,000 and/or Contracts Needing Board Approval Time Stamp (24:15)

Jason Johnson, Business Administrator

There were no purchases to report.

C. Audit Review and Approval Time Stamp (24:47)

Jason Johnson, Business Administrator

Jason Johnson and Dave Chivers provided an introduction for special guest, Scott Wadman, with Wiggins & Co to present the FY21 financial report to the Board. Mr. Wadman reported that in the firm's opinion the financial statements are fairly stated and are materially correct. The firm relies on the District to ensure financials are in accordance with GAAP (generally accepted accounting principles). Mr. Wadman congratulated the District on accomplishing this through structured policies and procedures. There was one audit finding that has been corrected: transportation

inventory was recorded as an expenditure when it should have been reported as an asset of inventory. This entry increased the fund balance in Fund 10.

Time Stamp (44:16) Jason Johnson acknowledged the Audit Committee for helping with this year's audit. Jason then reported on the FY21 Budget, stating the Board-approved transfers from Fund 32 to Fund 10 and Fund 32 to Fund 31 were not executed because deficit spending was not realized.

D. Approval of Human Sexuality Committee Time Stamp (51:45)

Jayme Leyba, Curriculum Director

The Board was provided with an updated list of recommended committee members. The Board had requested the committee list be revised to include the names of each member and have an equal number of parents on the committee as District employees. Once appointed the committee will be required to meet in April. Jayme requested the Board either take his recommendation or appoint one district nurse, one health teacher from the high school, and one health teacher from a middle school. The Board agreed to take Jayme's recommendation and have him appoint a member from the list of names provided to the Board.

E. Secondary Schedule Time Stamp (57:33)

Superintendent Dr. Rick Woodford

The Board was presented with three viable schedule options including adopting a 6-class trimester option, a 5x5 semester A-B block schedule, or remaining with the current 5-class trimester schedule. Superintendent Woodford outlined each schedule and the estimated cost to implement each schedule. The Board was also presented with the results from the UHS Schedule Options Survey. This survey was administered to parents, students in grades 8-12, and UHS staff. Superintendent Dr. Rick Woodford then reviewed each option and provided a summary of the survey results. High school schedules have been highly researched, and the metanalysis shows that student learning is not impacted on any specific schedule. Dr. Rick Woodford explained it is not the schedule that matters, it is what is best for the community, and then recommended the Board go with the option the community wants.

Time Stamp (1:31:26) Each Board member then provided feedback on the information provided by the Secondary Schedule Review Committee and the survey results. Dave Chivers, Board President, stated that as a member of the Secondary Schedule Review Committee, he reassures the community that Superintendent Dr. Rick Woodford had restricted the committee to only work on the facts and not opinion. President Chivers then requested the Board vote on a schedule option they intend to uphold and that this topic is not addressed in the near future.

4. INFORMATIONAL ITEMS Time Stamp (1:39:49)

A. School Land Trust Annual Board Training

Jayme Leyba, Curriculum Director

Prior to the Board Meeting, the Board Members were provided with the annual required training on the School LAND Trust Program. These funds go towards salaries and benefits, funding aids and teachers, and school supplies. Jayme Leyba noted that we have procedures in place to ensure funds are being spent appropriately. The Board's main task is to read and consent to the approval plans submitted by the Community Councils annually in May.

B. ESSER III Update Time Stamp (1:44:46)

Jayme Leyba, Curriculum Director

As part of receiving ESSER III funds, there is a requirement to solicit feedback from community members. It was requested to provide periodic updates to the Board on how the funds are being spent. The Board was presented with the intended uses of ESSER III funds which will also be posted on the Uintah School District Website.

C. Holiday Gift Certificates Time Stamp (1:47:42)

Jason Johnson, Business Administrator

Fifty-dollar gift certificates will be distributed to all contract, voucher, and qualifying substitute employees for employee appreciation.

D. Committee Reports Time Stamp (1:50:41)

Harlan "Scoot" Wilkins stated the Audit Committee was already reported on during this meeting and the Safety Committee Meeting will be meeting soon. Todd Massey reported the Finance Committee is working on paying off intended bonds in December and they are working on Student Fees. Tawnya McKee stated the Policy Committee was already reported on during this meeting and she appreciates working on the committee. Robin McClellan has also values working on the Policy Committee and they now have two new members. Robin also reported on the Uintah Foundations award ceremony and UBTech's "Day of Giving". Dave Chivers passed on providing a report due to time restrictions.

5. ADJOURNMENT Time Stamp (1:56:40)

Motion: A motion was made to adjourn the meeting by Todd Massey seconded by Harlan "Scoot" Wilkins. **Motion Carried (5:0)**

Meeting adjourned at approximately 5:56 p.m.