

# MINUTES

## MORGAN COUNTY SCHOOL DISTRICT

### WORK MEETING AND BOARD MEETING

**Tuesday, October 14, 2014, District Office**

**Present:**

**Board Members:** President Bruce Galbraith, Vice President Ken Durrant, Neil Carrigan, Jody Hipwell

Mark Farmer was excused for the first part of the meeting. He came at 7:00 P.M.

**District Staff:** Superintendent Doug Jacobs, Business Administrator D'Lynn Poll, Secretary Denise Rich

**Other Staff and Patrons:** Jennie Earl, Bruce Giles, Morgan High School Student Body Officers, David Clark, Gus Malan, Chanelle Jones, Ted W. Taylor, Ron Litchfield, M.B. Haney, Lynelle Rich, Steve Rich, Bret Smith, Pamela Smith, Terry Allen, Gina Stuart, Tim Wolff, Wade Murdock, Heidi Andreasen

**Work Meeting:**

President Bruce Galbraith welcomed everyone. He excused Mark Farmer.

**Follow up/Discussion from Work Meeting**

Superintendent Jacobs said there was a work meeting on September 25 to talk about the increasing enrollment growth in the district. Board members discussed different ways to manage the issue. He presented a tentative plan and timeline. Board members and the Growth Task Force Committee will work together.

Superintendent Jacobs and Business Administrator D'Lynn Poll met with people from VCBO Architecture and Hogan Construction. They toured buildings in the district and discussed building options. They have a great amount of experience in building and remodeling schools. They will provide estimates on several building options at no cost to the district. They will have the opportunity to submit a bid when the district decides the direction they want to go.

VCBO Architecture will have an engineer come to evaluate the condition of the classrooms on the south end of the high school.

Superintendent Jacobs said there is storage space under the bleachers on the football field that can be used eliminating the need for a metal storage building. However, a building will be needed in the future. He mentioned several other ideas such as building new classrooms at the front of the high school, using the Trojan Century Center for classrooms as part of the short-term solution, move fifth grade to the middle school to take the pressure off of the elementary schools, cook in a central kitchen and transport food, add on to Mountain Green Elementary School, explore the cost of a new building on district property on Trappers Loop. There will be Growth Task Force Committee recommendations in January and the Board will have a 5-year plan in March.

Information and costs provided by VCBO and Hogan will be shared at the next Growth Task Force Committee meeting.

President Bruce Galbraith spoke with a property owner who is planning a 500 home development in Mountain Green. The economy is turning around so this individual could be starting very soon. President Galbraith also spoke to Paul Warner who sold the Mountain Green property to the district. President Galbraith suggested administration and board members meet with Mr. Warner to discuss possibilities for that property.

Superintendent Jacobs said priorities are the middle school, high school and addition to Mountain Green Elementary. He said using the portables can manage some of the growth problems as a temporary solution.

### **Revenue and Expenditure Data**

Discussion was postponed to a later date.

### **Monthly Review of Core Math Standards (2<sup>nd</sup> grade)**

Jody Hipwell visited with teachers from Mountain Green Elementary and Morgan Elementary. They were overall happy with the math core. Teachers saw a definite improvement in student math skills. Parents were accepting of the math when they understood it.

There was a discussion on the different math programs the elementary schools are using.

Vice President Ken Durrant doesn't feel it is a board decision as to which math program is used but feels both schools should be using the same program.

Neil Carrigan said it would be a concern for students coming to the middle school having used different math programs at each elementary school.

Superintendent Jacobs said there are curriculum standards and goals that have to be met and we need to find textbooks that match the goals. Students will be tested on the core standards.

He said the purpose of a curriculum committee could be to decide how to meet those standards. The committee could consist of specialists in the particular area, board members and principals.

### **Discussion Regarding Transportation for Non-Qualifying Students**

Superintendent Jacobs said students are bringing notes to ride different buses than they are assigned to go to birthday parties, church activities and for other reasons. This has become a problem because of the already over-crowded buses. He provided a sample letter that could be sent home to parents letting them know that students will not be allowed to ride any bus other than their designated bus and students who aren't eligible to ride a bus will not be allowed on the buses.

President Galbraith said the guidelines that are already in place need to be enforced to make sure they are followed before implementing anything new.

Superintendent Jacobs said the direction to go would be to eliminate some of these problems in the spring such as students riding to friend's houses for a play day and then work on solving other issues.

The work meeting ended at 6:00 P.M.

President Galbraith welcomed everyone to the board meeting. Business Administrator D'Lynn Poll led the audience in the Pledge of Allegiance and offered the prayer.

Superintendent Jacobs introduced the student board members, Dietrich Streuber and Chandler Hipwell. It is a great opportunity to have two students serving on the board. They will rotate through the year.

Chandler Hipwell said Big Buddha from Fox 13 News will be coming to Morgan High School because they have been nominated for school of the week.

Dietrich Streuber said fall sports are over and winter sports will be starting soon.

Vice President Ken Durrant asked student board members to give a report each month on happenings at the high school.

### **Consent Agenda**

Business Administrator D'Lynn Poll gave an explanation of the expenditures questioned by the Board.

Vice President Ken Durrant made a motion to approve the consent agenda consisting of the September 9 work and board meeting minutes, the September 25 work meeting minutes, the payment of claims and the reconciliation reports from the schools.

He changed the motion to include moving agenda item VI. a (*Student body officers from MHS to collect on Marquee*) before agenda item V. (*Public Comment*). Neil Carrigan seconded the motion and it passed unanimously.

## **Superintendent's Report**

### Student Body Officers to Collect on Marquee

The high school student body officers are raising money to purchase a new marquee. They said Morgan City donated \$1,000. Morgan County hasn't donated.

Vice President Durrant said at a prior board meeting student body officers told board members the county wouldn't participate because they felt like the school board wasn't participating. He said they need to go back to the county to tell them a commitment has been made by the school board. He said that is an entity that should be approached.

Neil Carrigan made a motion to donate \$1,000 of district money to the marquee project. Vice President Ken Durrant seconded the motion. Jody Hipwell called for discussion on the motion. She feels the Board should donate to the other school if they donate to the high school. This will open the door for all organizations to come to the Board and ask for donations.

Vice President Ken Durrant said the marquee was originally purchased by the district and a new one will be an upgrade to the entire district.

The student body officers have already raised \$14,000. Labor for the project will be donated. They are planning to install the pole by Thanksgiving.

D'Lynn Poll suggested asking the county to donate in return for advertising their events. Selling advertising spots on the marquee could be considered.

Vice President Ken Durrant called for question on the motion. The motion passed by a three to one vote with Ken Durrant, President Galbraith and Neil Carrigan voting for and Jody Hipwell voting against.

## **Public Comment**

President Galbraith introduced Dave Clark who is a candidate for the Utah State School Board for District 1.

Dave Clark wanted to come and introduce himself to the Board. He is originally from Idaho and has an agricultural background. He has several degrees and has served on a number of boards in public and private companies. He wants to bring a strong background in collaborate problem solving to the board if elected. He is committed to listening to all sides. He loves public education and said it is probably one of the most important things for American democracy.

He answered questions concerning the Common Core and data collection. He supports the standards and local control. He is encouraged about the goal to teach students to think analytically and be in a better position to solve complex problems than they would be through the acquisition of facts. He is hoping there will be a cultural change that parents and students can grow into.

Bret and Pamela Smith have a concern about data collection. They believe that data belongs to the individual. Mrs. Smith said all data goes to the state and then the state doesn't have any control of where it goes from there. She said the USOE wants to protect privacy but there is no guarantee.

Mr. Clark said data collection is very important for assessment but privacy has to be protected. He feels everything will be done to protect students. He doesn't feel there is a conspiracy.

### **Employee of the Month**

Superintendent Jacobs announced Mountain Green Elementary 4<sup>th</sup> grade teacher Lanette Jensen and Angie Wardell, head secretary at Mountain Green Elementary, as October employees of the month. Mrs. Jensen and Mrs. Wardell had to attend Parent/Teacher Conferences tonight. They will be honored at the November 11 board meeting.

Superintendent Jacobs said Neil Carrigan suggested volunteers be recognized along with employees of the month.

Principal Andreasen will choose a volunteer to be honored at the November 11 board meeting.

### **October Enrollment**

Superintendent Jacobs said the October 1<sup>st</sup> count for the district is 2,768 students. He talked about the committees that were set up a year ago to establish goals and give assignments to board members. Those committees are: Technology, Curriculum, Policies, Finances and Transportation. The committees meet regularly and are heading in a good direction.

Superintendent Jacobs said a year ago it was decided to go with the USOE's version of a pilot program for teacher and administrator evaluations because it was free and the district didn't have the resources to do anything else. Superintendent Jacobs said this program will be used to finish this year but he and the principals feel it is cumbersome and takes a lot of time. He said the district is not locked into it. Another evaluation process can be looked at.

There will be a report on SAGE testing results next month.

Superintendent Jacobs said the negotiation team met in the spring and decided they would meet again in October to finalize the stipend to be given to employees in December. That meeting is scheduled for October 29 at 3:00 P.M. Jody Hipwell is the school board representative on the negotiation team.

### **Business Administrator's Report**

D'Lynn Poll talked about the budget report. She said the information in this report is taken from the fiscal system each month. She explained the fiscal year starts in July and the school year doesn't start until August so there is not a lot of information for the first part of the report. She gave the example that teachers do not receive their first payroll allocation until October 1. The report is broken down by funds.

President Galbraith likes the format of the report.

Superintendent Jacobs said the Board has control over the budget amounts.

### **Individual School Reports**

Principal Murdock said they are using carryover funds from Trust Lands to add an additional hour to the amount of time the Alternative School aide works. More money will be spent on professional development for teachers. They have purchased five new computers and lap tops. It is time to start thinking about Accreditation. It takes about a year and a half to prepare for it. Principal Murdock said bringing AmeriCorps back to the high school has been very helpful for credit recovery. He said they had around 25% of parents attend Parent/Teacher Conferences.

Principal Allen said he is impressed with the ideas teachers are coming up with to help students. One goal at the middle school this year is to provide Job Enlargement opportunities for teachers. He said one teacher is starting a school-after-school math program for 6<sup>th</sup> grade students and their parents. The SRC (Student Responsibility Center) is all day and is staffed with two, part-time aides. Principal Allen said they renewed their subscription to the Junior Library Guild and they are continuing to stock the library. Students are doing very well with the AR Comprehension test.

Mark Farmer would like a report on the school-after-school project.

Principal Allen updated the Board on technology. They have started purchasing equipment and contracted with Ven Savage to help with the network. They had a meeting with NUES to get an outside opinion to improve the network. They provided recommendations that will be followed.

Principal Wolff said last year they focused on a new model bringing in instructional aides and adding support for teachers. That concept will continue this year. Morgan Elementary School has a staff of over 80 employees. He said the community council has helped increase relevancy in instructional supplies. Last year the school piloted some

texts and tools that are now being implemented. Principal Wolff told board members Holcim provides 250 to 300 volunteer hours a month to help at the school.

Principal Andreasen reported that Mountain Green Elementary School enrollment is 617. There are classrooms with 35 students. She said adding an additional reading aide for first and third grades has had a huge impact. There was training for teachers on building PLCs. They purchased additional software for students. This is software that students can work with through the summer and have at home. Continuing to fund the media center is a priority. She said teachers become frustrated at times because of such large classes but they are making it work and giving 110% to their students.

Principal Andreasen is the assessment director. She said there is a preliminary release of information on testing to administrations at this time but there were a few problems that have delayed getting the results. She said the district will see a drop in test scores as well as all the districts in Utah because of the new testing program implemented by the state.

### **Discussion Items**

Vice President Durrant said there was a policy committee meeting and some sections of Policy FH (Student Discipline) were removed that didn't apply to the district. The policy covers a lot of information. It is now being sent to community councils and principals for review.

Superintendent Jacobs said they received an estimate for additional bleachers at the football field. A bleacher that would seat 260 would be around \$49,000 and a bleacher that would seat 230 would cost around \$48,000. This bid doesn't include any site or concrete work. He said they are waiting for another bid to modify the existing bleacher on the home side of the field to accommodate wheelchairs.

He said the short-term solution would be to make modification to the existing bleachers but at some point more seating is needed.

Mark Farmer suggested fundraising projects to help raise money.

### **Approval Items:**

#### Home School Applications

Jody Hipwell made a motion to approve the home school applications. Vice President Durrant seconded the motion. Mark Farmer called for discussion on the motion. He would like to see the home school forms to know the reason parents are home schooling their children. He would like to know if the reason is anything the Board should be aware of that needs to be improved or changed.

President Galbraith suggested adding additional comments to the home school form.

Superintendent Jacobs said the new form doesn't ask for the reason. He said new legislation is protecting the privacy of these individuals. Vice President Durrant called for question on the motion. The motion passed unanimously.

### Policies FGAC and FCC

Vice President Ken Durrant made a motion to approve Policy FGAC and FCC (*Student Travel, Transportation and Bus Conduct*). The motion was seconded by Neil Carrigan. Mark Farmer said he thought board members talked about including on the form a comment regarding students not being penalized if they do not participate and parents notified that there will not be a penalty for not participating. Neil Carrigan said that statement is in the policy but it is not on the form.

The motion passed unanimously.

### Personnel Changes

Superintendent Jacobs asked the Board to approve the following personnel changes:

- Christine Buck's resignation as a reading aide at Mountain Green Elementary
- Tracey Miller hired as a Morgan Elementary School lunch room aide
- Courtney Wallin hired as the district speech therapist.
- Ven Savage hired as a district IT Technician

Vice President Durrant made a motion to approve the personnel changes. The motion was seconded by Mark Farmer and passed unanimously.

### Business Administrator Contract

President Galbraith said the business administrator's contract and the superintendent's contract should be brought to the board at the same time. The business administrator's contract was not presented with the superintendents. He said they thought it had been done.

Jody Hipwell made a motion to renew the two year business administrator's contract. Neil Carrigan seconded the motion and called for discussion. Vice President Ken Durrant said, "I think that it is only fair to our business administrator and to the board that we follow the protocol that we've done with our superintendent and that has been done in the past and that we have an assessment or an evaluation and prior to signing the contract. This is what was intended to be and it hasn't been done."

Jody Hipwell said there has not been an evaluation done before so she wants to go ahead and renew the contract because the business administrator has gone without a contract for three months. The evaluation can be done when it is ready.

President Galbraith said the evaluation won't be ready until the end of November.

President Galbraith said, “That’s the desire on the business administrators part to have an evaluation as well as us as a board we felt it would be good for both the superintendent and the business administrator to have an evaluation process.”

Mark said there is a provision in the old contract that it can be extended until there is an evaluation process. He doesn’t feel the contract should be offered without an evaluation.

Vice President Ken Durrant called for question on the motion. Jody Hipwell restated the motion to renew the contract and do the evaluation when it is ready. The motion passed three to two. Vice President Durrant and Mark Farmer voted against and President Galbraith, Neil Carrigan and Jody Hipwell voted in favor of renewing the contract.

### **Board Member School Visits and Committee Reports**

President Galbraith said the transportation committee has been working very hard to come up with a policy for the future so changes can be made that accommodate the budget and the enrollment growth.

He visited the high school and talked to Principal Murdock. They discussed the staff. Principal Murdock is very pleased and the high school is running efficiently.

Vice President Ken Durrant visited Morgan Elementary School and had a good report from teachers on the math curriculum. He also went to the middle school and visited several classrooms. Students were learning. He talked with Principal Allen about technology and the positive things that are being done.

Neil Carrigan said at the last COG meeting the bridge project was discussed. The recreation board is going to rekey the building. There is a need for more grass areas for soccer. Parents want to plant grass in the vacant field by the elementary school. He visited Morgan Elementary School and learned about the box top program. Students have collected 12,000 box tops so far and they will receive ten cents for each box top. He encouraged everyone to save box tops. The classrooms he visited were involved with learning and activities.

Jody Hipwell said second grade teachers were excited about math and the common core. She said once parents learn about it they are good with it. They have two new lunch room tables so there is room for all of the students. She was out of town for the DATC meeting. Superintendent Jacobs said the contract with the DATC has been signed. Jody Hipwell said at the USBA meeting Governor Herbert talked about the Common Core and said the state is in control of the standards. He said the education budget should be better this year.

Mark Farmer was unable to visit the transportation department. He reported the Growth Task Force is working to move from discussion to action. Diana Windley will take over in January as president of the Morgan Education Foundation.

## **Advanced Planning**

Superintendent Jacobs will send emails out on board assignments. Information on the USBA meeting in Brigham City will be sent to board member.

Neil Carrigan made a motion to move to a closed session to talk about real estate. Vice President Ken Durrant seconded the motion and the roll call vote was unanimous.

Neil Carrigan made a motion to move out of the closed session meeting and go back into the board meeting. Vice President Ken Durrant seconded the motion and the roll call vote was unanimous.

Jody Hipwell made a motion to adjourn. Mark Farmed seconded the motion. The motion passed unanimously.

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Business Administrator D'Lynn Poll