

# APPROVED

Beaver County School District  
Board Meeting Minutes  
Thursday, November 20, 2008

## I. Audit Committee Meeting – District Office 9:30-11:00 am

Those present: School Board President Carolyn White; School Board Vice-President Bob Davidson; School Board Member: Wayne Wiseman; Board Members Elect: Nicholas R. Dotson and Scott Langford; Superintendent Ray Terry, Business Administrator Todd Burke, Audit Committee Members: Dell Hollingshead, and JoAnna Beeson; Financial Advisor Jonathan Ward – Zion’s Bank; Auditor Wayne Everett of Hafen, Buckner, Everett, and Graff; and Administrative Assistant to the Superintendent Becky Bartlett. Committee Member Craig Davidson was excused.

- Business Administrator Todd Burke explained the purpose of the audit committee and explained that the committee is composed of two school board members and members of the community at large who have background and expertise in finance and auditing procedures.
  - Auditors check the internal controls of the District which protect public funds and give recommendations for improvement.
  - The auditor reports directly to the audit committee, Superintendent Terry, and Business Administrator Todd Burke. The audit committee then makes a recommendation to the Board of Education.
- Mr. Wayne Everett discussed the auditor’s role and the rules and standards they have to follow in their audit procedures. After they conclude the audit they submit an opinion with regard to the District. The auditors assess risks and suggest procedures that need to be implemented. He complimented Mr. Burke on his compilation and publication of the CAFR.
  - Earlier this year, Scott Wadman of Wiggins and Company conducted an independent audit with regard to document controls and presented his findings to Mr. Everett.
  - Findings from the 2006-07 Audit were discussed along with the responses of the District.
  - Mr. Everett reported that there were no significant findings in the 2007-08 Audit.
  - Mr. Jonathan Ward, financial advisor from Zion’s Bank, discussed the importance of having good financial health in order to be able to bond. He told the committee

that the CAFR helps in the determination of the financial health of the district among bond rating agencies.

- The following items were presented to the committee for approval:
  - *Audit committee meeting again in January or February.*  
**Audit Committee members Bob Davidson, Wayne Wiseman, Joanna Beeson, and Del Hollingshead unanimously agreed to meet again in January or February.**
  - *Validation of the audit.*  
**Audit Committee members Bob Davidson, Wayne Wiseman, JoAnna Beeson, and Dell Hollingshead unanimously agreed to recommend that the Board validate the 2007-08 Audit as performed by Hafen, Buckner, Everett, and Graff PCC.**
  - *Recommended approval of the CAFR.*  
**Audit Committee members Bob Davidson, Wayne Wiseman, JoAnna Beeson, and Del Hollingshead unanimously agreed to recommend the approval of the CAFR.**
  - *Rules of the Committee*  
**Audit Committee members Bob Davidson, Wayne Wiseman, JoAnna Beeson, and Del Hollingshead unanimously agreed to draft rules for the Audit Committee to follow.**

The regular Board Meeting of the Beaver County School District was held at Milford High School, 62 North 300 West, Milford, Utah, at 2:00 p.m. on Thursday, November 20, 2008.

Those present: Carolyn White, Board President; Bob Davidson, Board Vice-President; Melissa Yardley, Board Secretary; Board Members: Richard Limb and Wayne Wiseman; Board Members Elect: Nicholas R. Dotson and Scott Langford; Superintendent Ray Terry, Business Administrator Todd Burke, Curriculum/Technology Director Tracy Davis, and Administrative Assistant to the Superintendent Becky Bartlett

Administrators: Principal John Nielsen and Principal Ben Dalton

Teachers: Rick Rose and Mike Swanson

Employees: Natalie Higgins

Patrons: Sue deGraffenried, Donald Willden, Sheriff Cameron Noel and Officer Mike Berg

## **II. EXECUTIVE SESSION**

**MELISSA YARDLEY MOVED THAT THE BOARD CONVENE TO EXECUTIVE SESSION AT 1:08 P.M. TO DISCUSS COLLECTIVE BARGAINING. THE MOTION WAS SECONDED BY RICHARD LIMB. AYE: BOB DAVIDSON, MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, AND CAROLYN WHITE.**

**WAYNE WISEMAN MOVED THAT THE BOARD ADJOURN FROM EXECUTIVE SESSION AT 1:59 P.M. THE MOTION WAS SECONDED BY BOB DAVIDSON. AYE: MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, BOB DAVIDSON, AND CAROLYN WHITE.**

## **III. PRELIMINARY**

A. Welcome: The meeting was called to order by Board President Carolyn White at 2:04 p.m.

B. Pledge of Allegiance: The Pledge of Allegiance was led by Kathryn Wright, a student at Milford High School.

C. Student Recognition:

- Austin Jessup – Academic All-State – Football – Beaver High School
- Todd Jarvis – Academic All-State – Football – Beaver High School
- Chamaya Kia – First Team All-State – Girls Soccer - Beaver High School
- Rachel Sawyer – Tribune First Team All-State Soccer Team – Beaver High School
- BHS Girls Soccer – Quarter Finals participants – Top 4 at state in 2A division
- BHS Football – Semi-Finalists

D. Public Input – None

## **IV. CONSENT ITEMS**

A. Approval of 2008 Audit – Wayne Everett – Hafen, Buckner, Everett, and Graff

- Mr. Burke informed the Board that the Audit Committee recommends approval of the Audit performed by Hafen, Buckner, Everett, and Graff PCC and the CAFR put together by Business Administrator Todd Burke.
- Mr. Wayne Everett presented the audit findings to the Board and read a portion of the letter written by the auditors and submitted November 30, 2008, stating that they “did not identify any deficiencies in internal control over financial report they we consider to be material weaknesses...” And “The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported...”
- **MELISSA YARDLEY MOVED THAT THE BOARD APPROVE THE AUDIT OF THE 2007-08 YEAR AND THE CAFR. THE MOTION WAS SECONDED BY RICHARD LIMB. AYE: MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, BOB DAVIDSON, AND CAROLYN WHITE.**
- **BOB DAVIDSON MOVED THAT THE BOARD APPROVE PAYMENT IN THE AMOUNT OF \$25,771.25 TO HAFEN, BUCKNER, EVERETT, AND GRAFF FOR THE AUDIT AND RELATED COSTS. THE MOTION WAS SECONDED BY WAYNE WISEMAN. AYE: BOB DAVIDSON, MELISSA YARDLEY, WAYNE WISEMAN, RICHARD LIMB, AND CAROLYN WHITE.**
- Mr. Jonathan Ward, financial advisor from Zion’s bank, gave a brief synopsis of the financial situation of the District.
  - The District is not in a position to bond at this time but the signs are positive for the future.
  - Expenses are constant and due to limited valuation and growth the Board has difficult decisions to make.
  - Recommendation that the Board continue to move forward in boosting the financial reserve to 5%.

B. Approval of Minutes:

- **RICHARD LIMB MOVED THAT THE BOARD APPROVE THE MINUTES OF THE OCTOBER 9, 2008, BOARD MEETING AS CORRECTED. THE MOTION WAS SECONDED BY MELISSA YARDLEY. AYE: BOB DAVIDSON, MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, AND CAROLYN WHITE.**

C. Approval of Warrants, Budgets, and Financial Reports:

- **BOB DAVIDSON MOVED THAT THE BOARD APPROVE THE WARRANTS, BUDGETS, AND HIGH SCHOOL FINANCIAL REPORTS FOR OCTOBER 2008. THE MOTION WAS SECONDED BY RICHARD LIMB. AYE: MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, CAROLYN WHITE, AND BOB DAVIDSON.**

D. Travel: BHS Band trip to California

**MELISSA YARDLEY MOVED THAT THE BOARD APPROVE THE BHS BAND TRIP TO CALIFORNIA WITH THE STIPULATION THAT THE BAND PRESENT A REPORT TO THE BOARD UPON THEIR RETURN. THE MOTION WAS SECONDED BY BOB DAVIDSON. AYE: MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, BOB DAVIDSON, AND CAROLYN WHITE.**

E. Personnel

**BOB DAVIDSON MOVED THAT THE BOARD TABLE THE HIRING REQUESTS IN VIEW OF THE UNCERTAIN FINANCIAL SITUATION IN THE STATE AS IT RELATES TO SCHOOL FUNDING. THE MOTION WAS SECONDED BY RICHARD LIMB. AYE: MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, BOB DAVIDSON, AND CAROLYN WHITE**

## **V. INFORMATION ITEMS**

**A. Milford High School Report – Rick Rose & Mike Swanson**

- Mr. Rick Rose, counselor and teacher at Milford High School, reported on the success of the Alternative High School program being used at Milford High School.
  - The program is currently serving 13 students.
  - Students are permitted to work at their own pace
  - Students like the program because it allows them to be successful.
  - Students are in class 21 hours per week with no distractions.
  - The program is individualized for each student and they are able to work their way to return to regular school if they desire.
- Mr. Mike Swanson reported on the Academic environment at Milford High School.
  - Dynamics of the school environment have changed over the years.
  - Ed Focus program has been a great help in preparing students for the UBSCT and the State CORE.

- Collaboration of math teachers held on November 10, 2008, was a great success in assisting teachers to become more innovative in implementing mathematics curriculum.
- B. Letter to Governor Huntsman and his reply
- C. Bus Routes information
- D. Coaches Training agenda – MHS
- E. MHS proposed baseball schedule 2009
- F. DED 1 Policy clarification
- G. Clarification of Sick Leave to Employees – Copy of letter sent to full-time employees sent by Superintendent Terry.
- H. 200 Day Secretarial Contract Clarification – Copy of letter sent to secretaries.
- I. Letter to the Utah Retirement System – Copy of letter sent to URS
- J. Board Members Compensation – Discussion on whether board members should purchase the laptop computers they are using. Consensus of opinion was that by the time the laptops are used for 4 years they are out-dated and should be given to the board members as part of their compensation. Compensation to Board members cannot be changed without having a public hearing. This hearing will be held in conjunction with the January 2009 board meeting.
- K. For Profit Use of School Buildings

## VI. ACTION ITEMS

- A. Facilities/Property:
- B. Budget:
- C. Personnel:

Hiring Policy Change – Final Reading and Adoption

**BOB DAVIDSON MOVED THAT THE BOARD APPROVE THE FINAL READING AND ADOPTION OF THE CHANGE IN THE HIRING POLICY. MOTION WAS SECONDED BY WAYNE WISEMAN. AYE: MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, BOB DAVIDSON, AND CAROLYN WHITE.**

- D. Policy CAA1 “Restricted and Unrestricted Program Revenues – Final Reading and Adoption

**MELISSA YARDLEY MOVED THAT THE BOARD APPROVE THE FINAL READING AND ADOPTION OF POLICY CAA1 – Restricted and Unrestricted Program Revenues. THE MOTION WAS SECONDED BY RICHARD LIMB. AYE: BOB DAVIDSON, WAYNE WISEMAN, RICHARD LIMB, MELISSA YARDLEY, AND CAROLYN WHITE.**

E. Policy DEB1: Employee Pensions and 401K – Final Reading and Adoption  
**RICHARD MOVED THAT THE BOARD APPROVE THE FINAL READING AND ADOPTION OF POLICY DEB1: Employee Pensions and 401K. THE MOTION WAS SECONDED BY BOB DAVIDSON. AYE: MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, BOB DAVIDSON, AND CAROLYN WHITE.**

F. BY2009 Special Education Rules and Regulations – 2<sup>nd</sup> Reading  
**MELISSA YARDLEY MOVED THAT THE BOARD APPROVE THE 2<sup>ND</sup> READING OF THE FY 2009 SPECIAL EDUCATION RULES AND REGULATIONS. THE MOTION WAS SECONDED BY WAYNE WISEMAN. AYE: BOB DAVIDSON, MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN AND CAROLYN WHITE.**

G. Vending Machine Policy – 1<sup>st</sup> Reading  
**WAYNE WISEMAN MOVED THAT THE BOARD APPROVE THE 1<sup>ST</sup> READING OF THE VENDING MACHINE POLICY. THE MOTION WAS SECONDED BY BOB DAVIDSON. AYE: MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, BOB DAVIDSON, AND CAROLYN WHITE.**

H. 2008-2009 CUSAP Approval

**RICHARD LIMB MOVED THAT THE BOARD ADOPT THE 2008-09 CUSAP WITH AN UNDERSTANDING THAT ANY SMALL CHANGES WILL HAVE A FOLLOW-UP BY THE BOARD ON THESE CHANGES. THE MOTION WAS SECONDED BY WAYNE WISEMAN. AYE: MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, BOB DAVIDSON, AND CAROLYN WHITE.**

I. 2008-09 Interventions for Student Success Plan

**BOB DAVIDSON MOVED THAT THE BOARD ADOPT THE 2008-09 INTERVENTIONS FOR STUDENT SUCCESS PLANS. THE MOTION WAS SECONDED BY RICHARD LIMB. AYE: MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, BOB DAVIDSON, AND CAROLYN WHITE.**

J. Agreement with Beaver County on Resource Officer

**WAYNE WISEMAN MOVED THAT THE BOARD APPROVE THE AGREEMENT WITH BEAVER COUNTY FOR THE RESOURCE OFFICER WITH RECOMMENDED CHANGES. THE MOTION WAS SECONDED BY**

**MELISSA YARDLEY. AYE: MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, BOB DAVIDSON, AND CAROLYN WHITE.**

K. Approval of Payment to Auditor

**SEE SECTION IV. CONSENT ITEMS – ITEM A**

L. BHS Forensics Schedule

**MELISSA YARDLEY MOVED THAT THE BOARD APPROVE THE FORENSICS SCHEDULE. THE MOTION WAS SECONDED BY WAYNE WISEMAN. AYE: BOB DAVIDSON, MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, AND CAROLYN WHITE.**

M. Principal's and Mr. Davis' contracts

**BOB DAVIDSON MOVED THAT THE BOARD APPROVE THE ADMINISTRATIVE CONTRACTS OF THE PRINCIPALS AND MR. TRACY DAVIS. THE MOTION WAS SECONDED BY RICHARD LIMB. AYE: MELISSA YARDLEY, RICHARD LIMB, WAYNE WISEMAN, BOB DAVIDSON, AND CAROLYN WHITE.**

## **VII. DISCUSSION ITEMS**

A. Administrative Report:

- Superintendent Terry gave the Board copies of his October and November calendars.
- Superintendent Terry discussed legislative issues that will be addressed in the upcoming Legislative Session. Board members from the southwest districts will be meeting with Legislators on December 8, 2008, in St. George, to discuss concerns.
- Superintendent Terry, Todd Burke and Nicholas Dotson attended the Wind Tower Dedication.
- The Professional Development Day on November 10, 2008, was a huge success. Topics and Instructors are as follows:
  - Writing – UPDC
  - My Access – Marilee Eyre
  - CTE – Brent Judd
  - Mathematics – Mike Swanson
  - Professional Development Days will be held again in February and April.
- 2008 CRT Results – Tracy Davis gave a presentation about the District CRT results for the 2008 school year.
- 2009 Board Leeway – Todd Burke discussed the Board Leeway portion of the taxes.

- Custodians were trained by Risk Management on inclement weather safety issues.
- A multi-district conference will be held on December 9-10, 2008.

**Item G** was reported here since Mrs. deGraffenreid had another appointment:

Emergency Preparedness – Mrs. deGraffenried informed the Board that the Bird Flu has reportedly been transferred from bird to bird in Alaska

B. Certified/Classified Employees: None

C. PTA/FFE: None

D. Community Council: None

E. Board Assignment Reports:

Melissa Yardley – SWATC has expressed interest in obtaining the Beaver Site.

Richard Limb – UHSAA may be implementing realignments for the 2009-10 school year to help cut back on activities.

Wayne: None

Bob Davidson – Thanked the Board members for their hard work and professionalism during the time he has served on the Board.

Carolyn: Attended a policy conference with Kristine Curl. Items discussed were:

- Giving more of the WPU money for unrestricted District use.
- Teacher compensation
- Assessment reform.
- Early childhood intervention.
- Community Learning Centers.
- Performance-based Differentiated Pay
- Omnibus Bill hearing.

F. Public Input – None

G. Emergency Preparedness – **SEE ABOVE ITEM B**

## **VIII. CLOSING**

Superintendent Terry and the Board thanked Board Members Bob Davidson and Melissa Yardley for their service to Beaver County School District students, staff, and patrons over the past four years.

A. Adjournment

- **WAYNE WISEMAN MOVED THAT THE BOARD MEETING ADJOURN AT 5:55 P.M. THE MOTION WAS SECONDED RICHARD LIMB. AYE: RICHARD LIMB, WAYNE WISEMAN, MELISSA YARDLEY, BOB DAVIDSON AND CAROLYN WHITE**

**The next Board meeting will be held Friday, December 5, 2008, beginning at 1:00 p.m. at the Provo Marriott Hotel & Conference Center, 101 West 100 North, Provo, Utah, 84601**