

**MILLARD SCHOOL DISTRICT
DELTA, UTAH**

Following are the minutes of the Board of Education meeting held December 12, 2019 at the District Office, Delta, Utah.

Meeting convened at 1:00 p.m.

The President of the Board called the meeting to order at 1:00 p.m. The Business Administrator was directed to call the roll which indicated the Board Members shown below were present. The President stated that the meeting was a regularly called meeting and that notice of the time, place, and agenda of the meeting had been posted to Utah Public Notice website, the Millard School District Webpage, found under BoardDocs. The local news media, each member of the governing body, the Millard County Commission Chair and the mayor of each incorporated city within Millard County, have been notified of where the electronic notice and agenda can be found within BoardDocs with a copy being evidenced by a true and correct copy thereof being attached thereto. Exhibit 12.

Call to Order

Members in attendance: Todd E. Holt, President
 David E. Lund, Vice-President
 Joyce C. Barney, Member
 Adam R. Britt, Member - Absent
 Gordon L. Rawlinson, Member
 David V. Styler, Superintendent
 Keith T. Griffiths, Business Administrator

Members in Attendance

Opportunity was given to any public present to offer an opening reverence.

Opening Reverence: Todd E. Holt

Pledge of Allegiance: Todd E. Holt

Prior to the Board of Education meeting, the Members of the Board met in a Board Work Session, in which the following items were reviewed and discussed:

Board of Education Work Session

1. Review and Discuss Action Items
2. Review of Policies

Review of Policies

Classified Employee Evaluation

Millard School District Policy - File Code: 4155
Second Reading

Pupil Transportation and Payment In Lieu Thereof

Millard School District Policy - File Code: 3050
First Reading

*Updating In-Lieu Application and
In-Lieu Request for Payment form

3. BluNovus Mental Health / EMI Health Mental Health Usage Report
4. HorsePower Leasing Update
5. Digital Teaching and Learning Update and Discussion
Drake Chappell
6. Technology Implementation Grant Update
7. 2020-2021 School Staffing / Scheduling / PLC Study
8. USBA's Master Board Program

Member Lund made a motion to go into Closed Executive Session to review and discuss the character and professional competence of individuals, or physical or mental health of an individual (personnel assignments, concerns, and staffing for 2019-2020 school year), as provided for in Utah Code: 52-4-205(1)(a), seconded by Member Barney, with the voting as follows:

Closed Executive Session

Member Lund	Aye
Member Barney	Aye
Member Rawlinson	Aye
Member Holt	Aye

Member Barney made a motion to return the meeting to a Regular Session, seconded by Member Rawlinson, with the voting as follows:

Regular Session

Member Barney	Aye
Member Rawlinson	Aye
Member Lund	Aye
Member Holt	Aye

Time of the Closed Executive Session was from 1:05 p.m. to 1:50 p.m.

Time

I, Todd E. Holt, President of the Millard School Board of Education, certify and swear that the purpose of the above Closed Executive Session was to review and discuss the character and professional competence of individuals, or physical or mental health of an individual (personnel assignments, concerns, and staffing for the 2019-2020 school year) as provided for in Utah Code: 52-4-205(1)(a).

Certification

Todd E. Holt, President

Keith T. Griffiths, Business Administrator

Minutes

Minutes

Minutes of the Board of Education meeting held November 13, 2019 were approved by a motion from Member Barney, seconded by Member Rawlinson and carried unanimously by the Members of the Board.

Board President's Report

Board President's Report

None

Superintendent Styler's Report

Superintendent Styler's Report

1. Superintendent Styler reported on the need for Millard High School needing to join an area honor choir practice on Monday after six o'clock p.m.
2. Superintendent Styler reported on a state supported program for additional security updates for the three elementary schools and Delta Middle School.

Business Administrator Report

BA's Report

None

Consent Items

Consent Items

The following Consent Items were presented to the Members of the Board for review and consideration:

Payment of Bills / Approval of Financial Reports

Payment of Bills / Approval Financial Reports

Payment of bills from check #018701 to check #018865, inclusive, Zions First National Bank, along with the financial reports from General Accounts, Exhibit #13.

Substitute Teachers

Substitute Teachers

Sarah Sharpe (Delta)	April Finlinson (Oak City)
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Sarah is a certified teacher and April is becoming a certified teacher and will be certified in the near future.

Recommended for approval.

Early Graduation Requests for DHS and MHS

Early Graduation Request DHS and MHS

The following Senior students are requesting to graduate at the end of the second quarter of the 2019-2020 school year:

<u>Delta High School</u>	<u>Millard High School</u>
Mariah Gordon	Brynley Anderson
Gracee Greathouse	Gavyn Bond
Adriana Roman	Hannah George
Esmeralda Roman	Suzie Huffer
	Elsha Winter

Recommended for approval.

<u>Personnel Items:</u>	Personnel Items
<u>Letter of Resignation</u>	Resignation Letter
James Capel - Custodian at Millard High School	
<u>Recommendation for Delta North Elementary School Instructional Assistant</u>	DNES IA
Mariah McDonald - 5.75 hours for Title 1	
<u>Recommendation for Delta South Elementary School Instructional Assistant</u>	DSES IA
Haley Browning - AmeriCorps Volunteer	
<u>Recommendation for Millard High School Instructional Assistant</u>	MHS IA
Aliah Huffer - 5.75 hours for Special Ed	
<u>Recommendation for Millard High School Full-Time Custodian</u>	MHS Custodian
Daniel Freeman	
Member Lund made a motion to approve and accept the Consent Items, as listed above, seconded by Member Barney and carried unanimously by the Members of the Board.	
<u>Information Items</u>	Information Items
<u>Fillmore Elementary School PTA - Stephanie Kelso</u>	FES PTA - Play-ground Equip-ment
On behalf of the Fillmore Elementary School PTA, Stephanie Kelso reviewed and discussed a proposal for the purchase and installation of new playground equipment. The Fillmore Elementary School PTA with assistance from the students, families, businesses, and community members have raised considerable funds this fall to purchase new playground equipment. The Fillmore Elementary School PTA is ready to move forward with this purchase prior to the end of December to capitalize on end-of-the-year promotional and pricing. The playground design for this was presented.	
<u>Utah High School Activities Association (UHSAA) Elections</u>	UHSAA Elections
UHSAA elections will be held at the USBA Conference for a representative for the 1-A District Classification. This includes EskDale High School in the Millard School District. Millard School District may vote for this representative, however, may not nominate a candidate because Millard School District currently has representation the UHSAA Board of Trustees, as Board Member Adam Britt serves on that Board.	
<u>Utah School Boards Association (USBA) Conference</u>	USBA Conference
USBA Annual Conference Little America January 9-11, 2020	
<u>National School Boards Association (NSBA) Annual Conference</u>	NSBA Conference
NSBA Annual Conference Chicago, Illinois April 4-6, 2020	

Millard School District “Code of Conduct” Training

Code of Conduct
Training Report

It was reported that the Millard School District has a 99% completion rate (655/661) for the Code of Conduct training required by Utah State Risk Management.

- 441/441 Staff, Faculty, and Administration
- 69/69 Substitute Teachers
- 20/20 Substitute Lunch Workers
- 16/16 Substitute Custodians
- 20/20 Substitute Bus Drivers
- 89/95 Coaches - Some coaches have not started their activity season

Concussion Training Report

Concussion Train-
ing Report

Delta High School

96.875% completion percentage - Up to this point in our year with Fall and Winter sports finished or ongoing, we have 32 coaches who are coaching or coached and 31 have completed the training.

Millard High School

88% completion percentage - We have 5 assistant coaches (1 - Basketball, 1 - Baseball, 1 - Drill, 1 - Wrestling, and 1 - Football) that have not taken the concussion training module. Forty (40) other coaches have taken the concussion training.

Action Items

Action Items

Policy Approval

Policy Approval

Member Rawlinson made a motion to approve the following policy:

Classified Employee Evaluations

Millard School District Policy - File Code: 4155

Pupil Transportation and Payment In-Lieu Thereof

Millard School District Policy - File Code: 3050

Motion was seconded by Member Barney and carried unanimously by the Members of the Board.

Request for Unpaid Leave of Absence

Request for
Unpaid Leave-of-
Absence

Mrs. Lynne Harris, an Instructional Assistant at Delta North Elementary School, requested a leave-of-absence from January 28, 2020 through February 14, 2020. Mrs. Harris will use her personal leave days and need nine and one-half days of unpaid leave.

Member Barney made a motion to approve the unpaid leave-of-absence for Mrs. Lynne Harris, as outlined above, seconded by Member Rawlinson and carried unanimously by the Members of the Board.

Request for Waiver of Building Fee Rental

West Millard Cultural Council

Mrs. Michelle Burr, Chair Person of the West Millard Cultural Council, requested a waiver of the building rental fees for her group. The West Millard Cultural Council brings in outside performing groups to the West Millard area for the benefit of both the communities and the students. These outside groups provide a workshop or assembly for the students.

Member Rawlinson made a motion to waive the building rental fee for events brought into the area by the West Millard Cultural Council, seconded by Member Lund and carried unanimously by the Members of the Board.

Waiver of Building Rental for West Millard Cultural Council

Jess Wright - Suicide and Depression Seminar

Jessica Wright requested a waiver of the building fee rental for a seminar that Family Counselor, Thurman Thomas, will be presenting January 15, 2020 in the Delta High School auditorium. This seminar will address suicide and depression to bring awareness, understanding, and coping tools to those who suffer.

Member Barney made a motion to approve the waiving of the building rental fee for a Suicide and Depression Seminar that will be held on January 15, 2020 at the Delta High School auditorium, seconded by Member Rawlinson and carried unanimously by the Members of the Board.

Waiver of Building Rental Fee - Suicide and Depression Seminar

Extended Student Out-of-State Travel Request / Advisors and Students

1. Millard High School Choir and Film Making
Advisors: Joe Tarbet and David Barrus
Disney Studios
April 8, 2020 through April 11, 2020
Anaheim, California

The estimated cost per student is not expected to exceed \$650.00. The students will attend a video, sound recording, and choral education workshop with a professional Disney clinician.

Member Lund made a motion to approve the Millard High School Choir and Film Making participating in the Extended Student travel, as outlined above, following the Millard School District Extended Student Travel policy, seconded by Member Barney and carried unanimously by the Members of the Board.

Extended Student Out-of-State Travel - MHS

Reappointment of Superintendent David V. Styler for July, 1, 2020 through June 30, 2022

Discussion was held regarding the re-appointment of David V. Styler as Superintendent of the Millard School District for the period July 1, 2020 through June 30, 2022.

Member Lund made a motion to renew the employment contract for Superintendent David V. Styler, for the period July 1, 2020 through June 30, 2022, seconded by Member Barney and carried unanimously by the Members of the Board.

Reappointment of David V. Styler as Superintendent

Reappointment of Keith T. Griffiths as Business Administrator for July 1, 2020 through June 30, 2022

Reappointment of Keith T. Griffiths as BA

Discussion was held regarding the re-appointment of Keith T. Griffiths as Business Administrator of the Millard School District for the period July 1, 2020 through June 30, 2022.

Member Lund made a motion to renew the employment contract for Business Administrator, Keith T. Griffiths, for the period July 1, 2020 through June 30, 2022, seconded by Member Barney and carried unanimously by the Members of the Board.

Consideration of One-Time Retirement Benefit for Health Insurance

One-Time Window Benefit for Health Insurance

Discussion was held regarding the Millard School District offering a one-time only Retirement Benefit for health insurance. The summary of the major parts of this offering are as follows:

This is a one-time opportunity for the 2019-2020 school year only, after which the District will evaluate the positive and negative effects of this practice before determining the feasibility of continuing such a benefit.

These funds are to be used exclusively for the purposes of providing health insurance coverage to eligible employees who wish to retire and their eligible beneficiaries.

Those wishing to take advantage of this opportunity must inform the District on or before January 15, 2020 for retirement benefits.

This benefit may be used only in place of and not in addition to the current retirement benefit that is in Millard School District Policy 4016.

The insurance benefit, whether for the employee or a beneficiary, ends at age 65 or premiums paid that total \$60,000. Upon all beneficiaries reaching age 65, all remaining funds from this benefit are forfeited.

This benefit is available for all insurance eligible employees of the Millard School District.

The current premiums paid by the District for PHD 2700 health insurance are as follows:

Single -	\$8,652 / year
Employee + One -	\$19,032 / year
Family -	\$27,036 / year

Premiums will likely increase each year, but the benefit remains constant. There is no guarantee that these funds will be sufficient to cover future insurance costs without supplementation by the individual.

Member Barney made a motion to approve a one-time only retirement benefit option for health insurance, as outline above, seconded by Member Rawlinson and carried unanimously by the Members of the Board.

Honoring Excellence

Honoring Excellence

Millard School District Food Service Personnel

The Members of the Board honored the Millard School District Food Service Managers from each of the schools, with this honoring also being for their staffs, who serve the students, staff, and patrons of the Millard School District with dedication and commitment to providing delicious meals, a fun working environment, and service to all.

MSD Food Service Personnel

The following Food Service Managers were honored:

- Sondra Black - Delta North Elementary School
- Shelly Wright - Delta South Elementary School
- Kaye Stewart - Fillmore Elementary School
- Marjorie Adams - Delta Middle School
- Vikki Warner - Fillmore Middle School
- Kris Turner - Delta High School
- Kelly Shields - Millard High School

Thanks and appreciation was expressed for a job well done. Each was presented with a "Certificate of Excellence"

English Language Learners (ELL) Program for Fillmore Elementary School

ELL IA

Mindie Boothe

Mindie was presented with a "Certificate of Excellence".

Communications for Board Members:

Communications for Board Members

1. Thank you notes and e-mails thanks for the one-time one percent bonus that was paid with the December 1st payroll were received from the following employees:

- | | | |
|------------------|------------------|-------------------|
| Delna Bliss | Crista Johnson | Carol Meinhardt |
| Colleen Atkinson | Misty Bliss | Jessica Freeman |
| Leisa Carling | Cary Edwards | LynnDell Watson |
| Nikki Bliss | Colton Griffiths | Toni Kearsly |
| Patricia Carter | Mylisa Jacobson | Catherine Monroe |
| Lois Faber | Jordan Rogers | Marjorie Adams |
| Nomi Shepherd | Kami Bryan | Deborah Lichfield |
| Lance Atkinson | | |

Thank You Notes

2. School Newsletters:

School Newsletters

- a. Delta South Elementary School's - "Bunny Bulletin" December 2019
- b. Delta North Elementary School's "Bulldog Bulletin" December 2019
- c. Fillmore Elementary School's "Chipmunk Chat" December 2019
- d. Delta Middle School's December 2019 Newsletter
- e. Fillmore Middle School's December 2019 Newsletter

Public Comment

Public Comment

None

