The South Sanpete Board of Education, in collaboration with administration, faculty, staff, and the community, has developed a four-year educational vision and set two strategic long-range goals to improve the educational opportunities for all students of the South Sanpete School District.

The Board expects all educators of the District to fully support, participate, and make significant contributions toward accomplishing these goals.

1. Develop high functioning and focused Professional Learning Communities (PLC’s) within each school and between schools to improve instruction and increase student achievement.

2. Focus on more rigorous and relevant curriculum in preparing all students to be college and/or career ready.

Revised: March 9, 2011

**Mission Statement**

“The Mission of the South Sanpete School District is to improve student achievement by providing challenging educational opportunities for all students in an environment where they are safe and can experience success.”

Revised: January 7, 2014

**Vision Statement**

“Preparing Today’s Students for Tomorrow’s Challenges and Opportunities”

Adopted: February 11, 2015
I. Invocation and Patriotic Tribute

II. Citizen Dialog
   A. South Sanpete Teacher Association
   B. Gunnison City (Mayor Lori Nay)

III. Business Items
   A. Minutes from March 11, 2020
   B. Minutes from March 13, 2020
   C. Warrants
   D. Budget Report

IV. Items from Board Members

V. Reports

VI. Information
   A. Legislative Discussion
   B. COVID-19 School Dismissal Status
   C. Amendment to Accumulative Sick Days

VII. Action Items
   A. 2021 Trust Lands School Plans
   B. Policy GCBD-A Professional Staff Leave

VIII. Closed Meeting

Persons requesting to speak to the Board of Education in an open meeting must notify the Superintendent’s Office preferably the Friday prior to Board Meeting in order to be placed on the agenda. Resolutions of questions or responses to proposals should not be expected at this meeting. Staff or others may be asked to research and/or prepare materials, recommendations, and/or solutions for a later time. Up to thirty minutes total have been scheduled for Citizen Dialogue. Five minutes will be allotted for individual requests and ten minutes will be allotted for a spokesperson of a group. Requests to address the Board will be assigned on a first-come basis. If the Board receives more requests than allotted time permits, those requests may be scheduled for the next Board meeting. As a reminder, concerns or proposals may also be submitted in writing to the Superintendent for distribution to the Board of Education at any time.
Meeting called to order at 3:30 p.m. by President Mark Olson.

Opening Prayer: Gary Olson

Patriotic Tribute: Mark Olson led Board Members and those in attendance in the Pledge of Allegiance.

Board Members Present: Mark Olson, Grant Hansen, Gary Olson, Kim Pickett, and David Warren.

Others Present: Superintendent Kent Larsen, Paul Gottfredson, Adam Peterson, Laura Barlow, Debbie Pike, Lloyd Call, Jason Strate, Jeff Bartholomew, and Jake Hill.

Business Items

The Minutes of the February 11, 2020 Board Meeting were presented for approval. After a discussion, Gary Olson moved to approve the Minutes with some noted date corrections. Kim Pickett seconded the motion. A vote was taken, and all voted aye. Motion passed.

Warrants #00019391 - #00019641 for $2,340,305.78 were presented for approval. David Warren moved to approve the Warrants as presented. Kim Pickett seconded the motion. A vote was taken, and all voted aye. Motion passed.

Paul Gottfredson, the Business Administrator, presented the Monthly Budget Report, which included a Year-To-Date Summary of Total Expenditures and Revenues, the Zions Bank Sweep Account, and the Utah Public Treasurers’ Investment Fund. After a discussion, Grant Hansen moved to approve the Monthly Budget Report as presented. David Warren seconded the motion. A vote was taken, and all voted aye. Motion passed.

Paul Gottfredson, the Business Administrator, explained to the Board that in the effort to have a smooth transition upon Mr. Gottfredson’s retirement a few orders of business needed to take place. Mr. Gottfredson presented a form that granted Jake Hill access credentials to the South Sanpete School District’s PTIF Account. Mr. Gottfredson also presented another form on which a Resolution was written giving Jake Hill the authority to do business on behalf of the South Sanpete School District. The Resolution states:

WHEREAS, the South Sanpete School District has appointed Jake Don Hill as the Business Administrator for the School District.
NOW THEREFORE, upon Motion duly made and seconded, the School District unanimously adopts the following resolution.

BE IT HERBY RESOLVED that the South Sanpete School District has appointed Jake Don Hill as the Business Administrator and granted to him all rights, powers, duties and authorities as provided in Utah Code Annotated, Sections 53A-3-302, 53A-3-303, 53G-4-303 It is further

RESOLVED, that Jake Don Hill is the Successor as the Business Administrator to Richard Paul Gottfredson and when dealing with entities, whether private or public, that a copy of this Resolution may be presented as authority for all entities and businesses, whether public or private, to deal with Mr. Hill in behalf of the South Sanpete School District.

DATED this 11th day of March 2020.

After a discussion, Kim Pickett moved to approve the access to the PTIF Account for Jake Hill and the Resolution as presented. Grant Hansen seconded the motion. A vote was taken, and all voted aye. Motion passed.

Items from Board Members:
Leader in Me Program at MES, Substitute Teaching Training, Speaker Christy Cain coming to MHS, NSBA Conference.

Reports:

Jeff Bartholomew, Principal at Gunnison Valley Middle School, had English teachers Laura Barlow and Debbie Pike give a short presentation to the Board. The GVMS English Department is comprised of four teachers all with less than five years of experience. Although they lack experience, they are very motivated and eager to learn and improve. Mrs. Barlow and Mrs. Pike stated they are meeting with the Ephraim Middle School English Department and getting great help from them. They also talked about the various programs they are using and how they are incorporating the use of iPads into there classes.

Kent Larsen, Superintendent, along with the Board recognized and congratulated the Academic All-State recipients.

<table>
<thead>
<tr>
<th>Drill Team</th>
<th>Lauryn Henrie</th>
<th>GVHS</th>
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<tbody>
<tr>
<td>Girls’ Basketball</td>
<td>Berkley Peterson</td>
<td>GVHS</td>
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<tr>
<td>Girls’ Basketball</td>
<td>Kaylee Dyreng</td>
<td>GVHS</td>
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<tr>
<td>Wrestling</td>
<td>Canyen Dyreng</td>
<td>GVHS</td>
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<tr>
<td>Boys’ Basketball</td>
<td>Garrett Francis</td>
<td>GVHS</td>
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</tbody>
</table>
Jason Strate, Executive Director of Central Utah Educational Services (CUES), gave his annual report to the Board. CUES mission is to identify needs and provide educational services that support student achievement. The center seeks to bridge gaps in services to meet the evolving and ongoing needs of the rural districts in the CUES region. CUES provide expertise and assistance to ensure equitable opportunity beyond that available within each district. They identify needs and work for solutions. Superintendent Kent Larsen and Business Administrator Paul Gottfredson were both very complimentary of Mr. Strate and grateful for the assistance that he and his team provide to South Sanpete School District.

Kent Larsen, Superintendent, along with the Board recognized and congratulated the 2020 Sterling Scholar participants and award winners.

From **Gunnison Valley High School**:

- Berkley Peterson: Trade and Tech Winner
- Parker Judy: Social Science Runner-Up
- Mia Condie: Music
- Kaylee Dyreng: Ag Science
- Katelyn Cherry: Visual Arts
- Lauryn Henrie: Dance
- Garrett Francis: English
- Kavon McArthur: Science
- Brandon Tucker: General

GVHS Counselor - Lori Dunne. GVHS Sterling Scholar Advisors – Tyson Brackett, Ann-Marie Davis.

From **Manti High School**:

- Jodi Christensen: Visual Arts
- Braxton Stevens: Trade and Technical Education
- Preston Thomas: Computer & Information Technology
- Emma Allred: Social Science
- David Butler: Ag Science
- Zack Brown: Speech & Drama
- Emilie Lewellen: Music
- Tiffany Wayman: Dance Runner-Up
- Marcus Balhman: English & Literature Runner-Up
- Avery Sterner: World Languages Runner-Up
- Megan Masters: Math Runner-Up
- Janica Baker: Family & Consumer Science Runner-Up
- Gracie Keisel: General Scholarship Runner-Up
- Jonathan Henningson: Business & Marketing Ed Winner
- Emma Bean: Science Winner

MHS Counselor – Kris Pogrosezwski and Amanda Thomas. MHS Sterling Scholar Advisor – Melissa Lund.
Information Items:

1. Legislative Items

Action Items:

Policy JN, “School Fees and Fee Waivers,” was read and discussed by the Board. The FY21 Fee Schedule and Spend Plans were also discussed by the Board. After a discussion, Kim Pickett moved to approve Policy JN and the FY21 Fee Schedule and Spend Plans with the noted changes. Gary Olson seconded the motion. A vote was taken, and all voted aye. Motion passed.

Policy JFCI, “Drug and Alcohol Abuse by Student,” was read and discussed by the Board. The purpose of this policy update was to add the E-cigarette language to the policy. After a discussion, Gary Olson moved to approve the updates to Policy JFCI. David Warren seconded the motion. A vote was taken, and all voted aye. Motion passed.

Policy JQ, “Service Animals for Students, Employees, and Guests,” was read and discussed by the Board. After a discussion, David Warren moved to approve Policy JQ. Grant Hansen seconded the motion. A vote was taken, and all voted aye. Motion passed.

Manti High School had two 150-Mile/Overnight Trip Requests. GearUP will travel to California for a College Tour March 23-27, 2020; GearUP will travel to SUU Red Riot April 3-4, 2020. After a discussion, Kim Pickett moved to approve the trip requests. David Warren seconded the motion. A vote was taken, and all voted aye. Motion passed.

Ephraim Elementary and Manti Elementary proposed to make an amendment to their Trustlands Plans. After a discussion, David Warren moved to approve the amendments. Kim Pickett seconded the motion. A vote was taken, and all voted aye. Motion passed.

David Warren moved to adjourn into Closed Session at 5:30 pm to discuss items outlined in Utah Code, Section 52-4-5. The items were: the character and professional competence of several employees. Kim Pickett seconded the motion. A vote was taken, and the following Board Members voted aye: Grant Hansen, Kim Pickett, David Warren, Gary Olson, and Mark Olson. Motion passed.

The following items were discussed in Closed Session: the character and professional competence of several employees. Gary Olson moved to adjourn from Closed Session at 5:35 pm. David Warren seconded the motion. A vote was taken, and the following Board Members voted aye: Grant Hansen, David Warren, Kim Pickett, Gary Olson, and Mark Olson. Motion passed.

David Warren moved to approve the following individuals for employment:

**Para-educators**
- Brianna Green SPED MES
- Lindsey Maynard Trustlands GVMS
- Brooks Goff SPED GVES

**Other Hire Recommendations**
Kim Pickett seconded the motion. A vote was taken, and all voted aye. Motion passed.

Gary Olson moved to adjourn Board Meeting. Kim Pickett seconded the motion. A vote was taken, and all voted aye. Motion passed.

The next regularly scheduled Board Meeting will be held Wednesday April 8, 2020, at 3:30 p.m. at Manti Elementary School, Manti, UT.

Meeting adjourned at 5:37 p.m.

______________________________
President

______________________________
Business Administrator
March 13, 2020

Emergency School Board Meeting
District Office
Manti, UT  84642

Meeting called to order at 5:00 p.m. by President Mark Olson.

Opening Prayer: Grant Hansen

Patriotic Tribute: Mark Olson led Board Members and those in attendance in the Pledge of Allegiance.

Board Members Present: Mark Olson, Grant Hansen, Gary Olson, Kim Pickett, and David Warren.

Others Present: Superintendent Kent Larsen, Paul Gottfredson, Ralph Squire, Nicole Malstrom, Mary Pipes, John Gillett, Arlene Anderson, April Christensen, Nadean Nielson-DeMill, Jodi Anderson, and Jake Hill.

Emergency Meeting Purpose:

On Friday March 13th at approximately 2:00 p.m. Superintendent Kent Larsen received information that the Governor Gary Herbert, along with other State Leaders including Lieutenant Governor Spencer Cox and State Superintendent Sydnee Dickson, were going to hold a live press conference at 4:00 p.m. The purpose of the press conference was to announce that all K-12 schools in Utah will be on a “School Dismissal” for the next two weeks comprising Monday March 16th – Friday March 27th. The reason for the “School Dismissal” is to help stop the spread of the Coronavirus.

Procedures by Administration before Board Meeting:

After receiving the information about the upcoming press conference, Superintendent Kent Larsen immediately called a District Office Staff Meeting. Staff meeting discussion centered around what everyone would do with regard to their job responsibility. It was decided that an Emergency Board Meeting needed to be held. It was scheduled for 5:00 p.m. Business Administrator Paul Gottfredson notified KMTI Radio of the Board Meeting so it could get announced to the public. There were two documents drafted after the staff meeting. The first document was a Faculty and Staff Alert giving guidance on how the school district would proceed to operate during this two-week period and what would be required of employees. The second document was a Parent Alert giving information to parents about how school would be operated during the two-week period and what they could expect.

Reports:

Superintendent Larsen had a prepared agenda and he went through each item listed. Good discussion was held between Board Members, District Administration, and those in attendance. Superintendent Larsen reported that South Sanpete School District is well prepared for this type of situation. The District is One-to-One with iPads and we have very talented technology personnel with systems and software in place to make this work. Superintendent Larsen said District Administration will meet with
Principals Monday morning at 8:00 a.m. to discuss options and provide further guidance. Monday and Tuesday will be non-instructional days where teachers can prepare lessons and get ready to deliver instruction online. Wednesday through Friday will be instructional days. The second week of this ‘School Dismissal’ will be Spring Break for the District. Superintendent Larsen said more information will be coming from the State about what happens after the two weeks.

Board President Mark Olson expressed appreciation for all the work and effort that took place. He reiterated that these measures are preventative and for the good of everyone.

David Warren moved to adjourn Board Meeting. Grant Hansen seconded the motion. A vote was taken, and all voted aye. Motion passed.

The next regularly scheduled Board Meeting will be held Wednesday April 8, 2020, at 3:30 p.m. at Manti Elementary School, Manti, UT.

Meeting adjourned at 5:42 p.m.

_____________________________
President

_____________________________
Business Administrator
To: District Administration, Principals, and Teachers

From: Superintendent Larsen

RE: COVID-19 School and Personnel Guidelines

Date: March 30, 2020

We are proud of your efforts in making necessary adjustments to our educational process to accommodate the school dismissal directive. All of our employees have stepped up and risen to the challenge. Due to the school dismissal period extending to May 1st, the following guidelines are being implemented:

Teacher Time Expectations: We plan to support the Governor’s directive of "stay home, stay safe." All teachers are encouraged to do as much work as they can from home. There may be items that need to be done in your classrooms. Please follow appropriate social distancing when coming to the schools.

K-2 materials can continue to be distributed in the same manner as practiced previously.

Teacher’s Computers: Teacher computers are available to go home. However, your computer must be configured by the site specialist so that it will work properly at home. Please note that printing from your home will not be available. Also, remember that all information on the computer needs to remain secure. Please be mindful of the AUP you signed at the beginning of the year.

The classified staff will need to be available to the schools. Principals will manage classified employees' time and responsibilities.

Paul, Leslie, and Jake will send out a memo concerning employment compensation.

Schools: Schools/District Office are closed to the general public. Students, parents, and community members will need to make an appointment to enter the schools. Signs will be posted. Please send a message sent to parents informing them of the changes.

Secretaries could be needed to answer phones. Principals have the option of how to accommodate this, which could include rotation of personnel or having incoming calls forwarded to a secretary's cell phone. Please contact Nadean if the cell phone option is the direction you choose.

Here is a great resource. https://schools.utah.gov/coronavirus?mid=4985&aid=5
PROFESSIONAL STAFF LEAVE POLICY

Adopted: 9-12-01
Amended: 10-8-03, 8-11-04, 10-18-05, 6-14-06, 8-13-08 (NEW: 4-B and Sick Leave Guidelines)
Approved Revisions: 5-13-09 (Underlined items in # 1 and # 2) 4-8-20

1. Definitions and Procedure
   For clarification, certified teachers, other certified school personnel, and building administrators are considered Professional Staff Employees and are included in all aspects of this Policy.

   In case of absence, it is the employee’s responsibility to notify their supervisor as soon as possible. It is recommended that notice be given at least 48 hours in advance, except in cases of emergency. Leave to be granted the day before or after a holiday will be subject to the approval of the supervisor. Holidays shall be defined as those days in the adopted school calendar or otherwise defined by District policy. No leave days shall be granted on Parent Teacher Conference days unless there is a family emergency or an unavoidable circumstance. If this occurs, the teacher shall provide an alternative means to meet with parents.

2. Leave Accrual
   Professional employees will accrue 12 days of leave per contract year. Usage of leave will be at the discretion of the employee for the reasons of illness, funeral, emergencies, community service or personal circumstances. The maximum amount of accumulated leave is 150 days; however, the retirement leave incentive will remain at 120 days. Professional employees must work a minimum of 20 contracted hours per week to be eligible for accumulated leave under this policy.

3. Leave Usage
   Normally, employees will be allowed to use no more than three consecutive working days for reasons other than illness or medical related conditions. The Board reserves the right to require written verification from a physician as to the medical condition. If more than three consecutive working days are requested for other than medical care, the request will need to be pre-approved by the employee’s supervisor. All absences must be reported and approved by the principal. The principal will designate substitutes.

   Employees will be allowed to use 12 days of leave in any one-contract year. An employee who used more than 12 days in one contract year would have 1/183 deducted from his/her contracted salary for each day beyond the 12 days. An exception would be an extreme long-term, medical condition verified in writing from a physician or care provider. The maximum leave allowed under these circumstances would be the employee’s accumulated leave. Employees who exceed the 12 days in one contract year may appeal their circumstances in writing (accompanied with proper documentation) to the District/School Board by June 15 of that contract year. In any contract year, employees who use more leave days than they have accumulated will have 1/183
deducted from their salary for each day beyond their accumulated days. Note: If an employee goes beyond the 12 days of leave and is docked for those additional days, the number of extra days used will not be subtracted from the total days earned by the employee.

4. **Leave Incentive**

   A. **Yearly Leave Incentive**
   Employees may earn additional money by attendance at work. Each year, there will be a pool of substitute money ($73,000.00) set aside. Any employee absent 3.5 days or less qualifies to divide any savings in the substitute pool. Shares in the pool are earned for each half-day at work. For example, zero absences earn 8 shares. One absence earns 6 shares, two absences earn 4 shares, three absences earn 2 shares, and 3.5 absences earn 1 share. The savings will be divided proportionally among all qualifiers.

   B. **Guaranteed Leave Incentive**
   A guaranteed amount of money ($4,000) shall be set aside for FY10 to ensure those teachers who miss 2.0 days or less shall receive a financial incentive for exceptional attendance. The $4,000 in the Guaranteed Leave Incentive shall be distributed using the same method of shares that is used in the Yearly Leave Incentive.

   In addition to the Guaranteed Leave Incentive, these teachers shall also be eligible for any funds left in the Yearly Leave Incentive.

   C. **Retirement Leave Incentive**
   The employee (classified or certified) must work for the District a minimum of 10 years in a leave qualifying capacity to qualify for the retirement leave incentive. The employee must qualify for immediate retirement under the provisions of the Utah State Retirement guidelines. The maximum number of days the District will provide the retirement leave incentive for is 120 days. The cash settlement of unused accumulated leave will be paid based on the employee’s regular salary schedule position in their final contract year excluding any extensions or salary modifications based upon the following scale:

<table>
<thead>
<tr>
<th>Accumulated Leave</th>
<th>Percent of Daily Rate</th>
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<tbody>
<tr>
<td>1-50 days</td>
<td>15%</td>
</tr>
<tr>
<td>51-90 days</td>
<td>20%</td>
</tr>
<tr>
<td>91-120 days</td>
<td>25%</td>
</tr>
</tbody>
</table>

   Example 1: If an employee’s last yearly salary was $40,000.00 and he/she had accrued 30 days of leave, the cash settlement would be:
   
   \[
   \text{daily rate} \left( \frac{40K}{183} \right) \times 30 \times 15\% = 983.61
   \]

   Example 2: If an employee’s last yearly salary was $40,000.00 and he/she had accrued 115 days of leave, the cash settlement would be:
daily rate ($40K/183) $218.58  x  115  x  25 %. = $6284.18

***Implementation and effective dates—This policy will go into effect when approved by the Board of Education, but not earlier than September 1, 2001. All employees will retain accrued leave under this policy when approved. Employees retiring before July 1, 2005, will be eligible to retire under the old policy of 25% payment for unused leave days. All employees retiring after June 30, 2005, will retire under this policy.

***Note***

This Policy is intended to focus on the learning opportunities for students within South Sanpete School District. It recognizes that a fundamental educational philosophy is that our employees are well-trained and professional in the performance of their duties and that their being on the job is paramount to students being given the greatest opportunity to learn. This Policy also establishes a financial incentive to employees for good attendance. It may be modified at any time with approval of the Board. This policy will sunset one year from adoption. The purpose for the sunset will be to evaluate if the leave usage increases significantly or is abused by employees and creates an adverse effect on student learning opportunities. If this Policy proves successful, it may be reinstated in a Spring Board Meeting with one reading including any modifications. This policy replaces the following policies: GCBD-C, GCBD-D, GCBD-F, GCBC-6, and GCBD-A.

National Guard leaves and jury duty are defined by State rules and are exceptions to this Policy.

5. **Sick Leave Guidelines**

The following guidelines apply to all employees (certified and classified) who are eligible for sick leave.

A. **Definitions:**

*Immediate Family Members:* Employees Immediate Family Members are husband, wife, children, brothers, sisters, parents, grandparents, grandchildren, the same relatives of one’s spouse, and/or other persons living in the employee’s home on a permanent basis.

*Notification of Absence:* Employees are required to provide a Notification of Absence to their immediate supervisor or school designee as soon as they know they will be absent from school. Employees shall complete a School Leave Form specifying the reason for the absence, submit it to their supervisor or
designee, and then sign it. The supervisor or designee shall then assign a suitable substitute.

B. **Policy:**

(1) Employees may use Sick Leave for personal illness, pregnancy, or medical appointments/treatment with a doctor, dentist, therapist, or other licensed medical providers.

(2) Employees may use Sick Leave for funerals, medical appointments, or health care for immediate family members.

(3) Employees may not use Sick Leave as vacation days under any circumstances.

(4) Employees may submit a written appeal to the Superintendent requesting consideration that other family members or close friends be included as immediate family members. These appeals would apply only for extraordinary situations and/or emergency cases of illness, injury, or bereavement.

(5) Employees must make proper notification of absence when they are going to be absent from school whether it is Sick Leave, Personal Leave, or School Business.

(6) Employees who abuse Sick Leave for absences other than those listed above shall be subject to disciplinary action in one or more of the following:
   a. A written reprimand shall be placed in the employee’s personnel file.
   b. The employee shall financially reimburse the District for the Sick Day(s) that were used and/or reported incorrectly. This reimbursement shall be based upon the employee’s daily rate.
   c. The employee shall be suspended one day without pay.
   d. Subsequent abuse of Sick Leave may lead to other disciplinary action, including dismissal.

(7) Prior to any disciplinary action, the employee shall be contacted and given due process as warranted.