

# Agenda of Board Work Meeting

## The Board of Directors North Sanpete School District

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A Board Work Meeting of the Board of Directors of North Sanpete School District will be held September 8, 2026, beginning at 6:00 PM in the North Sanpete School District Office: Board Room, 220 East 700 South, Mt. Pleasant, UT 84647.

1. CALL TO ORDER
2. KMA School Building Evaluations  
The Board will review and discuss preliminary KMA school building evaluation findings and identified facility needs.
3. District Fleet Vehicle Markings  
The Board will review and discuss options for identification and markings on District fleet vehicles.
4. Board Recognition Discussion  
Board Member Stacey Goble will introduce a discussion regarding the current practice of Board recognition during regular Board meetings and a potential change to the recognition process.
5. POLICIES
  - A. Policy C-13: Selection, Hiring, and Appointment of Educational Administrators  
The Board will review and discuss potential revisions to Policy C-13.
  - B. Policy D-15: Recruitment, Hiring, and Appointment of Teachers  
The Board will review and discuss potential revisions to Policy D-15.
  - C. Policy D-45: Recruitment, Hiring, and Appointment of Education Support Personnel and Substitute Personnel  
The Board will review and discuss potential revisions to Policy D-45.
6. EXECUTIVE SESSION  
Closed session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code § 52-4-205.
7. ADJOURNMENT

### Notice of Special Accommodations (ADA)

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including ancillary communication aids and services) during this meeting should notify: O'Dee Hansen, Assistant Superintendent, North Sanpete School District Office, 220 E. 700. S Mt. Pleasant, UT 84647; 435-462-2485

### Notice of Electronic or Telephone Participation

One or more members of the North Sanpete School District may participate electronically or telephonically pursuant to UCA 52-4-7.8



|         |                                                                  |
|---------|------------------------------------------------------------------|
| Book    | Policy Manual                                                    |
| Section | C - Administration                                               |
| Title   | Selection, Hiring, and Appointment of Educational Administrators |
| Code    | C-13                                                             |
| Status  | Active                                                           |
| Adopted | December 16, 1982                                                |

The Board recognizes both the importance and cogent need for an efficient and effective cohort of school administrators. It also recognizes the value and benefit to be derived from providing a means whereby deserving teachers may be promoted to administrator status. Accordingly, it is the policy of this Board that whenever possible qualified teachers be given the opportunity to fill administrator vacancies. When this is not possible, qualified individuals will be sought from outside the district.

## **GUIDELINES**

### **1. Definitions:**

- a. School administrator positions are defined as: Building Principals, Vice- Principals, and District Staff positions that require state certificated administrators. Incumbents of these positions serve at the pleasure of the Board, and continuance is clearly dependent upon job performance.
- b. Interns are defined as: Those individuals who have been previously selected to fill an administrator position, but who must, within a specified period of time, complete a formal educational experience at an accredited college or university that leads to state certification as an administrator.

### **2. Recruitment:**

- a. All administrator vacancies will be widely broadcast throughout the district and all qualified personnel will be encouraged to apply.
- b. In the event that an administrative vacancy cannot be filled from within district resources, it will be announced intrastate and interstate, using media that is commonly observed by administrators and the placement bureaus at colleges and universities who offer degrees in educational administration.

### **3. Selection:**

- a. All applicants will be interviewed by an Ad Hoc Committee to be appointed by the district superintendent.
- b. Selection will be based upon the "best qualified" method and the Ad Hoc Committee's recommendation(s) will be submitted to the Board. Final selection and appointment is the responsibility of the Board. Discrimination because of Race, Creed, Sex, Age, Handicap, or National Origin is prohibited.



|         |                                                 |
|---------|-------------------------------------------------|
| Book    | Policy Manual                                   |
| Section | D - Personnel                                   |
| Title   | Recruitment Hiring, and Appointment of Teachers |
| Code    | D-15                                            |
| Status  | Active                                          |
| Adopted | September 12, 2006                              |

The North Sanpete School Board recognizes its responsibility to provide the children of the district with the best educational program possible. Pursuant to this responsibility, recruitment and selection of new teachers will be made from well qualified individuals who will provide a quality educational experience.

#### **GUIDELINES**

1. The Board directs the superintendent and personnel director to recruit, hire, and appoint teachers as needed in the North Sanpete School District.
2. All vacancies that cannot be filled by previously-hired district employees, as directed in the Transfer of Teachers policy, will be widely advertised using media that is commonly known to teachers.
3. The criteria for determining a prospective teacher's qualifications are:
  - a. Possession of a current professional certification issued by the Utah State Board of Education for the level and subject matter or program in which the vacancy exists.
  - b. Skills and competencies required for the vacancy.
  - c. Recommendations from past employers and/or college instructors. At least three references should be checked for all experienced teachers. The Placement File from the college or university issuing the degree must be on hand for new teachers.
  - d. Teaching experience.
  - e. Personal interview.
4. All selections will be made on a "best qualified" basis, and without discrimination based on race, religion, sex, or handicap.
5. Candidates for vacancies shall be interviewed. The interview committee will consist of the Personnel Director, who will be chairman of the committee; the principal of the school where the vacancy occurs, and other teachers. The Personnel Director will make arrangements for the interview and the evaluation of the applicant as a result of the interview.
6. Once the selection committee makes a decision, the individual selected will be given a letter of appointment that will outline the terms of the contract of employment by the district personnel director or the superintendent.
7. At each Board meeting, the personnel director or superintendent will present all names of individuals hired for teaching positions since the last Board meeting. This presentation will be for purposes of information.

8. Non-certificated individuals will only be employed on an emergency basis. Those who are hired under this guideline will hold a temporary status until either they fulfill the state certification requirements, or a qualified replacement is hired. A Letter of Authorization will be obtained from the State Office of Education before a contract is entered into with a non-certificated individual.



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|---------------------|----------------------------------------------------------------------------------------------|
| Book                | Policy Manual                                                                                |
| Section             | D - Personnel                                                                                |
| Title               | Recruitment, Hiring, and Appointment of Education Support Personnel and Substitute Personnel |
| Code                | D-45                                                                                         |
| Status              | Active                                                                                       |
| Adopted             | March 18, 2025                                                                               |
| Prior Revised Dates | 11/14/2006                                                                                   |

The North Sanpete School Board recognizes its responsibility to provide the children of the district with the best educational support system possible. Pursuant to this responsibility, recruitment and selection of new education support personnel and substitute personnel will be made from well qualified individuals who will provide a quality educational experience.

#### **GUIDELINES**

1. The Board directs the superintendent and personnel director to recruit, hire, and appoint education support personnel and substitute personnel as needed in the North Sanpete School District.
2. All vacancies that cannot be filled by previously hired district employees, as directed in the Transfer of Employees Policy, (IV-50) will be widely advertised using media that is commonly known in the area.
3. The criteria for determining a prospective education support personnel or substitute employee s qualifications are:
  - positive background check
  - work skills competencies
  - work habits
  - dependability
  - ability to work with other people
4. All selections will be made on a best qualified basis, and without discrimination based on race, religion, sex, or handicap.
5. Candidates for education support personnel vacancies shall be interviewed. The interview committee will consist of the Personnel Director, who will be chairman of the committee; the director of the service where the vacancy occurs, and other current employees in the area where the vacancy occurs. The Personnel Director will make arrangements for the interview and the evaluation of the applicant as a result of the interview.
6. Once the selection committee makes a decision, the individual selected will be given a letter of appointment that will outline the terms of the contract of employment by the district personnel director or

the superintendent.

7. Those applying for positions as substitutes will fill out the appropriate papers in the district office and be fingerprinted for a background check. Once the background check is cleared, that substitute list will be given to individual school principals or service directors and those individuals will be responsible for calling individuals to substitute as needed.
8. At each Board meeting, the personnel director or superintendent will present all names of individuals hired for education support personnel positions and those who have passed the requirements to be placed on the substitute list since the last Board meeting. This presentation will be for purposes of information.