

Agenda of Regular Board Meeting

The Board of Directors North Sanpete School District

A Regular Board Meeting of the Board of Directors of North Sanpete School District will be held October 20, 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
 - A. Roll Call
 - B. Prayer
 - C. Pledge of Allegiance
 - D. Board Recognition and Board Reports
2. BOARD PRESENTATIONS
 - A. School Report
 - **Mt. Pleasant Elementary:** Principal Stansfield will present an update on Mt. Pleasant Elementary School.
 - **DLI Presentation:** Principals Peterson, Syme, and Straatman will present an update on DLI Program.
3. CONSENT CALENDAR

The following routine items are presented for Board approval.

 - A. Approval of Minutes

Minutes of the September 15, 2026 Regular Board Meeting are presented to the Board for approval.
 - B. Financial Report and Payment Request

The monthly financial report and payment request is presented to the Board.
4. BOARD VISION / GOALS
 - A. NSSD Strategic Plan 2026-2031

An update on the NSSD Strategic Plan, including the Instructional Coaches Teacher Contact Sheet, is presented to the Board by Assistant Superintendent Rena Orton.
5. PERSONNEL SERVICES
 - A. Resignations

Letters of resignation from E. Finlinson and B. Smith is presented for the Board's consideration.
 - B. Substitute, Certificated and Classified Positions

A list of newly hired personnel and volunteers is provided for the Board's information.
 - C. LEA-Specific License approvals

Board approval is requested for an LEA-Specific Educator License for Mark Willey to teach World Geography.

6. STUDENT SERVICES

A. School Choice

School choice requests are presented for the Board's consideration.

B. School Report Cards

The 25-26 School Report Card is presented for review: <https://reportcard.schools.utah.gov/District/Profile?DistrictID=837&schoolyear=2026>

C. October 1 Report - 26-27 Enrollment Numbers

The current enrollment numbers from the October 1 Report are presented for review.

D. NSHS Student Handbook Amendment

Principal Straatman will present a proposed amendment to the 2026-2027 NSHS Student Handbook to include the establishment of a Student Advisory Council.

E. NSMS Student Handbook Amendment

Principal Syme will present a proposed amendment to the 2026-2027 NSMS Student Handbook establishing academic eligibility requirements for participation in select school-sponsored activities during instructional hours.

F. 2026–2027 NSSD Calendar Amendment

An amendment to the approved 2026-2027 school calendar changing the Juneteenth holiday observance from Monday, June 21, 2027, to Friday, June 18, 2027, in accordance with updated Utah Code § 63G-1-301, effective January 1, 2027, will be presented to the Board for approval.

G. 2028-2029 NSSD Calendar Approval

The proposed 2028-2029 school calendar will be presented for Board review and approval.

7. TRAVEL REQUESTS

The following in-state overnight travel is presented for the Board's information:

- Drill Team is traveling overnight to Pleasant Grove October 27-28
- Cross Country is traveling overnight to St. George November 13-14
- Swim is traveling overnight to Moab November 13-14
- Boys Basketball is traveling overnight to Ben Lomond November 18-20

8. POLICIES

A. Personnel Policy Revisions: D-01, D-14, D-15, D-60, and D-82

The Policy Committee will present proposed revisions to Policies D-01, D-14, D-15, D-60, and D-82, including Exhibit D-15E, in first read. The proposed revisions would replace several existing personnel policies upon final adoption.

9. MATTERS FROM THE BOARD

10. EXECUTIVE SESSION

Closed session pursuant to Utah Code § 52-4-205 for the following purpose(s): the character, professional competence, or physical or mental health of an individual.

11. 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

North Sanpete Dual Immersion



Creating Conditions of Learning so All Students Can Succeed.

District Vision and Mission:

Teachers who give the gift of a second language give their students a second set of eyes to see the world.

State DLI
Restructuring

- *Moved under the umbrella of the USBE*
- *Website dismantled*
- *Assurances removed*
- *Coaching staff reduced*
- *Change in director*
- *Curriculum no longer selected by State Team*
- *In person trainings reduced (virtual meeting bi-monthly)*

Current District Status

- Seal of Biliteracy - STAMP (Acceptable Evidence of Proficiency)- NSHS
- District DLI parent meeting -
- Tracked DLI students and notated who & why opted out
- Increased support from Spanish State DLI and Bridge Coordinators
- Better Data
- Teacher PD in summer, State support visits- (will request through new system)
- Continued to add ESPs for support of struggling students
- Updated the Website for improved communication of DLI
- Continued close monitoring of student academic progress



**3-Year
AP Score Summary**

Spanish Language & Culture				
Score Level	2023	2024	2025	2026 Projected
1	7	9	3	
2	11	14	11	
3	10	5	9	
4	8	1		
5	1	2		
Total Exams	37	31	23	40
Mean Score	2.59	2.13	2.26	

Current DLI enrollment and participation

North Sanpete School District / Percentage of all district students in each grade enrolled in DLI

379

DLI students

Grades 1-12

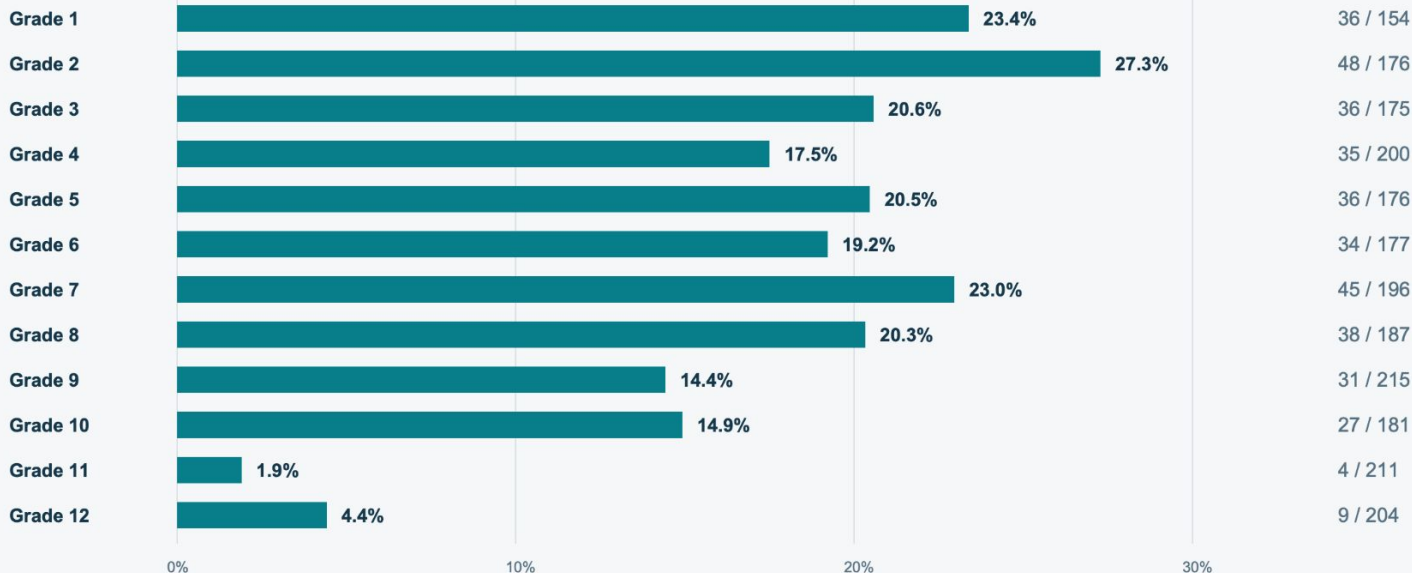
16.8%

district participation

379 of 2,252 students in grades 1-12

GRADE

DLI / DISTRICT



Sources: DLI SP enrollments.text (379 unique students) and UTREx School Summary, LEA Totals, p. 19 (Oct. 1, 2026).

Participation = DLI students divided by total district enrollment in the same grade. District totals include all schools.

Roster supplied Oct. 20, 2026. Its enrollment effective date is unspecified. Kindergarten omitted because the roster contains grades 1-12.

DLI exits: documented reasons by grade

North Sanpete School District / 56 unique students in the supplied exit file

36% move or school transfer
20 of 56 students

2% reason not documented
1 of 56 students

DOCUMENTED REASON GROUP	GRADE LISTED IN EXIT FILE												TOTAL	
	1	2	3	4	5	6	7	8	9	10	11	12		
Move or school transfer	-	3	4	1	2	1	-	2	3	2	1	1	20	35.7%
Academic or course support	-	-	-	-	-	2	2	5	-	1	-	-	10	17.9%
Program fit or family preference	-	1	4	-	-	-	-	1	1	-	-	-	7	12.5%
Neighborhood school or school choice	-	-	-	5	1	-	1	-	-	-	-	-	7	12.5%
Schedule or elective choice	-	-	-	-	-	-	1	1	-	-	-	-	2	3.6%
AP/Bridge progression or continuation	-	-	-	-	-	-	-	-	-	3	4	2	9	16.1%
Reason not documented	-	-	-	-	-	-	-	-	-	1	-	-	1	1.8%
ALL REASONS	0	4	8	6	3	3	4	9	4	7	5	3	56	

Grade 8 has the most records (9). The file does not establish the grade or school year when each exit occurred.

Source: DLI Exit Data.csv, supplied Oct. 20, 2026. Deduplicated 74 rows to 56 students. One primary reason group per student.

One primary group per student. AP/Bridge includes 7 records mentioning exam results and 2 describing discontinued coursework or testing.

Comments can describe multiple factors. One AP/Bridge record also mentions a transfer. Groups summarize recorded reasons, not verified causes.

The file mixes years and enrollment statuses. Counts describe the supplied exit file, not a current-year exit rate.

Step 1: SST meetings

By date: As needed

Evidence: Agendas

Step 2: Parent meetings

By date: April/May

Evidence: Dates and agendas

Step 3: Update data

By date: All year long

Evidence: School choice data,
counseling data

Step 4: Teacher PD

By date: Quarterly

Evidence: Agendas, walkthrough
data

NORTH SANPETE SCHOOL DISTRICT
SCHOOL BOARD OF EDUCATION MEETING
SEPTEMBER 15, 2026

Minutes of the North Sanpete School District Board of Education meeting held Tuesday, September 15, 2026, at the North Sanpete School District Office. President Richard Brotherson called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance. Greg Bailey offered the prayer.

Board members in attendance were President Richard Brotherson, Vice President Jeremy Madsen, Greg Bailey, and Stacey Goble. Joseph Cook arrived at 7:24 p.m.

Others in attendance were Superintendent O'Dee Hansen, Assistant Superintendent Rena Orton, Business Administrator Rickie Stewart, Accountant Bryce Warby, Board Secretary Brittany Stubbs, UEA Representative Cindy Johansen, Principals Christy Straatman, Ryan Syme, and Natalie Stansfield, as well as Angela Thompson, Tisha Young, Sean Rawlinson, Shauna Rawlinson, Kristen Mecham, Amber Kendall, and Stephanie Sorensen.

BOARD RECOGNITION

President Brotherson recognized Talia Casares, a teacher at Moroni Elementary School, who had recently been named Utah Teacher of the Year and who passed away unexpectedly on September 14. He noted that the Board had planned to recognize Mrs. Casares at the meeting for this achievement and spoke of her dedication as an educator and the significance of the honor. President Brotherson expressed condolences to her family, loved ones, and the Moroni Elementary School community during this difficult time.

SCHOOL REPORTS

Moroni Elementary School Report

Principal Stacey Peterson was excused from the meeting due to the unexpected passing of a Moroni Elementary teacher. The school report was not presented.

IT Department Report

IT Director Sean Rawlinson presented an overview of the District's approach to safe and purposeful technology use. He discussed cybersecurity improvements, including the use of passkeys, and the District's layered approach to student safety through content filtering, monitoring, and staff supervision. He also reviewed options available to parents for monitoring or restricting student internet access on District devices.

CONSENT CALENDAR

The Board reviewed the consent calendar, including the minutes of the August 18, 2026 Regular Board Meeting and the September 8, 2026 Work Meeting. No corrections or additions were noted.

Business Administrator Rickie Stewart reported on efforts to streamline District banking and financial procedures, including recent discussions with Zions Bank and an

upcoming meeting with Cache Valley Bank. She reported that the District's tax rate had been certified and that all Truth in Taxation requirements had been completed.

Mrs. Stewart reported that preparations are underway for the annual audit, which is scheduled to begin September 28. She explained that, based on the auditors' recommendation, Steve Rowley will assist District staff with year-end closeout procedures and audit preparation at a cost of less than \$5,000. Darin Johansen will also assist with audit preparation.

President Brotherson requested that future Maintenance and Operations reports include explanations for significant budget variances. Mrs. Stewart indicated that the report will continue to evolve as budget mapping is completed and that significant variances will be addressed.

Fraud Risk Assessment

Business Administrator Rickie Stewart reviewed the District's annual Fraud Risk Assessment and explained that the assessment is completed annually to evaluate internal controls, audit trails, checks and balances, and District procedures.

President Brotherson asked about the response indicating that the District has a licensed or certified financial expert as part of its management team. Mrs. Stewart identified Darin Johansen but stated that she would confirm whether he continues to qualify for purposes of the assessment.

Mr. Bailey made a motion to approve the Consent Calendar as presented. Mrs. Goble seconded the motion.

Roll Call Vote:

Mr. Madsen – Yes

Mr. Brotherson – Yes

Mr. Bailey – Yes

Mrs. Goble – Yes

The motion passed unanimously.

NSSD STRATEGIC PLAN 2026-2031

Assistant Superintendent Rena Orton presented an update on the NSSD Strategic Plan. She reviewed the color-coded progress tracking, noting completed and ongoing items as well as priorities planned for January. Instructional coaches are continuing coaching cycles, and principals are conducting classroom engagement observations with a goal of visiting every teacher by October 15. Mrs. Orton also reported that the monthly Coaches Corner newsletter continues to provide information and resources related to instructional coaching.

In response to a question from Principal Syme, Mrs. Orton explained that teachers can access strategic plan information through their principals and that the plan is also available on the District website, although the public version does not include the color-coded progress tracking.

TRAVEL REQUESTS

In-State Overnight Travel

The Board was notified of the following upcoming in-state overnight travel:

- Girls tennis will travel to SLC October 1-3
- Drama will travel to Cedar City for Shakespeare competition October 1-3
- All-State Choir will travel to SLC October 8-10
- Boys Golf will travel to Price October 14-15

Out-Of-State Overnight Travel

The Board reviewed a request for the North Sanpete High School cheer team to attend Cheer Nationals in California, February 17–23. Cheer Coach Stephanie Sorensen explained that the team must meet competition prerequisites to qualify for the national event and is beginning that process. The trip is included in the approved fee schedule with a maximum cost of \$1,500 per student, and the team plans to fundraise to reduce student costs.

Principal Straatman recognized the cheer coaches for their work and the success of the program. Board members expressed support for providing students with the opportunity to participate while emphasizing the importance of keeping costs manageable.

Assistant Superintendent Rena Orton reported that she had been invited to serve as one of six Utah delegates to the National Educator Apprenticeship Consortium. She explained that the two-year commitment includes monthly virtual meetings, opportunities for representatives to visit NSSD, travel to other states, and a culminating event in Washington, D.C. She noted that participation and travel expenses are covered by the program at no cost to the District. Mrs. Orton also discussed the importance of continued support and growth of the educator apprenticeship program.

Mr. Bailey made a motion to approve the out-of-state overnight travel requests as presented. Mr. Madsen seconded the motion.

Roll Call Vote:

Mr. Madsen – Yes
Mr. Brotherson – Yes
Mr. Bailey – Yes
Mrs. Goble – Yes

The motion passed unanimously.

PERSONNEL SERVICES

Letters of resignation from C. Straatman, H. Nicholes, S. Larson, K. Puett, and K. Nielson were presented for the Board's consideration.

Mr. Bailey made a motion to approve the resignations as presented. Mrs. Goble seconded the motion.

Roll Call Vote:

Mr. Madsen – Yes

Mr. Brotherson – Yes

Mr. Bailey – Yes

Mrs. Goble – Yes

The motion passed unanimously.

Employees Hired

P. Sloan	Mt. Pleasant Elem	Teacher Assistant
K. Smith	NSHS	Teacher Assistant
K. Hathaway	NSHS	Pep Band Advisor
A. Fowles	NSHS	Math Tutor
T. Sorensen	NSHS	Math Tutor
L. Olson	NSHS	Math Tutor
J. Sagers	All Schools	Substitute
J. Westring	All Schools	Substitute
C. Hacking	All Schools	Substitute
S. Rivera	All Schools	Substitute
B. Lamb	All Schools	Substitute
A. Olds	All Schools	Substitute
S. Daley	All Schools	Substitute
J. Pulver	All Schools	Substitute
D. Anderson	All Schools	Substitute
L. Seely	All Schools	Substitute
G. Gomez	All Schools	Substitute
H. Smith	All Schools	Substitute
B. Mckay	All Schools	Substitute Custodian
B. Larsen	Transportation	Substitute Bus Driver
S. Burton	Transportation	Substitute Bus Driver

SUPPORT SERVICES**Fleet Vehicle Tracking and Safety Options**

Business Administrator Rickie Stewart reported on vehicle tracking and safety options for District fleet vehicles. Utah Risk Management does not offer a vehicle tracking program and referred the District to other school districts for information. Mrs. Stewart reviewed options from Zonar, REI, and WEX. Zonar offers GPS tracking and dash cameras but would cost approximately \$10,000 to outfit the District's fleet. REI, which the District currently uses for its buses, is expected to introduce a lower-cost option in October. The District has also requested information from WEX but has not yet received a response. Mrs. Stewart noted that Risk Management indicated that adding vehicle tracking would not reduce the District's insurance premiums.

Mr. Madsen suggested Azuga as another option. Mrs. Stewart will research the company and report back to the Board.

STUDENT SERVICES

School Choice

Nine school choice enrollment requests were presented for Board approval. All requests presented had received approval from the respective school principals.

Mr. Madsen made a motion to approve the school choice requests as presented. Mr. Bailey seconded the motion.

Roll Call Vote:

Mr. Madsen – Yes

Mr. Brotherson – Yes

Mr. Bailey – Yes

Mrs. Goble – Yes

The motion passed unanimously.

Dual Immersion

One Dual Immersion request was presented for Board approval. The request had already received approval from the Moroni Elementary Principal.

Mrs. Goble made a motion to approve the Dual Immersion request as presented. Mr. Bailey seconded the motion.

Roll Call Vote:

Mr. Madsen – Yes

Mr. Brotherson – Yes

Mr. Bailey – Yes

Mrs. Goble – Yes

The motion passed unanimously.

Current Enrollment

Assistant Superintendent Rena Orton presented current District enrollment and class-size information as of September 11, 2026, including enrollment by grade level and school. She noted that enrollment numbers are still changing and that more definitive information will be available after the October 1 reporting date.

Board members discussed changes in enrollment between grade levels. Mrs. Orton and Angela Thompson explained that differences may result from factors including preschool students remaining in preschool an additional year, early graduation, and students transferring to Pleasant Creek School or other programs. Mrs. Thompson indicated that after October 1 she can provide additional information regarding students who have left the District and their reported exit reasons.

Superintendent Hansen noted that declining enrollment is affecting school districts throughout Utah and reported that several districts are currently considering school closures.

Policies

President Brotherson reported that he had begun working on revisions to Policies C-13, D-15, and D-45 following the September 8 Work Meeting. Angela Thompson had also begun reviewing the policies and will take the lead on the revision process. Mrs. Thompson discussed the use of research tools to review applicable laws, administrative rules, District policies, and policies from other school districts as part of the review process.

Mrs. Thompson introduced plans for a District Policy Committee that will meet monthly to review policies before bringing proposed revisions to the Board. The committee will include representatives from administration, teachers, education support professionals, and other departments as appropriate. Board members will also be invited to participate. The goal is to review at least three policies each month and systematically update the District's policy manual.

Mrs. Goble suggested that Board members rotate attendance at Policy Committee meetings. Business Administrator Stewart also reported that the District is developing fiscal procedure resources for employees and budget and finance resources for the Board.

President Brotherson indicated that Policies C-13, D-15, and D-45 will be brought back to the Board for further consideration after additional review.

CURRICULUM & INSTRUCTION

Health Curriculum Materials Review and Adoption

Assistant Superintendent Rena Orton reported on the September 1 Health Curriculum Materials Review Committee meeting. She explained that the committee reviewed the proposed health curriculum materials and addressed parent concerns, including removing Instagram links and revising language in the materials. The committee recommended the revised curriculum materials to the Board for approval.

Mr. Madsen made a motion to approve the health curriculum materials as recommended by the Curriculum Materials Review Committee. Mrs. Goble seconded the motion.

Roll Call Vote:

Mr. Madsen – Yes

Mr. Brotherson – Yes

Mr. Bailey – Yes

Mrs. Goble – Yes

The motion passed unanimously.

DISCUSSION & INFORMATION ITEMS

NSBA Conference

The Board discussed the National School Boards Association (NSBA) Conference scheduled for April 2–4, 2027, in Washington, D.C. Superintendent Hansen noted that

the advanced early-bird registration deadline is December 4, allowing additional time for the Board to consider attendance.

Annual School LAND Trust Training

Superintendent Hansen reviewed the annual School LAND Trust training requirement and provided Board members with training resources to complete individually. Board members committed to reviewing the training materials on their own time.

Superintendent Hansen also discussed District oversight of School LAND Trust funds, noting that principals work with their School Community Councils to develop and manage School LAND Trust plans and that the District monitors expenditures for compliance with approved budgets and program requirements.

Focused Graduation Pathway (FGP) Annual Report

Superintendent Hansen presented the annual Focused Graduation Pathway (FGP) report required by USBE. He explained that the program provides an alternative pathway for eligible students that includes the opportunity to earn credit through GED testing. The program was implemented in March 2026 and is available to students; however, no students participated during the 2025–2026 school year.

MATTERS FROM THE BOARD

Mr. Madsen reported that the Master Board Certification program is available again and that Board members had received information regarding the required training. The certification deadline is December 3. The Board discussed the training requirements and whether any portions could be completed as a group. President Brotherson asked Board members to review the training materials before the next meeting, with an update and further discussion planned for October.

Mr. Madsen asked about future Board work meetings. President Brotherson reviewed the discussion from the September 8 Work Meeting regarding the format of future work meetings. He emphasized limiting the number of agenda items to allow for more in-depth discussion, identifying topics in advance, providing supporting information beforehand, and having Board members come prepared to discuss the scheduled topics.

EXECUTIVE SESSION

A motion was made by President Brotherson and seconded by Mrs. Goble to exit regular session and enter executive session to discuss the character or professional competence of an individual.

Roll Call Vote:

Mr. Madsen – Yes

Mr. Brotherson – Yes

Mr. Bailey – Yes

Mrs. Goble – Yes

The motion passed unanimously.

The Board entered executive session at 7:07 p.m.

A motion was made by President Brotherson and seconded by Mrs. Goble to exit executive session and return to the regular session.

Roll Call Vote:

Mr. Madsen – Yes

Mr. Brotherson – Yes

Mr. Bailey – Yes

Mrs. Goble – Yes

Mr. Cook arrived at the meeting during the vote and did not participate in the vote.

The motion passed unanimously among the members voting.

The meeting returned to the regular session at 7:24 p.m.

Adjournment

A motion was made by President Brotherson and seconded by Mr. Madsen to adjourn the meeting. The motion passed unanimously.

The meeting adjourned at 7:24 p.m.

Fund 10 - Maintenance & Operations Fund

As of 8/31/26

	FY26 Budget	FY26 Actual	FY27 Budget	FY 27 YTD	% YTD
Revenues					
Local Revenue	6,098,720.00	6,461,988.48	6,557,541.00	365,107.28	5.6%
State Revenue	27,835,527.20	27,522,279.30	25,919,438.49	6,900,790.24	26.6%
Federal Revenue	2,089,400.00	2,461,945.11	2,252,253.35	37,350.93	1.7%
	36,023,647.20	36,446,212.89	34,729,232.84	7,303,248.45	21.0%
Expenditures					
Instruction	21,387,903.36	21,642,009.47	22,239,671.37	2,158,003.32	9.7%
Student Support Services	1,265,988.98	1,521,248.63	1,535,324.56	11,615.20	0.8%
Staff Assistance	1,468,392.85	1,073,736.13	1,467,410.91	197,336.05	13.4%
District Services	631,226.02	615,953.97	413,236.14	95,622.65	23.1%
School Admin Services	2,139,128.47	2,084,602.12	2,126,543.02	214,178.59	10.1%
Central Business Services	614,358.27	580,630.11	685,202.03	326,184.03	47.6%
M&O Plant Services	4,546,876.30	2,887,273.10	2,919,420.83	573,291.71	19.6%
Transportation Services	1,424,810.00	1,474,293.80	1,544,633.31	270,459.83	17.5%
Technology Services	1,322,308.68	1,245,227.20	1,274,356.69	295,200.92	23.2%
Building Services	100,000.00	1,904,231.02	200,000.00	5,309.04	2.7%
	34,900,992.93	35,029,205.55	34,405,798.86	4,147,201.34	12.1%
Rev Over/Under Exp	1,122,654.27	1,417,007.34	323,433.98	3,156,047.11	

	2026-27	2025-26	2024-25	2023-24	2022-23	2021-22	2020-21
PreK	182	191	198	176	206	179	152
Kindergarten	169	165	163	172	180	167	163
1st Grade	154	175	176	190	172	169	172
2nd Grade	176	177	189	161	180	180	177
3rd Grade	175	199	183	179	174	178	175
4th Grade	200	176	186	180	183	196	171
5th Grade	176	189	188	180	198	173	189
6th Grade	177	192	190	190	170	202	209
7th Grade	196	192	194	168	209	221	211
8th Grade	187	194	170	206	220	212	187
9th Grade	215	179	219	234	222	217	212
10th Grade	181	221	238	224	210	222	209
11th Grade	211	225	221	202	214	212	193
12th Grade	204	202	202	187	208	181	171
Total Enrollment:	2603	2677	2717	2649	2746	2709	2591

North Sanpete High School

Student Advisory Council (SAC)

1. Purpose

The North Sanpete High School Student Advisory Council (SAC) provides students with an organized opportunity to share perspectives, identify areas for improvement, and make recommendations to school administration and the NSSD School Board regarding student needs and the overall high school experience.

The SAC serves as an advisory group that promotes student voice, school engagement, belonging, academic success, positive school climate, and continuous school improvement.

Through collaboration, respectful dialogue, and constructive recommendations, SAC members will help strengthen communication, build a positive school culture, and support the continued success of North Sanpete High School. The SAC provides a meaningful opportunity for students to participate in school improvement and contribute to decisions that affect the student experience.

2. Membership and Structure

The SAC will consist of **eight student representatives**, with two students selected from each grade level (9–12).

- **Freshmen:** Two representatives
- **Sophomores:** Two representatives
- **Juniors:** Two representatives
- **Seniors:** Two representatives

Two senior representatives will serve as **SAC Co-Chairs**. Co-Chairs will work collaboratively to organize meetings, develop agendas, facilitate discussions, and coordinate student feedback and recommendations. The Co-Chairs will also serve as the council's primary link to the Board of Education, sharing student perspectives with the Board and bringing information about Board discussions and decisions back to the SAC.

The principal or designee will serve as the administrative advisor.

A North Sanpete School District Board of Education member will be designated as the Board liaison to the SAC. The liaison or board designee will attend monthly SAC meetings to listen to student perspectives, provide information about district-level issues, and facilitate communication between the SAC and the Board of Education. The liaison serves in an advisory capacity and does not direct SAC activities or have authority over council recommendations.

All student representatives serve a **one-year term** and must reapply each school year. Membership does not automatically renew.

Terms and Eligibility

Applicants must meet the school's established academic eligibility standards and guidelines for participation in co-curricular and extracurricular activities to apply. SAC members are expected to maintain eligibility, follow school and district expectations for student conduct, attend meetings regularly, and fulfill their responsibilities as council members.

Concerns regarding academic eligibility, attendance, conduct, or participation may be reviewed in accordance with applicable school and district policies.

Vacancies and Replacement Members

If a student is no longer able to serve on the SAC or a vacancy occurs for any reason, the school leadership team will appoint a replacement student to fill the vacant position. Replacement students must meet the established eligibility requirements for SAC membership and will represent the grade level associated with the vacancy. The replacement will serve for the remainder of the original member's term.

3. Application and Selection Process

Students interested in serving on the North Sanpete High School Student Advisory Council (SAC) must complete an application each school year. As part of the application process, students must submit:

1. **Completed SAC Application:** Including student information, grade level, and a statement of interest.
2. **Student Essay:** A written response explaining why the student wants to serve on the SAC, what qualities they would bring to the council, and how they would represent student perspectives and contribute to school improvement.
3. **Teacher Recommendation:** One recommendation from a current or former NSHS teacher addressing the applicant's responsibility, character, communication skills, and ability to work collaboratively with others.

Selection: The selection committee, comprised of the principal, assistant principal, and leadership team members, will review applications, essays, teacher recommendations, academic eligibility, attendance, and student conduct when selecting council members. Selection will also consider students' ability to represent diverse perspectives and contribute positively to school improvement.

4. Roles and Responsibilities

SAC Members

SAC members are expected to:

- Represent the perspectives, experiences, and concerns of students in their grade level and across the school.
- Gather student feedback (including from students outside their own activities and friend groups) and communicate ideas, concerns, and recommendations to the council.
- Participate actively and respectfully in monthly meetings.
- Collaborate with other members and school administration to identify opportunities for improvement.
- Support a positive, inclusive, and welcoming school environment.
- Help communicate relevant SAC discussions, recommendations, and updates to students.
- Attend assigned School Community Council or Board of Education meetings as applicable to their grade-level responsibilities.
- Maintain appropriate confidentiality and follow established school reporting procedures when concerns arise.

SAC Co-Chairs

The two senior Co-Chairs will:

- Develop meeting agendas in collaboration with the administrative advisor.
- Facilitate SAC meetings and encourage meaningful participation.
- Help organize student feedback and develop recommendations for school administration and, when appropriate, the Board of Education.
- Coordinate council activities and communication.
- Work with the administrative advisor to share updates on recommendations and follow-up actions.
- Alternate attending Board of Education meetings, share student perspectives with the Board, and report back to the SAC on Board discussions and decisions that affect students.

Administrative Advisor

The principal or designee will:

- Provide guidance and support to the SAC.
- Help establish meeting agendas and facilitate communication with school administration.
- Ensure discussions remain focused on appropriate school-related issues.
- Review SAC recommendations and provide responses, explanations, or next steps when appropriate.
- Help coordinate student participation in School Community Council and Board of Education meetings.

5. Meetings and Attendance

The SAC will meet **monthly during the school year**. Meeting dates and times will be coordinated by the Co-Chairs and administrative advisor.

Regular attendance and active participation are important responsibilities of SAC membership. Members are expected to prioritize attendance at SAC meetings and fulfill their assigned council responsibilities.

Excessive or unexcused absences may result in a review of a student's continued eligibility for SAC membership. The administrative advisor shall consider attendance patterns, circumstances surrounding absences, and overall participation before determining whether membership should continue. Absences related to illness, disability, family circumstances, or other excused reasons shall be considered in accordance with school and district policies.

6. Participation in School and District Meetings

School Community Council

The two junior SAC representatives will alternate attending North Sanpete High School School Community Council meetings. This arrangement provides student representation and an opportunity to communicate student feedback and recommendations related to school improvement and student needs.

Junior representatives attending these meetings should coordinate with the SAC Co-Chairs and administrative advisor and share relevant information with the full council.

North Sanpete School District Board of Education

The two senior SAC representatives will alternate attending North Sanpete School District Board of Education meetings. Their participation will provide opportunities to observe district-level discussions and, where appropriate, communicate student perspectives and recommendations through established procedures.

Senior representatives should coordinate attendance with the administrative advisor and share relevant information with the full SAC.

Attendance at School Community Council or Board of Education meetings does not automatically confer voting membership or the right to speak. Student representatives must follow the applicable meeting procedures and established protocols.

7. Areas of Focus

The SAC may discuss and develop recommendations related to matters such as:

- School climate, student belonging, and positive relationships.
- Academic success, credit completion, and graduation progress.
- Student attendance, engagement, and participation.
- Student wellness and access to appropriate support.
- Communication between students, staff, administration, and families.
- School activities, traditions, and opportunities for student involvement.
- Campus environment, safety concerns, and improvement opportunities.
- Student perspectives on school improvement priorities and initiatives.

The SAC may identify additional topics when they relate to the student experience or the overall improvement of North Sanpete High School.

8. Advisory Role and Limitations

The SAC is an advisory group. It does not have the authority to establish school or district policy, direct staff, discipline students, approve expenditures, or make administrative decisions.

The principal or designee will review council recommendations and, when appropriate, communicate decisions, explanations, or next steps. Recommendations may be considered in light of school and district policies, available resources, student needs, and school improvement priorities.

9. Conduct and Confidentiality

SAC members are expected to demonstrate respect, responsibility, integrity, and professionalism during meetings and council activities.

The SAC will focus on general student experiences, schoolwide concerns, and constructive recommendations. Meetings are not a forum for discussing confidential student or personnel matters, individual disciplinary cases, or private information about specific individuals.

Concerns involving individual students, staff members, safety issues, or potential violations of school policy must be addressed through established school and district reporting procedures.

Members must respect differing viewpoints, protect confidential information, and contribute to a constructive environment in which students can share perspectives openly and respectfully.

North Sanpete Middle School (NSMS) prioritizes core classroom instruction while supporting educational enrichment by establishing academic eligibility requirements for students participating in selective school-sponsored activities during standard school hours. To be excused from regular instruction for field trips, music rehearsals, student leadership duties, etc., a student must maintain a current term Grade Point Average (GPA) of 2.0 or higher with zero failing ("F") grades across all enrolled subjects. This policy strictly applies to individual or select group activities and explicitly excludes whole-grade or whole-school events—such as Veterans Day assemblies (or the like), last-day-of-school activities, or the 7th Grade College and Career Awareness (CCA) trip—or anything where 100% of the student body or grade level participates simultaneously and regular instruction is suspended.

The office will be notified five days prior to the event, and establish eligibility. Students identified as ineligible, along with their organizing advisors and classroom teachers, will receive notification three days prior to the scheduled event and must attend their normal classes; however, students may regain eligibility if all grade updates or makeup work are fully graded and posted in PowerSchool at least 24 hours prior to departure.

Hello North Sanpete School District board members,

My name is Emily Benson and I'm currently assisting Cindy Johansen and accompanying the choirs at the middle school. I wanted to speak to you for a moment on behalf of the performing arts programs at the middle school about this current proposal and how it will affect our programs.

I know that all teachers and staff care deeply about having kids in class and learning, and hate to interrupt that for unnecessary reasons. This proposal has a valuable end goal in making that happen, but I believe how it is currently being presented will end up being detrimental to the performance based programs at the middle school and the students who participate in them. A distinction needs to be made between extracurricular programs and performance based classes. As it is currently written, students who are participating in choir, orchestra, band, or theater would not be able to attend vital, grade-affecting parts of their program if they do not meet the proposed standards. It sounds like I'm fighting against eligibility restrictions, but I'm really not. We all agree that students who are not attending classes, turning in homework, and meeting GPA standards should not be able to miss even more school and valuable instruction time to participate in clubs, sports, and extracurricular field trips or activities. But we also believe that students in participation-based classes should have a certain level of flexibility with that policy for two reasons.

The first is that you're negatively impacting their grades in those classes, essentially requiring them to trade the possibility of a better grade in one class for a failing grade in another. There is no other way to grade students in a participation-based class other than to have them participate. They will fail if they are not allowed to attend

mandatory rehearsals and performances. Forcing them to miss grade-affecting work in one program because they are struggling in another program is just a trade-off and will not have a positive outcome for their GPA. It is akin to forcing a student to miss a required science lab to go do their missing language arts homework. To be clear, we are not asking to remove students from their scheduled classes for an unreasonable amount of time. Choir students specifically miss less than six periods - that's about five hours out of roughly 470 hours of instruction time - during the fall semester (1 period for the Veteran's Day rehearsal, 1 for the Christmas concert rehearsal, and 3 to 4 for elementary visits in December.) They have multitudes of opportunities to make up work in those missed classes for this minimal amount of missed time, but those few hours of participation in choir cannot be made up in any other way.

The second reason these programs should not be lumped in with extracurricular activity requirements is the overall negative impact it will have on your performing arts programs as a whole. A choir, especially a developing middle school program, needs every voice, every member of their team when performing, to do so successfully and to grow their program. The same goes for an orchestra, a band, or the cast of a play. Performances fall apart when members of the group end up missing - it affects the quality of the performance, and subsequently the confidence and willingness of the remaining members. When you start pulling kids who play a vital part in the success of a program, you are weakening the future of that program in a very real way. If the band, choir, and orchestra cannot visit the elementary schools and share the value of music with their communities you end up with less interest, less enrollment, and eventually dwindling support for the arts in schools. The positive impact these programs have on

students in terms of mental health support, social skills, emotional growth and development, teamwork and friendship cannot be overstated. The core classes we teach in public schools are important, but the skills students develop as they learn and participate in the arts are vital as well and we need to recognize and support them as such. The weakening of these programs would affect the morale, the motivation, and the attendance of many students who struggle with academics, but find joy, support, and a reason to attend school, because of their music or theater class.

I believe there are more beneficial and successful ways to help our students achieve academically without handicapping our performing arts programs. More funding for the after-school program to run more than one day a week, and an organized, highly rigorous flex schedule would not only have more of an individualized approach to student success, but support the art programs our schools so desperately need. I know that the argument for or against a flex schedule is an entirely different topic, but if performing arts teachers could pull students for rehearsal and elementary school visits during flex time, the eligibility requirements vs. performance-based classes would be much less of an issue.

I hope you will consider the points I've outlined tonight. Thank you so much for the work you do in helping our schools and students be successful, and for the opportunity to speak tonight.

North Sanpete School District

2026-2027 (185 day contract, 175 school day) Calendar

July 2026						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(Finalized: 10/20/26)

July ?? Optional PD (URSA Conf)

Aug. 17-19 Contract Days

Aug. 17 Opening Institute

Aug. 20 School Starts

Sep. 7 Labor Day

Sep. 14 District PD (no school)

Oct. 14 Quarter 1 Ends (NSHS)

Oct. 15-16 Fall Break

Oct. 19 PLC Prep (no school)

Oct. 23 Quarter 1 Ends (NSMS)

Nov. 13 Trimester 1 Ends

Nov. 25 P/T conf. Make-up (no school)

Nov. 26 & 27 Thanksgiving

Dec. 22 Quarter 2 Ends (NSHS) / Early Out

Dec. 23 – Jan. 1 Christmas Break

Jan. 8 Quarter 2 Ends (NSMS)

Jan. 15 District PD (no school)

Jan. 18 MLK Day

Feb. 12 P/T conf. Makeup (no school)

Feb. 15 Presidents Day

Feb. 26 Trimester 2 Ends

Mar. 12 Quarter 3 Ends (NSHS)

Mar. 15 PLC Prep (no school)

Mar. 19 Quarter 3 Ends (NSMS)

Mar. 29 - Apr 2 Spring Break

Apr. 5 District PD (no school)

May 28 Qtr 4/Trimester 3 Ends/Early Out

NSMS

Quarter 1: 42 Days

Quarter 2: 44 Days

Quarter 3: 45 Days

Quarter 4: 44 Days

Elementary/NSMS

Trimester 1: 57 Days

Trimester 2: 60 Days

Trimester 3: 58 Days

NSHS

Quarter 1: 38 Days

Quarter 2: 43 Days

Quarter 3: 46 Days

Quarter 4: 48 Days

Total: 175 Student Days

185 Teacher Days (2 PTC Days, 2 Teacher PLC/Impl Days, 3 District PD Days, 3 contract days before school starts)

North Sanpete School District

2028-2029 (185 day contract, 175 school day) Calendar

July 2028						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2028						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2028						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2028						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2028						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2028						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2029						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2029						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2029						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2029						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2029						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2029						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

(Finalized: ????)

(Finalized: ????)

Aug. 14-16 Contract Days

Aug. 14 Opening Institute

Aug. 17 School Starts

Sep. 4 Labor Day

Sep. 11 District PD (no school)

Oct. 18 Quarter 1 Ends (NSHS)

Oct. 19-20 Fall Break

Oct. 23 PLC Prep (no school)

Oct. 27 Quarter 1 Ends (NSMS)

Nov. 10 Trimester 1 Ends

Nov. 22 P/T conf. Make-up (no school)

Nov. 23 & 24 Thanksgiving

Dec. 21 Quarter 2 Ends (NSHS) / Early Out

Dec. 22 – Jan. 2 Christmas Break

Jan. 3 PLC Prep (no school)

Jan. 12 Quarter 2 Ends (NSMS)

Jan. 15 MLK Day

Feb. 16 P/T conf. Makeup (no school)

Feb. 19 Presidents Day

Feb. 23 Trimester 2 Ends

Mar. 9 Quarter 3 Ends (NSHS)

Mar. 12 District PD (no school)

Mar. 16 Quarter 3 Ends (NSMS)

Apr. 2- April 6 Spring Break

Apr. 9 District PD (no school)

May 25 Qtr 4/Trimester 3 Ends/Early Out

NSMS
Quarter 1: 47 Days
Quarter 2: 43 Days
Quarter 3: 41 Days
Quarter 4: 44 Days

Elementary/NSMS
Trimester 1: 57 Days
Trimester 2: 60 Days
Trimester 3: 58 Days

NSHS
Quarter 1: 43 Days
Quarter 2: 40 Days
Quarter 3: 44 Days
Quarter 4: 48 Days

Total: 175 Student Days

185 Teacher Days (2 PTC Days, 2 Teacher PLC/Impl Days, 3 District PD Days, 3 contract days before school starts)

August	11
September	19
October	19
November	19
December	15
January	19
February	18
March	21
April	15
May	19
Total:	175



Book	Policy Manual
Section	D - Personnel
Title	~~Sex Discrimination~~ <u>Equal Employment Opportunity and Nondiscrimination</u>
Code	D-01
Status	Active
Adopted	December 16, 1982
Revised	November __, 2026

1 Equal Opportunity

The District provides equal opportunity in employment and educational programs. The District does not discriminate or retaliate on a basis prohibited by applicable federal, state, or local law.

2 Employment

The prohibition applies to recruitment, advertising, application procedures, selection, hiring, compensation, benefits, classification, assignment, promotion, evaluation, discipline, termination, and other terms and conditions of employment.

3 Reasonable Accommodation

The District provides reasonable accommodations to qualified applicants and employees with disabilities and reasonable accommodations required by other applicable law. The District shall publish an accessible method for requesting an accommodation. Medical and accommodation information shall be maintained separately and disclosed only as permitted by law.

4 Educational Programs

The District does not exclude a student from participation in, deny a student the benefits of, or subject a student to discrimination in an educational program or activity on a basis prohibited by law. Student Title IX and other discrimination complaints shall be processed under the District's applicable student nondiscrimination and grievance procedures.

5 Notice and Coordinators

The Superintendent shall designate the coordinators required by law and publish current names or titles, office addresses, telephone numbers, email addresses, complaint procedures, and external agency information. Contact information may be maintained administratively so personnel changes do not require amendment of this policy.

6 Retaliation

The District prohibits retaliation against a person who requests an accommodation, reports discrimination, participates in an investigation, or exercises a right protected by law.

Legal references

Utah Code Section 34A-5-106; Title VI and Title VII of the Civil Rights Act; Title IX of the Education Amendments; Section 504 of the Rehabilitation Act; Americans with Disabilities Act; Age Discrimination in Employment Act; Genetic Information Nondiscrimination Act

~~Whereas the Congress of the United States in June of 1972 passed Title IX of the Education Amendments which prohibits discrimination by sex in education programs that received Federal money, the Board of Education of the North Sanpete School District adopts the following policy which is intended to demonstrate the District's commitment to comply with this law.~~

GUIDELINES

~~No student or employee of the North Sanpete School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the district.~~

~~More specifically: The district will treat its students without discrimination on the basis of sex in regard to access to and participation in course offerings, athletics, counseling, employment assistance, and extracurricular activities as prescribed by Title IX regulations.~~

~~The school district will not discriminate, on the basis of sex in the area of employment, including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classification, promotion and termination.~~

~~Inquiries regarding compliance with Title IX may be directed to: Superintendent of Schools, 220 E. 700 S., Mt. Pleasant, Utah, 84647. Telephone (435) 462-2485.~~



Book	Policy Manual
Section	D - Personnel
Title	Licensure <u>and Professional Credentials</u>
Code	D-14
Status	~~Active~~ <u>First Read</u>
Adopted	December 16, 1982
Last Revised	August 18, 2020, <u>November ___, 2026</u>

1 General Requirement

An employee shall hold and maintain every credential required for the assignment by law, State Board rule, the applicable licensing authority, and the position description. The District shall verify credentials before assignment and at renewal. A credential issue does not automatically void a contract and shall be addressed under the contract, Policy D-27 (Orderly Termination of Employment), applicable licensing rules, and law.

2 Teachers

The District shall hire and assign teachers under Rules R277-301 and R277-309. A teacher shall hold a current Utah educator license or satisfy the rule's timely application condition, together with the license area and endorsements applicable to the assignment.

3 School Administrators

A principal or assistant principal shall hold a current educator license and school leadership license area of concentration required by Rules R277-305 and R277-309. No school administrator is designated temporary or at will by reason of holding a particular type of educator license.

4 Student Support and Regulated Professionals

The District shall document the credential applicable to each assignment. Student support assignments shall satisfy the educator or professional license permitted by State Board rule. Nurses, physical therapists, occupational therapists, athletic trainers, and other regulated professionals shall hold the credential required for the assigned services.

5 LEA-Specific Licenses

An LEA-specific credential requires the governing body request, public meeting action, eligibility review, preparation and support plan, mentoring, monitoring, reporting, and website disclosure required by current Rule R277-301. Human Resources shall use current State Board forms and verify current exclusions for each request.

6 Credential Status and Notice

Employees shall promptly report any change affecting a required credential. The District shall not assign duties requiring a credential the employee does not hold. Employment action shall comply with Policy D-27 and law.

7 Records and Public Information

The District shall maintain verification records and required plans. The District shall publish LEA-specific license information required by State Board rule and shall protect non-public credential and personnel records.

Legal References:

Utah Code Sections 53E-6-201 and 53E-6-604; Utah Administrative Code Rules R277-301, R277-305, R277-309, and R277-313

~~Personnel Credentials General~~

~~Personnel shall possess and maintain valid credentials, including required licensure and certification, before contracts are issued, duties are assigned, or payment is made from any source of funds. Any such failure will render a contract with the Board void.~~

~~Certified Employees General~~

~~Unless an express exception exists under law or under the rules of the Utah State Board of Education, to be employed in the District in a capacity covered by the following license areas of concentration, a person shall hold a valid license issued by the Utah State Board of Education in the respective license areas of concentration:~~

- ~~1. Early Childhood;~~
- ~~2. Elementary;~~
- ~~3. Secondary;~~
- ~~4. Educational Leadership;~~
- ~~5. Career and Technical Education or CTE;~~
- ~~6. School Counselor;~~
- ~~7. School Psychologist;~~
- ~~8. Special Education;~~
- ~~9. Preschool Special Education;~~
- ~~10. Deaf Education;~~

~~11. Speech Language Pathologist;~~

~~12. Speech Language Technician;~~

~~13. School Social Worker; and~~

~~14. Communication Disorders.~~

~~Utah Admin. Rules R277-301-2(76)(a) (December 10, 2018, July 8, 2020)~~

~~Utah Admin. Rules R277-301-3(43) (December 10, 2018, July 8, 2020)~~

Health Care Providers

~~School health care providers, including physicians and nurses, shall maintain appropriate licensure from the State of Utah.~~

LEA Specific

~~The purpose of this policy is to identify NSSD-LEA-Specific licensing/endorsement requirements pursuant to the conditions outlined in Utah Administrative Rule R277-301.~~

~~The following procedures are established to identify qualification requirements and guidelines for the issuance of NSSD-LEA-Specific licensing and endorsements.~~

Educator License/Endorsement Requirements.

~~NSSD-LEA-Specific License Eligibility Criteria. All applicants must:~~

- ~~• Complete a bachelor's or higher degree in a related field of study; or have exceptional or specialized occupational experience, training, or expertise directly related to the area of assignment; and,~~
- ~~• Complete a criminal background check including review of any criminal offenses and clearance in accordance with Rule R277-214; and,~~
- ~~• Complete the educator ethics review described in Rule R277-500 within one calendar year prior to the application; and,~~
- Complete the following USBE Professional Learning Modules:
 - Educator ethics;
 - Classroom management and instruction;
 - Basic special education law and instruction; and

~~Utah Effective Teaching Standards described in R277-530.~~

~~NSSD-LEA-Specific Endorsement Eligibility Criteria:~~

- ~~This authorization is issued for a temporary period upon request from a District administrator for a licensed teacher (LEA, Associate, or Professional) who is not endorsed in the area of assignment.~~

Approval:

~~The application must receive approval from the NSSD Board of Education in a public meeting no more than 60 days prior to submitting the application to the State Board of Education for an LEA License and include:~~

- ~~Rationale for the appointment of a NSSD-LEA-Specific License or endorsement.~~
- ~~Verification that there is an inadequate supply of highly qualified and suitable licensed applicants in the license and endorsement area as demonstrated by posting the position for a reasonable period of not less than one week. (Not required for less than half-time [$<.5$ FTE] applicants)~~
- ~~Include an Associate Licensing Plan where applicable.~~

~~Applicants placed on a NSSD-LEA-Specific licenses serve under temporary (at-will) employment agreements subject to termination at any time at the sole discretion of the North Sanpete School District.~~

~~A NSSD-LEA-Specific License, license area, or endorsement is valid for up to three years subject to demonstration of adequate progress consistent with the Associate Licensing Plan, successfully putting into effect guidance from the Instructional Coach, and the observations / recommendations of administration. After three years renewal of the license is subject to the approval or denial of the State Board of Education.~~

~~A NSSD-LEA-Specific license expires immediately if the educator's employment with the District ends and the educator is not rehired as an educator in the next contract year.~~

~~The District is not authorized to provide an LEA-specific educator license in the area of:~~

- ~~Special Education; or~~
- ~~Preschool Special Education.~~

~~NSSD-LEA-Specific License Mentoring/Learning Coach Program for pedagogical support.~~

~~The NSSD-LEA-Specific License incumbent must participate in the following Mentoring Program:~~

~~The District shall provide mentoring program by a trained mentor educator who:~~

- ~~holds a professional educator license; and~~
- ~~is assigned as an instructional coach or equivalent position~~

~~A District Mentor/Instructional Coach will not evaluate the educator; however, all employees to include Learning Coaches must promptly report educator misconduct in violation of the District's Code of Conduct found in Policy IV-23.~~

~~An Instructional Coach will help the NSSD-LEA-Specific Educator meet the Utah Effective Educator Standards established in Rule R277-530 by:~~

- ~~• Assisting the educator with a Professional Growth Plan (PGP).~~
- ~~• Ensuring that the educator has a Professional Learning Plan (PLP)~~
- ~~• Working on educational strategies drawn from the Personalized Learning Playbook.~~
- ~~• Meeting regularly with the educator for coaching observations and feedback.~~
- ~~• Documenting those meetings with a Collaborative Assessment Log (CAL).~~
- ~~• Reflecting at a Mid-Year Review (MYR).~~

~~Reflecting, reviewing, and reassessing at an End-of-Year Review (EOYR).~~

~~The Applicant and the District will jointly develop an Associate Licensing Plan to:~~

- ~~• Encourage transition from a NSSD-LEA-Specific to a Professional License.~~
- ~~• Identify applicable educational, skill, and/or content knowledge requirements for enrollment in a qualified educator preparation program.~~
- ~~• Identify paths and opportunities to prepare for successful passage of a pedagogical performance assessment.~~
- ~~• Develop significant competency and knowledge sufficient to justify an extension request from the Utah State Board of Education for a continued NSSD-LEA-Specific License if transition to an Associate License is not reasonable or applicable.~~

~~The District shall post percent of LEA-specific licenses, license areas, or endorsements on each school's website.~~



Book	Policy Manual
Section	D - Personnel
Title	Recruitment, <u>Selection</u> , ~~Hiring~~ , and ~~Appointment~~ <u>Hiring</u> of Personnel ~~of Teachers~~
Code	D-15
Status	~~Active~~ <u>First Read</u>
Adopted	September 12, 2006
<u>Revised</u>	<u>November __, 2026</u>

~~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.~~
- ~~8.1. 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.~~

1 Policy Purpose

This policy ensures the District is fair, consistent and legally compliant while recruiting and selecting the best qualified personnel.

~~The District recruits, hires, and selects qualified personnel through a fair, consistent, and legally compliant process.~~ This policy applies to administrators, licensed educators, education support personnel, substitutes, and other District employees unless a more specific law or Board policy controls.

2 Equal employment opportunity

The District provides equal employment opportunity and does not discriminate or retaliate in recruitment, application, selection, hiring, compensation, assignment, promotion, or any other term or condition of employment on a basis prohibited by applicable law. The District provides reasonable accommodations to qualified applicants and employees as required by law. Policy D-01 governs equal employment opportunity and complaint procedures.

3 Selection standards

Selection decisions shall be based on published, job-related qualifications and the applicant's demonstrated ability to perform the essential functions of the position, with or without reasonable accommodation. The District shall maintain procedures for consistent screening, interviews, reference checks, documentation, and management of actual or apparent conflicts of interest.

The District shall administer veterans preference at initial application in accordance with Utah Code Title 71A, Chapter 2, and District procedure.

Before hiring an applicant, the District shall obtain a signed release authorizing the applicant's most recent qualifying-position employer to disclose information regarding any employment action or discipline involving the physical or sexual abuse of a child or student. The District shall request and

review that information to identify conduct relevant to the applicant's suitability to work with students and shall document its efforts as required by Utah Code Section 53G-11-410. The District may not hire an applicant who refuses to sign the required release.

4 Licensure and qualifications

Before assignment, an employee shall hold or timely obtain every license, license area, endorsement, certification, qualification, or other credential required by law, State Board rule, and the position description. Policy D-14 governs educator licenses, school leadership credentials, regulated professional licenses, and LEA-specific licenses.

Paraprofessional qualifications, assignments, supervision, training, and training records shall comply with Rule R277-324 and District procedure.

5 Background checks

Employment, selection, or placement is conditioned on completion of the criminal background check and ongoing monitoring requirements applicable to the position. Policy D-60 governs background checks, monitoring, criminal history review, notice, and records.

6 Nepotism and conflicts

Applicants, hiring officials, and panel members shall disclose actual or apparent conflicts of interest. Employment of relatives and household members is governed by Policy D-82 and Utah Code Title 52, Chapter 3.

7 Conditional Offers

Only an official authorized under Exhibit D-15E may issue a conditional offer. A conditional offer shall identify the position, compensation basis, anticipated start date, required approvals, and unsatisfied conditions. Conditions include applicable licensure, criminal background clearance and monitoring enrollment, employment eligibility verification, required prior employer review, and Board action.

*A conditional offer is not a final employment contract unless an official with authority to bind the District executes the contract. No representation by a committee member, supervisor, or other unauthorized person binds the District.

8 Board and Administrative Authority

The Board directly interviews and selects the Superintendent and Business Administrator. The Board selects the Assistant Superintendent, principals and assistant principals upon the Superintendent's recommendation. The Superintendent and Assistant Superintendent oversee hiring for all other personnel, and the Board ratifies those hires in accordance with Exhibit D-15E.

No administrator position is designated temporary or at will. Administrator employment status, renewal, and termination are governed by the individual contract, Policy D-27, and applicable law. This sentence does not confer statutory career status on a position excluded by law.

The Board shall take final action in a properly noticed open meeting when Board action is required. The Board may discuss an individual's character or professional competence in a lawfully closed meeting but shall not take final action in a closed meeting.

9 Records

The District shall maintain applications, screening records, interview materials, preference records, releases, reference requests, offers, approvals, and appointment records under the District's approved retention schedule and personnel records policies. Medical and accommodation information shall be maintained separately as required by law. Access is limited to persons with a legitimate District purpose.

10 Administration

The Superintendent may issue procedures and forms consistent with this policy and shall report hires for Board action as required by Exhibit D-15E.

Legal references

Utah Code Sections 34A-5-106, 52-3-1 through 52-3-4, 53E-6-201, 53G-4-301, 53G-4-302, 53G-11-202, 53G-11-402 through 53G-11-410, and 71A-2-101 through 71A-2-103

Utah Administrative Code Rules R277-301, R277-305, R277-309, and R277-324

Title VII of the Civil Rights Act and the Americans with Disabilities Act

Cross references

Policies D-01, D-14, D-17, D-19, D-27, D-60, and D-82; Procedure D-15P; Exhibit D-15E



Exhibit D-15E Appointment Authority and Board Action Matrix

Position group	Process oversight	Interview and recommendation	Conditional offer	Required Board action	Final document
Superintendent	Board	Board	Board President as authorized by Board	Board selection and appointment in open meeting	Contract signed by authorized Board officers
Business Administrator	Board	Board	Board President as authorized by Board	Board appointment in open meeting under Utah Code Section 53G-4-302	Contract and oath documentation
Assistant Superintendent	Superintendent	Superintendent recommends after District process	Superintendent after recommendation is ready for Board action	Board appointment upon Superintendent recommendation	Contract signed after Board appointment
Principal and Assistant Principal	Superintendent and Assistant Superintendent	Superintendent recommends after District process	Superintendent after recommendation is ready for Board action	Board appointment upon Superintendent recommendation	Contract signed after Board appointment
Teachers and other licensed educators	Superintendent and Assistant Superintendent	Hiring administrator recommends through District process	Superintendent Assistant Superintendent or authorized Human Resources official	Board ratification	Contract or appointment document after required conditions
Regulated student support and health professionals	Superintendent and Assistant Superintendent	Hiring administrator recommends through District process	Superintendent Assistant Superintendent or authorized Human Resources official	Board ratification	Contract or appointment document after credential verification
Education support personnel and paraprofessionals	Superintendent and Assistant Superintendent	Hiring administrator recommends through District process	Superintendent Assistant Superintendent or authorized Human Resources official	Board ratification	Employment document after required conditions
Substitute teachers and substitute employees	Superintendent and Assistant Superintendent	District process or authorized administrator	Authorized Human Resources official	Board ratification through an approved list or individual action as directed by the Board	Placement on approved substitute list after required conditions
Temporary seasonal and extra duty assignments other than administrators	Superintendent and Assistant Superintendent	Authorized administrator	Authorized Human Resources official	Board ratification when treated as a hire under Board practice	Assignment notice stating temporary or extra duty status under D-27



Book	Policy Manual
Section	D - Personnel
Title	Background Checks <u>and Required Employment References</u>
Code	D-60
Status	~~Active~~ <u>First Read</u>
Adopted	February 9, 1993
Last Revised	November 13, 2012, <u>November __, 2026</u>

1 Scope

The District conducts criminal background checks, ongoing monitoring, and required employment reference inquiries to protect students and comply with law. This policy applies to employees, contract employees, volunteers, and other persons covered by Utah Code Title 53G, Chapter 11, Part 4.

2 Non-Licensed Employees Contract Employees and Volunteers

The District shall require each covered person who is at least 18 years old to complete the nationwide fingerprint-based background check and ongoing monitoring required by Utah Code Section 53G-11-402 as a condition of employment or appointment. The District shall obtain the required identifying information and consent, submit information through the authorized system, and use an appropriate privacy risk mitigation strategy.

The District shall not require a non-licensed employee, contract employee, or volunteer to pay a background check fee prohibited by Utah Code Section 53G-11-402. The District does not charge non-licensed substitute teachers for the required check.

3 Licensed Educators

Licensed educator background checks and ongoing monitoring are administered through the State Board under Utah Code Section 53G-11-403. An individual with an assignment in CACTUS or USIMS shall have the cleared check and current FBI Rap Back enrollment required by Rule R277-301.

4 Substitute Teachers

A substitute teacher shall complete the required background check before employment. The District shall also verify that the individual is not ineligible to serve under Utah Code Section 53E-6-901 and applicable licensing restrictions.

5 Criminal History Review

The District shall evaluate criminal history information under Utah Code Section 53G-11-405, State Board rule, and administrative procedure. The District shall provide the individual an opportunity to review and respond to criminal history information. If the District disqualifies an individual because of criminal history information, the District shall provide written reasons and notice of the right to request review.

6 Ongoing Monitoring

When permitted by law and authorized by the individual, the District may request that the Utah Bureau of Criminal Identification clone an existing FBI Rap Back subscription from another qualifying entity so the District can receive ongoing criminal-history notifications. The District shall also provide another eligible LEA or qualifying private school an opportunity to clone an applicable subscription or subscription data for an employee or volunteer who is relocating, providing temporary volunteer services, or working under contract. Human Resources shall process all cloning requests in accordance with Utah Code Sections 53-10-108, 53G-11-402, and 53G-11-403.

7 Required Prior Employer Review

Before hiring an applicant, the District shall obtain the release, request information from the most recent qualifying-position employer, and document its efforts as required by Utah Code Section 53G-11-410. The District shall not hire an applicant who refuses the release.

When the District receives a qualifying request from another employer, the District shall provide the required response within 20 business days. A response shall be limited to information within the statutory scope and approved by the District.

8 Additional References And Application Accuracy

The District may conduct additional job-related reference checks. An applicant shall provide accurate and complete information. Material falsification or omission may result in withdrawal of an offer or employment action, subject to applicable law and due process.

9 Confidentiality and Records

Criminal history information, releases, responses, and related records shall be accessed, used, disclosed, and retained only as authorized by law and the District's records schedule. Criminal history records shall be stored separately from ordinary selection materials when required.

Legal References

Utah Code Sections 53E-6-901 and 53G-11-401 through 53G-11-410; Utah Administrative Code Rules R277-301, R277-316, and R277-324

~~At the time a prospective employee makes application for employment with the District, such prospective employee shall fill out an employment application providing the following warning:~~

~~All references stated in this application will be checked by the School District and it is the policy of this School District that false information will be grounds for rejecting your application with no further~~

~~consideration for the position; or, if such false information is discovered after hire, you will be subject to immediate termination for cause. Any false information may also be the grounds for criminal prosecution.~~

~~All employees seeking employment with the District shall sign a written release, waiver, and authorization which authorize the District to request information from the prospective employee's past three employers and supervisors. The release, waiver, and authorization shall also authorize the District to contact former employers to obtain a reference check and to conduct a background search into the employee's criminal record, if any, or any other background check as the District deems necessary to satisfy itself of the quality and competence of the prospective employee's credentials.~~

~~CRIMINAL BACKGROUND CHECK~~

~~All prospective and current district employees, licensed and non-licensed, hourly and contract, to include individuals working in any coaching capacity, are required to submit to fingerprinting and criminal background checks as part of the employment process and as a condition of employment. Periodic fingerprinting and criminal background checks shall be completed at the time of license renewal for licensed employees (at least every five (5) years) and every six (6) years for non-licensed employees. Also, where reasonable cause exists, a current employee shall submit to and/or obtain a criminal background check.~~

~~All volunteers with significant unsupervised access to students shall also submit to periodic fingerprint background checks prior to working with students or offering services. Volunteers shall have a fingerprint background check on file with the district that is no more than five (5) years old.~~

~~COSTS~~

~~All employees and volunteers will bear the costs for required fingerprinting and for obtaining criminal background checks.~~

~~INVESTIGATIONS AND DETERMINATIONS~~

~~Through its agent or designees, the district will review criminal arrest and conviction records and information, conduct administrative investigations as appropriate, and make employment decisions intended to protect the safety and well-being of students and the integrity of district operations, at the same time preserving employee confidentiality and due process rights. As such employees may be placed on leave or otherwise have responsibilities limited or modified during investigations.~~

~~If the District denies a person employment or terminates an employee because of information obtained through a criminal background check, the person or employee shall be given written notice of the reasons for denial or dismissal and extended an opportunity to respond to the reasons.~~

~~RECORDS~~

~~Records such as police reports, court dockets, Bureau of Criminal Investigation reports, and other records pertaining to arrests and convictions are identified as protected records under Section 63G-2-305 (9) of the Government Records Access and Management Act and will be maintained by the district for an adequate duration and for the purpose of conducting investigations, making employment decisions, defending~~

against appeals or other actions, and protecting the safety and well-being of students, patrons, and employees.

~~Utah Code Ann. § 53A-3-410~~

~~Utah Admin. Code R277-520-11~~

~~Utah Admin. Code R277-516-4~~

~~Utah Admin. Code R277-501-6~~



Book	Policy Manual
Section	D - Personnel
Title	~~Nepotism~~ <u>Employment of Relatives and Household Members</u>
Code	D-82
Status	~~Active~~ <u>First Read</u>
Adopted	January 20, 2015
Revised	<u>November __, 2026</u>

1 Definitions

Appointee, chief administrative officer, household member, public officer, and relative have the meanings stated in Utah Code § 52-3-1, including the statute's current lists of covered relationships.

2 Appointment Restriction

A Board member or District employee who participates in a hiring decision may not employ, appoint, vote for, or recommend an applicant if the applicant would be directly supervised by a relative or household member of that Board member or District employee, unless an exception authorized by Utah Code § 52-3-1 applies .

3 Direct Supervision Restriction

A District employee may not directly supervise another District employee who is the supervisor's relative or household member unless an exception authorized by Utah Code § 52-3-1 applies. If direct supervision is permitted under an authorized exception, the supervisor shall immediately disclose the relationship in writing to the Superintendent. The supervisor may not evaluate the relative's or household member's job performance or recommend an increase in that person's salary.

4 Acceptance or Retention of Employment

An appointee may not accept or retain District employment that places the appointee under the direct supervision of a relative or household member unless an exception in Utah Code § 52-3-1 applies.

5 Exceptions

The District shall document the facts supporting any exception before appointment or continued supervision. An only- or best-qualified determination must be made by the official authorized by statute. The rural exception in Utah Code § 52-3-4 applies only when its population, public-notice, and best-qualified conditions are established.

6 Disclosures and Public Access

When a statutory exception permits a District employee to supervise a relative or household member, the supervisor shall immediately file a written disclosure with the Superintendent identifying the relationship

and the exception being used. If the Superintendent is the person making the disclosure, the disclosure shall be filed with the Board President. The District shall retain the disclosure and the District's written determination supporting the exception. The disclosure shall be treated as a public record and made available for public inspection as required by law.

7 Other Conflicts

This policy does not replace other ethics, conflict of interest, procurement, or disclosure duties. A person participating in hiring shall disclose an actual or apparent conflict even when the relationship does not meet the statutory definition.

Legal references Utah Code Sections 52-3-1 through 52-3-4

Definition

~~For purposes of this section, relative means father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law.~~

~~Utah Code Ann. § 52-3-1(1)(d)~~

Prohibited Appointment

~~No Board member or employee of the District may employ, appoint, or vote for or recommend the appointment of a relative or cohabitant in or to any position or employment, when the salary, wages, pay, or compensation of the appointee will be paid from public funds and the appointee will be directly supervised by a relative, unless:~~

- ~~1.-The appointee is the only person available, qualified, or eligible for the position;~~
- ~~2.-The appointee will be compensated from funds designated for vocational training;~~
- ~~3.-The appointee will be employed for a period of 12 weeks or less;~~
- ~~4.-The appointee is a volunteer as defined by the District;~~
- ~~5.-The Superintendent determines that the employee is the only person available or best qualified to perform supervisory functions for the appointee.~~

~~Utah Code Ann. § 52-3-1(2)(a)~~

Prohibited Supervision

~~No District employee may directly supervise an appointee who is a relative or cohabitant when the salary, wages, pay, bid or compensation of the relative will be paid from public funds, unless:~~

- ~~1.-The relative was appointed or employed before the District employee assumed his or her supervisory position, if the relative's appointment was not unlawful at the time of appointment;~~

- ~~2.-The appointee will be compensated from funds designated for vocational training;~~
- ~~3.-The appointee will be employed for a period of 12 weeks or less;~~
- ~~4.-The appointee is a volunteer as defined by the District;~~
- ~~5.-The appointee is the only person available, qualified or eligible for the position;~~
- ~~6.-The appointee is eligible or qualified to be employed by the District pursuant to State Office certification if applicable, civil service laws or regulations, or merit system or regulations; or,~~
- ~~7.-The Superintendent determines that the employee is the only person available or best qualified to perform supervisory functions for the appointee.~~

~~When a District employee supervises a relative, the employee shall make a complete written disclosure of the relationship to the Superintendent. The District employee may not evaluate the relative's job performance or recommend salary increases for the relative.~~

Utah Code Ann. § 52-3-1(2)

Acceptance of Employment

~~No appointee may accept or retain employment in the District if the appointee is under the direct supervision of a relative, unless:~~

- ~~1.-The relative was appointed or employed before the District employee assumed his or her supervisory position, if the relative's appointment was not unlawful at the time of appointment;~~
- ~~2.-The appointee will be compensated from funds designated for vocational training;~~
- ~~3.-The appointee will be employed for a period of 12 weeks or less;~~
- ~~4.-The appointee is a volunteer as defined by the District;~~
- ~~5.-The appointee is the only person available, qualified or eligible for the position;~~
- ~~6.-The appointee is eligible or qualified to be employed by the District pursuant to State Office certification if applicable, civil service laws or regulations, or merit system or regulations; or,~~
- ~~7.-The Superintendent determines that the employee is the only person available or best qualified to perform supervisory functions for the appointee.~~

Federal Funds

~~The rules against nepotism apply to employees paid with public funds regardless of the source of those funds, including employee paid with funds from a federal grant.~~

General Exceptions

~~This policy on nepotism shall not apply to the employment of a relative if the following criteria are established:~~

- ~~1. fewer than 3,000 people live within 40 miles of the primary place of employment, measured over allweather public roads;~~
- ~~2. the job opening has had reasonable public notice; and~~
- ~~3. the relative is the best qualified candidate for the position.~~

~~If an appointee is to be hired under this exception, the District shall make a written record of the proceedings in which it was established that the appointee met the criteria of this exception, which record shall include a written statement by the hiring officer certifying that the appointee satisfies the exception, all of which shall be retained in the personnel file of the appointee.~~

~~Utah Code Ann. § 52-3-4~~