

Board of Education Meeting - Jun 10 2025 Minutes

Tuesday, June 10, 2025 at 6:00 PM

Tooele County School District 92 Lodestone Way Tooele, Utah 84074

Approved on August 12, 2025

1. Executive Session, 5:15 pm (Closed to the Public)

2. Business Meeting, 6pm (Start of Public Meeting)

2.1 Welcome and Pledge of Allegiance

President Rich welcomed and led the Pledge of Allegiance at 6:01 PM

3. Open Forum (Limited to three minutes per individual and a total of 30 minutes for all comments. To speak, sign up at the clerk's desk prior to the start of the open forum.)

President Rich moderated










3.1 Patron Comments

- Cali Hinckley addressed the board on open enrollment and athletic eligibility at DPHS.
- Ernesto Negrete, addressed the board regarding open enrollment at DPHS.
- Matt Harris, addressed the board regarding open enrollment at DPHS as well as the decision to be a 4A football team
- Vince Anderson addressed the board regarding open enrollment at DPHS.

[June 10, 2025, Open forum sign up sheet.pdf](#) 

4. Consent Items (Routine items on the consent agenda not requiring

public discussion by the Board may be adopted by one single motion. A Board Member may request to remove an item from the consent agenda for individual discussion and consideration.)

- 4.1 Minutes
[May 13, 2025 Board of Education Minutes-Pending Approval.pdf](#) 
- 4.2 Expenditure Report
[May Board Expenditure Report.pdf](#) 
- 4.3 Revenue Report
[May Board Revenue Report.pdf](#) 
- 4.4 Disbursement Report
[Board Report 5.25.pdf](#) 
- 4.5 Financial Reports
[April Combined Financial Statements.pdf](#) 
- 4.6 Personnel Decisions
[May 2025 Personnel Decisions.pdf](#) 
- 4.7 2025-2026 Student Fees
This is an updated Student Fees schedule that reflects the amount charged for an out-of-state student to attend our schools.
[2025-2026 Approved Fee Schedule.pdf](#) 
- 4.8 Fraud Risk Assessment-FY25
[Fraud-Risk-Assessment-FY25.pdf](#) 
- 4.9 Utah K-12 Comprehensive School Counseling Program
[June 2025 Board Adoption & Approval Letter.pdf](#) 
- 4.10 Vote on Consent Items
Approve Consent Items as presented or amended

Moved by: Scott Bryan

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, ValaRee Shields,
Elizabeth Smith, Emily Syphus, Todd
Thompson, and Scott Bryan

Motion Carries 7-0

5. Action Items

- 5.1 Revised Policy 4009, Educator Evaluation, 2nd Read
Chantel Cowan, Assistant Executive Director of Teaching and Learning, presented the revised Policy 4009 for a second reading. The revisions aligned the policy with updates to Utah Code 53G-11-520 and Board Rules R277-323 and R277-330, and incorporated input from the Joint Education Evaluation Committee. Key changes included a transition from percentage-based to point-based evaluation categories, an emphasis on the full evaluation process over formal observations, and updated rating levels: Level 1 – Not Effective, Level 2 – Partially Effective, and Level 3 – Effective. Additional clarifications were made regarding appropriate responses to Level 1 and 2 ratings.

Approve Revised Policy 4009, Educator Evaluation, for implementation with the modification to sections G2, g.h., from every three years to every year.

Moved by: Emily Syphus

Seconded by: ValaRee Shields

Yea Melissa Rich, Robert Gowans, ValaRee Shields,
Elizabeth Smith, Emily Syphus, Todd
Thompson, and Scott Bryan

Motion Carries 7-0

- 5.2 Revised Policy 3035, Cash Receipts and Expenditures, 2nd Read
Lark Reynolds, Business Administrator, presented the revised

Policy 3035, *Cash Receipts and Expenditures*, along with new policies 3035.1 through 3035.6 for a second reading. These new policies consolidate elements of former Policies 3034 and 3035. Following an Activities Internal Audit, inconsistencies were identified between the previously adopted USOE model policies and the later transition to USBA model policies. To resolve these conflicts and ensure consistency, the board plans to retire Policy 3034 and adopt the USBA-aligned policies.

Retire Policy 3034 and Approve Revised Policy 3035, Cash Receipts and Expenditures, and new policies 3035.1, 3035.2, 3035.3, 3035.4, 3035.5, and 3035.6 for implementation.

Moved by: Scott Bryan

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, ValaRee Shields, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan

Motion Carries 7-0

5.3 New Policy, 3035.1, Credit Cards, 2nd Read

Lark Reynolds, Business Administrator, presented the revised Policy 3035, *Cash Receipts and Expenditures*, along with new policies 3035.1 through 3035.6 for a second reading. These new policies consolidate elements of former Policies 3034 and 3035. Following an Activities Internal Audit, inconsistencies were identified between the previously adopted USOE model policies and the later transition to USBA model policies. To resolve these conflicts and ensure consistency, the board plans to retire Policy 3034 and adopt the USBA-aligned policies.

Retire Policy 3034 and Approve Revised Policy 3035, Cash Receipts and Expenditures, and new policies 3035.1, 3035.2, 3035.3, 3035.4, 3035.5, and 3035.6 for implementation.

Moved by: Scott Bryan

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, ValaRee Shields,
Elizabeth Smith, Emily Syphus, Todd
Thompson, and Scott Bryan

Motion Carries 7-0

5.4 New Policy 3035.2, Travel, 2nd Read

Lark Reynolds, Business Administrator, presented the revised Policy 3035, *Cash Receipts and Expenditures*, along with new policies 3035.1 through 3035.6 for a second reading. These new policies consolidate elements of former Policies 3034 and 3035. Following an Activities Internal Audit, inconsistencies were identified between the previously adopted USOE model policies and the later transition to USBA model policies. To resolve these conflicts and ensure consistency, the board plans to retire Policy 3034 and adopt the USBA-aligned policies.

Retire Policy 3034 and Approve Revised Policy 3035, Cash Receipts and Expenditures, and new policies 3035.1, 3035.2, 3035.3, 3035.4, 3035.5, and 3035.6 for implementation.

Moved by: Scott Bryan

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, ValaRee Shields,
Elizabeth Smith, Emily Syphus, Todd
Thompson, and Scott Bryan

Motion Carries 7-0

5.5 New Policy 3035.3, Reimbursement Requests, 2nd Read

Lark Reynolds, Business Administrator, presented the revised Policy 3035, *Cash Receipts and Expenditures*, along with new policies 3035.1 through 3035.6 for a second reading. These new policies consolidate elements of former Policies 3034 and 3035. Following an Activities Internal Audit, inconsistencies were identified between the previously adopted USOE model policies and the later transition to USBA model policies. To resolve these conflicts and ensure consistency, the board

plans to retire Policy 3034 and adopt the USBA-aligned policies.

Retire Policy 3034 and Approve Revised Policy 3035, Cash Receipts and Expenditures, and new policies 3035.1, 3035.2, 3035.3, 3035.4, 3035.5, and 3035.6 for implementation.

Moved by: Scott Bryan

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, ValaRee Shields, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan

Motion Carries 7-0

5.6 New Policy 3035.4, Purchase Orders, 2nd Read

Lark Reynolds, Business Administrator, presented the revised Policy 3035, *Cash Receipts and Expenditures*, along with new policies 3035.1 through 3035.6 for a second reading. These new policies consolidate elements of former Policies 3034 and 3035. Following an Activities Internal Audit, inconsistencies were identified between the previously adopted USOE model policies and the later transition to USBA model policies. To resolve these conflicts and ensure consistency, the board plans to retire Policy 3034 and adopt the USBA-aligned policies.

Retire Policy 3034 and Approve Revised Policy 3035, Cash Receipts and Expenditures, and new policies 3035.1, 3035.2, 3035.3, 3035.4, 3035.5, and 3035.6 for implementation.

Moved by: Scott Bryan

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, ValaRee Shields, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan

Motion Carries 7-0

5.7 New Policy 3035.5, Issuance of Checks, 2nd Read

Lark Reynolds, Business Administrator, presented the revised Policy 3035, *Cash Receipts and Expenditures*, along with new policies 3035.1 through 3035.6 for a second reading. These new policies consolidate elements of former Policies 3034 and 3035. Following an Activities Internal Audit, inconsistencies were identified between the previously adopted USOE model policies and the later transition to USBA model policies. To resolve these conflicts and ensure consistency, the board plans to retire Policy 3034 and adopt the USBA-aligned policies.

Retire Policy 3034 and Approve Revised Policy 3035, Cash Receipts and Expenditures, and new policies 3035.1, 3035.2, 3035.3, 3035.4, 3035.5, and 3035.6 for implementation.

Moved by: Scott Bryan

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, ValaRee Shields, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan

Motion Carries 7-0

5.8 New Policy 3035.6, Journal Entries and Electronic Fund Transfers, 2nd Read

Lark Reynolds, Business Administrator, presented the revised Policy 3035, *Cash Receipts and Expenditures*, along with new policies 3035.1 through 3035.6 for a second reading. These new policies consolidate elements of former Policies 3034 and 3035. Following an Activities Internal Audit, inconsistencies were identified between the previously adopted USOE model policies and the later transition to USBA model policies. To resolve these conflicts and ensure consistency, the board plans to retire Policy 3034 and adopt the USBA-aligned policies.

Retire Policy 3034 and Approve Revised Policy 3035, Cash Receipts and Expenditures, and new policies 3035.1, 3035.2, 3035.3, 3035.4, 3035.5, and 3035.6 for implementation.

Moved by: Scott Bryan

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, ValaRee Shields,
Elizabeth Smith, Emily Syphus, Todd
Thompson, and Scott Bryan

Motion Carries 7-0

5.9 Revised Policy 5031, Personal Technology and
Communication Devices, 1st Read

Heather Castagno, Director of Student Services, presented proposed revisions to Policy 5031, *Personal Technology and Communication Devices*, to align with Senate Bill 178. The updates remove conflicting language, replace the term “instructional time” with “classroom hours” for consistency, and simplify the exceptions section. Additional changes include references to emerging technologies and provisions allowing schools to enforce restrictions beyond classroom hours. These revisions ensure the policy reflects current legislative requirements and evolving technological contexts.

Approve Revised Policy 5031, Personal Technology and
Communication, for implementation.

Moved by: Todd Thompson

Seconded by: Elizabeth Smith

Yea Melissa Rich, ValaRee Shields, Elizabeth Smith,
Emily Syphus, Robert Gowans, Todd
Thompson, and Scott Bryan

Motion Carries 7-0

5.10 Revised Policy 4032, Licensure, 1st Read

Krystal White, Licensing Specialist, presented proposed revisions to Policy 4032, which was renamed from *LEA-specific Licensing* to *Licensure* to reflect its broader scope. The updated policy removed outdated and overly detailed licensing requirements, instead referencing current USBE

board rules. Definitions were updated, and the LEA-specific section was revised to ensure compliance. The obsolete “Eminence” section was eliminated. These changes were intended to streamline the policy without altering current practices, as the district will continue to follow existing state licensing regulations.

Approve revised policy 4032, Licensure for implementation.

Moved by: Emily Syphus

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, ValaRee Shields,
Elizabeth Smith, Emily Syphus, Todd
Thompson, and Scott Bryan

Motion Carries 7-0

5.11 New Policy, Driver Education Program, 1st Read

Ricky Scott, Curriculum Specialist, presented a new Driver Education policy to the board for a first reading. The policy was introduced to ensure district compliance with the USBE Driver Education Law and Policy Manual. It outlined the structure and expectations of the district’s driver education program, including specific requirements for instructors, students, and parents. The policy established clear guidelines to support a safe, effective, and legally compliant driver education experience for all participants.

Member Shields motioned to move forward for a second read, however, Member Bryan asked if there was a reason not to approve tonight so it would be ready for the beginning of school, and Member Shields amended her motion to implement.

Approve New Policy, Driver Education Program for implementation

Moved by: ValaRee Shields

Seconded by: Emily Syphus

Yea Melissa Rich, Robert Gowans, ValaRee Shields,
Elizabeth Smith, Emily Syphus, Todd
Thompson, and Scott Bryan

Motion Carries 7-0

- 5.12 New Policy, Discipline of Students with Disabilities, 1st Read
Marissa Lowry, Director of Special Education, presented the new policy, *Safe Schools: Discipline of Students with Disabilities*, for a first reading. This policy consolidated and replaced existing policies 6022, 6023, and 6024, aligning with the updated model policy and reflecting recent changes in state code, board rules, and district needs. It outlined procedures for disciplining students with disabilities in compliance with IDEA regulations, with particular emphasis on manifestation determinations. The policy ensured that disciplinary actions remained legally sound and appropriately considered whether a student's behavior was a manifestation of their disability.

Retire Policy 6022, 6023, and 6024 and implement new policy, Discipline of Students with Disabilities.

Moved by: ValaRee Shields

Seconded by: Todd Thompson

Yea Melissa Rich, Robert Gowans, ValaRee Shields,
Elizabeth Smith, Emily Syphus, Todd
Thompson, and Scott Bryan

Motion Carries 7-0

- 5.13 New Policy, Salary Supplement for Highly Needed Educators (SHiNE), 1st Read

Chantel Cowan, Assistant Director of Teaching and Learning, presented the new *Salary Supplement for Highly Needed Educators (SHiNE)* policy for a first reading. In response to the implementation of Utah Code 53F-2-504 on July 1, the policy was developed to replace the former TSSP program and establish district-level guidelines for identifying and compensating high-need teaching positions. Due to limited

funding, the Board was advised to designate Special Education—specifically Severe, Mild/Moderate, and Speech-Language Pathologist assignments—as the qualifying areas for the 2026–2028 school years. Other high-need areas, such as secondary math and science, were acknowledged but not recommended at this time due to funding constraints.

Approve New Policy, Salary Supplement for Highly Needed Educators, for implementation.

Moved by: ValaRee Shields

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, ValaRee Shields, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan

Motion Carries 7-0

5.14 Revised Policy 11016, Alternative Language Services Program, 1st Read

Stephanie Rowley, Federal Programs Director, presented the revised Policy 11016, *Alternative Language Program Services*, for a first reading. The revision streamlined the policy by removing unnecessary language and incorporating updated model policy language from the Special Programs EDA Alternative Language Services. The changes aimed to improve clarity and ensure alignment with current best practices and compliance requirements.

DISCUSSION TO MOTION: Member Thompson inquired whether the proposed revisions would require additional funding. Director Rowley responded that significant new funding would not be necessary, as the district is already in compliance with federal law.

Approve Revised Policy 11016, Alternative Language Services Program for implementation.

Moved by: ValaRee Shields

Seconded by: Emily Syphus

Yea Melissa Rich, Robert Gowans, ValaRee Shields,
Elizabeth Smith, Emily Syphus, Todd
Thompson, and Scott Bryan

Motion Carries 7-0

5.15 New Policy, Ethics Policy Regarding Employee Private Activities, 1st Read

Catham Beer, District Activities Director, presented a new policy titled *Ethics Policy Regarding Employee Private Activities* for discussion. The policy established clear guidelines for coaches and advisors to operate camps, clinics, and tutoring sessions either as school-sponsored fundraisers or private income-generating opportunities. It included a model framework to ensure transparency, ethical conduct, and compliance with district standards.

DISCUSSION TO MOTION:

President Rich expressed support for allowing local coaches to run camps and clinics as a way to earn additional income. Member Bryan suggested simplifying the policy title to make it clearer and more accessible.

Move the new policy, Ethics Policy Regarding Employee Private Activities, forward for another read, including a change in the name of the title and cleaning language in section N regarding fees.

Moved by: Todd Thompson

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, ValaRee Shields,
Elizabeth Smith, Emily Syphus, Todd
Thompson, and Scott Bryan

Motion Carries 7-0

5.16 Revised Policy 4014, Employee Leave, 2nd Read

Lark Reynolds, Business Administrator, presented revised policy 4014, Employee Leave, for a second read. The revisions included paid parental leave and postpartum leave in

accordance with Utah Code 63A-17-511. There have been no changes since the first read.

Approve Revised Policy 4014, Employee Leave, for implementation.

Moved by: Emily Syphus

Seconded by: ValaRee Shields

Yea Melissa Rich, Robert Gowans, ValaRee Shields, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan

Motion Carries 7-0

5.17 Sensitive Materials Review

The Board of Education reviewed a sensitive materials appeal concerning *The Handmaid's Tale* by Margaret Atwood and *Me and Earl and the Dying Girl* by Jesse Andrews. The Board voted to uphold the Sensitive Materials Review Committee's restriction on *The Handmaid's Tale*, allowing it to be checked out only by 12th-grade students or older with parent or guardian permission, due to content potentially not aligning with community standards. Additionally, the Board voted to restrict *Me and Earl and the Dying Girl* to high school students only, also requiring parent or guardian permission, based on similar content concerns.

Motion to uphold the committee restriction on The Handmaid's Tale to a 12th-grade student, but adding with the permission of a parent or guardian. Based on the content may not be aligned with community standards

Moved by: Scott Bryan

Seconded by: Elizabeth Smith

Yea Melissa Rich, Robert Gowans, ValaRee Shields, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan

Motion Carries 7-0

Motion to put on restriction for high school students only, with parental permission to check out Me and Earl and the Dying Girl, content may not be aligned with community standards

Moved by: ValaRee Shields

Seconded by: Scott Bryan

Yea Melissa Rich, Robert Gowans, ValaRee Shields, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan

Motion Carries 7-0

5.18 TSSA Framework

Lark Reynolds, Business Administrator, presented the proposed TSSA Framework for the 2025-2026 School Year.

DISCUSSION TO MOTION: President Rich emphasized the Board's previous directive to prioritize the use of TSSA funds for hiring aides to support specialists and requested confirmation that schools are following this guidance. She also asked for a report detailing how the funds have been allocated. Member Bryan supported the request and asked for a summary of TSSA fund distribution across schools.

Approve the Proposed TSSA Framework for the 2025-2026 School Year.

Moved by: Robert Gowans

Seconded by: Emily Syphus

Yea Melissa Rich, Robert Gowans, ValaRee Shields, Elizabeth Smith, Emily Syphus, Todd Thompson, and Scott Bryan

Motion Carries 7-0

5.19 Tooele Education Association Negotiated Agreement 2025-2026

Negotiations with the Tooele Education Association (TEA) concluded. The TEA members ratified the agreement, and it was submitted for the board's approval.

Approve the TEA negotiated agreement for the 2025-2026 school year.

Moved by: Scott Bryan

Seconded by: Robert Gowans

Yea Melissa Rich, Robert Gowans, ValaRee Shields, Emily Syphus, Todd Thompson, and Scott Bryan

Abstain Elizabeth Smith

Motion Carries 6-0

6. Information, Discussion, or Calendar Items

6.1 Business Administrator Report

Lark Reynolds, Business Administrator, presented the proposed FY26 budget, which included no tax increase. He explained that the budget was built beginning with employee salaries, as they represent the largest portion of expenditures. The proposal included step advancements for qualifying employees, new positions approved for DPHS and SJHS, seven new teaching FTEs, and benefit adjustments such as a switch to Delta Dental and increased health insurance costs. The district covered insurance increases for support professionals and retirees.

Additional costs were included for the opening of DPHS and SJHS, including utilities, custodial supplies, and child nutrition staffing. An unanticipated \$440K in staffing costs for child nutrition was also added. Other notable items included funding for armed guardians, staffing for the DPHS Teen Center, and additional maintenance and IT support positions.

Mr. Reynolds reviewed the General Fund and Capital Fund balances, along with projected revenue and expense increases, resulting in an estimated shortfall of approximately \$13 million. Member Bryan expressed concern about previous

salary increases that appeared disproportionate and suggested exploring the option of using fund balance to pay off MBA bonds to reduce ongoing debt. Several board members raised concerns about the long-term sustainability of relying on reserves. Member Thompson requested a clearer summary of the budget's bottom line.

The Board discussed next steps, including holding a budget hearing and reviewing potential revisions for version two of the FY26 budget. Options considered included adopting the proposed budget as the beginning budget for FY26 or initiating a Truth-in-Taxation (TNT) process to increase property taxes. A flat tax rate strategy was also discussed, with an estimated \$7.465 million in new revenue. Member Bryan expressed reluctance to pursue the full allowable increase. Member Shields requested an analysis of potential savings from fully paying off the MBA. The Board agreed to continue the discussion at the upcoming budget hearing.

6.2 Human Resources Director Report

Charles Hansen, Director of Human Resources, presented key statistics for the 2024–2025 school year, including data on employee turnover, current staffing levels, recruitment efforts, and general departmental insights. During the discussion, Member Bryan requested that ESS sub request data be reported by the number of teachers rather than by the number of schools and asked for the total cost associated with substitute teachers. Member Syphus inquired whether there was a conservative estimate for the number of new teachers the district could hire annually to help with recruitment. Member Syphus expressed interest in understanding trends related to why employees leave their positions, and the number of qualified applicants who express interest in open roles.

7. Adjourn (10 pm Curfew)

7.1 Adjournment

A motion was made at 9:08 pm to adjourn.

Adjourn

Moved by: Scott Bryan

Seconded by: ValaRee Shields

Yea Melissa Rich, Robert Gowans, ValaRee Shields,
Elizabeth Smith, Emily Syphus, Todd
Thompson, and Scott Bryan

Motion Carries 7-0