

NORTH SANPETE SCHOOL DISTRICT
SCHOOL BOARD OF EDUCATION MEETING
August 19, 2025

Minutes for the Board of Education meeting held Tuesday, August 19, 2025, began at 6:00 p.m. at the District Office. President Richard Brotherson conducted the meeting and led the pledge. Superintendent O'Dee Hansen offered the prayer. Board Members in attendance were President Richard Brotherson, Vice President Jeremy Madsen, Stacey Goble and Joseph Cook. Others in attendance were Superintendent O'Dee Hansen, Assistant Superintendent Rena Orton, Business Administrator Tammy Jorgensen, Accountant Bryce Warby, Secretary Melanie Lee, Principals Christy Straatman, Jeff Ericksen, and UEA Representative Cindy Johansen. Others in attendance were Angela Thompson, Allen Thompson, Paul Larsen, K. Larson, Sara Paul, Leah Paul, Miley Clawson, John Black, Martin Shaffer, Angela Johansen, Steven Poulson, Bris Seely, Chris Wilcox, Teri Tuttle, Tyler Tuttle, K. Patterson, Shanae Harward, Rose Marie Jessop, Brent Geddes, John Hales, Drue Taylor, Tisha Young, Pam Daniels, Cherrie Green, David Duerden, Malissa Spencer, Doug Spencer, David Ream, Elizabeth Ream, Julie Reese, Jan Reese, Dana Lee Sorensen, Mick Michie. Board Member Greg Bailey arrived at 8:01 p.m.

BOARD RECOGNITIONS

Mr. Madsen congratulated all our teachers, students, and administrators as we kicked off another school year. Over the summer, many projects were completed to prepare our schools. He recognized Lee R Sorensen, custodian at Fairview Elementary, who dedicated 34 years of outstanding behind-the-scenes service. We are grateful for his incredible commitment.

Mrs. Goble recognized the clothing drive organized by Mt. Pleasant Elementary, which was greatly appreciated by many. Small efforts like this truly make a big difference.

Mr. Cook recognized another clothing drive that was organized in Moroni as well as Lee R Sorensen at Fairview Elementary – a dedicated man who has served the district well. We could use more like him. Appreciation was also shared for Melanie Lee and all she does behind the scenes. He thanked teachers for guiding and calming students as they returned to school and expressed gratitude to law enforcement for keeping our schools safe. As students headed back to school, Superintendent Hansen was present in the buildings on the first day, and construction projects are moving forward. The football team's 44-7 win added to the positive momentum.

Principal Straatman celebrated that the middle pole on the football field had been removed. Custodians were recognized for their tremendous efforts, working short-staffed while managing construction projects and preparing classrooms right up to the

last minute. In addition, progress continues with our school safety initiatives to ensure buildings are ready for the new year.

Principal Ericksen recognized the middle school custodial staff, Jeff Pack and Janeen Garlick, for the shiny and beautiful floors as well as the district maintenance team who have managed an enormous workload, including tasks like updating doors and locks and issuing new employee keys, all while keeping things running smoothly. He also recognized that teachers are prepared and eager to welcome students – they're buckled up and ready to teach.

Ms. Johansen celebrated the students returning to school, noting how well they've done and the excitement they bring for the new year and for learning.

Business Administrator Mrs. Jorgensen celebrated the first day of school at Fairview Elementary with so much excitement! The kids' faces lit up as they walked through the doors – eyes wide with wonder at the fresh changes around them. A new environment, updated surroundings, and a renewed sense of energy. From the uplifting atmosphere to the brand-new floors and a redesigned front entrance that enhances safety, it was a joyful start to the year!

Assistant Superintendent Orton recognized high school student drivers for following expectations and parking in designated areas and using the crosswalks. It's great to see so many responsible students and the dedicated staff who support them every day. A special shout-out to Amanda Morley for navigating the recent changes with our new insurance – her hard work doesn't go unnoticed!

Superintendent Hansen visited every school the first day of school, witnessing firsthand the excitement as students jumped back into routines and parents helped them prepare for a fresh start. While teachers rightfully receive much recognition, he also thanked the many behind-the-scenes staff who worked hard to ensure a smooth opening. Students may always remember their teachers, but it takes a whole team to make the first day (and every day) a success. Thanks to everyone who plays a part!

Mr. Brotherson reinforced what had already been shared, highlighting the high energy and excitement during the first few days of school.

DATA PRIVACY TRAINING

Mrs. Thompson, Data Privacy and Records Officer, presented a Data Privacy report to the board.

What are we talking about tonight?

- Purpose and objectives of the training
- Importance of data privacy governance at the board level
- Overview of applicable frameworks, district policies and Utah Law

Roles and Responsibility of School Board Members

- Oversight of district compliance with NSSD policies, Federal (FERPA) and state regulations (53E-9-SB 207, GRAMA)
- Ensuring district designates key roles effectively:
 - Student Data Manager (ideally records officer)
- Oversight of governance processes and metadata
- Approving policies such as the Data Governance Plan and ensuring updates

Legal and Policy Frameworks

North Sanpete School District (NSSD) Policies

- District commits to full compliance with key privacy laws-
 - FERPA
 - Notification of Rights: Parents and eligible students (“18+”) have rights to inspect, amend records, and provide or withhold disclosure consent
 - School Official and Directory Information exceptions
 - Utah Government Records and Management Act (GRAMA) - UCA 62G-2
 - Utah Code 63A-19 Government Data Privacy Act
 - Utah Administrative Code R277-487 (Student Data Retention)
- Data Governance Plan (Policy G-38)
- Metadata Dictionary
- Student Data Collection Notice & Directory Information Notices:
 - Consent mechanisms and notification procedures for collecting and disclosing student data (including directory information)
 - Parents must submit written notice to opt out of directory information disclosures by September 15 or within 20 days of enrollment

FERPA Compliance Essentials

A federal law (1974) that gives parents—and students once they turn 18—the right to access and control their education records. It protects student privacy by restricting schools from sharing personally identifiable information without consent, except under certain legal exceptions.

- School Official (Board Members are considered School Officials)
 - The “school official” exception under FERPA allows schools to share student information without parent consent if the recipient is a school employee or approved contractor *with a legitimate educational interest in the data*.
- Directory Information
 - The “directory information” exception under FERPA allows schools to release certain basic student information—like name, grade level, or

participation in activities—without consent, as long as parents are notified and given the chance to opt out.

Utah Government Data Privacy Act

vs

Student Data Protection Act

- State Law governing public data protection
- Private and controlled records
- Broad standards and principles
- Applies to all public entities
- District policy on student data privacy
- Student records and metadata
- Specific guidelines and procedures
- Applies to all District operations

What is Metadata?

In North Sanpete School District, metadata refers to what the district tracks with student information.

- What data is collected
- Why it is collected
- Which outside parties it is shared with

Organized in the District's public metadata dictionary

- Student Data Collection Notice and Directory Information Notices

Audit, Monitoring, and Reporting

- Review cycles of the Data Governance Plan and metadata
 - Annually or at the end of any vendor contract
- Compliance checks and external reviews
 - New resource approval process
- Collaboration with Utah's Student Data Privacy Team and reporting obligations
 - USBE Compliance deadline - November 15 and March 30

Applicable Laws & Risks

- Legal liability under FERPA for unauthorized disclosure
- Loss of trust from parents, students, and the community
- Potential state-level investigation and sanctions
- Public relations damage and reputational harm to the District

Best Practice Response

- Use non-identifying descriptors (e.g., "Student A" or "a junior at the high school")
- Ensure all meeting materials are reviewed for privacy compliance before public release
- Move sensitive discussions into closed session when allowed by law
- Provide board members with pre-meeting reminders about FERPA and PII rules

FY26 TAX RATE

Last week we had a truth in taxation hearing, today we have a bunch of new faces, so we will briefly go over the presentation from last week.

Outside Factors Can Affect the Intent of Holding Taxes Steady:

- County Assessors must consider the mix of commercial, residential and recreational properties
- Assessors have far more information available to them to accurately value residential properties than commercial business or recreational properties
- Reassessments may not be even because of property location, age, etc.
- In Utah, over the past two decades, the portion of property tax paid by real property owners, which includes residential, has shifted from 79% of the total in 2000 to 91% in 2023

Elements of Property Taxes

- Local School District
- Charter School Levy
- State Basic School Levy
- Bonds (City, County, Schools)
- City
- County
- Library
- Special Service Districts (water, landfills, etc.)
- Other (assessing & collecting – county and multi-county, etc.)

NSSD Specific Taxes

- State Basic School Levy
 - set by state
- Charter School Levy
 - set by state
- Bonds
 - Set automatically based on bond terms
 - 13 years ago, bond issuance for Mt. Pleasant Elementary, High School and Moroni Elementary School
- Bond payment/assessed value of property in district
- Rate decreased in 2025 due to increased taxable property value
- Local School District
- Capital Local Levy - used for buildings, parking lots, roofs, etc.
- Voted and Board Local Levy – used for operational costs
- Controlled by local school board

Because of the smaller tax base, the State of Utah has programs to match funds for rural school districts. To take advantage of these programs, the district must show its efforts in local taxation and meet certain thresholds.

Utah Code: Capital Development Project Grants

- (i) for an eligible school district with a capital local levy rate of at least 0.00105, up to 50% of the total cost of the capital development project as a 1:1 matching grant

- (ii) for an eligible school district with a capital local levy rate of at least 0.0015, up to 66.67% of the total cost of the capital development project as a 2:1 matching grant;
- (iii) for an eligible school district with a capital local levy rate of at least 0.0018, up to 75% of the total cost of the capital development project as a 3:1 matching grant

We have needs in the district - we are bursting at almost every school

- Moroni Elementary has kids on the stage for a classroom
- Middle School students are in the attic over the gym for a classroom
- Fountain Green Elementary has no room for any more classrooms (might be the most need for an addition)

Capital Development Grant Panel Duties

- State has a set of rules to follow in a particular order
 - eliminate risk to student life, consider student safety
 - efficiency of use
 - address essential program growth and capacity

Board and Local Levy

- Used for Maintenance and Operations
 - Keeps lights on in school
 - Keeps gas in buses
 - Salaries for employees

Concern about New Residents:

- A community member asked how these plans help people moving into the area

Tax Impacts & Grant Uncertainty

- Critics noted that the only guarantee is rising taxes, not that the district will receive the grant
- Only rural districts qualify
 - the district was denied last year because our rate was too low

Property Taxes & School Funding

- Some questioned why their home value should affect school funding
- The board explained the state mandates that schools are funded through property taxes—this is a state-level issue

Need for Growth & Competitive Wages

- The district needs to build and offer competitive wages to retain teachers
- Salaries are rising, and without competitive pay, staff may leave for other districts

Salary Discussion

- Facebook claims the Superintendent had a 37% salary increase over 3 years, but the current Superintendent wasn't in the position back then
 - His take home salary is \$141,000—still among the lowest in the state (4th or 5th lowest)
- To retain quality staff, the district must stay competitive with salaries, or risk losing them to neighboring districts.

Tax Plan Details

- The increase would phase in gradually, costing residents about \$150/year to raise \$415,000 annually
- We're not raising the total tax rate but shifting it (lowering capital rate and raising another) to hit the required 0.0020 rate and qualify for state funding
- We aim to keep the district's costs among the lowest in the state
- Emphasis on leveraging state programs to minimize local tax burden

Mr. Cook explained that 62% of local property taxes support the school district and that we really have three tax options:

1. Don't raise taxes this year
 2. Raise them slightly now (11%) to qualify for state grants
 3. Raise tax rate to (19%)
- Grant Uncertainty
 - If we don't qualify for the grant, taxes may need to be raised even more next year to fill the gap and meet state laws
 - Mr. Brotherson estimates a 70% chance of receiving the grant
 - Mrs. Goble stated, "We have this need and it's not going away. We can either push hard for the grant or keep going as we are, and the people will end up paying for everything."
 - Public Participation
 - Some asked, "Can't we be resourceful without raising taxes?"
 - Others questioned, "How does this guarantee my grandkids will get a better education?"
 - NSSD faces the same inflation pressures as the community

State Requirements, Programs and Community Support

- The state has increased accountability, requiring districts to report in detail how funds are spent and how effectively they're used
- In response, the district discussed increased costs in programs over the last few years:
 - The district now serves twice the number of students with IEPs (Special Education) compared to the past
 - these students require more attention and resources than in previous years
 - Fewer families are moving into town, so the district is busing more students in from rural county areas
 - Full-day kindergarten
 - Preschool expansion
 - both are aimed at helping kids compete academically from an early age, and the results are worth it every day
- The district also applied for and received state safety grants to protect students
 - these funds were not automatic and required effort and planning
- Board members thanked the public for showing up and said they appreciate the support and engagement

- They emphasized: “We are here for the students, and everything we do is to help them succeed.”

A motion was made by Mr. Madsen in support of option 2 to approve the 2:1 match. Mr. Brotherson amended the motion to wait for Board Member Greg Bailey to arrive so there will be a full body to vote.

CONSENT CALENDAR

The minutes for the July board meeting and August Truth in Taxation meeting were presented to the board for approval.

Business Administrator Jorgensen presented:

1. Financial Reports.
2. July invoices that have been paid.
3. M&O Report - expenses very small for July
4. Finalizing FY25 budget in next two weeks
5. Auditors will be here September 2, 2025
6. Moroni Elementary received an additional \$18,000 from Moroni Strong Group
 - a. These ladies are doing fabulous things for Moroni Elementary
7. Will be supplying teachers with supply money from a state grant in October
 - a. Elementary Teachers will receive \$500
 - b. Secondary Teachers will receive \$250
8. Legislative money will also be added to the salary schedule for Certified Employees
 - a. \$10,350 (soft money - could go away or be reduced)
9. Teachers have opportunity to apply for 32-hour additional training upon approval
10. \$1,000 classified one-time stipend – those who work with kids - to be received in November
11. Triple checking new benefits
12. LINQ Analyst came down and spent time helping us with new reports, upgrading our system, and making changes
 - a. now we need to implement those changes

Mr. Cook asked about credit card rewards as well as merchant fees

- We should have a rewards program with our credit cards
 - Mrs. Jorgensen will reach out to the auditors to make sure this is something we can use while being in compliance
- The only fees we pay as a district is part of food service fees through LINQ
 - All other merchant fees are passed right back to the cardholder

Mr. Cook asked again if we could still function by not raising taxes this year

- Mrs. Jorgensen said it would be tight, but we could do it
- We would have to raise taxes the following year
 - that percentage for next year would be completely dependent on the legislature and the state

- If we don't meet the minimum requirements, the state will rip programs out from under us
- Mrs. Jorgensen protects the district's funds
 - if we don't raise taxes now, we have zero options for state funding

A motion was made by Mrs. Goble and seconded by Mr. Madsen to approve the consent calendar. Voting was unanimous in the affirmative.

NSMS COLLEGE & CAREER READINESS SCHOOL COUNSELING PROGRAM

A review of the school counseling program is required annually for compliance. Mrs. Millett, counselor at the middle school, presents to the board every year with the principal when they share their school report. Representatives from the state review this program, their standards and goals. Part of the review process is board approval. Mark Anderson, CTE Director, works with counselors as well.

A motion was made by Mrs. Goble and seconded by Mr. Cook to approve the Middle School Counseling Program letter. Voting was unanimous in the affirmative.

CONSTRUCTION PROJECTS

Progress Reports for the construction projects were presented to board members.

- Culinary water has been approved to be used when sod is put in at Fairview Elementary as long as there is a separate disconnect from the irrigation line
- Moroni Elementary Front Entry should be finished in October
- High School Front Entry will be finished by the end of December
- Auto Shop is in phase 1 = shell only - should be done by December
- Fountain Green Elementary Front Entry is finished
- Westland is just working on a couple punch list items

Mr. Cook asked about final inspections

- Christopher Swenson is the independent contractor who does our building inspections

TSSA PLAN 2025-2026

The 2025-2026 TSSA Plan was presented to the board for approval. No adjustments were made from last year's plan.

A motion was made by Mr. Madsen and seconded by Mrs. Goble to approve the 2025-2026 TSSA Plan. Voting was unanimous in the affirmative.

FRAUD RISK ASSESSMENT 2024-2025

The 2024-2025 Fraud Risk Assessment was presented to the board for approval. Board members were encouraged to complete the annual safe school trainings (Code of Conduct and Data Privacy sections are required by the board every year to be in compliance with the risk assessment). Board members committed to complete the trainings.

A motion was made by Mr. Madsen and seconded by Mr. Cook to approve the 2024-2025 Fraud Risk Assessment. Voting was unanimous in the affirmative.

RESIGNATIONS

Letters of Resignation from Deborah Stewart, Olivia Richmond, Stephanie Nuttall and Heather Hafen were presented to the board.

A motion was made by Mrs. Goble and seconded by Mr. Cook to approve the above resignations. Voting was unanimous in the affirmative.

Employees Hired:

Megan Andreasen	Middle School	CTE Teacher
Kayla Sorensen	Middle School	Gear Up Coordinator
Madison Hermansen	High School	Teen Center Coordinator
Natalie Roundy	Pleasant Creek	Online Education Facilitator
Aubrey Madsen	High School	Asst Girls Volleyball Coach
Natalie Stephensen	High School	Attendance Secretary
Haven Caldwell	Spring City Elem	PE Teacher Assistant
Heidi Johnson	Fairview Elem	PE Teacher Assistant
Michelle Lee	Pleasant Creek	Custodian
Heidi Bond	NSMS/NSHS	SpEd Teacher Assistant

Emma Larsen	High School	SpEd Teacher Assistant
William (Liam) Matthews	Pleasant Creek	Teacher Assistant
Carmen Oakley	Middle School	SpEd Teacher Assistant
Madison Dearden	Moroni Elem	Preschool/Migrant TA
Samantha Seely	Middle School	SpEd Teacher Assistant
Katerina Wheeler	Spring City Elem	Teacher Assistant
Lou Gagon	High School	Teacher Assistant
Tanner Coombs	All Schools	Substitute Custodian
Casey Mitchell	All Schools	Substitute Teacher/TA

SCHOOL CHOICE

School choice requests were presented to the board for approval.

A motion was made by Mrs. Goble and seconded by Mr. Madsen to approve the school choice requests. Voting was as follows:

Mr. Brotherson	aye	Mrs. Goble	aye
Mr. Madsen	aye	Mr. Cook	abstain

NSMS UPDATED SCHOOL FEES 2025-2026

Updates to the fee sheet include adding “Lab” to Science Fee as well as adding a \$10 Orchestra fee.

Orchestra class numbers are as follows:

NSMS = 16

NSHS = 16

A motion was made by Mr. Madsen and seconded by Mrs. Goble to approve the updates to the middle school fee sheet. Voting was unanimous in the affirmative.

TRAVEL REQUESTS

- Boys Tennis requested overnight travel to St. George, September 11-13, 2025, for a tournament.
- Boys Golf requested overnight travel for golf matches in Vernal and Roosevelt, September 22-24, 2025 (may not need to spend two nights).
- Cross Country requested overnight travel for competition in Moab, September 24, 2025 (may not need to spend the night).

TAX RATE APPROVAL

The board discussed funding challenges and options related to capital projects and a potential grant. Even with grant approval, they must show capital funds for a 2:1 match, raising concerns about covering the difference and leaving no emergency reserves. Historically, capital funding was \$6–7M, but it dropped to \$2M and has only recently increased somewhat. Taxpayers already contribute \$1.4M annually, and the district spends \$1M to \$1.5M each year on repairs.

Westland Construction mentioned that construction prices have leveled off. The previous Fountain Green Elementary improvement estimates were \$4M but plans now call for just three new classrooms (not four). While Fountain Green is the most urgent need, other facilities are also stretched: outgrown high school, doubled-up teachers, limited classroom space, busing, and added programs. Mrs. Jorgensen recommended requesting more funding to show the state the full scope of our needs.

Board members weighed risks: Mrs. Goble worries about losing grant money if not fully matched. Options considered include roughly \$0, \$50, or \$120 per year increases. Concerns remain about equity—families compare offerings to other counties, while the district continues to do “more with less.” As one superintendent said, “just once we would like to be able to do more with more.”

A motion was made by Mr. Bailey and seconded by Mrs. Goble to approve the option 1 tax rate approval for .0018 basis points. Voting passed 3 to 2 and went as follows:

Mr. Brotherson	aye	Mr. Madsen	nay
Mr. Bailey	aye	Mrs. Goble	aye
Mr. Cook	nay		

POLICIES

The E-48 Student Rights and Responsibilities Abusive Conduct Policy was presented to the board in second read.

A motion was made by Mrs. Goble and seconded by Mr. Bailey to approve the E-48 Student Rights and Responsibilities Abusive Conduct Policy in second read. Voting was unanimous in the affirmative.

The E-52 Kindergarten Policy and E-55 Student Records Policy were presented to the board in second read.

A motion was made by Mr. Madsen and seconded by Mrs. Goble to approve the E-52 Kindergarten Policy and the E-55 Student Records Policy in second read. Voting was unanimous in the affirmative.

The D-86 Employee Bullying and Hazing Policy was presented to the board in first read.

A motion was made by Mr. Bailey and seconded by Mrs. Goble to approve the D-86 Employee Bullying and Hazing Policy in first read. Voting was unanimous in the affirmative.

The D-87 SHiNE Policy (formerly TSSP) was presented to the board in first read.

A motion was made by Mr. Madsen and seconded by Mr. Cook to approve the D-87 SHiNE Policy (formerly TSSP) in first read. Voting was unanimous in the affirmative.

SAFE SCHOOLS TRAINING

The state requires all employees, including board members, to complete trainings annually. Board members received an email on their district email for the link to these trainings. The ethics training must be completed by August 31, 2025.

LEADERSHIP ACADEMY

The Leadership Academy will be held in Bryce Canyon, September 25-27, 2025.

BOARD SOCIAL

A board social will be held October 4, 2025, with a side-by-side ride on the mountain as well as dinner and training. Spouses are invited to attend.

DILIGENT COMMUNITY

Look for options for board meetings and policies platform

- Diligent bought BoardDocs
- Angela Thompson recommends we write an RFP

- found a top 20 nationwide list for companies that must be in compliance with public board meetings
- USSA and USBE use BoardBook

MATTERS FROM THE BOARD

Mr. Madsen asked about the fence on the west side of Fairview Elementary

- neighbor is wondering if we will do anything about it
- need to do some repairs
- part of the construction is to add a gate for the walkway
 - we will repair the fence when we put the gate in

Mrs. Goble discussed concerns about the famous missing pole on the football field

- Base is still there with wires exposed
 - kids were playing with it
 - Superintendent Hansen will look into this

Mr. Cook asked about

- Visa clearance for one of our teachers
 - had to send more documentation to the state
- Middle School has a Tesla charging station
 - a Tesla with out-of-state plates was charging
 - it's an open charge station but we don't publicize it
 - Mr. Ericksen bought a sign that says "not for public use"
 - it is connected to the breaker with the freezer
 - Mr. Ericksen will put in a maintenance ticket to move the charger station to a new breaker switch so electricity can be turned off every night
 - Where did it come from?
 - Siemens put it in as package deal with the solar panels (may be something to do with/tied to Rocky Mountain grant)
- A community member approached Mr. Cook about books in libraries
 - Principal Stacey Peterson is over libraries
 - He wants to remove some books
 - We have a policy
 - there is a form to fill out with book name and title
 - person filling out and submitting the form must have read the book

The Fall Regional Meeting will be held September 18, 2025. Those who plan on attending let Melanie know.

EXECUTIVE SESSION

A motion was made by Mr. Brotherson and seconded by Mr. Bailey to move into executive session to discuss the character or competency of an individual. Voting went as follows:

Mrs. Goble aye

Mr. Bailey aye

Mr. Cook aye

Mr. Brotherson aye

Mr. Madsen aye

Meeting moved into executive session at 9:04 p.m.

A motion was made by Mr. Brotherson and seconded by Mr. Bailey to exit executive session and return to regular session. Voting was unanimous in the affirmative.

Meeting returned to regular session at 10:07 p.m.

ADJOURN

A motion was made by Mrs. Goble and seconded by Mr. Cook to adjourn. Voting was unanimous in the affirmative.

Meeting adjourned at 10:08 p.m.