

Emery County School District | Board of Education**MINUTES FOR Wednesday, August 6, 2025**

The Wednesday, August 6, 2025 meeting of the Board of Education, held at the Castle Dale Elementary, 195 E 600 N, Castle Dale, UT , was called to order at 6:30 pm by Royd Hatt.

Members Present:

Royd Hatt, James Winn, Kenzi Guymon, Neal Peacock, and Todd Huntington

Members Absent:**Others Present:**

Superintendent James Shank, Business Administrator Jackie Allred, Student members Rylan Neff and Byron Roundy, and District Supervisors: Yvonne Jensen, Doug Johnson, and JR Jones

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A) WORK SESSION

1. Policy JICJ - Student Conduct Policy: Electronic Devices
Opportunity was given for discussion regarding student's use of electronic devices during class time. A student or visitor may possess an electronic communication device in school, on school property, at after-school activities and at school sponsored functions, provided that during class time, the electronic communication device remains off. The device must also be concealed, unless the device is being used as part of an instructional lesson as directed by a teacher. Exceptions to this use policy are made for medical reasons, parental specific requests, teacher permission, and emergencies. Guidelines follow Utah Administrative Rules and will be implemented for the school year. Student member Rylan Neff spoke to the understanding that it may be inconvenient, but the District needs to follow the law. Individual schools may require more stringent rules.
2. Funding Requests
Additional discussion was held regarding funding requests received from student groups. Member Peacock suggested the board create guidelines for future students or student groups representing the schools that qualify for national

competitions. Foundation activity increases and policy committee review were suggested.

3. Strategic Planning

Supt Shank presented an update on the demographic student with Woolpert which included a school boundary map that follows enrollment and transportation routes.

4. USBA Leadership Academy

USBA is giving a conference held on September 25-27 for all board members. It was determined that members would attend, if their schedule permits.

B) REGULAR SESSION

1. Call to Order

2. Pledge of Allegiance

C) PRESENTATIONS

1. Westland Construction Update

Trent Huntsman, Westland Superintendent, reported the continued progress in Phase 3 which consists of the classrooms that connect the Spartan Center to the Auditorium. The landscaping on the east is in progress as well as the east smaller parking lot. Portable trailers have been moved to San Rafael Middle. Grass on the soccer field has been mowed for the first time this week. The fire alarm system passed 100% today and the building is ready for occupancy. The current projects are revising the metal exhaust system, revising the center street drive for better drainage, landscaping on the west side where the portables were located, final test and balances for mechanical units, and the punch lists from electrical/ mechanical/ and architects. Shipping for mechanical units will delay the metal shop and auditorium doors. The open house is scheduled for Friday night, August 8th, during the Black and Gold game to allow visitors to view the building before school starts.

D) CONSENT AGENDA

1. Warrants
2. Minutes from previous meeting(s)
3. Financial Reports from previous month
4. Names for New Hire Approvals
 1. Cathy Livingston / TSSA Aide 3 hour / Huntington Elementary
 2. Shylee Hedberg / Kindergarten Aide – 5.9 hour / Huntington Elementary
 3. Morgan Bastian /Title 1/TSSA Aide 5.9 hour / Bookcliff Elementary
 4. Lydia Dunham / Title 1 / Library Aide 5.9 hour / Bookcliff Elementary
 5. Jorgan Smith / SpEd Aide 5.9 hour / Cleveland Elementary
 6. Carlissa Tsosie /SpEd / TSSA Aide 5.9 hour / Bookcliff Elementary

Consent Action

Moved by: James Winn

Seconded by: Neal Peacock

Aye

Royd Hatt, James Winn, Kenzi Guymon, Neal Peacock, and Todd Huntington

Carried 5-0

E) BOARD ACTION ITEMS

1. Annual Superintendent Renewal

On July 9, 2025, the Board conducted a formal performance evaluation for Superintendent Jim Shank. The Board found his performance to be effective, meeting or exceeding expectations, and reflecting his continued commitment to student growth and achievement in Emery County.

Based on this evaluation, it was proposed and moved that Superintendent Shank’s employment contract be renewed for the term of July 1, 2025, through June 30, 2027. In

recognition of his 16 years of superintendent experience and doctoral degree, he will receive an increase in pay.

Supt Shank gave appreciation to the board for their confidence and recognized the entire administrative staff to enable improvements to the District.

Moved by: Royd Hatt

Seconded by: James Winn

Aye Royd Hatt, James Winn, Kenzi Guymon, Neal Peacock, and Todd Huntington

Carried 5-0

2. Early Learning Plan 2025-26 12 - 15
[Early Learning Plan 25-26.pdf](#) 

The ECSD Early Learning plan was presented by JR Jones, District Supervisor. This plan provides information regarding the early literacy and early mathematics curriculum, established goals, and the implementation of the four components of mathematics instruction. Software programs (Envisions Math, Dreambox, and Number Talks) are used to reinforce strategies and tasks. This is the last year contracted with Envision and will be reviewed this year.

Motioned to pass the Early Literacy Plan as presented. 12 - 15

Moved by: Kenzi Guymon

Seconded by: Royd Hatt



Carried

Melinda Durrant commented that this was an intensive report and appreciated JR Jones' leadership and commitment to this.

3. Policies for Second Reading 16 - 101
Kenzi Guymon and James Winn are members of the policy

committee that have reviewed these policies initially as part of the USBE changes from the Legislative 2024 session. There were 24 policies presented as final reading:

- GEFB Nepotism (revised)
- IHBHD Participation in Online Education (new)
- JICK Student Rights and Responsibilities: Bullying, cyber-bullying, Hazing, and Abusive Conduct (revised)
- GCAA – Employment: Student Support Scope of Practice (new)
- GCQFA – Employment: Personal Reporting of Arrests and Convictions (revised)
- GDA – Contracts: Support Staff Positions and Classification (revised)
- GBEB – Staff Code of Conduct (revised)
- GBGD – Worker’s Compensation (revised)
- GBGA – Staff Health & Safety (revised)
- GBK – Redress of Grievances (revised)
- IHAMC – Curriculum: Cardiopulmonary Resuscitation (new)
- IHBA – Special Programs: Education of Youth in Care (new)
- IHB – Special Programs: Special Education (revised)
- BEC – Board Meetings – Closed Meetings (revised)
- DIA – District Fiscal Responsibilities (revised)
- DJB – Cash Disbursement (revised)
- DJBA – Procurement: Transitional Costs/Cost-Benefit Analysis (new)
- DJBB – Procurement: Emergency / Prison Industry Goods (new)
- IGD – Instruction Resources: Evaluation and Selection of Instructional Material (revised)
- IGDA – Instructional Resources: Evaluation and Selection of Library Material (new)
- IGDB – Instructional Resources: Evaluation and Selection of Supplemental Material (new)
- IGDC – Instruction Resources: Evaluation of Other Learning Materials (new)
- IGF – Textbook Evaluation (Rescind)
- [BEC - Board Meetings- Closed Meetings PROPOSED - Wayne edit.docx](#) 

- [DIA - District Fiscal Responsibilities PROPOSED.docx - Wayne edit.docx](#) 
- [DJB - Cash Disbursement PROPOSED - Wayne edit.docx](#) 
- [DJBA - Procurement Transitional Costs Cost-Benefit Analysis PROPOSED - Wayne edit.docx](#) 
- [GBEB - Staff Code of Conduct PROPOSED - Wayne edit.docx](#) 
- [GBGD - Workers' Compensation PROPOSED - Wayne edit.docx](#) 
- [GBK - Redress of Grievances PROPOSED - Wayne edit.docx](#) 
- [GCAA - Employment Student Support Scope of Practice PROPOSED - Wayne edit.docx](#) 
- [GEFB - Nepotism PROPOSED - Wayne edit.docx](#) 
- [IGD - Instructional Resources Evaluation and Selection of Instructional Material PROPOSED - Wayne edit.docx](#) 
- [IGDA - Instructional Resources - Evaluation and Selection of Library Material PROPOSED - Wayne edit.docx](#) 
- [IGDB - Instructional Resources - Evaluation and Selection of Supplemental Material PROPOSED - Wayne edit.docx](#) 
- [IGDC - Instructional Resources - Evaluation of Other Learning Material PROPOSED - Wayne edit.docx](#) 
- [IHAMC - Curriculum Cardiopulmonary Resuscitation PROPOSED - Wayne edit.docx](#) 
- [IHB - Special Programs - Special Education PROPOSED - Wayne Edit.docx](#) 
- [IHBHD - Participation in Online Education PROPOSED - Wayne edit \(1\).docx](#) 
- [IHBHD - Participation in Online Education PROPOSED - Wayne edit.docx](#) 
- [JICK - Student Rights and Responsibilities- Bullying, cyber-bullying, Hazing, and Abusive Conduct PROPOSED - Wayne edit.docx](#) 

Motioned to pass policies as presented

16 - 101

Moved by: Kenzi Guymon









Seconded by: Neal Peacock




Aye Royd Hatt, James Winn, Kenzi Guymon, Neal Peacock, and Todd Huntington

Carried 5-0

4. Policies for First Reading 102 - 159

These policies are made public for a comment period and are scheduled to be reviewed as a second reading in the subsequent board meeting. The policies will be made available on the district website as Draft Policies. Supt Shank commented that the committee is unanimous with the recommendations.

- CEBB – Flags on School Property (new)
- EFD – School Food Account Charges (revised)
- EFB – Prohibited Food Additives (new)
- GBEC – Drug Free Workplace (revised)
- GBEE – Employee Device Use (revised)
- GCCAD – Military Leave (revised)
- IHAL – Curriculum: Firearm Safety (new)
- JICB – Student Rights and Responsibilities: Student Privacy and Modesty (new)
- JICJ – Student Conduct Policy: Electronic Devices (revised)
- JLC – Student Health and Wellness (new)
- JLCED – Health Requirements and Services: Mental Health Care (new)
- [CEBB - Flags on School Property PROPOSED.docx](#) 
- [EFB - Prohibited Food Additives PROPOSED.docx](#) 
- [EFD - School Meal Payments PROPOSED.docx](#) 
- [GBEC - Drug Testing of Other Employees PROPOSED.docx](#) 
- [GBEE - Employee Work Information Privacy PROPOSED.docx](#) 
- [GCCAD - Military Leave PROPOSED.docx](#) 
- [IHAL - Curriculum Firearm Safety PROPOSED.docx](#) 
- [JICB - Student Rights and Responsibility - Student Privacy and Modesty PROPOSED.docx](#) 

- [JICJ - Electronic Communication Device Use By Students and Visitors PROPOSED.docx](#) 
- [JLC - Student Health & Wellness PROPOSED.docx](#) 
- [JLCED - Health Requirements and Services - Mental Health Care PROPOSED.docx](#) 

Member Neff requested clarification for the implementation of the Firearm Safety training that is now required at all grade levels every third year. Supt Shank responded to follow the Attorney General's training video at this time. Motion to present policies as First Reading was made.

102 - 159

Moved by: James Winn

Seconded by: Todd Huntington

Aye Royd Hatt, James Winn, Kenzi Guymon, Neal Peacock, and Todd Huntington

Carried 5-0

F) REPORTS

1. Principal

Castle Dale Principal, Melinda Durrant, expressed pride in the staff who are invested in growth and success in the students. One of the ongoing concerns is attendance even while aggressively addressing this challenge. Another area of focus is intervention with Tier 2 reinforcement. Testing needs to be valid to determine students who really need intervention while also helping to determine curriculum in following years. They are finding that when students take ownership of their grades, the higher their improvement.

Several CDE teachers were able to attend summer conferences. The continuation of LETRS training allows additional support and tools for instruction. This year's school theme is 'Go the Distance!' which is focused on helping students to attain their goals. They will also be focusing on social emotional help and Cougar Calls awarding students for good achievements.

2. Superintendent

Dr. James Shank gave a report on the following items:

1. Presented the USBA Master Board Plaque recognizing the training and accomplishments of the board
2. New Teacher Training was completed yesterday
3. Diligent Community software for board agendas/minutes is online this month as a parallel meeting and will be live next month
4. Strategic Planning: 1) Key stakeholders are needed 2) Portrait of Graduate is the foundation and will be presented on the September 4th meeting. A recommendation will be made in December after working with community members.
5. Supt opening address will be tomorrow to all staff via webex recognizing four priorities: POG and Mastery Learning implementation, Strategic Planning, Safety protocols, and District office reorganization.

3. Business Administrator

Jackie Allred reported that the FY24 Annual Comprehensive Financial Report was awarded both the GFOA Certificate in Excellence in Financial Reporting Award and the ASBO Certificate in Excellence in Financial Reporting award. These applications are above the requirements for the Utah state auditor, USBE, and external auditor. This is the 17th consecutive year to receive these awards.

4. Board Member Committee

Kenzi reported that while there are not many events to attend, she has been reading many updates. Neal presented at the EHS student government on how to create a mission and vision statement. Royd and Todd have also worked on monthly updates. James attended the policy committee and USBA board meetings this week.

G) PUBLIC COMMENTS

Yvonne Jensen recognized the EHS student council for helping the student hair cut day which included backpacks provided for the students.

H) CLOSED SESSION

Discussion of the character, professional competence, or physical or mental health of an individual.

At 7:45 p.m., a motion was made by Royd Hatt and seconded by Kenzi Guymon to move to a closed meeting for the purpose of discussion related to the character, professional competence, or physical or mental health of an individual. Member voting on this motion was as follows:

- Royd Hatt Aye
- James Winn Aye
- Kenzi Guymon Aye
- Todd Huntington Aye
- Neal Peacock Aye

Certification of Closed Executive Session (Utah Code 52-4-206)

I, Royd Hatt, President of the Emery County School District Board of Education, certify and swear that the sole purpose of the above closed executive session was to review and discuss the character and professional competence of individuals. Under the code referenced above, a closed executive session discussion of the character, professional competence, or physical or mental health of an individual is exempt from recording requirements and therefore, this closed executive session was not recorded.

Royd Hatt

The closed meeting was held in the board room at the Castle Dale Elementary on Wednesday, August 6, 2025, beginning at 7:45 pm. All Board members were in attendance. The closed meeting finished at 8:30 pm.

Motioned to move into Closed session

Moved by: Royd Hatt

Seconded by: Kenzi Guymon

Aye Royd Hatt, James Winn, Kenzi Guymon, Neal Peacock, and Todd Huntington

Carried 5-0

I) ADJOURN

Board President

Royd Hatt indicated there were no more items on the agenda and the meeting adjourned at 8:30 pm.