Juab School District
Board of Education
Handbook 2019-20

Board President Dale Whitlock
Vice-President Tracy Olsen
Member Mary Nielson
Member Linda Hanks
Member Cassie Beutler
Superintendent Dr. Rick L. Robins
Business Administrator Darin Clark
Juab School District Mission Statement
Empowering Our Students to Discover and Pursue Their Dreams

Juab School District Motto
“Commitment to Excellence”

Introduction

The board of education handbook has been developed to capture in one place the operating procedures and governing principles of the Juab School District Board of Education. The handbook serves as a resource for board members as they assume their offices and carry out their responsibilities. It will be posted on the JSD website and updated periodically as appropriate with limited copies available for distribution. The Juab School District Board of Education has one goal and one purpose: student learning. Each year the board approves a strategic vision that guides the work of improving and supporting student learning.

Authority and Responsibilities of the Board

The powers and mandatory duties of the Board of Education are defined in the Utah Code and State Board of Education Rule. They are divided among executive, legislative, and quasi-judicial responsibilities, as follows:

Executive:
1. Select and appoint the Superintendent of Schools.
2. Select and appoint the Business Administrator.
3. Continuously appraise the educational and administrative management of the school system through evaluation of the superintendent and business administrator.
5. Communicate and meet with community members, staff, and students to receive feedback and communicate board views on educational issues.
6. Approve collective bargaining agreements.

Legislative:
1. Develop, adopt, and interpret policies.
2. Adopt operating and capital budgets.
3. Approve curriculum guides and courses of study.
4. Establish school boundaries.
5. Advance a legislative agenda.
6. Advise and approve decisions on facilities, procurement, and financial matters as necessary.
7. Authorize legal settlements.
Quasi-Judicial:
   1. Decide on appeals of the superintendent’s administrative decisions.

**Authority of Individual Board Members**

Power belongs not to individual members of a Board of Education, but to the Board of Education acting through collective action. Board members have authority only when acting as a Board of Education in a legally constituted session, with a quorum present. The statement or action of an individual member or group of members does not bind the Board of Education itself, except when the statement or action is specifically authorized by an official act of the board. This does not preclude board members from representing the board at meetings, ceremonial events, or speaking to constituent groups in their capacity as board members.

**Principles of Board Leadership**

These are three principles of board leadership that will help keep the Juab School Board of Education focused on its' most important responsibilities.

Delegation of authority:
   The board delegates authority to the superintendent to manage the district and provide leadership to the district’s schools. Such authority is communicated through written policy as well as verbal direction that designate board ends and define operating limits.

Monitoring performance:
   The board consistently monitors progress of district goals and compliance with district policies.

Responsibility of governance
   The board, collectively and individually takes full responsibility for board activity and behavior. Board deliberations and actions are limited to board work. Administration of policies, directives, and goals are delegated to the superintendent of schools.

**Making School Board Decisions**

State and federal law, financial constraints, and local expectations must govern school districts. Decisions by the school board establish and foster the district’s environment. The school board is in a position to make many decisions. Most if not all decisions can be identified in four categories that can assist in the board’s decision making protocol.
Policy decisions:
Policy decisions are very important work of the board. A majority of time should be spent on policy development, monitoring, and review. Effective policies accomplish articulation, delegation, limitations, and processes. The board is empowered to make policy decisions for the district’s schools. Board members act as trustees for the community, therefore policies are often understood as expressions of the community’s aspirations for its schools.

Problem solving:
Many decisions come in response to crisis or issues that can’t be resolved by the superintendent or may not be fully addressed in existing board policy. The superintendent will provide information and make recommendations, the school board will make the final decision after deliberating and consulting current policy. These decisions are usually isolated but may be of high impact. These decisions can result in precedent which then may force policy.

Managerial decisions:
These are required decisions by the board such as implementing core curriculum, administration of tests, training programs, enrolling students, establishing libraries, and establishing safety committees. With few exceptions, managerial duties are delegated to the superintendent. With good communication and high levels of trust between the board and superintendent, routine managerial duties will only consume small amounts of time at public board meetings. This can be accomplished through sound polices, set directions, and established parameters.

The distinction between policy decisions and problem solving can sometimes be difficult. In general, boards that emphasize policy development will need to make fewer decisions in response to routine problems. Superintendents that have strong policy guidance are able to solve a wider array of issues without bringing them to the board for action. Good policy development and review can allow boards to operate at a systemic level dealing with mission, purpose, direction and results. Conversely, out of date policies can waste time and yield inconsistent results.
Personnel:
Personnel represents a special category of managerial decisions. Many school boards delegate personnel matters to the superintendent through policies that expresses the board’s desired standards for hiring, evaluation, compensation, discipline, and dismissal. These standards are also in concert with Utah State Office of Education. Personnel actions are usually found on the consent agenda. School boards are required by law to approve all employment contracts, salaries, benefits, and dismissals. The school board will have the final decision on all personnel matters. The superintendent is an appointed public official, the district’s chief executive, and employee of the board. Only the board can employ, evaluate, discipline, or dismiss the superintendent.

Board Leadership Responsibilities

Board leadership may speak for the board, or designate others to speak for the board when requested to do so by vote or consensus of the board.

Board president:
- Conduct meetings of the board in accordance with law and policy.
- Communicate regularly with superintendent, business administrator, and members of the board.
- Set meeting agendas, and facilitate the necessary flow of information.
- Respond to community issues and inquiries.
- Sign legal assurances, correspondence, contracts, on behalf of the board required by law, policy, or vote of the board.
- Represent the board or designate others as requested.
- Keep the board appropriately informed of issues or data that will help them perform their duties.

Board vice president:
- Advise and assist the president as needed.
- Substitute for the president as required.
- Attend meetings with or at the request of the president and superintendent.

New Board Member Orientation

Following the election of or appointment of new board members, the superintendent and board leadership will provide for an orientation, as to the board’s operation and processes, the working relationships with the superintendent, and staff of Juab School District, and substantive background information pertaining to system issues and procedures. New board members will also be encouraged to attend orientation sessions provided by Utah School Boards Association.
Board of Education Code of Conduct

Members of the Board of Education agree to abide by the following as they govern the conduct of board meetings and as they govern the actions of individual board members. These norms provide a way to conduct public business, promote mutual respect, and establish a level of expectation for those who aspire to become a board member in the future.

Represent the board of education with dignity and integrity.
• Display ethical conduct and model it at all times.
• Serve honorably.
• Keep confidences.

Be to meetings on time and prepared.
• Understand the issues.
• Take the time to do homework.

Help focus meetings on the most important matters.
• Remember that students are our number one priority.
• Continually ask what is best for students.

Value the diverse opinions of others.
• Resolve conflicts amicably with civility and responsibility.
• Every Board member has value to offer.
• Value each Board member with integrity and intelligence.

Listen closely to others.
• Be careful about interrupting or dominating discussions.
• Listen to others even if there is disagreement.
• Listen for understanding and validation.

Have courage to speak and share different perspectives.
• Be accountable for policies and decisions made by the Board.
• Support Board decisions and administration once a decision is made.

Avoid surprises.
• Communicate questions and concerns in advance whenever possible.
• Understand the role of the Board and board members.
• Understand and respect differences in responsibilities.
• Honor the process of the Board.

Represent the needs of all students and local interests.
• Value every voice in our entire community.
• Remember what may be good for one may not be as good for another.
• Work to eliminate personal biases and agendas.

Pursue Accountability.
• Encourage appropriate evaluation and measurement.
• Monitor results and data for return on investment.

Achieve unity and trust.
• Show unity as a board.
• Respect and model the professional learning community model of inclusion.
Policies Governing the Board

Policies governing the Juab School District Board of Education can be found on the Juab School District website.

JUAB SCHOOL DISTRICT
BOARD STRATEGIC VISION

Provide a flexible, personalized, and blended learning pathway to success for all students characterized by individual student mastery of standards.

“COMMITMENT TO EXCELLENCE”

KEY INDICATORS

DEMOGRAPHICS-STUDENT ACHIEVEMENT-CULTURE AND CLIMATE-RESOURCES
JSD Master Boards 2019-20

1. Continuous Improvement:
   - Ongoing school and district data presentations informing board decisions
   - Annual book study at board meetings related to educational topics
   - Attend state and national board professional development training
   - Establish and conduct board self assessment process

2. Advocacy:
   - Participate in local agency coalitions and partnerships to advocate for quality public education
   - Engage with legislators locally and on a state level

3. Community Engagement/Collaborative Relationships
   - Develop district brand and share across multiple platforms
   - Ongoing collaboration with superintendent
   - Develop and implement community council training
   - Attend at least two school community council meetings
   - Expand the use of social media to promote excellence in JSD and to further a platform to engage the public dialogue
   - Conduct annual school district finance tour
   - Celebrate and recognize district students and employees monthly
   - Review culture and climate survey data annually

4. Accountability:
   - Participate in JSD board work sessions in the fall and spring
   - Structure annual board priorities using multiple lines of evidence
   - JSD organizational Key Performance Indicators:
     - Demographic data
     - Achievement data
     - School culture & climate data
     - District finance data
   - Assure compliance with monthly policy and procedures review
   - Participate in school site visits
   - Annual school reports by the principal
   - Approve and monitor financial budgets, controls, policies, and reports

5. Foundation of Effective Governance:
   - Establish and maintain board code of ethics, bylaws, and procedures
   - Review, address, direct district vision and policies
   - Reflection of effective governance role in relation to administration
   - Establish timeline and evaluations for superintendent and BA
   - Develop a training program for new board members
Board Leadership and agenda committee:
  • President Dale Whitlock
  • Vice President Tracy Olsen

USBA Joint Legislative Committee:
  • Mary Nielson President

USBA Board of Directors:
  • Linda Hanks Region X

UHSAA BOT:
  • Dale Whitlock
    - UHSAA BOT Chairman
    - UHSAA Realignment Committee Chairman

JSD Negotiation Team:
  • Linda Hanks
  • Tracy Olsen

JSD Assessment, Instruction, Curriculum, Evaluation Committee (AICE):
  • Linda Hanks
  • Mary Nielson

JSD Ring of Honor Committee:
  • Cassie Beutler
  • Mary Nielson

JSD Local Inter Agency Committee (LIC):
  • Linda Hanks
  • Cassie Beutler

Juab County ALERT Coalition Committee:
  • Linda Hanks

JSD Buildings and Capital Projects:
  • Mary Nielson
  • Dale Whitlock
Juab County Economic Development Committee:
  • Dale Whitlock
  • Tracy Olsen

Juab School District Internal Audit Committee
  • Linda Hanks
  • Tracy Olsen

Juab School District Policy Review Committee
  • Linda Hanks
  • Mary Nielson

Juab School District Superintendent Student Leadership League
  • Open board invitation

JSD School Community Council Assignments:
  RCE - Linda Hanks
  Nebo View - Mary Nielson
  Mona – Cassie Beutler
  JJHS – Tracy Olsen
  JHS – Dale Whitlock

JHS Graduation Speaker 2020:
  • Cassie Beutler

JJHS Promotional Speaker 2020:
  • Dale Whitlock
Juab School District
2019 Board of Education Meeting Schedule

January 16, 2019
February 20, 2019
March 20, 2019
April 17, 2019
May 15, 2019
June 19, 2019
July 18, 2019
August 21, 2019
September 18, 2019
October 23, 2019
November 20, 2019
December 18, 2019

All meetings are to begin at 6:00pm and are held at Juab School District Offices at 346 East 600 North, Nephi, Utah.
June 18, 2019 JLC
June 19, 2019 Board Meeting and Budget Hearing
June 25, 2019 JLC
June 25-28, 2019 USSA Summer Meetings
July 17, 2019 Board Meeting
July 30-31, 2019 USSA Meetings
August 9-10, 2019 USBA Delegate Assembly
August 21, 2019 Board Meeting
September 9, 2019 USSA Meetings
September 12-14, 2019 USBA Training
September 18, 2019 Board Meeting
  • Approval school out of state overnight travel
October 7, 2019 USSA Meetings
October 14-18, 2019 Fall League of Innovative Schools Washington DC
October 23, 2019 Board Meeting
  • First Reading 2020-2021 Calendar
October 29, 2019 USBA Board Trustlands’ Training
October TBA USBA Region Training
November 4, 2019 USSA Meetings
November TBA CUES Legislative Luncheon/Dinner
November 20, 2019 Board Meeting
  • Second Reading 2020-21 Calendar
December 2, 2019 USSA Meetings
December 4-5, 2020 Fall Board Work Session
December 18, 2019 Board Meeting
January 9-11, 2020 USBA State Conference Salt Lake City, UT.
January 9, 2020 USSA Meetings
January 15, 2020 Board Meeting
January 31, 2020 JLC
February 7, 2020 JLC
February 14, 2020 JLC, USBA Day on The Hill, USSA Meetings
February 19, 2020 Board Meeting
  • First Reading School Fees
February 20, 2020 District Day on The Hill
February 21, 2020 JLC
February 28, 2020 JLC
February ??? Capital Walkthrough
March ??? USBA Region Training
March 6, 2020 JLC
March 18, 2020 Board Meeting
  • Second Reading School Fees
March 22-25, 2020 Spring League of Innovative Schools Los Angeles, CA.
April 4-6, 2020 NSBA Chicago, IL.
April 13-14, 2020 USSA Spring Meetings St. George
April 15, 2020 Board Meeting
  • Approve School Land Trust Plans
May ??? Budget Tour
May ??? Negotiations
May 13, 2020 Board Meeting
May 19, 2020 Juab Junior High School Promotional
May 20, 2020 Juab High School Graduation
May 29, 2020 Spring Board Work Session