



Board Meeting Minutes  
July 20, 2023, 12:09 p.m.

**ATTENDING:**

Ummi Bodede	Dr. Dominick Fazarro	Dr. Jaclyn Pedersen
Alan Buckland	Rachel Hawkins	Eric Semlear
Christian Chesnut	Amanda Kaiser	Dr. Jo Ann Simmons
Dr. Aimee Dennis	Jeffry Kennemer,	Lou Ann Viergever
Dr. Gina Doepker	President	
Dr. Kelly Dyer	Dr. Joanna Neel	

Guests logging in via the online stream

**OPENING**

1. The board meeting of the UT Tyler University Academy was called to order at 12:09 p.m. by Mr. Kennemer on Thursday, July 20, 2023, confirming that a quorum was present.
2. The Pledge of Allegiance to the American Flag was said, followed by the Pledge of Allegiance to the Texas Flag.

**PUBLIC COMMENT**

3. Mr. Kennemer confirmed there were no requests for public comment.

**ACTION ITEMS**

4. Swearing in of Newly Elected/Appointed Members
  - a. Dr. Dominick Fazarro, the Non-College of Education & Psychology Member, was sworn in by reading the statement of officer and oath of office.
  - b. Mr. Jeffry Kennemer, UA-Tyler Campus Parent Member, was sworn in by reading the statement of officer and oath of office.
5. Consent Minutes
  - a. The minutes of the previous meeting, Thursday May 4, 2023, were presented for questions or discussion. Mr. Semlear wanted to make sure that it was noted that the bulk of the discussion of internet issues were centered at the Palestine campus. Mr. Semlear then made a motion to accept the minutes, Dr. Fazarro seconded, and the motion passed unanimously.
6. Executive Session  
The Board went into Executive Session at 12:15 p.m. under Texas Government Code 551.089 to address School Safety & Security Committee recommendations for the Basic

Emergency Operations Plan, Severe Weather Annex, Flooding Appendix, Hurricane Appendix, Severe Thunderstorm Appendix, Tornado Appendix, Winter Storm Appendix, Continuity of Operations Annex, Hazardous Materials Annex, Fixed-Facility Appendix, Highway Hazmat Appendix, On-Campus Chemical Release Appendix, Pipeline Appendix, Radiological Appendix, and Train Derailment Appendix. The Executive Session ended at 12:36 p.m.

At the return to regular session, President Kennemer requested for a motion to pass the:

7. Basic Emergency Operations Plan
8. Emergency Operation Plan- Severe Weather Annex
9. Emergency Operation Plan- Flooding Appendix
10. Emergency Operation Plan- Hurricane Appendix
11. Emergency Operation Plan- Severe Thunderstorm Appendix
12. Emergency Operation Plan- Tornado Appendix
13. Emergency Operation Plan- Winter Storm Appendix
14. Emergency Operation Plan- Continuity of Operations Annex
15. Emergency Operation Plan- Hazardous Materials Annex
16. Emergency Operation Plan- Fixed-Facility Appendix
17. Emergency Operation Plan- Highway Hazmat Appendix
18. Emergency Operation Plan- On-Campus Chemical Release Appendix
19. Emergency Operation Plan- Pipeline Appendix
20. Emergency Operation Plan- Radiological Appendix
21. Emergency Operation Plan- Train Derailment Appendix

Mr. Semlear moved to approve all plans, Dr. Doepker seconded, and the motion passed unanimously.

22. Request Approval of District's Professional Development Plan:

Dr. Dennis presented a chart of the District's Professional Development Plan of all required trainings for approval. Mr. Semlear moved to approve the plan, Mr. Buckland seconded, and the motion passed unanimously.

23. Request Approval of Policy Update, PG-1.11, Records Management

Ms. Kaiser presented the revisions of PG- 1.11 which covered records management. Dr. Neel moved to approve the plan, Mr. Semlear seconded, and the motion passed unanimously.

24. Request Approval of PG-6.27, Records Retention and Destruction

Ms. Kaiser presented revisions to the UTTUA Board Policies 6.27, Records Retention and Destruction, as recommended by the TEA. The current board policies presumed that all UTTUA record management fell under the UT Tyler policy. Clarification was provided by TSLAC (Texas State Library and Archives Commission) that UTTUA would follow state TEA/TSLAC guidelines for retention or destruction of documents created within UTTUA (student related), and then UT Tyler record management policy for documents created within the university (finance, staff records). The updated policies

outline the steps to move forward with appropriate retention or destruction of all records created within UTTUA. Mr. Buckland expressed the need to make sure we were maintaining good document control. Dr. Doepker moved to accept PG 6.27, Records Retention and Destruction. Dr. Fazarro seconded, and the motion passed unanimously.

25. Request Approval of 2022-2023 Budget Amendments:

Ms. Chesnut presented the 2022-2023 Budget Amendments: increasing grant funds and expensing those grant funds. Also, moving Title 1 funds to instruction to cover the cost of salaries and supplies. Next board meeting will have several budget amendments to approve, due to capturing the Longview expansion expenses in the budget. Mr. Semlear moved to accept the 2022-2023 Budget Amendments, Dr. Fazarro seconded the motion, and it passed unanimously.

26. Request Approval of District Improvement Plan Goals:

Dr. Simmons presented the District Improvement Plan Goals (DIP). It is a living, changing document, with revisions and updates being made as needed. Mr. Buckland said that the DIP document was a good example of document control/record retention- can we view past revisions, are they stored somewhere? Other discussion centered around the research that happens within our schools, due to UTTUA's teachers and lab-school connection to UT Tyler. Can that research be shared, or see the results? Mr. Semlear moved to accept the District Improvement Plan Goals, Dr. Doepker seconded, and the motion passed unanimously.

## INFORMATIONAL ITEMS

27. Superintendent Report from Dr. Simmons

a. School Safety and Security

The annual meeting will have a safety & security training segment. Our campus officers will speak, and we will review legislative updates along with campus level expectations.

- i. The legislature now requires campus officers are required on campuses at all times during instructional time.
- ii. Tyler has a fence, and steps are being taken to acquire a gate for the front entrance.
- iii. Once the OAC is acquired, will discuss security of all OAC access points.
- iv. Panic buttons- are now required and will be stationed about school. They will connect to UT Tyler PD. Dr. Doepker asked who all would have access. Dr. Simmons responded that only employees would. UT Tyler requires that panic buttons checked once a month.
- v. Knox boxes will be installed on all campuses, giving First Responders access to all necessary campus keys.
- vi. Exterior doors will be labeled, inside and out.

b. Financial Updates-

Dr. Simmons asked Christian Chesnut to present the update as of June 30, 2023.

- i. Ms. Chesnut stated that the template for the 23-24 budget had not yet been released but should be any day. Because of this, the 23-24 budget would be presented for review and approval at the next board meeting.
  - ii. ESSER and RIPIC (Return to In Person Instruction Plan) Review- Dr. Dennis explained that these are expiring in August, so we will no longer need to update nor gather feedback.
- c. 2023-2024 District & Campus Improvement Plans  
Dr. Simmons explained that the document is a working document. The plans will be posted on the website and hard copy in the front offices. There were no questions.
- d. Enrollment Projections for 2023-2024  
Dr. Simmons stated that we have about 170 new students this year, for a district total of around 1025.
  - i. For the first time, a campus will be at capacity: Longview with 405.
  - ii. Palestine- we've been addressing their needs with marketing and identified a need to address their high school numbers. Marketing has been effective at the K-5 grade levels: billboard, google searches.
  - iii. High School retention and recruitment has historically been difficult. Discussion- do we lose out due to a decrease in extracurricular activities? The answer is yes. It was noted that Anderson (Palestine campus) has a low population in general. Dr. Neel stated that we could present our high school with the thought that sports are not the only entrance to college. We could really expand on what we do to increase college entrances. Dr. Fazarro mentioned E Sports.
- e. Campus/Administrative/Facility Updates  
Dr. Simmons said we are welcoming over 30 new employees. All will be in a variety of activities and trainings, including PBLs and PLTW.
  - i. Mr. Buckland asked about the plan for the Half-Day Fridays. Dr. Simmons said we have created a document that was shared with our staff identifying the use of each Friday- whether for enrichment/intervention of students, PD for teachers, or a day off.
- f. Administrative Updates
  - i. Personnel  
We still have a 2nd gr teacher opening in Longview, and a SpEd and HS math/cs in Palestine. Tyler is fully staffed.
  - ii. Facilities  
Dr. Simmons acknowledged that the staff at UT Tyler have been fantastic at working with us to keep our new facilities on track. Tyler's seem to be ready, and Longview is only 1 week behind. We should have access to the OAC by mid-August and can utilize UA-5 for one more year.
- g. Looking forward: the next board meeting is on August 10 and will have board training updates, governance reporting, district food safety pan (HACCP), and FY 24 budget adoption.

## ADJOURNMENT

Mr. Semlear moved to adjourn, Mr. Buckland seconded, and the motion passed unanimously. The meeting adjourned at 1:55 pm.