

Manila, Utah
March 11, 2010

The regular meeting of the Daggett Board of Education was held in Room 6 of the district office building on March 11, 2010. President Asbill called the meeting to order at 6:00 PM. Also attending were members Jones, Barber, and Pallesen; Superintendent Northcott; Business Administrator Robinson; Roger Smith, Guy & Lucille Durrant, Sarah Wolford and Jill Stevenson.

Mrs. Barber moved that the Board go into executive session at 6:05 P.M. to discuss personnel issues, seconded by Mrs. Jones. The motion on being put to a vote was unanimously carried by the affirmative vote of all members present, the vote being as follows: Aye: Pat Asbill, Marcia Barber, Rena Pallesen, and Christy Jones. Nay: None.

Mrs. Pallesen moved that the Board reconvene in regular session at 6:30 P.M., seconded by Mrs. Jones, all in favor. Present at the executive session were members Asbill, Barber, Jones, and Pallesen; Superintendent Northcott; Business Administrator Robinson.

Mrs. Jones moved to approve the minutes of the January 28, and February 11, 2010 board meetings as written, seconded by Mrs. Barber, motion carried unanimously.

Mrs. Barber moved to approve the Warrant List and Financial Statement, seconded by Mrs. Pallesen, motion carried unanimously.

Mrs. Jones moved to approve Policy #5345 – Health Requirements and Services: Students with Potentially Life Threatening Allergies and Exhibit #1 on the 2nd Reading, seconded by Mrs. Pallesen, motion carried unanimously.

5345

Health Requirements and Services: Students with Potentially Life Threatening Allergies

Parent's or Legal Guardian's Responsibility

The student's parent or guardian has the primary duty to inform school authorities about the child's potentially life threatening medical condition(s) upon registration of the child or upon medical diagnosis of the medical problem. Therefore, the student's parent or guardian shall:

- 1) Annually notify, in writing, the school of the child's allergies and, if not already on file with the school, provide written physician verification of the child's allergies.
- 2) Work with the school to develop a plan that accommodates the child's needs, including a Student Food Allergy Action Plan. In the case of a child's potentially life threatening food allergy, develop an Allergy Emergency Response Plan with the appropriate school staff.
- 3) Provide written documentation, instructions, and medications as directed by a physician.
- 4) Provide properly labeled medications and replace medications after use or upon expiration.
- 5) Educate the child in self-management of his/her allergy, including, where applicable:
 - a) safe and unsafe foods;
 - b) strategies for avoiding exposure to unsafe foods, including how to read food labels (age appropriate);
 - c) symptoms of allergic reactions;
 - d) how and when to tell an adult that the child may be having an allergy-related problem.
- 6) Review the Student Food Allergy Action Plan and Allergy Emergency Response Plan with the appropriate school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- 7) Provide emergency contact information, including the name, phone number, fax number, and address of the student's treating physician.

School's Responsibility

- 1) Registration procedures shall inquire as to whether or not a student has medical problems of which the school should be aware.
- 2) Review the health records and/or information submitted by parents and physicians.
- 3) In developing a reasonable accommodation of the student with a potentially life-threatening food allergy, the following guidelines are recommended:
 - a) The school principal or principal's designee, classroom teacher(s), the parent(s) or legal guardian, the student (age appropriate) and a District nurse or other qualified person should develop the Student Food Allergy Action Plan. Other persons may be involved as determined to be necessary. In addition, the child's physician should review the Student Food Allergy Action Plan.
 - b) Consideration in the Student Food Allergy Plan shall be given to:

- (i) elimination, whenever reasonably feasible, of allergens from meals, educational tools, arts and craft projects, and incentives;
 - (ii) education of the student, parent or guardian, community, staff, and food handlers;
 - (iii) appropriate standards of hygiene and maintenance for facilities and students;
 - (iv) classroom and school routines – age, maturity, and ability of the student, and expectations regarding personal responsibility;
 - (v) emergency procedures and preparation for such;
 - (vi) procedure to be followed should a “dangerous” food product be brought to the classroom.
 - a. Provide copies of the Allergy Emergency Response Plan to all staff who interact with the student on a regular basis, including substitute teachers.
 - b. Enforce a “no eating” policy on school buses with exceptions made only to accommodate students with special nutritional needs.
- 4) Review Student Food Allergy Action Plan and Allergy Emergency Response Plan with parent or guardian, student (age appropriate) and physician after a reaction has occurred at school or a school-related activity, and consider whether the plans need to be modified.

Emergency Injection for Anaphylaxis

This policy does not create a duty or standard of care for a person to be trained in the use and storage of epinephrine auto-injectors. A decision to complete the training program described below and to make epinephrine auto-injectors available for emergency medical situations is voluntary. A school, school board, or school official may encourage a teacher or other school employee to volunteer for such training.

Utah Code Ann. § 26-41-103 (2008)

Each primary and secondary school shall make initial and annual refresher training regarding the storage and emergency use of an epinephrine auto-injector available to any interested teacher or other school employee, who is at least eighteen (18) years of age, who volunteers for such training. The training may be provided by the school nurse, or other person qualified to provide such training, designated by the school district physician, the medical director of the local health department, or the local emergency medical services director.

A person who provides this training shall include instruction on:

- 1) techniques for recognizing symptoms of anaphylaxis;
- 2) standards and procedures for the storage and emergency use of an epinephrine auto-injector;
- 3) emergency follow-up procedures, including calling the emergency 911 number and contacting, if possible, the student’s physician and a parent or guardian; and
- 4) written materials covering the information provided during training.

The volunteers shall retain for reference the written materials covering the information provided during training.

Utah Code Ann. §26-41-104 (2008)

A teacher or other school employee who has received the above training regarding the storage and emergency use of an epinephrine auto-injector becomes a "qualified adult" and:

- 1) May obtain (along with the school nurse) from the school district physician, the medical director of the local health department, the local emergency medical services director, a physician, pharmacist, or any other person or entity authorized to prescribe or sell prescribed medicines or drugs, a prescription for epinephrine auto-injectors;
- 2) May immediately administer an epinephrine auto-injector to a person exhibiting potentially life-threatening symptoms of anaphylaxis at school or a school activity when a physician is not immediately available;
- 3) Shall initiate emergency medical services or other appropriate medical follow-up in accordance with the training materials after administering an epinephrine auto-injector.

Each primary or secondary school shall make an emergency epinephrine auto-injector available to any teacher or other school employee who is employed at the school and has become a "qualified adult." However, the school is not required to keep more than one emergency epinephrine auto-injector on the school premises so long as it may be quickly accessed by a teacher or other school employee who is a "qualified adult" in the event of an emergency.

Utah Code Ann. §26-41-105 (2008)

A "qualified adult" who acts in good faith is not liable in any civil or criminal action for any act taken or not taken under the authority of § 26-41-101 et seq. with respect to an anaphylactic reaction.

Utah Code Ann. § 26-41-106 (2008)

Student’s Responsibility

The student will be proactive in the care and management of his or her food allergies and other reactions based upon the student’s developmental level, including the following:

- 1) Should not trade or share food, utensils, or containers with others;
- 2) Should not eat anything with unknown ingredients or known to contain any allergen;
- 3) Should notify an adult immediately if he or she eats something the student believes may contain the food to which he or she is allergic.
- 4) Know the location of his/her epinephrine auto-injector, if applicable, or other emergency medications.
- 5) Wash hands before eating.

Student Self-Administration of Epinephrine Auto-Injector

Under Policy 5320, elementary and middle school students are prohibited from carrying or self-administering medication on school premises except in certain limited circumstances. However, elementary and middle school students may possess or possess and self-administer epinephrine auto-injectors provided that the student's parent or guardian has previously provided the school with a signed written request and written health care provider approval. The written request must state that the parent or guardian authorizes the student to possess or possess and use the epinephrine auto-injector while acknowledging that the student is responsible for, and capable of, possessing or possessing and self-administering the epinephrine auto-injector.

The health care provider approval must state that the provider finds that it is medically appropriate for the student to possess or possess and self-administer an epinephrine auto-injector and the student should be in possession of the epinephrine auto-injector at all times.

Utah Code Ann § 26-41-104 (2008)

Medication Sharing Prohibited

No student is permitted to sell, share, or otherwise give to others any medication, prescription or non-prescription. Violations of this policy are subject to disciplinary action under the school's drug policies.

Exhibit 1

5345

Student (Food) Allergy Action Plan

Name of Student _____

Allergic to _____

Symptoms _____

Eliminate Allergens from: (Please circle Y or N)	1	Meals	Y	N
	1	Educational Supplies	Y	N
	1	Cleaning/Maintenance Supplies	Y	N

If yes to any of the above please describe in detail _____

Is this life threatening: (Circle) Y N If you circled yes please fill out the form below.

Allergy Emergency Response Plan

When the student shows symptoms of a life threatening allergy, **do the following:**

1. Administer "antidote" epipen
2. Call parents/guardian Contact Names (2) _____

3. Call 911
4. Call Doctor Name _____ Ph# _____
5. Other Specify _____

In Order

Signatures

Student _____

Parents _____

Principal _____

School Nurse _____

Doctor _____

[Attachments if necessary]

Mrs. Barber moved to approve Policy #1400 – Superintendent: Appointment, Term of Office, and Interim Appointment; and Policy #1500 – Business Administrator: Appointment, Term of Office, and Interim Appointment on the 2nd and Final Reading. Motion was seconded by Mrs. Jones, motion carried unanimously.

1400

Superintendent: Appointment, Term of Office, and Interim Appointment

Appointment

The Board shall appoint a District Superintendent of Schools who serves as the Board’s chief executive officer.

Utah Code Ann. § 53A-3-301(1) (2003)

The Superintendent’s appointment shall occur at the Board’s first meeting in June of an odd numbered year. Reappointment of the superintendent for subsequent terms is resolved by the board meeting in January of the year the current term is to end. At this meeting the board must give notice to the superintendent of its intent to not renew the contract of employment. Failure to give notice of non-renewal is implied notice of renewal.

Term of Office

The Superintendent’s term of office begins July 1, and is for two years and until a successor is appointed and qualified.

Utah Code Ann. § 53A-3-301(2)(b) (2003)

Interim Appointment

If it becomes necessary to appoint an interim superintendent due to a vacancy in the office of superintendent, then the Board shall make an appointment during a public meeting for an indefinite term not to exceed one year, which term shall end upon the appointment and qualification of a new superintendent.

Utah Code Ann. § 53A-3-301(3) (2003)

Compensation and Benefits

The Board shall set the Superintendent’s compensation for services.

1500

Business Administrator: Appointment, Term of Office, and Interim Appointment

Appointment

The Board shall appoint a Business Administrator.

Utah Code Ann. § 53A-3-302(1) (1999)

The Business Administrator appointment shall be made on an even numbered year. Reappointment of the Business Administrator for subsequent terms is resolved by the board meeting in January of the year the current term is to end. At this meeting the board must give notice to the business administrator of its intent to not renew the contract of employment. Failure to give notice of non-renewal is implied notice of renewal.

Term of Office

The Business Administrator’s term of office begins July 1, and is for two years and until a successor is appointed and qualified.

Utah Code Ann. § 53A-3-302(2) (1999)

Terms of office begin on July 1 and end on June 30.

Interim Appointment

If it becomes necessary to appoint an interim business administrator due to a vacancy in the office of business administrator, then the Board shall make an appointment during a public meeting for an indefinite term not to exceed one year, which term shall end upon the appointment and qualification of a new Business Administrator.

Utah Code Ann. § 53A-3-302(3) (1999)

Compensation and Benefits

The Board shall set the Business Administrator compensation for services.

Discussion was held with Roger Smith regarding options with building projects. Mr. Smith discussed fees and costs associated with the projects. The cost for all engineers would normally be 6% of the total cost of the project; printing/copies approximately \$3,000; inspection fees approximately \$15,000.00. Normally two site visits per month are included in the fees. Mr. Smith will bring new ideas back for review at a Special Board Meeting to be held on March 30, 2010 at 5:30 PM.

Guy Durrant, District Technology Director requested out-of-state travel to attend the ISTE educational conference to be held June 27-30, 2010 in Denver, CO. He proposed to travel with Robert Gordon of NUES to

share and reduce travel expenses. Mrs. Barber moved to approve the out-of-state travel for Mr. Durrant, seconded by Mrs. Pallesen, motion carried unanimously.

Mrs. Jones moved to accredit the Adult Education program under the high school, seconded by Mrs. Barber, motion carried unanimously. This will avoid a second accreditation fee and duplication of work associated with producing the yearly self-study and site visits.

There was no UBATC meeting held.

Superintendent's activity report was reviewed.

Superintendent Northcott reviewed legislative updates.

The following Great Things Happening were noted:

1. GBB – season completed and a good time was had by all.
2. JHGBB – season completed with each team winning some games.
3. BBB – qualified for state by winning crossover.
4. High School drama, track, and golf have begun.
5. Manila Elementary is presenting "A Thousand Cranes" on March 30th & 31st.
6. Four men received diplomas through Adult Education.
7. Julie Rogers, Carol Slaugh and Dawn Slagowski enjoyed attending the UCET Conference.

Next Meetings

NWEA Presentation in Richfield, Thursday March 25, 2010 @ 9:00AM

Special Meeting, Tuesday March 30, 2010 @ 5:30 PM

Regular Meeting, Thursday April 8, 2010 @ 5:00 PM at Flaming Gorge School

Mrs. Pallesen moved that the Board go into executive session at 9:40 P.M. to discuss personnel issues, seconded by Mrs. Barber. The motion on being put to a vote was unanimously carried by the affirmative vote of all members present, the vote being as follows: Aye: Pat Asbill, Marcia Barber, Rena Pallesen, and Christy Jones. Nay: None.

Mrs. Jones moved that the Board reconvene in regular session at 10:15 P.M., seconded by Mrs. Barber, all in favor. Present at the executive session were members Asbill, Barber, Jones, and Pallesen; Superintendent Northcott; Business Administrator Robinson.

There being no further business the meeting was declared adjourned.

President, Board of Education

Clerk, Board of Education