



Board Meeting Minutes
February 22, 2024
Ornelas Activity Center, 3402 Old Omen Rd, Tyler, TX 75707

ATTENDING:

Voting Members:

Alan Buckland
Jeffrey Kennemer, President
Dr. Michael Odell

Eric Semlear
Via Zoom:
Dr. Dominic Fazarro
Dr. Gina Doepker

Non-Voting:

Keren Acuna
Heather Bailey
Sammi Broussard

Christian Chesnut
Dr. Aimee Dennis
Amanda Kaiser

Rachel Hawkins
Dr. Jo Ann Simmons
Jolyn Williams

BOARD MEETING

1. Call to Order
The UT Tyler University Academy board meeting was called to order at 12:17 p.m. by Mr. Kennemer, UA Board President, on Thursday, February 22, 2024, confirming that a quorum was present.
2. Pledge
The Pledge of Allegiance to the American Flag was said, followed by the Pledge of Allegiance to the Texas Flag.

PUBLIC COMMENT

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

ACTION ITEMS

4. Consent Agenda

The minutes of the previous meeting, [Thursday, January 18, 2024](#), were presented for approval. Dr. Odell, UA Board Member, moved to accept the minutes, Mr. Buckland, UA Board Member, seconded the motion, and the vote carried unanimously.

5. Request Approval of the [2024-2025 District Calendar](#)
Dr. Dennis presented the proposed 2024-2025 school calendar. Dr. Odell moved to accept the proposed calendar with the change of aligning UA's spring break with UT Tyler's for the week of March 17, 2025, and moving the March 17, 2025 professional development day to March 24, 2025. Mr. Buckland seconded the motion, and the vote carried unanimously.
6. Request Approval of the [2024-2025 School Board Meeting Calendar](#)
Mr. Semlear moved to approve the proposed dates and was seconded by Dr. Odell. The vote carried unanimously.
7. Request Approval to File a Staff Development Waiver for the 2024-2025 Calendar
Dr. Odell moved to approve the waiver; Mr. Semlear seconded the motion. The vote carried unanimously.
8. Request Approval to Submit Renewal Waiver- Teacher Data Portal of TX Assessment Mgmt System
Mr. Buckland motioned to approve the waiver, and Mr. Semlear seconded the motion. The vote carried unanimously.
9. Request Approval for Budget Amendments for 2023-2024
Mrs. Chesnut, UA Finance Manager, presented the updates to the original budget as outlined in the [document](#). Dr. Odell moved to approve the budget amendment, and Mr. Semlear seconded the motion. The vote carried unanimously.
10. Request Approval of [Innovative Braille Course](#)
Mrs. Broussard, Special Education Director, requested approval of a Braille Course for high school credit. Mr. Semlear moved to approve, and Mr. Buckland seconded. The vote carried unanimously.
11. Request Approval of [Resolution and Non-Expansion Amendment to Increase Class Size](#)
 - a. Grades 3-5 increased to 24
 - b. Grades 6-12 increased to 26Mr. Buckland moved to approve the resolution, and Dr. Odell seconded the motion. The vote passed with three ayes (Buckland, Kennemer, Odell) and one nay (Semlear).
12. Executive Session- The Board went into Executive Session at 1:12 p.m. under Texas Government Code 551.074 to discuss the Superintendent's annual performance evaluation.

13. Executive Session- The Board went into Executive Session under Texas Government Code 551.074 to address School Safety & Security Committee recommendations for the Basic Emergency Operations Plan, the Psychological Resilience Annex, and the Weekly Inspection Data.

The board ended the Executive Session at 1:42.

14. Request Approval of Basic Emergency Operations Plan
Mr. Semlear moved to approve the Basic Emergency Operations Plan. Mr. Buckland seconded the motion, and the vote was carried unanimously.
15. Request Approval of Emergency Operation Plan- Psychological Resilience Annex
Mr. Semlear moved to approve the Emergency Operation Plan-Psychological Resilience Annex. Mr. Buckland seconded the motion, and the vote was carried unanimously.

INFORMATIONAL ITEMS

16. Financial Updates
- a. [2023-2024 Budget Report](#)
Mrs. Chesnut presented the Financial report as of January 2024, with a revenue of 4.2 million and expenses of 5.2 million.
 - b. [ESSER III Budget/Spending Plan](#)
Mrs. Chesnut reviewed the ESSER III plan.
17. 2022-2023 Texas Academic Performance Report (TAPR) & Annual Report
Dr. Simmons examined the components of the 2022-2023 Texas Academic Performance Report (TAPR) & Annual Report.
18. Superintendent Report
- a. [District Enrollment and Attendance](#)
 - b. TIA Designated District
UA qualified as a TIA Designated District- Dr. Simmons reported that over 30% of our teachers qualified for TIA.
 - c. Employee Salaries/Retention Bonus
UA continues to look for ways to increase or supplement salaries and bonuses.
 - d. Campus Updates
 - e. Administrative Updates
 - i. Facilities
 - 1. Longview will be adding six classrooms plus offices and storage space. They continue to work on gaining a posted school zone.
 - 2. Palestine continues to work on a parking lot extension, a canopy for the back deck area, and moving the playground fence back.
 - 3. Tyler is continuing to work towards a functioning front gate.

- f. Looking Forward- TEKS Certification for 2024-2025; Budget Amendments; Financial Updates; School Board Elections- Tyler Parent Representative, Longview Parent Representative, College of Education and Psychology Appointment

19. Adjournment

Mr. Semlear moved to adjourn the meeting, and Mr. Buckland seconded the motion. The meeting was adjourned at 2:11 pm.

Certificate Of Completion

Envelope Id: 313627BDCC4E478D85C80BC6ECF77DEE	Status: Completed
Subject: Complete with DocuSign: 2.22.24 UTTUA Board Minutes.pdf	
Source Envelope:	
Document Pages: 4	Signatures: 0
Certificate Pages: 4	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Aimee Dennis
Time Zone: (UTC-06:00) Central Time (US & Canada)	3900 University Blvd
	Tyler, TX 75799
	adennis@uttyler.edu
	IP Address: 129.114.199.88

Record Tracking

Status: Original	Holder: Aimee Dennis	Location: DocuSign
3/28/2024 2:09:35 PM	adennis@uttyler.edu	

Signer Events

Jeff Kennemer
 jajk17@gmail.com
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
 Using IP Address: 174.246.128.30
 Signed using mobile

Timestamp

Sent: 3/28/2024 2:12:03 PM
 Viewed: 3/28/2024 7:19:52 PM
 Signed: 3/28/2024 7:20:05 PM

Electronic Record and Signature Disclosure:

Accepted: 3/28/2024 7:19:52 PM
 ID: 1b97bf01-b9aa-48c9-b246-4ab3cff4935
 Company Name: The University of Texas at Tyler

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	3/28/2024 2:12:03 PM
Certified Delivered	Security Checked	3/28/2024 7:19:52 PM
Signing Complete	Security Checked	3/28/2024 7:20:05 PM
Completed	Security Checked	3/28/2024 7:20:05 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, The University of Texas at Tyler (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact The University of Texas at Tyler:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: Systems_Analysts@uttyler.edu

To advise The University of Texas at Tyler of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at Systems_Analysts@uttyler.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from The University of Texas at Tyler

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to Systems_Analysts@uttyler.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with The University of Texas at Tyler

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to Systems_Analysts@uttyler.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify The University of Texas at Tyler as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by The University of Texas at Tyler during the course of your relationship with The University of Texas at Tyler.