



BOARD OF EDUCATION  
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

**Wednesday, March 11, 2020**

ILSC Building, 960 South Main, Brigham City,  
Utah 84302

*"Always consider the effects  
on our students."*

**A. Work Session - 5:30 p.m.**

1. Principal Reports to the Board:  
Joylene Ritchie, Melissa Morris, Kristi Capener, Eldon Petersen

**B. Administrative - 6:30 p.m.**

1. **Call to Order** - President Karen Cronin
2. **Invocation** - Lynn Capener, Board Member
3. **Flag Salute/Pledge of Allegiance** - Steve Carlsen, Superintendent
4. **Recognitions** - Connie Archibald, Board Member

**C. Approval of Agenda - 7:00 p.m.**

**D. Discussion - 7:05 p.m.**

1. **School Closure and Boundary Change**

**E. Public Comment - 7:15 p.m.**

Those individuals who would like to speak to the Board should read the guidelines and complete the sign-up document located at the door. At the discretion of the Board President, public comment may be permitted at any point during the Board meeting

**F. Action Items - 7:30 p.m.**

1. **Acceptance of Resignation of Lynn Capener**
2. **Appointment of Interim Board Member**
  - a. Oath of Office - Rod Cook
3. **Approval of Negotiations Teams** - Keith Mecham 3
4. **Approval of 2020-2021 School Fees** - Keith Mecham 4
5. **Approval of Architect recommendation for the proposed new Brigham City elementary** - Corey Thompson 7
6. **Approval of FY21 Capital Improvement Budget** - Corey Thompson 8

**G. Information Items - 8:00 p.m.**

1. **Energy Star Report** - Mike Clark (5 min.) 10
2. **Legislative Update** - Steve Carlsen
3. **Monthly Financial Report** - Rod Cook 12

**H. Policy Review - 8:15 p.m.**

1. **Second Reading**
  - a. New Policy 3022 Employment - BESD LEA Specific Teacher License/Endorsement 20
  - b. Policy 4185 Use of Video/Digital Media Materials 24
  - c. Policy 5230 School Fees 26

**I. Board Discussion Items 8:25 p.m.**

1. Review pages 123 to 147 of "Fostering Resilient Learners"

**J. Consent Items 8:25 p.m.**

1. **Minutes** 62
2. **Claims** 76
3. **Personnel** 93

**K. Suggestions for Future Board Meetings 8:30 p.m. 94**

**L. Upcoming Events**

1. BEHS Graduation - Tuesday, May 26, 2020 at Dee Events Center, WSU at 6:00 pm

BRHS Graduation - Thursday, May 28, 2020 at Spectrum, USU at 7:00 pm

Community High Graduation - Thursday, June 11, 2020 at BEHS at 6:30 pm

M. **Board Handbook**

95

N. **Adjournment 8:35 p.m.**

The next meeting of the Board of Education will be held on Wednesday, April 8, 2020, with Work Session at 5:30 and a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.

**Recommendation to approve:**

**Submitted by: Keith Mecham, Assistant Superintendent, Human Resources Recommendation:**

It is recommended that the BESD Board of Education approve the 2020-2021 Negotiation Team members for the BESD, BEEA, and BEESPA teams listed below. Negotiations will begin the latter part of April, 2020.

<u>BESD</u>	<u>BEEA</u>	<u>BEESPA</u>
Keith Mecham	Steve Littlefield	Phillip Albright
Rodney Cook	Deatra Fawcett	Melissa Lemon
Steve Carlsen	Michele Bowden	Ronda Shafer
David Lee	Mack Esplin	Noelle Christensen
Gloria Dabb	Pamela Hawkes	Mike Draper
	Curtis Benjamin (Uniserve)	LeAnn Nelson
		Irlanda Stevens
		Marianne Hiatt
		Damian Portillo

**Recommended Motion:**

I move that we approve the 2020-2021 Negotiation Team members for BESD, BEEA, and BEESPA as presented.



## 2020-2021 BESD Maximum General Student Fees & Deposits Schedule

Draft #2

**Maximum Fee amount total for a student for a calendar year: \$2500**

### Standard Academic Fees for High School

Bear River High School		Box Elder High School		Sunrise High School	
General Class Fee	\$104	General Class Fee	\$104	General Class Fee	\$50
Student Body Fee	\$20	Student Body Fee	\$20	Digital Content Fee	\$30
Digital Content Fee	\$30	Digital Content Fee	\$30	<b>Total</b>	<b>\$80</b>
Grade Class Fee	\$3	Grade Class Fee	\$3		
Locker Fee	\$3	<b>Total</b>	<b>\$157</b>		
<b>Total</b>	<b>\$160</b>				

### Other Fees (may be applicable on a case by case)

Bear River High School		Box Elder High School		Sunrise High School	
Class Change	\$15	Drivers Education Fee	\$195	<b>Credit Recovery Fee</b> (1/2 credit course)	\$60
Drivers Education Fee	\$195	Dual Enrollment Fee	\$75	Drivers Education Fee	\$195
Dual Enrollment Fee	\$75	<b>Field Trip Fee</b> (transportation & admission fee)	\$15	Dual Enrollment Fee	\$75
<b>Field Trip Fee</b> (transportation & admission fee)	\$15	Locker Fee	\$3	<b>Field Trip Fee</b> (transportation & admission fee)	\$15
<b>Music Instrument Rental</b> (per trimester)	\$50	<b>Music Instrument Rental</b> (per trimester)	\$50	Adult Education Registration	\$50
<b>Uniform Rental &amp; Cleaning</b> – Music Department:	\$20	Summer School Registration	\$40	<b>Adult Education Books</b> – Optional to Purchase for Home Use	\$20/book
		<b>Uniform Rental &amp; Cleaning</b> – Music Department:	\$20	Adult Education CASAS Test Fee	\$10
				Adult Education Course Re-Activation Fee	\$5

### Outside District Partnerships (Non-Waiverable)

Bear River High School		Box Elder High School		Sunrise High School	
<b>Advanced Placement Testing</b> (as determined by non-district providers per test)	\$94 Approx.	<b>Advanced Placement Testing</b> (as determined by non-district providers per test)	\$94 Approx.	<b>Caps &amp; Gowns for Graduation</b> (approximate price set by suppliers and paid to suppliers)	\$40 Approx.
<b>Bridgerland Classes</b> (fees will vary and be charged and collected by Bridgerland)	Price varies	<b>Bridgerland Classes</b> (fees will vary and be charged and collected by Bridgerland)	Price varies		
<b>Caps &amp; Gowns for Graduation</b> (approximate price set by suppliers and paid to suppliers)	\$40 Approx.	<b>Caps &amp; Gowns for Graduation</b> (approximate price set by suppliers and paid to suppliers)	\$40 Approx.		
<b>Concurrent Enrollment</b> (approximate price/class set by universities and paid to university)	Price varies	<b>Concurrent Enrollment</b> (approximate price/class set by universities and paid to university)	Price varies		
<b>Yearbook</b> (optional - not to exceed)	\$50	<b>Yearbook</b> (optional - not to exceed)	\$50		



Fee Waivers Apply Unless Noted



# 2020-2021 BESD Maximum General Student Fees & Deposits Schedule

Draft #2

Maximum Fee amount total for a student for a calendar year: \$2500

## Standard Academic Fees for Middle School

Bear River Middle School	
General Class Fee	\$80
Student Body Fee	\$15
Digital Content Fee	\$30
Locker Fee	\$3
Grade Class Fee (9th Grade Only)	\$3
8th Grade Total	\$128
9th Grade Total	\$131

Box Elder Middle School	
General Class Fee	\$80
Student Body Fee	\$15
Digital Content Fee	\$30
Grade Class Fee (9th Grade Only)	\$3
8th Grade Total	\$125
9th Grade Total	\$128

## Other Fees (may be applicable on a case by case)

Bear River Middle School	
Class Change	\$15
Drivers Education Fee	\$195
Dual Enrollment Fee	\$75
Field Trip Fee (transportation & admission fee)	\$15
Music Instrument Rental (per trimester)	\$50
Yearbook (optional - not to exceed)	\$25

Box Elder Middle School	
Class Change	\$15
Drivers Education Fee	\$195
Dual Enrollment Fee	\$75
Field Trip Fee (transportation & admission fee)	\$15
Locker Fee	\$3
Music Instrument Rental (per trimester)	\$50
Yearbook (optional - not to exceed)	\$25

## Standard Academic Fees for Intermediate Schools

Harris Intermediate School	
General Class Fee (7th Grade)	\$63
General Class Fee (6th Grade)	\$29
Student Body Fee	\$10
Digital Content Fee	\$30
Locker Fee	\$3
7th Grade Total	\$106
6th Grade Total	\$72

Young Intermediate School	
General Class Fee (7th Grade)	\$63
General Class Fee (6th Grade)	\$29
Student Body Fee	\$10
Digital Content Fee	\$30
Locker Fee	\$3
7th Grade Total	\$106
6th Grade Total	\$72

## Other Fees (may be applicable on a case by case)

Harris Intermediate School	
Class Change	\$15
Dual Enrollment Fee	\$75
Field Trip Fee (transportation & admission fee)	\$15
Handbook Fee	\$7
Music Instrument Rental (per trimester)	\$50
Yearbook (optional - not to exceed)	\$25

Young Intermediate School	
Class Change	\$15
Dual Enrollment Fee	\$75
Field Trip Fee (transportation & admission fee)	\$15
Music Instrument Rental (per trimester)	\$50
Yearbook (optional - not to exceed)	\$25



Fee Waivers Apply Unless Noted



## 2020-2021 BESD Maximum General Student Fees & Deposits Schedule

Draft #2

**Maximum Fee amount total for a student for a calendar year: \$2500**

### Expenditure Limits - Secondary School Student Groups/Extracurricular Teams

Policy 5230, Student Fees/Fee Waiver, Fines, and Charges requires that, "Fees for school-sponsored activities, including expenditures for activities, uniforms, clubs, clinics, travel, and subject area vocational leadership organizations shall be kept to a minimum to allow equal opportunity for participation. Fees for extracurricular activities sponsored by the Utah High School Activities Association shall not exceed limits established thereby."

Note: Student athletes will pay for basic equipment for participation like (shoes, bats, clubs, racquets). These expenses are not covered by a fee waiver.

**Note:** To see details of each sport, hover over the cell with the amount and you can see each school and sports spending plan

Drug Testing Fee		Athletic Participation Fee		Overnight Travel as approved by the District			
<u>Extracurricular Activities Drug &amp; Alcohol Testing</u> (once per year)	\$10	<u>Mult-sport or Family Discount:</u> \$140/year/student or \$210/year/family	\$70/Sport	<u>In the State of Utah per night</u> (includes Hotel, Breakfast \$7, Lunch \$9 and Dinner \$11)	\$60/Night	<u>Out of State per night</u> (includes, Transportation, Hotel, Flight, Breakfast \$8, Lunch \$10 and Dinner \$12)	\$230/Night

Athletic Team Fees		Performing Groups Fees		Co-Curricular Club Fees		Non-Curricular Club Fees	
Baseball	\$200	Arioso	\$100	All Clubs Not Listed	\$10	All Clubs Not Listed	\$10
Basketball	\$230	Band & Jazz Band	\$50	AP Psychology	\$20	Chess	\$25
Cross Country	\$150	Cheerleaders	\$1,100	Dance Company	\$90	Interact	\$15
Football	\$135	Chamber/Show Choir	\$50	FBLA	\$150	Swarm Trooper	\$50
Golf	\$205	Choir (All-State)	\$230	FCCLA	\$45	Robotics	\$105
Lacrosse	\$265	Color Guard	\$850	FFA	\$25	Robotics (Elementary)	\$55
Soccer	\$270	Concert Choir	\$15	HOSA	\$100	* Overnight travel not included	
Softball	\$250	Drill Team	\$850	Latinos in Action	\$50		
Swimming	\$300	Madrigals	\$250	NHS	\$40		
Tennis	\$130	Marching Band	\$50	Orchestra	\$20		
Track	\$200	School Musical	\$140	* Overnight travel not included			
Volleyball	\$260	Speech & Debate	\$70				
Wrestling	\$150	Student Government	\$615				
* Overnight travel not included		Theatre (Competitive)	\$210				
		* Overnight travel not included					

### Off-Season Camps, Clinics, Tournaments

Camps, Clinics and Tournaments during the off-season are optional to attend. If a student wants to attend, there will be additional fees and expenses that are not covered by a fee waiver.

### Policy 5226 - Activity Disclosure Statements

Each Coach, Advisor or Supervisor of each activity listed above, will provide annually to parents and students (before tryouts) an Activity Disclosure Statement that will give details including expected fees of the respective activity, club or sport.

**Fee Waivers Apply Unless Noted**

## **Recommendation to the Box Elder School District Board of Education**

Submitted by Corey Thompson, Facilities Director

11 March, 2020

### **Recommendation:**

Box Elder School District has gone through the appropriate state approved processes to select an architect for the proposed new elementary school on the east side of Brigham City. We present the architectural firm of VCBO for official School Board approval.

### **Recommended Motion:**

*I move that VCBO Architectural Firm be approved for the proposed new elementary school on the east side of Brigham City, and grant authority to Rod Cook and Corey Thompson to negotiate appropriate fees.*

### **Background:**

In the January 2020 School Board meeting it was approved to select an architect and then a CM/GC for the proposed new elementary school in east Brigham City. A Request for Proposals was published through the state procurement agency. A committee of 10 people (consisting of school board members, district leaders, a representative from outside BESD, and the Community Council Chair Persons from both Mountain View and Foothill Elementary) reviewed the proposals and conducted interviews. The typical architectural fees according to a state formula for schools is + or – 6%.

### **Procedural Implications:**

District Procedure 2030-130, 2030-170, 2030-200

### **Staff Implications:**

None

## **Recommendation to the Box Elder School District Board of Education**

Submitted by Corey Thompson, Facilities Director

11 March, 2020

### **Recommendation:**

Each year a budget of \$2,000,000 is established for capital improvement projects throughout the school district.

### **Recommended Motion:**

*I move the proposed fiscal year 2021 budget for capital improvement projects be approved.*

### **Background:**

Each year a budget is proposed for approval by the Box Elder School District Board of Education as a way to fund the ongoing repair and improvement needs throughout the school district.

### **Procedural Implications:**

District Policy 2010, 2150

### **Staff Implications:**

None

## FY 2021 – Proposals – Capital Improvement Projects

Location	Project Description	Estimated \$
BRHS	CTE shops asphalt replacement	37,347
BRHS NAT	Increase parking lot size, expand to the east	217,140
BEHS	Create additional parking lot to the west along 800 west	310,926
BEHS	Seal Coat new asphalt	12,997
BEMS	Repair/improve auditorium and stage lighting	70,000
BEMS	West parking lot, remove the middle of 3 curb cuts	13,200
BEMS	Replace build-up roofing with membrane	400,000
BEMS	Repair Dry/Well Sump	35,000
North Park	Complete the playground fencing at parking lots	6,630
North Park	Increase parking on west	174,240
North Park	Infill south mow strip with concrete	17,917
McKinley	Roof slope ice stops	30,000
McKinley	Increase west parking lot to the west property line	27,456
McKinley	Install the boilers removed from the ILSC	135,000
Century	Create additional parking on the north and crack seal playground asphalt	123,727
Discovery	Create additional parking lot on north side of the gym	73,508
Foothill	Repair drywell on the east	5,000
Lake View	Abate asbestos; front hall, N.W. and S.W. quads	70,930
Lake View	Kitchen venting	32,000
Lake View	Seal Coat new asphalt	5,880
Three Mile Creek	Seal Coat new asphalt	28,219
Willard	Create asphalt play area west of current play set	32,959
Willard	Add gate at Pre-school playground	3,500
Snowville	Complete the east playground fencing	13,824
District Office	Seal Coat new asphalt	5,508
Mantua Land	Initial improvements, plant perimeter trees, install watering system	50,000
Vacant Property	Clean up and maintain vacant properties east of 800 east Brigham City	40,000
	<b>Estimated Total</b>	<b>1,972,908</b>

Priority Level	Extreme/Required	High	Medium	Low/Preventative
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**Re: ENERGY STAR Certification at Box Elder School District**

Dear President Cronin,

I'm pleased to announce that 18 schools in the Box Elder School District have earned the U.S. Environmental Protection Agency's (EPA) ENERGY STAR® certification for superior energy efficiency. This recognition is awarded to buildings that outperform 75 percent of similar buildings nationwide. This is the 2nd year that we have earned the ENERGY STAR at 16 schools and the 1<sup>st</sup> year for 2 schools, representing our sustained commitment to environmental protection and energy performance.

We're in good company: More than half of FORTUNE100® companies participate in the EPA's ENERGY STAR program, and tens of thousands of buildings have earned the ENERGY STAR. This recognition represents the diligent work of our district team to save money and reduce operating costs through industry best practices and careful attention to energy performance each month.

And the savings are real. In fact, the ENERGY STAR is the only energy efficiency certification that is based on actual, verified energy performance. Studies have shown that ENERGY STAR certified buildings:

- Have lower operating costs and increased asset value
- Contribute fewer greenhouse gas emissions to the environment

Moreover, the blue ENERGY STAR label is recognized by 90 percent of consumers. By displaying the ENERGY STAR at our facility entrance, we are publicly showcasing our commitment to environmental responsibility, and demonstrating that we're doing our part to reduce greenhouse gas emissions and preserve public health today and for future generations.

As you know, for the past 4 years, Box Elder School District has been working with Cenergistic, a company that specializes in organizational-based energy conservation for school districts and other large organizations. The goal was to reduce energy consumption and the cost of utilities while ensuring student and teacher comfort. Between 2015 and 2019, the district has saved more than \$1,244,016 in energy costs and cut energy consumption by 13.4 percent

I'm very proud of our district-wide commitment to sustainability. Thank you for your continued support for our energy management program and personnel.

Mike Clark  
Cenergistic Energy Specialist

**Energy Star Schools**

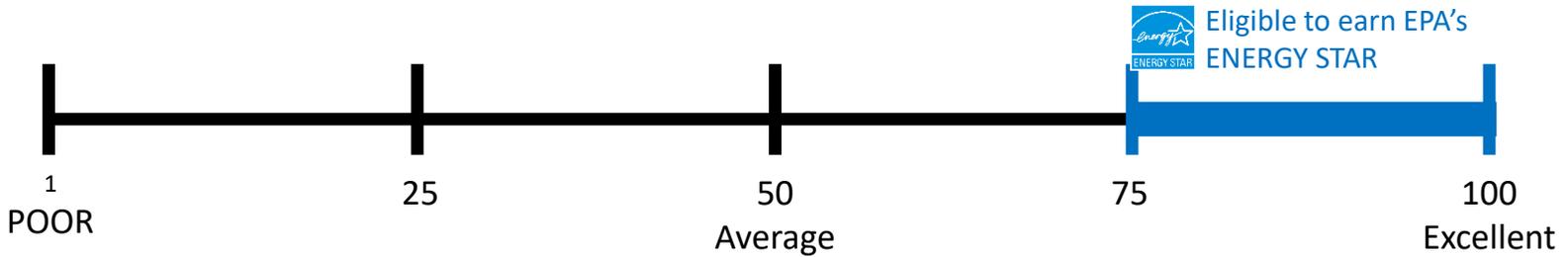
Bear River High	Bear River Middle	Box Elder High	Box Elder Middle
Community High	Discovery Elementary	Fielding Elementary	Foothill Elementary
Garland Elementary	Harris Intermediate	Lake View Elementary	McKinley Elementary
Mountain View Elementary	North Park Elementary	Park Valley School	Snowville Elementary
Three Mile Creek	Young Intermediate		

Cenergistic®



# What's behind the new blue labels on our School Buildings?

It signifies superior energy performance and puts them among the top 25 percent of similar buildings nationwide



18 Schools  
ENERGY STAR  
Certified

ENERGY STAR certified buildings use 35 percent less energy and cause 35 percent fewer greenhouse gas emissions.



## DISTRICT ENERGY SAVINGS REDUCED CO<sub>2</sub> EMISSIONS EQUAL TO:



203,643 Tree seedlings grown for 10 years

893,665 Gallons of gasoline consumed

1,012,860,908 Smartphones charged



ENERGY STAR certification for buildings and plants reflects actual, verified energy performance over a specific 12-month period, tracked in EPA's ENERGY STAR Portfolio Manager tool and verified by an independent third-party professional engineer or registered architect.

**MONTHLY FINANCIAL REPORT**  
February 29, 2020

		2019-20	2019-20	Current Bud vs Actual	Prev Bud vs Actual	2018-19	2018-19
	Description	Preliminary	YTD	%	%	YTD	Final
	<b>Percent of Year completed to date</b>			<b>66.7%</b>	<b>66.7%</b>		
	<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>		
<b>1</b>	<b>GENERAL FUND (M&amp;O) FUND (10)</b>						
<b>2</b>							
<b>3</b>	<b>REVENUE:</b>						
<b>4</b>	<b>Local</b>						
<b>5</b>	<b>Property</b>	23,305,309	18,924,101	81.2%	84.3%	17,915,189	21,244,343
<b>6</b>	<b>Tuitions</b>	645,000	90,819	14.1%	37.6%	239,805	637,518
<b>7</b>	<b>Inv Earnings</b>	825,000	585,208	70.9%	43.9%	330,638	752,618
<b>8</b>	<b>Indir. Costs-SL</b>	680,000	0	0.0%	0.0%	0	652,398
<b>9</b>	<b>Rental Fees/Building/Tra</b>	230,000	67,753	29.5%	47.4%	93,251	196,655
<b>10</b>	<b>Other</b>	790,000	886,276	112.2%	112.5%	496,762	441,711
<b>11</b>	<b>State</b>	68,736,133	44,591,287	64.9%	67.8%	42,714,347	62,996,950
<b>12</b>	<b>Federal</b>	4,010,000	403,634	10.1%	10.3%	462,956	4,487,287
<b>13</b>	<b>Misc./ Fund Bal</b>	0					0
<b>14</b>	<b>TOTAL M &amp; O</b>						
<b>15</b>	<b>REVENUE</b>	<b>99,221,441</b>	<b>65,549,078</b>	<b>66.1%</b>	<b>68.1%</b>	<b>62,252,948</b>	<b>91,409,480</b>
<b>16</b>	<b>Beg Balance</b>	<b>1,892,331</b>					<b>2,717,347</b>
<b>17</b>	<b>Less:</b>						
<b>18</b>	<b>Ending Balance</b>	<b>1,125,495</b>					<b>1,892,331</b>
<b>19</b>	<b>TOTAL M &amp; O FUNDS</b>						
<b>20</b>	<b>available</b>	<b>99,988,277</b>	<b>65,549,078</b>	<b>65.6%</b>	<b>67.5%</b>	<b>62,252,948</b>	<b>92,234,496</b>
<b>21</b>	<b>EXPENDITURES:</b>						
<b>22</b>	<b>Instruction (1000)</b>						
<b>23</b>	<b>Salaries</b>	<b>44,188,157</b>	<b>24,632,522</b>	<b>55.7%</b>	<b>53.8%</b>	<b>23,136,033</b>	<b>43,017,210</b>
<b>24</b>	<b>Benefits</b>	<b>17,153,955</b>	<b>10,808,295</b>	<b>63.0%</b>	<b>60.3%</b>	<b>10,056,302</b>	<b>16,667,271</b>
<b>25</b>	<b>Purchased Serv.</b>	<b>2,170,500</b>	<b>1,329,258</b>	<b>61.2%</b>	<b>58.0%</b>	<b>1,258,081</b>	<b>2,170,500</b>
<b>26</b>	<b>Supplies/Textbooks</b>	<b>2,323,000</b>	<b>1,721,959</b>	<b>74.1%</b>	<b>66.6%</b>	<b>1,713,077</b>	<b>2,573,000</b>
<b>27</b>	<b>Equipment</b>	<b>1,572,927</b>	<b>386,745</b>	<b>24.6%</b>	<b>9.1%</b>	<b>92,638</b>	<b>1,022,927</b>
<b>28</b>	<b>Other</b>	<b>630,486</b>	<b>641</b>	<b>0.1%</b>	<b>42.6%</b>	<b>268,450</b>	<b>630,486</b>
<b>29</b>	<b>Total</b>	<b>68,039,025</b>	<b>38,879,420</b>	<b>57.1%</b>	<b>55.3%</b>	<b>36,524,581</b>	<b>66,081,394</b>
<b>30</b>							
<b>31</b>	<b>Student Services (2100)</b>						
<b>32</b>	<b>Salaries</b>	<b>3,189,715</b>	<b>1,672,126</b>	<b>52.4%</b>	<b>66.8%</b>	<b>1,259,847</b>	<b>1,886,436</b>
<b>33</b>	<b>Benefits</b>	<b>871,507</b>	<b>687,443</b>	<b>78.9%</b>	<b>63.9%</b>	<b>541,116</b>	<b>846,781</b>
<b>34</b>	<b>Other</b>	<b>350,000</b>	<b>266,200</b>	<b>76.1%</b>	<b>47.8%</b>	<b>162,585</b>	<b>340,000</b>
<b>35</b>	<b>Total</b>	<b>4,411,222</b>	<b>2,625,769</b>	<b>59.5%</b>	<b>63.9%</b>	<b>1,963,548</b>	<b>3,073,217</b>
<b>36</b>							
<b>37</b>	<b>Instructional Staff (2200)</b>						
<b>38</b>	<b>Salaries</b>	<b>1,316,821</b>	<b>819,770</b>	<b>62.3%</b>	<b>57.0%</b>	<b>711,321</b>	<b>1,248,171</b>
<b>39</b>	<b>Benefits</b>	<b>470,024</b>	<b>306,696</b>	<b>65.3%</b>	<b>56.2%</b>	<b>256,493</b>	<b>456,689</b>
<b>40</b>	<b>Other</b>	<b>450,000</b>	<b>271,007</b>	<b>60.2%</b>	<b>60.1%</b>	<b>246,549</b>	<b>410,000</b>
<b>41</b>	<b>Total</b>	<b>2,236,845</b>	<b>1,397,473</b>	<b>62.5%</b>	<b>57.4%</b>	<b>1,214,363</b>	<b>2,114,860</b>

**MONTHLY FINANCIAL REPORT**  
February 29, 2020

		2019-20	2019-20	Current Bud vs Actual	Prev Bud vs Actual	2018-19	2018-19
	Description	Preliminary	YTD	%	%	YTD	Final
	<b>Percent of Year completed to date</b>			<b>66.7%</b>	<b>66.7%</b>		
	<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>		
<b>42</b>	<b>District Administration (2300)</b>						
<b>43</b>	<b>Salaries</b>	<b>339,554</b>	<b>212,271</b>	<b>62.5%</b>	<b>61.5%</b>	<b>189,903</b>	<b>308,686</b>
<b>44</b>	<b>Benefits</b>	<b>175,258</b>	<b>107,045</b>	<b>61.1%</b>	<b>56.5%</b>	<b>96,208</b>	<b>170,286</b>
<b>45</b>	<b>Purch Services</b>	<b>178,000</b>	<b>98,078</b>	<b>55.1%</b>	<b>42.6%</b>	<b>75,811</b>	<b>178,000</b>
<b>46</b>	<b>Liability Insurance</b>	<b>225,000</b>	<b>235,235</b>	<b>104.5%</b>	<b>81.7%</b>	<b>167,481</b>	<b>205,000</b>
<b>47</b>	<b>Supplies</b>	<b>30,000</b>	<b>28,752</b>	<b>95.8%</b>	<b>70.0%</b>	<b>21,014</b>	<b>30,000</b>
<b>48</b>	<b>Other</b>	<b>24,000</b>	<b>22,103</b>	<b>92.1%</b>	<b>91.6%</b>	<b>21,994</b>	<b>24,000</b>
<b>49</b>	<b>Total</b>	<b>971,812</b>	<b>703,484</b>	<b>72.4%</b>	<b>62.5%</b>	<b>572,411</b>	<b>915,972</b>
<b>50</b>	<b>School Administration (2400)</b>						
<b>51</b>	<b>Salaries</b>	<b>3,854,303</b>	<b>2,524,687</b>	<b>65.5%</b>	<b>10.0%</b>	<b>2,374,877</b>	<b>3,503,911</b>
<b>52</b>	<b>Benefits</b>	<b>1,641,487</b>	<b>1,078,505</b>	<b>65.7%</b>	<b>8.9%</b>	<b>980,317</b>	<b>1,594,916</b>
<b>53</b>	<b>Prof Serv/Travel</b>	<b>88,000</b>	<b>57,165</b>	<b>65.0%</b>	<b>78.7%</b>	<b>52,155</b>	<b>88,000</b>
<b>54</b>	<b>Other</b>	<b>15,000</b>	<b>11,685</b>	<b>77.9%</b>	<b>30.3%</b>	<b>11,125</b>	<b>15,000</b>
<b>55</b>	<b>Total</b>	<b>5,598,790</b>	<b>3,672,042</b>	<b>65.6%</b>	<b>65.7%</b>	<b>3,418,474</b>	<b>5,201,827</b>
<b>56</b>							
<b>57</b>	<b>Business &amp; Support (2500)</b>						
<b>58</b>	<b>Salaries</b>	<b>689,377</b>	<b>406,897</b>	<b>59.0%</b>	<b>58.4%</b>	<b>348,995</b>	<b>597,490</b>
<b>59</b>	<b>Benefits</b>	<b>222,286</b>	<b>164,738</b>	<b>74.1%</b>	<b>65.4%</b>	<b>141,263</b>	<b>215,979</b>
<b>60</b>	<b>Purchased Services</b>	<b>159,665</b>	<b>101,652</b>	<b>63.7%</b>	<b>43.4%</b>	<b>69,266</b>	<b>159,665</b>
<b>61</b>	<b>Other</b>	<b>99,000</b>	<b>10,416</b>	<b>10.5%</b>	<b>4.6%</b>	<b>4,549</b>	<b>99,000</b>
<b>62</b>	<b>Total</b>	<b>1,170,328</b>	<b>683,703</b>	<b>58.4%</b>	<b>52.6%</b>	<b>564,073</b>	<b>1,072,134</b>
<b>63</b>							
<b>64</b>	<b>Operation &amp; Maintenance (2600)</b>						
<b>65</b>	<b>Salaries</b>	<b>4,430,343</b>	<b>3,083,684</b>	<b>69.6%</b>	<b>68.7%</b>	<b>2,913,093</b>	<b>4,239,563</b>
<b>66</b>	<b>Benefits</b>	<b>1,935,176</b>	<b>1,302,772</b>	<b>67.3%</b>	<b>65.0%</b>	<b>1,222,490</b>	<b>1,880,272</b>
<b>67</b>	<b>Electricity</b>	<b>959,212</b>	<b>550,357</b>	<b>57.4%</b>	<b>60.1%</b>	<b>565,143</b>	<b>940,404</b>
<b>68</b>	<b>Purchased Service</b>	<b>620,000</b>	<b>540,158</b>	<b>87.1%</b>	<b>71.9%</b>	<b>539,583</b>	<b>750,222</b>
<b>69</b>	<b>Telephone</b>	<b>236,250</b>	<b>175,670</b>	<b>74.4%</b>	<b>41.8%</b>	<b>94,105</b>	<b>225,000</b>
<b>70</b>	<b>Natural Gas</b>	<b>513,838</b>	<b>293,545</b>	<b>57.1%</b>	<b>55.8%</b>	<b>283,758</b>	<b>508,750</b>
<b>71</b>	<b>Prop Insurance</b>	<b>240,329</b>	<b>236,456</b>	<b>98.4%</b>	<b>97.5%</b>	<b>234,377</b>	<b>240,329</b>
<b>72</b>	<b>Repair</b>	<b>310,000</b>	<b>135,800</b>	<b>43.8%</b>	<b>80.3%</b>	<b>248,962</b>	<b>310,000</b>
<b>73</b>	<b>Supplies</b>	<b>1,066,800</b>	<b>634,507</b>	<b>59.5%</b>	<b>71.0%</b>	<b>646,348</b>	<b>910,300</b>
<b>74</b>	<b>Other</b>	<b>2,500</b>	<b>465</b>	<b>18.6%</b>	<b>18.6%</b>	<b>465</b>	<b>2,500</b>
<b>75</b>		<b>0</b>					<b>0</b>
<b>76</b>	<b>Total</b>	<b>10,314,448</b>	<b>6,953,414</b>	<b>67.4%</b>	<b>67.4%</b>	<b>6,748,324</b>	<b>10,007,340</b>
<b>77</b>							

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				<b>Current Bud vs Actual</b>	<b>Prev Bud vs Actual</b>		
		<b>2019-20</b>	<b>2019-20</b>			<b>2018-19</b>	<b>2018-19</b>
	<b>Description</b>	<b>Preliminary</b>	<b>YTD</b>	<b>%</b>	<b>%</b>	<b>YTD</b>	<b>Final</b>
	<b>Percent of Year completed to date</b>			<b>66.7%</b>	<b>66.7%</b>		
	<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>		
<b>78</b>	<b>Transportation (2700)</b>						
<b>79</b>	<b>Salaries</b>	<b>2,706,953</b>	<b>1,636,766</b>	<b>60.5%</b>	<b>60.9%</b>	<b>1,555,737</b>	<b>2,554,022</b>
<b>80</b>	<b>Benefits</b>	<b>815,777</b>	<b>498,601</b>	<b>61.1%</b>	<b>60.3%</b>	<b>477,758</b>	<b>792,632</b>
<b>81</b>	<b>Purch Serv</b>	<b>254,054</b>	<b>158,328</b>	<b>62.3%</b>	<b>66.1%</b>	<b>168,037</b>	<b>254,054</b>
<b>82</b>	<b>Fuel</b>	<b>567,930</b>	<b>310,785</b>	<b>54.7%</b>	<b>60.9%</b>	<b>346,042</b>	<b>567,930</b>
<b>83</b>	<b>Supplies</b>	<b>357,565</b>	<b>225,568</b>	<b>63.1%</b>	<b>62.7%</b>	<b>224,158</b>	<b>357,565</b>
<b>84</b>	<b>Other/Property</b>	<b>1,112,000</b>	<b>1,074,262</b>	<b>96.6%</b>	<b>8.0%</b>	<b>961</b>	<b>12,000</b>
<b>85</b>	<b>Total</b>	<b>5,814,280</b>	<b>3,904,310</b>	<b>67.2%</b>	<b>61.1%</b>	<b>2,772,693</b>	<b>4,538,203</b>
<b>86</b>	<b>Community Services (3300)</b>						
<b>87</b>	<b>Salary</b>	<b>627,250</b>	<b>311,084</b>	<b>49.6%</b>	<b>56.1%</b>	<b>333,300</b>	<b>594,550</b>
<b>88</b>	<b>Benefits</b>	<b>169,818</b>	<b>99,643</b>	<b>58.7%</b>	<b>60.1%</b>	<b>99,093</b>	<b>165,000</b>
<b>89</b>	<b>Purchased Serv</b>	<b>347,727</b>	<b>43,586</b>	<b>12.5%</b>	<b>3.3%</b>	<b>10,497</b>	<b>317,727</b>
<b>90</b>	<b>Supplies/Util</b>	<b>168,872</b>	<b>33,197</b>	<b>19.7%</b>	<b>25.9%</b>	<b>38,510</b>	<b>148,872</b>
<b>91</b>	<b>Property</b>	<b>87,105</b>	<b>1,992</b>	<b>2%</b>	<b>3.0%</b>	<b>2,600</b>	<b>87,105</b>
<b>92</b>	<b>Other Objects</b>	<b>30,756</b>	<b>28,687</b>	<b>93.3%</b>	<b>60.5%</b>	<b>30,690</b>	<b>50,756</b>
<b>93</b>	<b>Desig. Fund Bal</b>						
<b>94</b>	<b>Total</b>	<b>1,431,528</b>	<b>518,189</b>	<b>36.2%</b>	<b>37.7%</b>	<b>514,690</b>	<b>1,364,010</b>
<b>86</b>	<b>Total Expenditures</b>	<b>99,988,277</b>	<b>59,337,804</b>	<b>5</b>	<b>5</b>	<b>54,293,157</b>	<b>94,368,957</b>
<b>95</b>	<b>Interfund Trans</b>	<b>0</b>	<b>1</b>			<b>1</b>	<b>0</b>
<b>96</b>	<b>Change Desig Fund Bal</b>	<b>0</b>	<b>1</b>			<b>1</b>	<b>0</b>
<b>97</b>	<b>Other/Budget Cuts</b>	<b>0</b>	<b>23,739</b>			<b>1</b>	<b>0</b>
<b>98</b>	<b>TOTAL EXPENDITURERS</b>	<b>0</b>					<b>0</b>
<b>99</b>	<b>M &amp; O</b>	<b>99,988,277</b>	<b>59,361,545</b>	<b>59.37%</b>	<b>0.00%</b>	<b>54,293,160</b>	<b>94,368,957</b>

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		2019-20	2019-20	Current Bud vs Actual	Prev Bud vs Actual	2018-19	2018-19
	Description	Preliminary	YTD	%	%	YTD	Final
	<b>Percent of Year completed to date</b>			<b>66.7%</b>	<b>66.7%</b>		
	<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>		
<b>100</b>	<b>School Activity Fund (21)</b>						
<b>101</b>							
<b>102</b>	<b>REVENUE:</b>						
<b>103</b>	<b>School Deposits</b>	<b>4,400,000</b>	<b>2,758,535</b>	<b>62.7%</b>	<b>66.1%</b>	<b>2,774,084</b>	<b>4,195,780</b>
<b>104</b>							
<b>105</b>	<b>Other</b>		<b>0</b>			<b>0</b>	
<b>106</b>	<b>Total Revenue</b>	<b>4,400,000</b>	<b>2,758,535</b>	<b>62.7%</b>	<b>66.1%</b>	<b>2,774,084</b>	<b>4,195,780</b>
<b>107</b>	<b>EXPENDITURES:</b>						
<b>108</b>	<b>Purchased Services</b>	<b>902,150</b>	<b>414,056</b>	<b>45.9%</b>	<b>30.8%</b>	<b>278,145</b>	<b>902,150</b>
<b>109</b>	<b>Supplies</b>	<b>2,882,850</b>	<b>1,648,982</b>	<b>57.2%</b>	<b>55.3%</b>	<b>1,594,952</b>	<b>2,882,850</b>
<b>110</b>	<b>Equipment</b>	<b>290,000</b>	<b>66,497</b>	<b>22.9%</b>	<b>22.4%</b>	<b>65,066</b>	<b>290,000</b>
<b>111</b>	<b>Desig/Other/Adm</b>	<b>325,000</b>	<b>149,729</b>	<b>46.1%</b>	<b>69.3%</b>	<b>225,160</b>	<b>325,000</b>
<b>112</b>	<b>Total Expenditures</b>						
<b>113</b>	<b>School Activity</b>	<b>4,400,000</b>	<b>2,279,264</b>	<b>51.8%</b>	<b>49.2%</b>	<b>2,163,323</b>	<b>4,400,000</b>
<b>114</b>	<b>DEBT SERVICE FUND (31)</b>						
<b>115</b>							
<b>116</b>	<b>REVENUE:</b>						
<b>117</b>	<b>Property Tax</b>	<b>4,310,126</b>	<b>2,153,506</b>	<b>50.0%</b>	<b>84.3%</b>	<b>2,781,894</b>	<b>3,299,416</b>
<b>118</b>	<b>Interest</b>	<b>105,750</b>	<b>3,928</b>	<b>3.7%</b>	<b>37.3%</b>	<b>70,726</b>	<b>189,507</b>
<b>119</b>	<b>Other</b>						<b>0</b>
<b>120</b>	<b>Total</b>	<b>4,415,876</b>	<b>2,157,434</b>	<b>48.9%</b>	<b>81.8%</b>	<b>2,852,620</b>	<b>3,488,923</b>
<b>121</b>	<b>Begining Bal</b>	<b>5,696,268</b>	<b>7,800,099</b>			<b>7,980,507</b>	<b>7,980,507</b>
<b>122</b>	<b>LESS:</b>						
<b>123</b>	<b>Ending Balance</b>	<b>6,034,982</b>					<b>7,800,099</b>
<b>124</b>	<b>Funds Available</b>	<b>6,034,982</b>	<b>2,157,434</b>	<b>35.7%</b>	<b>36.6%</b>	<b>2,852,620</b>	<b>7,800,099</b>
<b>125</b>	<b>EXPENDITURE:</b>						
<b>126</b>	<b>Bond Debt</b>	<b>3,927,162</b>	<b>3,286,350</b>	<b>83.7%</b>	<b>93.2%</b>	<b>3,660,938</b>	<b>3,927,162</b>
<b>127</b>	<b>Fees</b>	<b>150,000</b>	<b>5,000</b>	<b>0.0%</b>	<b>5.0%</b>	<b>7,500</b>	<b>150,000</b>
<b>128</b>	<b>Other Uses</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>
<b>129</b>	<b>Total</b>	<b>4,077,162</b>	<b>3,291,350</b>	<b>80.7%</b>	<b>90.0%</b>	<b>3,668,438</b>	<b>4,077,162</b>

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	Description	Preliminary	YTD	%	%	YTD	Final
	<b>Percent of Year completed to date</b>			<b>66.7%</b>	<b>66.7%</b>		
	<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>		
<b>130</b>	<b>CAPITAL OUTLAY FUND (32)</b>						
<b>131</b>							
<b>132</b>	<b>REVENUE:</b>						
<b>133</b>	<b>Property Tax</b>	<b>12,046,929</b>	<b>9,749,041</b>	<b>80.9%</b>	<b>84.3%</b>	<b>9,429,485</b>	<b>11,183,675</b>
<b>134</b>	<b>Interest</b>	<b>600,000</b>	<b>264,806</b>	<b>44.1%</b>	<b>59.9%</b>	<b>336,571</b>	<b>561,604</b>
<b>135</b>	<b>Other</b>	<b>168,000</b>	<b>52,659</b>	<b>31.3%</b>	<b>58.2%</b>	<b>46,620</b>	<b>80,041</b>
<b>136</b>	<b>State</b>	<b>76,795</b>	<b>75,086</b>			<b>76,983</b>	<b>115,475</b>
<b>137</b>	<b>Federal /MBA</b>	<b>0</b>	<b>34,940</b>			<b>40,420</b>	<b>79,837</b>
<b>138</b>	<b>Ins./Prop.Recry</b>	<b>180,000</b>	<b>36,367</b>	<b>20.2%</b>	<b>68.4%</b>	<b>101,954</b>	<b>148,984</b>
<b>139</b>	<b>Total Revenue</b>	<b>13,071,724</b>	<b>10,212,899</b>	<b>78.1%</b>	<b>82.4%</b>	<b>10,032,033</b>	<b>12,169,616</b>
<b>140</b>	<b>Lease Revenue MBA</b>		<b>0</b>			<b>0</b>	<b>0</b>
<b>141</b>	<b>Other Sources(F50)</b>	<b>345,580</b>	<b>0</b>			<b>0</b>	<b>298,437</b>
<b>142</b>	<b>Desig. Fund Bal</b>	<b>0</b>					<b>0</b>
<b>143</b>	<b>TOTAL REVENUE CAPITAL</b>						
<b>144</b>	<b>OUTLAY</b>	<b>13,417,304</b>	<b>10,212,899</b>	<b>76.1%</b>	<b>80.5%</b>	<b>10,032,033</b>	<b>12,468,053</b>
<b>145</b>	<b>Beg. Balance</b>	<b>14,643,578</b>					<b>15,215,717</b>
<b>146</b>	<b>Less:</b>						
<b>147</b>	<b>Ending Balance</b>	<b>13,245,302</b>					<b>14,643,578</b>
<b>148</b>	<b>Capital Outlay Funds</b>						
<b>149</b>	<b>available</b>	<b>14,815,580</b>	<b>10,212,899</b>	<b>68.9%</b>	<b>76.9%</b>	<b>10,032,033</b>	<b>13,040,192</b>

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	Description	Preliminary	YTD	%	%	YTD	Final
	<b>Percent of Year completed to date</b>			<b>66.7%</b>	<b>66.7%</b>		
	<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>		
<b>150</b>	<b>EXPENDITURES:</b>						
<b>151</b>	<b>Oper/Maint</b>	<b>0</b>	<b>8,969</b>			<b>0</b>	<b>0</b>
<b>152</b>	<b>Other Equipment</b>		<b>0</b>			<b>0</b>	
<b>153</b>	<b>Purchased Services</b>	<b>55,000</b>	<b>4,500</b>	<b>8.2%</b>	<b>17.2%</b>	<b>6,950</b>	<b>40,500</b>
<b>154</b>	<b>Technology/Software</b>	<b>1,010,000</b>	<b>859,212</b>	<b>85.1%</b>	<b>136.8%</b>	<b>1,064,760</b>	<b>778,500</b>
<b>155</b>	<b>Improvement</b>	<b>1</b>				<b>0</b>	<b>0</b>
<b>156</b>	<b>Buildings Maint</b>	<b>2,100,000</b>	<b>1,077,606</b>	<b>51.3%</b>	<b>45.9%</b>	<b>1,193,102</b>	<b>2,600,000</b>
<b>157</b>	<b>Vehicles</b>	<b>180,000</b>	<b>109,058</b>	<b>60.6%</b>	<b>96.9%</b>	<b>1,211,518</b>	<b>1,250,000</b>
<b>158</b>	<b>Furniture/Equip</b>	<b>2,224,998</b>	<b>1,629,076</b>	<b>73.2%</b>	<b>59.1%</b>	<b>545,192</b>	<b>923,098</b>
<b>159</b>	<b>Other Objects</b>	<b>200,000</b>	<b>0</b>	<b>0.0%</b>	<b>3.7%</b>	<b>70</b>	<b>1,900</b>
<b>160</b>	<b>Vehicle charges</b>	<b>1</b>	<b>0</b>			<b>0</b>	<b>0</b>
<b>161</b>	<b>Total Capital</b>	<b>5,770,000</b>	<b>3,688,421</b>	<b>63.9%</b>	<b>75.5%</b>	<b>4,221,592</b>	<b>5,594,000</b>
<b>162</b>	<b>West Tremonton Elem/Ot</b>	<b>300,000</b>	<b>2,455</b>	<b>0.8%</b>	<b>78.1%</b>	<b>390,719</b>	<b>500,000</b>
<b>163</b>	<b>ILSC/Harris/other</b>	<b>300,000</b>	<b>14,728</b>	<b>4.9%</b>	<b>11.0%</b>	<b>13,257</b>	<b>120,000</b>
<b>164</b>	<b>Sunrise High School</b>	<b>6,000,000</b>	<b>2,138,678</b>	<b>35.6%</b>	<b>96.1%</b>	<b>76,860</b>	<b>80,000</b>
<b>165</b>	<b>Young Intermediate</b>	<b>100,000</b>	<b>0</b>	<b>0.0%</b>	<b>97.3%</b>	<b>1,653,600</b>	<b>1,700,000</b>
<b>166</b>	<b>HS Athletic Facilities</b>	<b>2,000,000</b>	<b>1,707,281</b>	<b>85.4%</b>	<b>98.4%</b>	<b>3,154,392</b>	<b>3,204,819</b>
<b>167</b>	<b>Property Purchase</b>	<b>0</b>	<b>298</b>			<b>125,181</b>	<b>125,181</b>
<b>168</b>	<b>Total Construction</b>	<b>8,700,000</b>	<b>3,863,440</b>	<b>44.4%</b>	<b>94.5%</b>	<b>5,414,009</b>	<b>5,730,000</b>
<b>169</b>	<b>Desig. F Bal</b>	<b>0</b>					<b>0</b>
<b>170</b>	<b>MBA/Bond Fee/Fund 50</b>	<b>345,580</b>	<b>37,250</b>	<b>10.8%</b>		<b>42,557</b>	<b>221,777</b>
<b>171</b>	<b>Other</b>	<b>0</b>	<b>0</b>	<b>Growth &amp; Accelerated Purchases</b>			<b>0</b>
<b>172</b>	<b>TOTAL EXPENDITURES CAPITAL</b>						
<b>173</b>	<b>OUTLAY</b>	<b>14,815,580</b>	<b>7,589,111</b>	<b>51.2%</b>	<b>83.8%</b>	<b>9,678,158</b>	<b>11,545,777</b>

**MONTHLY FINANCIAL REPORT**  
February 29, 2020

		2019-20	2019-20	Current Bud vs Actual	Prev Bud vs Actual	2018-19	2018-19
	Description	Preliminary	YTD	%	%	YTD	Final
	<b>Percent of Year completed to date</b>			<b>66.7%</b>	<b>66.7%</b>		
	<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>		
<b>174</b>	<b>SCHOOL FOOD SERVICE FUND (49)</b>						
<b>175</b>							
<b>176</b>	<b>REVENUE:</b>						
<b>177</b>	<b>Lunch Sales</b>	<b>1,611,586</b>	<b>806,966</b>	<b>50.1%</b>	<b>58.6%</b>	<b>759,338</b>	<b>1,296,039</b>
<b>178</b>	<b>Other Local</b>	<b>6,100</b>	<b>1,467</b>	<b>24.0%</b>	<b>39.9%</b>	<b>6,643</b>	<b>16,645</b>
<b>179</b>	<b>State</b>	<b>1,075,000</b>	<b>429,024</b>	<b>39.9%</b>	<b>37.4%</b>	<b>353,391</b>	<b>943,959</b>
<b>180</b>	<b>Federal</b>	<b>2,572,000</b>	<b>1,464,900</b>	<b>57.0%</b>	<b>55.8%</b>	<b>1,411,468</b>	<b>2,528,106</b>
<b>181</b>	<b>Other/Inventory Adj</b>	<b>0</b>	<b>0</b>		<b>0.0%</b>	<b>0</b>	<b>1</b>
<b>182</b>	<b>TOTAL REVENUE SCHOOL</b>						
<b>183</b>	<b>FOODS</b>	<b>5,264,686</b>	<b>2,702,357</b>	<b>51.3%</b>	<b>52.9%</b>	<b>2,530,840</b>	<b>4,784,750</b>
<b>184</b>	<b>Beg. Balance</b>	<b>690,708</b>					<b>916,186</b>
<b>185</b>	<b>Less:</b>						
<b>186</b>	<b>Ending Balance</b>	<b>633,320</b>					<b>690,708</b>
<b>187</b>	<b>School Food Service Funds</b>						
<b>188</b>	<b>available</b>	<b>5,322,074</b>	<b>2,702,357</b>	<b>50.8%</b>	<b>50.5%</b>	<b>2,530,840</b>	<b>5,010,228</b>
<b>189</b>	<b>EXPENDITURES:</b>						
<b>190</b>	<b>Salaries</b>	<b>1,890,899</b>	<b>1,073,870</b>	<b>56.8%</b>	<b>57.2%</b>	<b>1,035,104</b>	<b>1,809,473</b>
<b>191</b>	<b>Benefits</b>	<b>637,175</b>	<b>352,371</b>	<b>55.3%</b>	<b>55.7%</b>	<b>345,079</b>	<b>619,097</b>
<b>192</b>	<b>Food/Supplies</b>	<b>2,374,000</b>	<b>1,414,098</b>	<b>59.6%</b>	<b>58.9%</b>	<b>1,410,654</b>	<b>2,394,000</b>
<b>193</b>	<b>Equipment</b>	<b>120,000</b>	<b>13,026</b>	<b>10.9%</b>	<b>42.0%</b>	<b>92,382</b>	<b>220,000</b>
<b>194</b>	<b>Other Costs</b>	<b>50,000</b>	<b>13,769</b>	<b>27.5%</b>	<b>71.7%</b>	<b>28,673</b>	<b>40,000</b>
<b>195</b>	<b>Dir/Indirect Costs</b>	<b>250,000</b>	<b>236</b>	<b>0.1%</b>	<b>0.1%</b>	<b>338</b>	<b>250,000</b>
<b>196</b>	<b>TOTAL EXPENDITURES SCHOOL</b>						
<b>197</b>	<b>FOODS</b>	<b>5,322,074</b>	<b>2,867,370</b>	<b>53.9%</b>	<b>54.6%</b>	<b>2,912,230</b>	<b>5,332,570</b>

**MONTHLY FINANCIAL REPORT**  
February 29, 2020

		2019-20	2019-20	Current Bud vs Actual	Prev Bud vs Actual	2018-19	2018-19
	Description	Preliminary	YTD	%	%	YTD	Final
	<b>Percent of Year completed to date</b>			<b>66.7%</b>	<b>66.7%</b>		
	<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>		
<b>198</b>	<b>Foundation Fund (75)</b>						
<b>199</b>							
<b>200</b>	<b>REVENUE:</b>						
<b>201</b>	<b>Total Revenue</b>	<b>80,000</b>	<b>34,454</b>	<b>43.1%</b>	<b>39.3%</b>	<b>49,764</b>	<b>126,773</b>
<b>202</b>	<b>Available Revenue</b>	<b>80,000</b>	<b>34,454</b>	<b>43.1%</b>	<b>39.3%</b>	<b>49,764</b>	<b>126,773</b>
<b>203</b>	<b>EXPENDITURE:</b>						
<b>204</b>	<b>Expenses</b>	<b>80,000</b>	<b>91,168</b>	<b>114.0%</b>	<b>43.3%</b>	<b>51,997</b>	<b>120,000</b>
<b>205</b>	<b>Changes/Desg Fund Bal</b>	<b>0</b>					<b>0</b>
<b>206</b>	<b>TOTAL EXPENDITURE</b>	<b>80,000</b>	<b>91,168</b>	<b>114.0%</b>	<b>43.3%</b>	<b>51,997</b>	<b>120,000</b>
<b>207</b>	<b>Agency Fund (76)</b>						
<b>208</b>							
<b>209</b>	<b>REVENUE:</b>						
<b>210</b>	<b>Agent Services</b>	<b>121,000</b>	<b>19,400</b>	<b>16.0%</b>	<b>23.5%</b>	<b>24,302</b>	<b>103,344</b>
<b>211</b>	<b>State</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>
<b>212</b>	<b>Federal</b>	<b>0</b>					<b>0</b>
<b>213</b>	<b>Other</b>	<b>7,000</b>	<b>14,346</b>	<b>204.9%</b>	<b>0.0%</b>	<b>0</b>	<b>7,000</b>
<b>214</b>	<b>TOTAL REVENUE/BB</b>						
<b>215</b>	<b>AGENCY FUND</b>	<b>128,000</b>	<b>33,746</b>	<b>26.4%</b>	<b>22.0%</b>	<b>24,302</b>	<b>110,344</b>
<b>216</b>	<b>EXPENDITURE:</b>						
<b>217</b>	<b>Instruction</b>	<b>0</b>	<b>2,515</b>			<b>0</b>	<b>0</b>
<b>218</b>	<b>NUCC</b>	<b>121,000</b>	<b>22,412</b>	<b>18.5%</b>	<b>-1.7%</b>	<b>-2,093</b>	<b>121,000</b>
<b>219</b>	<b>Other</b>	<b>7,000</b>	<b>2,435</b>	<b>34.8%</b>	<b>25.4%</b>	<b>1,779</b>	<b>7,000</b>
<b>220</b>	<b>Changes/Desg Fund Bal</b>	<b>0</b>					<b>0</b>
<b>221</b>	<b>TOTAL EXPENDITURES</b>						
<b>222</b>	<b>AGENCY FUND</b>	<b>128,000</b>	<b>27,362</b>	<b>21.4%</b>	<b>-0.2%</b>	<b>-314</b>	<b>128,000</b>
<b>223</b>							
<b>224</b>							
<b>225</b>			<b>SUMMARY</b>			<b>SUMMARY</b>	
<b>226</b>							
<b>227</b>	<b>GRAND TOTAL FUNDS AVAILABLE</b>						
<b>228</b>	<b>ALL FUNDS</b>	<b>130,768,913</b>	<b>83,448,503</b>	<b>63.8%</b>	<b>65.7%</b>	<b>80,516,591</b>	<b>122,517,912</b>
<b>229</b>	<b>GRAND TOTAL EXPENDITURE</b>						
<b>230</b>	<b>ALL FUNDS</b>	<b>128,811,093</b>	<b>75,507,170</b>	<b>58.6%</b>	<b>60.7%</b>	<b>72,766,992</b>	<b>119,972,466</b>

## POLICY 3022

### Employment: BESD-LEA Specific Teacher License/Endorsement

#### A. Purpose

1. The purpose of this policy is to identify BESD-LEA specific licensing/endorsement requirements pursuant to the conditions outlined in [Utah Administrative Rule R277-301](#).

#### B. Policy

1. The following procedures are established to identify qualification requirements and guidelines for the issuance of BESD-LEA specific licensing and endorsements.

#### C. Procedure

##### 1. Educator License/Endorsement Requirements

###### a) BESD-LEA License Eligibility Criteria

###### 1) All applicants must:

- a) Complete a bachelor's or higher degree in a related field of study; or have exceptional or specialized occupational experience, training, or expertise directly related to the area of assignment; and,
- b) Complete a criminal background check including review of any criminal offenses and clearance in accordance with [Rule R277-214](#); and,
- c) Complete the educator ethics review described in [Rule R277-500](#) within one calendar year prior to the application; and,
- d) Complete the following Professional Learning Modules (linked to the USBE website – available after March 1, 2020):
  - i. Educator Ethics;
  - ii. Classroom Management and Instruction;

iii. Basic Special Education Law and Instruction; and

iv. Utah Effective Teaching Standards described in [R277-530](#).

b) BESD-LEA Endorsement Eligibility Criteria

- 1) This authorization is issued for a temporary period upon request from a District Administrator for a licensed teacher (LEA, Associate, or Professional) who is not endorsed in the area of assignment.

2. Approval

- a. The application must receive approval from the BESD Board of Education in a public meeting no more than 60 days prior to the LEA application to USBE and include:
  - 1) Rationale for the appointment of a BESD-LEA specific license or endorsement;
  - 2) Verification that there is an inadequate supply of highly qualified and suitable licensed applicants in the license and endorsement area as demonstrated by posting the position for a reasonable period of not less than one week. (Not required for less than half-time [ $<.5$  FTE] applicants);
  - 3) Where applicable include an Associate Licensing Plan.
- b. Applicants placed on BESD-LEA specific licenses serve under temporary (at-will) employment agreements subject to termination at any time at the sole discretion of the Box Elder School District.
- c. A BESD-LEA specific license, license area, or endorsement is valid for one, two, or three years in accordance with the LEA application to the USBE. After three years, renewal of the license is subject to the approval or denial of the State Board of Education.
- d. A BESD-LEA specific license expires immediately if the educator's employment with the District ends and the educator is not rehired as an educator in the next contract year.
- e. The District is not authorized to provide an LEA specific educator license in the area of:
  - 1) Special Education; or

- 2) Preschool Special Education.
3. BESD-LEA Specific Educator Training, Mentoring, and Support
  - a. Within the first year of employment, the educator must complete the training modules listed under BESD-LEA License Eligibility Criteria:
  - b. The educator must participate in the District's Mentoring Program.
    - 1) The District shall provide at least a three-year mentoring program by a trained mentor educator who:
      - a) holds a professional educator license and where possible;
      - b) performs substantially the same duties as the educator and has available time to work as a mentor; or
      - c) is assigned as an instructional coach or equivalent position.
      - d) the assigned mentor shall assist the educator to meet the Utah Effective Educator Standards established in [Rule R277-530](#), but may not serve as an evaluator of the educator.
  - c. The Mentoring Program shall include:
    - 1) A formal Professional Learning Plan for the educator, which consists of:
      - a) Mentor Observation and Feedback,
      - b) ongoing communication and goal-setting,
      - c) compilation/organization of evidence of Educator Effectiveness, and
      - d) professional development course work.
4. The Applicant and the District will jointly develop an Associate Licensing Plan to:
  - a. Encourage transition from a BESD-LEA license to a Professional License.
  - b. Identify applicable educational, skill, and/or content knowledge requirements for enrollment in a qualified educator preparation program.

- c. Identify paths and opportunities to prepare for successful passage of a pedagogical performance assessment (PPAT).
  - d. Develop significant competency and knowledge sufficient to justify an extension request from the Utah State Board of Education for a continued BESD-LEA License if transition to an Associate License is not reasonable or applicable.
5. The District shall post LEA-specific Educator licenses, license areas, or endorsements on each school's website. The post shall include:
- a. A fact that the school employs LEA-specific educator licenses, license areas, or endorsements;
  - b. The percentage of the types of licenses, license areas, and endorsements held by educators employed in the school based on the employee's FTE in CACTUS (Comprehensive Administration of Credentials for Teachers in Utah Schools); and
  - c. A link to the Utah educator Look-up tool. See <https://cactus.schools.utah.gov/PersonSearch>

## POLICY 4185

### Use Of Video/Digital Media Materials

- A. Digital media should be used legally and appropriately to achieve educational objectives.
1. Rented or privately owned digital media: All District employees must comply with federal copyright laws, as well as publisher licensing agreements. Rented or privately owned digital media may only be shown in the classroom provided that the media's producer or distributor has granted a "fair use" exception and that the following "fair use" requirements are satisfied:
    - a. The digital media must be shown in the course of face-to-face teaching activities in a classroom or similar place devoted to instruction and be directly related to the curriculum and lesson objectives.
  2. Programs from the internet or television: Educators showing programs from the internet or television for instructional purposes must follow the copyright conditions provided by the producer of the program.
  3. Appropriate use of digital media:
    - a. Educators bear responsibility to ensure that educational activities and support materials are relevant to the curriculum, appropriate for the age and maturity of students, and consistent with specific educational objectives and compliant with all related policies.
    - b. District and state approved digital media (available through the District media contact) constitute a primary resource of digital support materials and should be considered first by teachers who want to use digital media in the classroom.
    - c. Educators planning to use any digital media not approved by the Utah Instructional Media Consortium shall preview the entire product prior to showing the digital media in the classroom.
    - d. Educators shall obtain the written approval of the administrator prior to showing a full length movie or episode at least one week prior to the date of the intended showing.

- e. Upon receiving approval from the administrator, educators may show the full length movie or episode in a classroom according to the following guidelines:
    - 1) Media with a G rating may be shown to any grade K-12 with teacher discretion.
    - 2) Media with a PG rating may be shown in grades K-12 with administrator approval and parent notification as outlined in the policy.
    - 3) Media with a PG-13 rating may only be shown to students in grades 9-12 with administrator approval and parent notification as outlined in this policy.
    - 4) No movie, or digital media or excerpt from a movie, digital media with an "R," "NC 17," or "X" rating will be shown for any purpose in Box Elder School District schools. Educators permitting the viewing of such materials by students are subject to disciplinary action including termination.
    - 5) No video game with a rating of T, M, or AO may be accessed for any school sponsored activity in grades K-7. No video game with a rating of M, or AO may be accessed for any school sponsored activity in grades 8-12.
    - 6) Notification to parents could be included in the disclosure provided for the course
  - f. If the digital media, movie, or episode is unrated but contains material that a parent might consider inappropriate for their student, or if the media carries a warning of parental discretion, administrator approval must be obtained and parents must be notified at least five school days prior to the media being shown.
  - g. Parents must be given the opportunity to withhold their student(s) from viewing any movie, episode, or digital media based on the notification guidelines listed above. If a student is excused from viewing the media, the educator must provide a meaningful alternative activity.
- B. An educator, student or parent may seek review of a decision by the administrator by submitting a written appeal in accordance with the appeals process established at the school.

## POLICY 5230

### School Fees

### Student Fees/Fee Waiver, Fines, and Charges

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#### A. Purpose

1. The Box Elder School District (BESD) Board of Education adopts this policy to provide for the orderly establishment and management of a system of reasonable fees; to provide adequate notice to families of fees and fee waiver requirements; to establish a fair and efficient process for granting fee waivers; and to prohibit practices that would exclude students unable to pay fees from participation in school- sponsored activities or create a burden on a student or family as to have a detrimental impact on participation.

#### B. Policy

1. A school, school official, or employee may not charge or assess a fee or request or require something of monetary value as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school including a co-curricular or extra-curricular activity, unless the fee has been approved by and included in the BESD fee schedule.
2. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, BESD and each school shall limit student expenditures for BESD and school-sponsored activities, including expenditures for uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations, whether local, state, or national.
3. A school shall provide notice to a parent of each student attending the school of all current fee schedules and the opportunity for fee waivers prior to the student being registered for a course, activity, or program to enable the parent and student to make an informed decision prior to committing to the student's enrollment or participation.
4. A school shall provide an opportunity for a parent to apply to have one or more fees waived (or be provided alternatives to waivers) and shall grant requested fee waivers (or alternatives to waivers) to students who are eligible under the provisions of this policy.
5. A school may only collect a fee for an activity, class, or program provided, sponsored, or supported by a school consistent with BESD Board of Education policies and state law.

#### C. Establishing a Fee Schedule

1. "Fee" means a charge, expense, deposit, rental, or payment:
  - a. regardless of how it is termed, described, requested, or required directly or indirectly;
  - b. in the form of money, goods, or services; and
  - c. that is a condition to a student's full participation in an activity, course, or program that is provided, sponsored, or supported by BESD.

D. "Fee" includes:

1. money or something of monetary value raised by a student or the student's family through fundraising;
2. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
3. payments made to a third party that provides a part of a school activity, class, or program
4. charges or expenditures for classroom:
  - a. textbooks;
  - b. supplies; or
  - c. materials;
5. charges or expenditures for school activity clothing; and
6. a fine, other than a fine identified in the subsection below.

E. "Fee" does not include:

1. a student fine specifically approved by the Board for
  - a. failing to return school property;

- b. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior, or as described in [Section 53G-8-212](#); or
    - c. improper use of school property, including a parking violation;
  2. a payment for school breakfast or lunch;
  3. a deposit that is:
    - a. a pledge securing the return of school property that is refunded upon the return of the school property; or
    - b. a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program or
  4. Charges associated with a student's participation in a non-curricular club.

#### F. Fee Setting Process

1. BESD, in consultation with stakeholders, will develop a proposed fee schedule and policies to submit to the Board.

#### G. Board Approval of Fee Schedules and Policies

1. The Board shall annually review the provisions of this policy.
2. Fee schedules and policies for BESD shall be adopted by the Board on or before April 1st of each year in a regularly scheduled public meeting of the Board.
3. Prior to adopting the annual fee schedule, the Board shall encourage public participation in the process and provide an opportunity for the public to comment on the proposed fee schedule during a minimum of two public meetings of the Board.
4. The Board shall provide notice of the meetings:
  - a. to the public in accordance with the Utah Open and Public Meetings Act; and
  - b. to parents and students using the same form of communication regularly used by BESD to communicate with parents, including notice by e-mail, text, flyer, or phone call.

5. Minutes of the Board meeting during which the fee and fee policies are adopted together with copies of the approved policy and fee schedule shall be kept on file and made available upon request as required by [Utah Code § 52-4-203](#).
6. The Board may adopt amended fee schedules after the April 1st date following the same approval process used for the original fee schedule.

#### H. Fee Schedule Requirements

1. The Board's adopted fee schedule shall include:
  - a. a specific amount for each fee;
  - b. if a student is responsible for multiple fees related to one activity, class, or program, a clear and easy to understand delineation of each fee and the fee total for each activity, class, or program;
  - c. Beginning with the 2020-2021 school year:
    - 1) a per student annual maximum aggregate fee amount that BESD schools may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by a school for the year;
    - 2) a maximum fee amount per student for each activity;
    - 3) a spend plan for the revenue collected from each fee charged. The spend plan for each fee charged should provide students, parents, and employees transparency by identifying the fee's funding uses. The fee's corresponding spend plan shall include a list or description of anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.
2. The amount of revenue raised by a student through voluntary individual fundraisers or required group fundraisers shall be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.
3. Beginning with the 2021-2022 school year, a fee shall be equal to or less than the expense incurred by BESD or school to provide for a student activity, course, or program.

- a. In calculating the expense incurred by BESD or school in relation to an individual student, the cost of providing fee waivers to fee waiver eligible students may not be considered.
  - b. An additional fee may not be charged, or a particular fee may not be increased to supplant or subsidize another fee.
  - c. Students and parents who do not qualify for fee waivers may not be required to pay an increased fee amount to make-up for or cover the costs of students and families who qualify for fee waivers.
  - d. Schools may notify students and families that they may voluntarily pay an increased fee amount or provide a donation to assist in covering the costs of other students and families.
4. A fee listed on a school fee schedule is the maximum amount which may be charged per student for a class or school sponsored or supported activity including uniforms, travel, and clinics, regardless of whether the activity is labeled as curricular, co-curricular or extra-curricular. The actual amount charged may be less.
- I. Fees for Classes and Activities During the Regular School Day
1. Elementary Schools
    - a. No fee may be charged in kindergarten through grade five for any regular school day activity including assemblies and field trips or for any snacks, materials, textbooks, instructional or school supplies, or fundraising such as “dress down days” except as provided in Subsection 2 below.
      - 1) BESD is structured to include grade 6 in the secondary schools. BESD will use the language of [R277-407-3\(3\)](#) in order to include those students in the secondary fee process.
    - b. An elementary school or teacher may provide to a student’s parent or guardian a suggested list of student supplies, as defined in this policy, for use during the regular school day so that a parent or guardian may furnish, on a voluntary basis, those supplies for student use. Such a list must include the following language:

*“Notice: The items on this list will be used during the regular school day. They may be brought from home on a voluntary basis, otherwise, they will be furnished by the school.”*

- c. The school must provide any necessary school supplies not voluntarily furnished by a parent or guardian.

## 2. Secondary Schools

- a. Fees may be charged in connection with an activity, class, or program provided, sponsored, or supported by a school for a student in a secondary school that takes place during the regular school day if the fee is on the Board approved fee schedule.
- b. All fees are subject to the fee waiver provisions of this policy.
- c. If a secondary class is established or approved, which requires payment of fees or purchase of items for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit or highest grades, the fees or costs for the class must be approved by and appear on the Board fee schedule and shall be subject to the fee waiver provisions of this policy.
- d. A school may require a secondary student to provide student supplies as defined in this policy.
- e. If a school requires special shoes or items of clothing that meet specific requirements, including requesting a specific color, style, fabric, or imprint, the cost of the special shoes or items of clothing are considered a fee, and subject to fee waiver.
- f. Beginning in the 2022-2023 school year schools may not charge a fee for:
  - 1) a textbook. A textbook fee may only be charged for concurrent enrollment or advanced placement courses, and these fees are subject to fee waivers.
    - a) "Textbook" means instructional material necessary for participation in a course or program, regardless of the format of the material including:
      - i. books, printed materials, and consumable workbooks;

- ii. computer hardware, software, or digital content; and
  - iii. cost of maintenance and replacement as a result of normal use.
- 2) "Textbook" does not include instructional equipment.
- g. Remedial courses and credit recovery fees are subject to all school fee requirements. These fees shall be placed on the BESD fee schedule and are subject to fee waivers. Additionally, beginning with the 2022-23 school year, any instructional material provided for a student to complete a remedial course or credit recovery, is considered a textbook and shall be provided free of charge.
  - h. Schools may charge a fee for instructional equipment subject to fee waivers.
    - 1) "Instructional equipment" means equipment or supplies required for a student to use as part of a secondary course that become the property of the student upon exiting the course.
    - 2) "Instructional equipment" includes course related tools or instruments.
  - i. BESD may charge the cost to access software, digital content, or other instructional materials that are required as part of an activity, course or program. These fees are subject to fee waiver.

#### J. Project Related Courses

1. In project related courses, projects required for course completion shall be free to all elementary school students and included in the approved course fee and be waivable for secondary students.
2. A school may require a student at any grade level to provide materials or pay for an additional discretionary project if the student chooses and the course teacher approves a project in lieu of, or in addition to, a required classroom project. The additional costs for the alternate project are not subject to fee waiver.
3. A school shall avoid allowing high cost additional projects, particularly if authorization of an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.

4. A school or teacher may not require a student to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course.

#### K. School Activities Outside of the Regular School Day

1. Fees may be charged in connection with any school-sponsored program or activity, that does not take place during the regular school day, regardless of the age or grade level of the student, if:
  - a. participation in the activity is voluntary;
  - b. the fee is on the Board approved fee schedule;
  - c. the amount collected from the student is equal to or less than the maximum fee amount on the approved fee schedule;
  - d. the fee revenue is collected in compliance with BESD financial policies;
  - e. fee revenue is expended in compliance with the spend plan;
  - f. the fee is subject to the fee waiver requirements; and
  - g. for elementary schools, the student's participation in the activity does not affect a student's grade or ability to participate fully in any course taught during the regular school day.
2. Schools that provide, sponsor, or support an activity, class, or program outside of the regular school day or school calendar are subject to the provisions of this policy regardless of the time or season of the activity, class, or program.

#### L. Notice to Parents

1. Each school shall annually publish the Board's approved fee schedule, including fee maximums, and fee waiver policies on the school's website in an easily accessible location.
2. The parent of each student shall be provided a copy of the fee schedule, fee waiver policies, and the school fee documents required by [Utah Admin. Code R277-407-6](#)

annually in the school's registration materials and upon registration to the parent of a student who enrolls after the initial registration period.

3. Upon request, the school shall provide printed copies of school fee schedules, waiver policies, and documents to a parent or guardian who is unable or chooses not to access them through BESD or school website.
4. The administrator of a school shall make arrangements for a school representative to meet personally with each student's parent or family and make available an interpreter for the parent to understand the fee schedule and waiver policies when the student or parent's first language is a language other than English and BESD has not published the information in the parent's first language.

#### M. Fee Waivers

##### 1. General Fee Waiver Provisions

- a. "Waiver" or "fee waiver" means a full release from the requirement or payment of a fee and from any provision in lieu of a fee payment.
- b. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or [Utah Admin Code R277-407](#).
- c. A school is not required to waive a non-waivable charge.
- d. To ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee, each school will provide for adequate waivers or other provisions in lieu of fee waivers.
- e. The process for obtaining a fee waiver, pursuing an alternative to fee waiver, or appealing the denial of a fee waiver shall be administered confidentially, fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.
- f. A student receiving a fee waiver or other provisions in lieu of a fee shall not be treated differently from other students or identified to students, staff members, or other persons who do not need to know of the waiver.

- g. Any requirement that a student pay a fee is suspended during any period in which the student's eligibility for a fee waiver is being determined or a denial of a fee waiver is being appealed.

## 2. Fee Waiver Eligible Charges

- a. Fees for the following are waivable regardless of whether they are held during the regular school day, during the regular school year, outside of the regular school day, outside of the regular school year, or during the summer:
  - 1) An activity, class, or program that is:
    - a) primarily intended to serve school-age children; and
    - b) taught or administered, more than inconsequentially, by a school employee as part of the employee's assignment.
  - 2) An activity, class, or program that is explicitly or implicitly required:
    - a) as a condition to receive a higher grade, or for successful completion of a school class or to receive credit, including a requirement for a student to attend a concert or museum as part of a music or art class for extra credit; or
    - b) as a condition to participate in a school activity, class, program, or team, including, a requirement for a student to participate in a summer camp or clinic for students who seek to participate on a school team, such as cheerleading, football, soccer, dance, or another team.
  - 3) An activity or program that is promoted by a school employee, such as a coach, advisor, teacher, school-recognized volunteer, or similar person, during school hours where it could be reasonably understood that the school employee is acting in the employee's official capacity.
  - 4) Admission, entrance, or gate fees for student attendance to an event or activity provided, sponsored, or supported by BESD or a school including:
    - a) athletic competitions;
    - b) music or theater program performances; and

- c) parent teacher organization activities.
  - 5) An activity or program where full participation in the activity or program includes:
    - a) travel for state or national educational experiences or competitions;
    - b) debate camps or competitions; or
    - c) music camps or competitions.
  - 6) A concurrent enrollment, CTE, or AP course.
  - 7) Activity clothing required to be worn by a student when participating as a club, school group, or team such as matching jackets, hoodies, t-shirts or other like clothing.
  - 8) Official curricular, co-curricular, and extra-curricular club or team uniforms that are required for student participation.
3. Non-waivable Charges
- a. Non-waivable charges are costs, payments, or expenditures which are not considered to be school fees and are not subject to fee waivers.
    - 1) Non-waivable charges include a personal discretionary charge or purchase for:
      - a) insurance, unless the insurance is required for a student to participate in an activity, class, or program;
      - b) college credit related to the successful completion of a concurrent enrollment class or an advanced placement examination; and
      - c) a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item, except when requested or required by a school as a condition to a student's participation.

- 2) Charges designated by Utah Code, federal law, or administrative rule not to be a fee are non-waivable charges including:
  - a) tuition for nonresident out-of-state students and foreign students, foreign student transcript translation fees and I-20 form processing charges;
  - b) a charge for an activity, class, program, that meets the criteria of a noncurricular club as described in [Utah Code Title 53G, Chapter 7, Part 7, Student Clubs](#);
  - c) a charge for a school breakfast or lunch;
  - d) a fine for improper use of school property, including a parking violation; or
  - e) a fine for replacement of damaged or lost school property in accordance with [Utah Code Ann. § 53G-8-212](#).
    - i. If the student and the student's parent are unable to pay for damages or if it is determined by the school in consultation with the student's parent that the student's interests would not be served if the parent were to pay for the damages, the school may provide for a program of work the student may complete in lieu of the payment.
    - ii. No fine may be assessed for damages which may be reasonably attributed to normal wear and tear.
4. Fee Waiver Administrator
  - a. The principal in each school shall designate at least one person at the appropriate administrative level to act as the "Fee Waiver Administrator." The designated individual shall:
    - 1) be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and
    - 2) work in an appropriate setting to facilitate confidential conversations and documents.
  - b. The Fee Waiver Administrator shall be responsible to:

- 1) review fee waiver applications and verification documents;
  - 2) grant or deny fee waiver requests;
  - 3) compile all logs and maintain fee waiver documents in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#); and
  - 4) report fee waiver information.
- c. The Fee Waiver Administrator's contact information will be available on the school's website with other school fee information and in student registration materials.
  - d. A student may not assist in the fee waiver approval process.
5. Fee Waiver Application Process
- a. A school shall use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.
  - b. The application for fee waiver shall be included on each school's website.
  - c. The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants.
  - d. A parent or student desiring to have one or more fees waived shall submit a completed fee waiver application and verification of eligibility to the Fee Waiver Administrator.
  - e. Fee waiver eligibility begins July 1 and continues through June 30 and must be completed annually.
6. Fee Waiver Eligibility Verification
- a. A student is eligible for and will be granted a fee waiver if the Fee Waiver Administrator receives a completed application and verification of one of the following from the student or parent:

- 1) The student's family income qualifies under the levels set by the State Superintendent and the parent provides verification in the form of income statements, pay stubs, or tax returns:
    - a) these levels are set to correspond to the income levels for the federal free lunch program and may be found at [schools.utah.gov/school fees](https://schools.utah.gov/school-fees) on the fee waiver application form;
    - b) all income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation and child support payments.
  - 2) The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.
  - 3) The student's family receives Temporary Assistance for Needy Families (TANF) and the parent provides benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought which may be in the form of an electronic screenshot of eligibility determination or status.
  - 4) The student is in foster care through the Division of Child and Family Services; or is in state custody and the individual seeking the waiver provides the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.
- b. A school shall ensure that a fee waiver or other provision in lieu of fee waiver is available to any student whose parent is unable to pay.
- 1) A Fee Waiver Administrator may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances is not reasonably capable of paying the fee.
  - 2) An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with the Fee Waiver Administrator to discuss their situation and potential eligibility for fee waiver.

3) Verification may be collected as appropriate for the situation.

## 7. Notification of Eligibility

- a. After reviewing the documentation provided by the student and the student's parent, the Fee Waiver Administrator will approve or deny the fee waiver request.
- b. The Fee Waiver Administrator shall not retain required fee waiver verification documents or copies of the verification documents but will keep the following information as a log or record:
  - 1) That the student's eligibility was verified;
  - 2) The name and position of the person who reviewed the verification documents;
  - 3) The date it was verified; and
  - 4) The type of documentation used to verify eligibility.
- c. The Fee Waiver Administrator shall maintain documentation of the following:
  - 1) The school year the request was submitted;
  - 2) The type and amount of fees requested to be waived;
  - 3) Whether the request was approved or denied;
  - 4) If approved, the type and amount of fees which were waived.
- d. The Fee Waiver Administrator shall provide written notice of the decision to grant or deny a fee waiver request to the student's parent using the standardized state board fee waiver decision and appeal form.
- e. If a fee waiver request is denied, the written notice of decision shall include the reason the request was denied and a copy of the appeal process and appeal form.

## 8. Appeal of Fee Waiver Denial

- a. A student or the student's parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial or found on the school website to the principal or designee within 14 calendar days of receiving notice of denial.
- b. A student or the student's parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial or found on the school website to the principal within 14 calendar days of receiving notice of denial.
- c. If after meeting with the school principal the waiver is still denied, the parent may appeal, in writing, within 14 calendar days of receiving notice of denial, to the BESD superintendent or designee.

#### N. Collection of School Fees

1. A school may make an installment payment plan available to a parent or student to pay for a fee, however, an installment payment plan may not be required in lieu of a fee waiver.
2. A student may not collect or receive student fees from other students or parents.
3. A school may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:
  - a. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school or BESD;
  - b. refuse to issue a course grade; or
  - c. deny a former or current student receipt of official student records, including written or electronic class schedules, grade reports, diplomas, or transcripts.
4. A school may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records.
5. A school may not charge for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which a former student is enrolled or intends to enroll.

6. If a school's property has been lost or willfully cut, defaced, or otherwise damaged, the school may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student's parent has paid for the damages in accordance with [Utah Code § 53G-8-212\(2\)\(a\)](#).
7. BESD may exclude a student from participating in the graduation ceremony for unpaid fees.

#### O. Fundraising

([R277-407-10\(1\)](#) and [R277-113](#) require every LEA governing board to establish a fundraising policy.)

1. Any fundraising activity must be approved and conducted in accordance with BESD Fundraising Policy.
  - a. A school may not authorize, establish, or allow for required individual fundraising.
  - b. A school may allow optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees.
  - c. A school may allow for group fundraisers.
2. A school shall not deny a student membership in or participation on a team or group or in an activity based on the student's non-participation in a fundraiser.
3. Schools seeking to use alternative methods of raising revenue must comply with BESD [Policy 5310 Fundraising](#) and [Utah Admin. Code R277-113](#).

#### P. Donations in Lieu of Fees

1. A school may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the school or BESD and receipt of the donation will not affect participation by an individual student.
2. A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.

3. BESD level actions to solicit or accept a donation or contribution must be in compliance with all Board policies, must clearly state that donations and contributions by a student or parent are voluntary, and may not place any undue burden on a student or family.
4. The BESD foundation may raise money to offset the cost attributed to granting fee waivers to students throughout BESD.
5. BESD shall direct donations provided to BESD through the BESD foundation in accordance with policies governing the BESD foundation.
6. BESD or a school may not accept a donation that would create a significant inequity among the schools within the BESD.

#### Q. School Reporting Requirements

1. Each school principal and BESD Board Chair shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy.
2. The BESD Superintendent shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy and submit the following forms:
  - a. Student Fee Schedule with Spend Plan
  - b. School Fee Policy
  - c. School Fee Waiver Policy
  - d. Notice of Fee Waiver Criteria provided by the BESD to student's parents
3. Each school shall maintain records and submit documentation to BESD staff annually of:
  - a. number of students enrolled as of October 1
  - b. number of students granted fee waivers
  - c. dollar amount of fees waived

- d. number of students who worked in lieu of fee waivers
- e. dollar amount of fees collected from students
- f. dollar amount of fees collected from students for curricular activities
- g. dollar amount of fees collected from students for co-curricular activities
- h. dollar amount of fees collected from students for extra-curricular activities

#### R. Training

1. BESD superintendent shall provide for annual training of BESD and school employees on fee related policies enacted by the Board specific to each employee's job function.

#### S. Penalties for Violation of School Fee Policy

1. Any administrator, teacher, advisor or coach who knowingly violates the authorized fee schedule and financial policies as approved annually by the Board will be subject to disciplinary action.
2. Monies collected beyond the approved fee schedule will be refunded by the school back to the individual student(s).
3. If a school violates the authorized fee schedule and financial policy, BESD may impose the following:
  - a. Issue a letter of reprimand to the individual(s) and/or school.
  - b. The administrator, athletic director, teacher, coach/advisor, and/or the school may be assessed a fine not to exceed \$200.
  - c. Possibility of suspension or termination.

#### T. Definitions

1. Definitions applicable to this policy are intended to be consistent with [Utah Admin. Code R277-407](#). In the case of a discrepancy, the administrative code shall prevail.

- a. "Co-curricular activity" means an activity, course, or program, outside of school hours, that also includes a required regular school day program or curriculum.
- b. "Curricular activity" means an activity, a course, or a program that is:
  - 1) provided, sponsored, or supported by BESD; and
  - 2) conducted only during school hours.
- c. "Extra-curricular activity" means an activity or program for students, outside of the regular school day, that:
  - 1) is sponsored, recognized, or sanctioned by BESD; and
  - 2) supplements or compliments, but is not part of, BESD's required program or regular curriculum.
- d. "Fundraiser," "fundraising," or "fundraising activity" means an activity or event provided, sponsored, or supported by a school that uses students to generate funds to raise money to:
  - 1) provide financial support to a school or any of the school's classes, groups, teams, or programs; or
  - 2) benefit a particular charity or for other charitable purposes.
- e. "Fundraiser," "fundraising," or "fundraising activity" may include:
  - 1) the sale of goods or services;
  - 2) the solicitation of monetary contributions from individuals or businesses; or
  - 3) other lawful means or methods that use students to generate funds.
- f. "Fundraiser," "fundraising," or "fundraising activity" does not include an alternative method of raising revenue without students.
- g. "Group fundraiser" or "group fundraising" means a fundraising activity where the money raised is used for the mutual benefit of the group, team, or organization.

- h. "Individual fundraiser" or "individual fundraising" means a fundraising activity where money is raised by each individual student to pay the individual student's fees.
- i. "Noncurricular club" has the same meaning as that term is defined in [Section 53G-7-701](#).
- j. "Provided, sponsored, or supported by a school" means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
  - 1) is authorized by BESD or school, according to local education board policy; or
  - 2) satisfies at least one of the following conditions:
    - a) the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by an BESD or school, or a BESD or school employee;
    - b) the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, BESD or school's facilities, equipment, or other school resources; or
    - c) the activity, class, program, fund-raising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the school's activity funds or minimum school program dollars.
- k. "Provided, sponsored, or supported by a school" does not include an activity, class, or program that meets the criteria of a noncurricular club as described in [Title 53G, Chapter 7, Part 7, Student Clubs](#).
- l. "Provision in lieu of fee waiver" means an alternative to fee payment or waiver of fee payment.
- m. "Provision in lieu of fee waiver" does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.
- n. "Regular school day" has the same meaning as the term "school day" described in [Section R277-419-2](#).

- o. "Requested or required by BESD as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:
  - 1) fully participate in school or in a school activity, class, or program;
  - 2) successfully complete a school class for the highest grade; or
  - 3) avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by:
    - a) peer pressure, shaming, stigmatizing, bullying, or the like; or
    - b) withholding or curtailing any privilege that is otherwise provided to any other student.
- p. "Something of monetary value" means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services.
- q. "Something of monetary value" includes:
  - 1) charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
  - 2) payments made to a third party that provide a part of a school activity, class, or program;
  - 3) classroom supplies or materials; and
  - 4) a fine, except for a student fine specifically approved by BESD for:
    - a) failing to return school property;
    - b) losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior; or
    - c) improper use of school property, including a parking violation.

- r. "Student supplies" means items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities.
- s. "Student supplies" include:
  - 1) pencils;
  - 2) paper;
  - 3) notebooks;
  - 4) crayons;
  - 5) scissors;
  - 6) basic clothing for healthy lifestyle classes; and
  - 7) similar personal or consumable items over which a student retains ownership.
- t. "Student supplies" does not include items listed above if the requirement from the school for the student supply includes specific requirements such as brand, color, or a special imprint in order to create a uniform appearance not related to basic function.

## U. References

[Utah Code § 53G-6-402\(5\)](#) – Open enrollment options – processing fee.  
[Utah Code § 53G-6-604](#) – Requirement of school record for transfer of student.  
[Utah Code § 53G-8-212](#) – Defacing or damaging school property – Student’s liability – Work program alternative.  
[Utah Code Title 53G, Chapter 7, Part 5](#) – Student Fees  
[Utah Code Title 53G, Chapter 7, Part 6](#) – Textbook Fees  
[Utah Code Title 53G, Chapter 7, Part 7](#) – Student Clubs  
[Utah Code Title 53G, Chapter 7, Part 8](#) – School Uniforms  
[Utah Administrative Code R277-113](#) – LEA Fiscal and Auditing Policies  
Part 7 – School Sponsored Activities  
[Utah Administrative Code R277-407](#) – School Fees

Policy 5230  
Amended  
September 12, 2018  
First Reading  
January 8, 2020  
Second Reading  
February 12, 2020  
Third Reading  
March 11, 2020

[Utah Administrative Code R277-713](#) – Concurrent Enrollment of High  
School Students in College Courses.  
[Permanent Injunction Civil No. 920903376](#)

## V. Forms

[Fee Waiver Forms](#)

~~Box Elder Board of Education hereby adopts the following policy regarding school fees, rental fees, textbook/digital curriculum sales, deposits or rentals and waivers regarding these items.~~

~~A. Definitions~~

- ~~1. Fee – Any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. Admission fees, transportation charges and similar payments to third parties are fees if the charges are made in connection with an activity or function sponsored by or through a school. For purposes of this policy, charges related to the National School Lunch Program are not fees.~~
- ~~2. Alternate Method of Payment – An alternative to fee payment, or waiver.~~
- ~~3. Student Supplies – Items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities. The term includes pencils, paper, notebooks, crayons, scissors, basic clothing for healthy lifestyle classes, and similar personal or consumable items over which a student retains ownership.~~
- ~~4. Optional Project – A non-mandatory project chosen and retained by a student in a vocational or other class where projects are part of the curriculum, for which the student covers the cost or provides the materials, in lieu of or in addition to a mandatory classroom project otherwise available to the student which would require only school-supplied materials.~~
- ~~5. Textbooks/Digital Curriculum – Book, workbook, periodical, newspaper, other printed materials, computer software, and materials similar in function which are required for participation in a course of instruction.~~
- ~~6. Secondary school – A school that provides instruction to students in any of the following grades 6, 7, 8, 9, 10, 11, or 12.~~
- ~~7. Secondary school student – A student enrolled in a secondary school including a student in grade 6 if the student attends a secondary school.~~

~~8. Provision in lieu of fee waiver — An alternative to fee payment and waiver of fee payment. A plan under which fees are paid in installments or under some other delayed payment arrangement is not a waiver or provision in lieu of fee waiver.~~

~~Utah Admin. Rules R277-407-2 (2018)~~

~~Utah Code § 53G-7-503(1) (2018)~~

## ~~B. Standards~~

### ~~1. Fees and Restrictions Regarding Elementary School Students~~

~~a. No fee may be charged to elementary school students for materials, textbooks/digital curriculum, workbooks, supplies or any class, activity, assembly or field trip.~~

~~b. Student supplies must be provided for elementary school students. A student may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the student through careless or irresponsible behavior.~~

~~c. An elementary school or elementary school teacher may compile and provide to a student's parent a suggested list of supplies for use during the regular school day so that a parent may furnish on a voluntary basis those supplies for student use.~~

~~d. A list provided to a student's parent must include and be preceded by the following language:~~

~~"NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS; OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL."~~

~~Utah Admin. Rules R277-407-3 (2018)~~

~~Utah Code § 53G-7-503(4) (2018)~~

~~2. Donations or contributions may be invited on forms provided to parents of students, but must clearly state that donations and contributions are voluntary, and are not required for participation in an activity or class.~~

~~Utah Admin. Rules R277-407-5(7) (2018)~~

~~3. Secondary School Students~~

- ~~a. Textbook/digital curriculum, lab, and course-related fees may be charged in grades seven through twelve as approved by the BESD Board of Education.~~
- ~~b. If a class is established or approved which requires payment of fees or purchase of items in order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades, the class shall be subject to the fee waiver provisions provided herein.~~
- ~~c. Secondary students may be required to provide their own student supplies, subject to the fee waiver provisions.~~

~~Utah Admin. Rules R277-407-3(2), (4), (8) (2018)~~  
~~Utah Code § 53G-7-503(2) (2018)~~

~~C. School Activities Outside of the Regular School Day~~

- ~~1. Fees may be charged in connection with any school-sponsored activity, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day.~~
- ~~2. Fees related to extracurricular activities sponsored by the Utah High School Activities Association may not exceed limits established by the Association.~~

~~D. General Provisions~~

~~Regardless of age or grade level, the following provisions are applicable to all students:~~

- ~~1. Students of all grade levels shall be required to provide materials for their optional projects. Students may not be required to select an optional project as a condition for enrolling in or completing a course. Any mandatory course project must be based on experiences that are free to all students.~~

~~Utah Admin. Rules R277-407-3(5) (2018)~~

~~2. A fee shall be charged in connection with any school-sponsored activity which does not take place during the regular school day, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day, and if school officials determine that a fee is necessary to cover the costs of the activity.~~

~~Utah Admin. Rules R277-407-4 (2018)~~

~~3. Fees for extracurricular activities sponsored by the Utah High School Activities Association shall not exceed limits established thereby.~~

~~4. No fee shall be charged or assessed unless the fee has been set and approved by the Board and notice given, in accordance with the following provision:~~

~~a. The Board shall annually adopt a fee schedule and policies during a regularly scheduled Board meeting open to the public. The Board shall encourage public participation in the development of fee schedules and waiver policies. Notice of the meeting shall be posted visibly in the District Office and published in a local newspaper and may be published on the district website. If school is in session one week prior to the meeting, notice shall be sent of the meeting's subject matter to parents via their children. Minutes of meetings at which fee and fee waiver policies are developed or adopted shall be kept and made available upon request, together with approved policies.~~

~~b. After adoption of the fee schedule and policies, copies thereof shall be made available upon request at all school and offices of the District, and shall be included with all registration materials provided to potential or continuing students. The fee schedule and policies shall be accompanied by a copy of the fee waiver policies, including the required standard forms provided to the District by the State Office of Education regarding fee waivers.~~

~~5. Fees for school-sponsored activities, including expenditures for activities, uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations shall be kept to a minimum to allow equal opportunity for participation.~~

~~6. Expenditures for uniforms, costumes, clothing, or accessories which are required for school attendance or participation in school activities (other than items of typical student dress), and expenditures for student travel as part of a school team, student group, or other school-approved trip, are fees which require approval of the Board of Education and are subject to the policies relating to fees (including waiver).~~

- ~~7. Charges for items which are not required for participation in a class or activity, such as class rings, letter jackets, school photos, or yearbooks, are not fees and are not subject to fee waiver provisions.~~
- ~~8. Donations or contributions for activities or for general use may be solicited after approval by the school principal or the Board. The Board or its designee may accept such. All requests for donations and contributions must clearly state that donations and contributions are voluntary and that no elementary or secondary school may require a donation in order for a given student to participate in an activity.~~
- ~~9. No present or former student of the District shall be denied receipt of transcripts or a diploma for failure to pay school fees, nor may a school refuse to issue a grade for a course for failure to pay school fees. Reasonable charges may be imposed to cover the cost of duplicating or mailing transcripts and other school records. However, no charge will be made to cover cost of duplicating and mailing copies of school records to elementary or secondary schools where the student is enrolled or intends to enroll.~~

~~Utah Admin. Rules R277-407-5 (2018)~~

~~Utah Admin. Rules R277-407-6(13) (2018)~~

- ~~10. Box Elder School District may employ the services of a collection agency to collect unpaid student fees.~~

#### ~~E. Court Order Allocating Liability for Fees~~

- ~~1. If the school has been provided with a copy of a court order allocating responsibility for school fees between a student's parents before the day on which the school first issues a bill for a school fee, the school shall, upon request from either parent, separately bill each parent for the share of the fee that the parent is to pay under the court order. Each parent is liable only for the share of the fee the parent is required to pay under the court order, and regardless of whether the court order is provided to the school before or after the bill, is issued for the fee, the school may not make a negative credit report relating to a fee about a parent who has paid the share of the fee required by the court order. The school may bill a parent for that parent's share of the fee even though the other parent has obtained a full or partial fee waiver.~~

~~Utah Code § 15-4-6.7 (2018)~~

~~F. School Store~~

- ~~1. The District may operate a school store where students may purchase school supplies and materials.~~

~~G. Collection of Fees~~

- ~~1. The District may pursue reasonable methods of collecting fees. However, the District may not, as a result of unpaid fees, exclude a student from school, refuse to issue a course grade, or withhold official student records, including written or electronic grade reports, diplomas, or transcripts.~~

~~Utah Admin. Rules R277-407-6(11) (2018)~~

~~H. Waiver of Fees~~

- ~~1. A deposit or fee, which a student and his or her parent is unable to pay, may be waived in whole or in part. In addition to giving notice to parents of fee and fee waiver policies at the time of registration (as provided above), procedures for waiver of fees or deposits may be posted in a central location in each school and on District and school websites.~~

~~Utah Code § 53G-7-504(1) (2018)~~

~~Utah Admin. Rules R277-407-5(3), (4) (2018)~~

- ~~2. Textbook/digital curriculum and workbook fees shall be waived, if the books are required for courses of instruction for each child whose parent is financially unable to purchase them, as determined in accordance with this fee waiver procedure.~~

~~Utah Code § 53G-7-603(2) (2018)~~

~~Utah Admin. Rules R277-407-6(2) (2018)~~

~~I. General Procedure for Fee Waivers~~

- ~~1. The principal, or the principal's designee, shall review and make decisions regarding fee waiver requests.~~

~~Utah Admin. Rules R277-407-6(3) (2018)~~

- ~~2. The fee waiver process shall be administered fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.~~

~~Utah Admin. Rules R277-407-6(4) (2018)~~

- ~~3. Students who are receiving fee waivers or a provision in lieu of a fee waiver may not be treated differently from other student. Students who are receiving fee waivers or provisions in lieu of waivers may not be identified to students or to staff members who do not need to know that status.~~

~~Utah Admin. Rules R277-407-6(5), (6) (2018)~~

- ~~4. Students who are in state custody or foster care, or are receiving public assistance in the form of Temporary Assistance for Needy Families (“TANF”), or receiving Supplemental Security Income as a qualified disabled child, will have all fees waived. Other fee waivers may be granted in whole or in part because of extenuating circumstances such as exceptional financial burden, loss or substantial reduction of income, or extraordinary medical expenses. Requests for fee waivers are to be made to the school principal or designee. The principal shall make a fair and objective decision without delay.~~

~~Utah Admin. Rules R277-407-7 (2018)~~

- ~~5. The application for fee waiver shall include documentation and verification by the parent (1) of the student’s eligibility for the waiver and (2) that the alternatives for satisfying fee requirements have been complied with to the fullest extent reasonably possible under the individual circumstances of the waiver applicant and of the school. In addition, the application shall specify the acceptable forms of documentation, which shall include the last income tax return or the last three pay stubs, or both, if available, of each household member. In lieu of income verification, the following are acceptable verification of eligibility:~~

~~a. If the student’s family receives TANF, a letter of decision regarding TANF from the Utah Department of Workforce Services covering the period for which a fee waiver is sought;~~

~~b. If a student receives Supplemental Security Income (SSI), a benefit verification letter from the Social Security Administration;~~

- ~~c. If a student is in state custody or foster care, a youth in custody intake form or school enrollment form provided by a caseworker from DCFS or the Juvenile Justice Department.~~

~~Utah Code § 53G-7-504 (2018)~~

~~Utah Admin. Rules R277-407-7(1), (2) (2018)~~

- ~~6. The waiver application and associated required documentation shall incorporate and conform to the regulations issued by the State Office of Education, which will specify the forms of documentation and verification which are acceptable.~~

~~Utah Code § 53G-7-504 (2018)~~

- ~~7. The principal may grant a full or partial fee waiver or deny the waiver request. If the principal grants a waiver in whole or in part, he/she shall also include one or more of the following alternatives to allow the student to satisfy the fee requirement:~~

~~a. The student provides tutorial assistance before or after school.~~

~~b. The student provides assistance before or after school to teachers or other school personnel on school-related matters.~~

~~c. The student provides general community or home service.~~

- ~~8. Other alternatives may be added by each school principal, subject to approval by the Board. Parents shall be given the opportunity to review proposed alternatives to fee waivers. When an alternative to meeting the fee requirement is imposed by the principal, then the principal shall outline in detail the responsibilities of the student to meet the fee requirement alternative. Alternatives shall not apply to textbook/digital curriculum fees, which are waived without an alternative requirement for qualifying students.~~

~~Utah Code § 53G-7-504(2) (2018)~~

~~Utah Admin. Rules R277-407-6(7)(a) (2018)~~

- ~~9. Appeals of the Principal's decision on the granting of fee waivers may be made to the Superintendent of Schools. Appeals of Superintendent's decision may be made to the Board. At all times during the fee waiver procedure, the privacy rights of students and parents will be protected and no student will be discriminated against~~

~~or denied an opportunity to participate in a class or school-sponsored or supported activity because of inability to pay or because of a request for a fee waiver.~~

~~Utah Admin. Rules R277-407-6(9)(b) (2018)~~

~~10. Requirements for fees for a given student shall be suspended during any period during which the student's eligibility for waiver is being determined or appealed.~~

~~Utah Admin. Rules R277-407-6(9)(c) (2018)~~

~~11. No waiver shall be granted for charges assessed pursuant to a student's damaging or losing school property. A school shall not exclude the student from school but may withhold a transcript or diploma to obtain payment of such charges pursuant to the Board policy regarding defacing or damaging school property. However, a school may not withhold student records which are required for student enrollment or placement in a subsequent school. In addition, if the Department of Human Services or a licensed child-placing agency has been granted custody of the student, that student's records, if requested by the department or agency, may not be withheld from the department or agency for nonpayment of damages.~~

~~Utah Code § 53G-8-212 (2018)~~

~~Utah Admin. Rules R277-407-6(1) (2018)~~

~~12. The Board shall provide for balancing of financial inequities among District schools so that the granting of waivers and provisions in lieu of fee waivers do not produce significant inequities through unequal impact on individual schools.~~

~~Utah Admin. Rules R277-407-6(10) (2018)~~

#### ~~J. Fee Waiver Reporting~~

- ~~1. The District's annual S-3 statistical report to the State Superintendent shall include
  - ~~a. A summary of the number of students in the District given fee waivers, the number of students who worked in lieu of a fee waiver, and the total dollar value of fees waived by the District;~~
  - ~~b. A copy of the District's fee and fee waiver policies;~~
  - ~~c. A copy of the District's fee schedule for students;~~~~

- ~~d. The notice of fee waiver criteria which is provided by the District to parents or guardians; and~~
- ~~e. A fee waiver compliance form for the District and each school (using the forms approved by the State Superintendent).~~

~~Utah Admin. Rules R277-407-8 (2018)~~

#### ~~K. Required Notices and Action~~

- ~~1. The District and each school shall use the following standard forms as they are provided by the State Office of Education:~~
  - ~~a. Standard parental notification letter (“School Fees Notice for Families of Students in Grades Seven Through Twelve” or “School Fees Notice for Families of Children in Kindergarten Through Sixth Grade”);~~
  - ~~b. Standard fee waiver application (“Fee Waiver Application (Grades K-6)” or “Fee Waiver Application (Grades 7-12)”);~~
  - ~~c. Standard written decision and appeal form (“Fee Waiver Decision and Appeal Form”);~~
  - ~~d. Community service assignment appeal form (“Appeal of Community Service Assignment”);~~
  - ~~e. Community service assignment form (“Community Service Assignment and Notice of Appeal Rights”);~~
  - ~~f. Community service assignment appeal form (“Appeal of Community Service Assignment”);~~
  - ~~g. District certification of compliance (“School District Certification of Compliance”);~~
  - ~~h. Secondary school certification of compliance (“Secondary School Certification of Compliance (For Use In Schools Serving Any Grade, 7-12)”);~~
  - ~~i. Elementary school certification of compliance (“Elementary School Certification of Compliance (For Use In Schools Serving Any Grade, K-6)”).~~

Policy 5230  
Amended  
September 12, 2018  
First Reading  
January 8, 2020  
Second Reading  
February 12, 2020  
Third Reading  
March 11, 2020

- ~~2. These standard forms as drafted and adopted by the State Board of Education are hereby incorporated into these policies. (The forms are also available in Spanish.) The District and each school shall adhere to the terms and conditions set forth in the standard forms.~~
- ~~3. As used in the standard forms, the term "waiver" shall include provisions in lieu of fee waivers.~~

TENTATIVE MINUTES OF A REGULAR MEETING  
OF THE BOARD OF EDUCATION  
BOX ELDER SCHOOL DISTRICT

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder County School District, held Wednesday evening February 12, 2020 at 5:30 p.m. at the Independent Life Skills Center.

Those in attendance at the meeting included Board President Karen Cronin, Members Nancy Kennedy, Lynn Capener, Connie Archibald, Wade Hyde, Julie Taylor, Bryan Smith, and Student Board Member Rebekah Bennett. Also present were Superintendent Steven Carlsen, Assistant Superintendents Keri Greener, Gary Allen and Keith Mecham, Business Administrator Rod Cook, officers of the Box Elder Education Association, district employees, representatives of the press and interested citizens were in attendance.

President Cronin welcomed those in attendance and conducted the business of the meeting.

A work session was held at 5:30 in the East Training Room. Connie Archibald made the motion to switch the order of the evaluation of Superintendent Steve Carlsen first and goals for Rod Cook, Business Administrator second. Lynn Capener seconded the motion which passed unanimously.

Keith Mecham reviewed the survey for Superintendent Steve Carlsen's evaluation.

Rod Cook then discussed his goals established in 2019 with the Board.

The Board moved into the board room at 6:30 p.m. for the regular meeting. After the prayer, which was offered by Keri Greener, Julie Taylor led the audience in the pledge of allegiance.

### **Recognitions**

Connie Archibald recognized the following:

AJ Gilmore, Clay Chournos, Jacob Balls, Bear River High School

Jerry Jackman, Community Alternative High School

Alison Williams and Todd Barrow, Harris Intermediate for their reports last month.

Kacee Udy math teacher at Bear River Middle School honored as National Board Certified  
Mountain View Volunteers:

Sharon Abraham

Deylene Jeffs

Denise Arnell

Christy Zito

Margarite Lee

Bear River High School Robotics Club

Alice C. Harris Intermediate Utah Schools to Watch

Discovery Elementary Named Model PLC School

Utah School Boards Association  
Wade Hyde for his service as a School Board Regional

**Approval of Agenda**

Bryan Smith made the motion to approve the agenda. Julie Taylor seconded the motion, which passed unanimously.

**Discussion Items**

**School Closure and Boundary Change Foothill and Mountain View Schools**

A brief summary by Board Members who visited schools in Ogden and by Keri Greener about the size of the schools was given.

**School Fees**

Keith Mecham summarized the fee policy and the fee list.

**Public Comment**

Comments concerning the boundary change and school fees were taken by the Board.

Bear River High Drama department invited the Board to their musical Cinderella

**Action Items**

**Renewal of Superintendent Contract**

Wade Hyde made the motion to appoint Superintendent Steve Carlsen for another two years. Connie Archibald seconded the motion which passed by unanimous vote.

**Revised 2020 School Board Meeting Schedule**

Bryan Smith made the motion to approve the revised board meeting schedule to accommodate public meetings at Foothill and Adele C. Young Intermediate for 2020. Nancy Kennedy seconded the motion which passed unanimously.

**Approval of New Course**

Gary Allen recommended the addition of the Family Consumer Science Education 1350 concurrent enrollment course at Box Elder High School.

Connie Archibald made the motion to approve the FCSE 1350 course. Lynn Capener seconded the motion which passed unanimously.

Approval to Amendment to Fielding School Land Trust Plan 2019-20

Keri Greener presented the changes to the Fielding Trust Land Plan for Board approval.

Nancy Kennedy made the motion to approve the Fielding Trust Land changes with the removal of the Arts line item. Wade Hyde seconded the motion which passed unanimously.

Community Redevelopment Projects – Solar Projects

Rod Cook, Business Administrator, introduced Patrick Mullen from the Utah Association of Counties, Mitch Zundel from Box Elder County, and Emily Skils from Enyo. They presented the proposed Solar Projects and the School Board participation advantages.

Connie Archibald made the motion to approve School District participation in the projects. Bryan Smith seconded the motion which passed unanimously.

**Information/Discussion Items**

Legislative Update

Superintendent Steve Carlsen covered some of the Bills being considered at the Utah Legislature.

Travel Approvals

Superintendent Steve Carlsen presented requests for his approval for travel requests from the Bear River High School Cross Country team and Bear River High School Yearbook staff.

Changes to Organizational Chart

Superintendent Steve Carlsen presented a new organizational chart for the school district which includes the addition of an assessment director position with the anticipated retirement of Darrell Eddington.

Monthly Financial Report

Business Administrator, Rod Cook presented the monthly financial report to the Board.

**Policy Review**

First Reading

New Policy 3022 Employment – Box Elder School District Local Education Authority Specific Teacher License/Endorsement

Policy 4185 Use of Video/digital Media Materials

Connie Archibald made the motion to approve the above policies as recommended on first reading. Julie Taylor seconded the motion, which passed unanimously.

Policy 5230 School Fees

Transcript of this section is attached.

Nancy Kennedy made the motion to approve Policy 5230 as recommended on first reading. Connie Archibald seconded the motion, which passed on a roll call vote of 5 members for and Bryan Smith and Karen Cronin against.

**Board Discussion Items**

Board Committee Assignments

USBA Conference Report

Board members reported on what they learned at the USBA conference.

Board Member Letter of Resignation and Replacement Procedure

Lynn Capener read a letter resigning from the School Board effective March 11, 2020.

Review to page 123-147 of “Fostering Resilient Learners” was postponed to March because of the late hour.

**Consent Calendar**

Nancy Kennedy moved to accept the consent items. The motion was seconded by Lynn Capener which passed on a unanimous vote. The Consent Calendar included the following items:

Approval of the minutes of the working and regular meetings of January 8, 2020  
Closed Session Minutes for January 8, 2020 Mantua Property Exchange

Approval of claims numbered 00032270-0003258901011020, 07013120, 08013120, 09011720, 09013120, and the District Foundation and ACH payments as well as School Activity checks for the month of January.

Personnel Items

As detailed in Agenda.

Adjournment

Nancy Kennedy made the motion to adjourn the meeting. Bryan Smith seconded the motion, which passed unanimously.

With the announcement that the next meeting will be held on Wednesday, March 11, 2020, at Foothill Elementary with the Work Session at 5:30 p.m. and Regular Session at 6:30 p.m. President Cronin adjourned the meeting at 9:55 p.m.

APPROVED: \_\_\_\_\_

ATTESTED: \_\_\_\_\_  
School Business Administrator  
Box Elder School District

\_\_\_\_\_  
President, Board of Education

**School Board Meeting Transcription  
Feb. 12, 2020 School Board Meeting  
Policy 5230 School Fees**

**Karen Cronin:** I have a couple questions. Are there any other question from the Board Members?

**Bryan Smith:** I have a couple questions

**Karen:** I just had a question – when the gentleman was talking about how can parents get involved? How do the booster clubs work and how would they interact with this?

**Steve Carlsen:** Keith, would you mind?

**Keith Mecham:** Well, I think what the gentleman said here, his concern as, there is one thing we have personal items then there is other items that would be great to have in terms of facilities or equipment. For example Box Elder High School's baseball and softball. They don't have a place to hit unless it's up on the upper deck of the gym. Due to the nature of the hard ball they don't really, nothing's hit, they don't really hit grounders live so they get an occasional up in the balcony where the nets also are, because there is not a lot of space, they are either hitting or they have to take all that down. So there are times when people say can we, with funding of other community members build a smaller, not the Bear Center, but a smaller situation so that we can have more opportunities to play during the winter months when it's cold. Are they allowed to be a part of raising money to in turn help the program? The thing that scares me just a little bit, I think that would be great, there are lots of wonderful people and companies that want to donate and I think some of the things that were talked about at some of these other Districts, there are big donors that will say, "Here is \$20,000" That is a lot of money, but they will say Here is \$20,000 for this program. They say Wow, this is pretty good. There is a little bit of a struggle there when there are maybe facilities or equipment that they don't get. That becomes the battle. Every booster club is different. Cache Valley and some of the schools over there, they have one school booster. Everybody submits their budget, they go out to the communities and say we need \$60,000 can you give, can you give, can you give and that's a one-time deal. Our district is not like that right now. Every sport has their own way, including fine arts, etc. And so some, there are so many ways to raise money. So it's hard to give you one answer. There are lots of people willing to do some leg work so that they can raise additional funds for whatever reason it is, but certainly to be more competitive to maybe look better, to have more opportunities. I don't know if that's a good answer. That's a complicated question in a 5 minute discussion.

**Karen:** So if I understand you right, the booster club can raise money above what the fees are and they have the control so there's no interaction there.

**Keith:** Correct.

**Steve:** Well, they have the control, but the money has to be in the school coffers and the principal has the final say, doesn't she?

**Keith:** Correct

**Bryan:** Weren't the high school tennis courts partly funded by private donations?

**Keith and Rod:** I don't think so.

**Bryan:** Didn't someone come to Board Meeting and said that there were... it just never happened?

**Rod Cook:** We get lots of people that talk, but we don't see the money very often.

**Karen:** This is another question I had, this is something we talked about in the policy meeting, I'm not sure, I think it's a part of this, but I just want to clarify. In this draft policy it talks about, and Keith made mention of it, pay for travel is supposed to come from the program budget. Is that right? You made mention of some of the costs in our policy meeting, we talked about some of the costs should be coming from program budgets rather than individual members of the activities group. Explain that a little bit.

**Keith:** Right, well I'm just saying, for example, a competitive team does really well and qualifies for the state tournament. They are one of the elite teams in the sport, in the state, so they qualify for state. And then we say oh, by the way parents, I know you are going to have to pay \$10 a kid including yourself to go to the tournament and we need another \$50 for the hotel, that your kids have now accomplished. All I am saying is there ever a time when it doesn't go back on the backs of the parents? I coached and all the state tournaments were drivable, so we never stayed overnight. Becky, you have. Girls make it to state volleyball, they go to UVU and right after you say congratulations you are in the top 16 we need another \$50 to stay, plus you have to provide your own food. That is a discussion about where does a school say, we will pick that up. I'm just tell you, Bear River is a lot tougher spot because guess where their region goes? Regions 11, 12, 13, 14 or maybe 9, 10, 11, 12. 9 is Washington School District. This next Tuesday there is a good chance Bear River High's girls will be traveling down to St. George. Because it is a requirement to play in the tournament. That happens regularly. Box Elder doesn't. Why? Because all the 5A schools are from Payson to Brigham City. So, Bear River is in a tougher spot. I don't know if that eludes it, but when does the school pick that up, and when is it, congratulations, the state says you are going here? You don't know about that right now - when we are approving fees that's a year and a half later. Those are squishy, and I don't have a great answer other than I've wondered if an award for being amazing and accomplishing going to state deserves to say oh, parents, by the way, you owe \$100 to participate in this activity.

**Steve:** One other thing you can add to that is there are school districts that charge the school mileage for the buses, like \$2.00 a mile.

**Keith:** Especially if it's pre-season.

**Steve:** We don't do that, but there are schools that have to budget in those miles, which is tremendously hard.

**Karen:** So, I don't know that I get it. Does the school fee policy address that, or is that something we need to address that in future? I guess that's what I was asking.

**Keith:** I don't think it's been addressed, because we will have to come up with the philosophical who pays for a state tournament. Now, if you are going to play in a regular season, like if we are going to St. George, that is approved as part of these trips

**Steve:** That's part of the UHSAA approved.

**Keith:** It is, but it is not required to go down there. Meaning, people put it on their schedule it has been approved by you. They put it on their schedule and they say I'm going to have to pay a little extra. I'm talking about state tournaments. No choice, you don't know if you are going to make it or not, you don't know if you are going to stay over one night, two nights. No one knows that right now for next year, so that would be a discussion I would say philosophically should the school pick that up? It's got to come out of somewhere? That somewhere might not be enough. But are we going to say parents, congratulations for making the state tournament, we need extra money, and by the way, we are going to have to charge extra. Its \$10 a game to get into the state tournament and if you take a family of 4 or 5 and you play back to back nights, thanks for the extra \$200.

**Nancy Kennedy:** You've never lived until you've gone to the 1A Rich County going to state. The entire town goes down. Ken's aunt who is 80 something goes and she has no grandchildren playing, but the entire town is all there.

**Steve:** Just for your information Mrs. Kennedy, I have lived then, because I've been to the 1A State Tournament following Rich High School.

**Nancy:** My husband and all his brothers flew in from around the country to go sit down there for three days to watch basketball. It's just amazing.

**Bryan:** Are we approving the fees that were presented?

**Steve:** No, this is the fee policy.

**Bryan:** So the fees that were presented tonight, at some point in the future we are going to have to approve?

**Keith:** You are going to have to give a vote.

**Steve:** In March's Board Meeting we have to finalize it.

**Bryan:** I think Keri, which in yesterday, we as a Board don't necessarily know the feelings of all of our constituents on fees. We heard some things tonight that surprised me a little bit. But, that's a certain cross-section, that's not everyone. And the thing that I'm concerned about is our policy does say we don't want to limit kids. We want to try to provide opportunities for kids to participate. If they have to spend \$1100 or \$1500 to be a cheerleader are we limiting? So we are trying to balance that. Have we gotten input other than tonight? How do we get that input before we approve the fees and say yes, this is what our community wants to spend on cheerleading?

**Keri Greener:** It might just be something for this first year that we have to go and just approve and then as the year goes on find ways that we can get feedback from the community via surveys after each of the club organizations so we can get parent input, cheerleader input, kids input, but I don't think we have time in the amount of time we need to have that.

**Steve:** Requirement from the state that we have to have 2 of these and we had to notify people of the public comment per your usual communication, which is our InTouch, email or phone call.

**Keith:** I would say this: We last month said that the Board might be considering merging two schools and we had 70 to 80 people here. We also said that school fees would be addressed and had lots of people just listen. We did it again and we have a group of people that actually coach it and teach it. They came and voiced. And again we didn't hear this outcry of why are we increasing. And I think personally, the reason is, what I gathered, is what people actually have been paying, having had a child since 2007 in athletics and current, that's what they've been paying. I know that's not what the fees have been showing, but that's what they have been paying. So I think the sense of this is just going to blow us, I don't think it's there. Not saying that there aren't concerned parents and want to limit fees, I just think that's where this one more year, and let's say, you know what, you're high, let's drop it. We're not even close, we need to increase it. But I think, we don't really know, but Bryan, next March there is going to be a baseball team and they have to project costs right now based on the decision the School Board will make. I have no idea how close we are. It's a pretty good guess. Those are just some thoughts.

**Bryan:** I think it's because you have done a great job of communicating that this is transparent. Everybody knows it.

**Keith:** I think, I've never posted this yet, but tonight was sort of the first time people saw your suggestions, but if I put it on the page tomorrow, I could even Edulink it to everybody. If we said here's a link and they could look at it, if you have questions, we are going to do one more Board in March. If you have any concerns reach out to us. And maybe that's the best way everybody get an email with the proposed fees.

**Bryan:** And that way they can at least contact us, right?

**Keith:** And maybe by March 11<sup>th</sup> they would have more additional wide variety. And I would be willing to do that.

**Keri:** But not getting comments is also consensus. Not having people come here or calling our offices or coming tonight in an upset. Those mean we are fine with this as well. Last year when we did boundary changes, they came when they had something to say about that. And Keith brings up a good point about that.

**Julie Taylor:** I was just going to say what Keri said. I think that we have the emails. I think people are aware. I don't think they have the solid numbers so I think that would be good, like Keith said, to put those out and then we might get more information. But I think we are saying, we are discussing school fees, we want your input, please come talk to us, and we so far have seen some, but I think by getting the actual fees, I think it will make a difference also, but it might be just the same. We are like, wow, that's great!

**Keri:** But we are doing our due diligence to make sure people were aware before.

**Julie:** But I really think and I feel like we should give it a year. I really don't feel like we are in a position to make major changes at this point. I think we need to see how this goes. And then, of course, we are going to be watching this very closely and evaluating as we go.

**Bryan:** There is nothing really way out of line I don't think. Are we almost ready for a vote because I want to make one more comment? I feel like a broken record because I have said it I don't know how many times Keith is awesome and Superintendent for directing the work that you have done making it transparent and so my vote doesn't represent at all the work you have put into it. But I just have to explain that I think we do our kids a disservice. To give an example, the house I grew up in we had a girl that wanted to take piano lessons, her family couldn't afford it so she came and worked at our house and worked to earn money for piano lessons. It was more meaningful to her – she practiced. So I think we do our kids a disservice when we don't allow them opportunities to earn money. So I'm going to vote opposed to this policy because I think it isn't clear enough on the fee waiver issue and doing our kids a disservice and not giving them opportunities to fund their way. I am talking about extracurricular, I'm not talking about academics. Academics, we all pay taxes, we need provide free education. For extracurricular activities, even kids that come from poor homes maybe they need it even more, the example and opportunity to show that they can provide their own way.

**Karen:** And that I am going to follow up with... after our meeting last night I tried to put in a concise form way my feelings:

**Karen read:**

I appreciate the coaches, advisors, and teachers who work with our students to provide them opportunities to excel, both inside the classroom and with extra-curricular activities. I will admit there was a bit of sticker shock when I saw some of the proposed fees for extra-curricular activities went up by 700%. Through several meetings I have learned that although the proposed fees seem like a big jump from last year's approved fees, many of the items listed in the proposed fees represent things that were considered optional in years past, but now, according to the State School Board's interpretation cannot be considered optional and need to be included in the max fees that can be assessed per activity. I express my appreciation to those who have made the diligent effort to determine the actual costs of participation. I thank Mr. Keith Mecham for his effort in putting together the proposed new format for the School Fees Outline. As a board member I think knowing what the real costs to an activity are upfront will be helpful to students and families as they make decisions regarding participation in these activities. I advise the coaches, advisors, and teachers to strive to be very conservative in the things they require so we don't price out people who want to participate or the district's ability to offer some of the clubs, athletic activities, and other extra-curricular activities.

While I agree with the legislature's desire to pull back academic fees to return to the philosophy of providing all Utah students a free K-12 education, -- and I understand the need to offer academic fee waivers to families who have dire financial needs, --and I understand the need for costs associated with extra-curricular activities to run the programs, -- I cannot, in good conscience, vote for this policy based on fee waivers for extra-curricular activities because I think participation in extra-curricular activities is... well extra, and therefore it is a privilege and not a right and it should not be at the taxpayers' expense that some individuals do not have to earn their privilege to participate. I heard a statement recently that says... There seems to be a current over-emphasis on rights and an under-emphasis on responsibilities. No society is so strong that it can support continued increases in citizen rights while neglecting to foster comparable increases in citizen responsibilities or obligations. As we increase rights and weaken responsibilities it is leading our state and nation down the road toward moral and civic bankruptcy.

It is not right that some students are expected to earn, for example, \$1300 for a choir or band tour or other amounts for other extra-curricular activities, by, for example, working 130+ hours at a fast-food restaurant, washing dishes in a care center, spending long hours in the summer moving sprinkler pipe at

all hours of the day and night, cleaning offices at night or other after school jobs, while some students have their fees “paid in full” from taxpayer’s pockets without any expectation of sacrifice to work to earn any of the needed funds on the part of the student. This may lead to the cultivation of feelings of entitlement. I think rather than taxpayers being mandated to cover these extra-curricular costs it should be the role of other traditional institutions such as extended family members, the churches, and community groups, to help with these extra costs. These institutions have plenty of power, potential, and effectiveness to address this issue. Recently I heard of a man in our community who did just this, he paid the fees associated with taking the AP Literature test for students who were struggling financially. What a great example Dee Jay Hammond was to all of us in this effort! I encourage all who financially can to help in similar ways.

I believe in the value and character-building opportunities that extra-curricular activities can provide. However, I also believe that part of the character-building comes from the sacrifice of the individual student to not only develop the skills necessary to participate, for example to make the basketball team or school play, but also to be responsible to earn any financial monies needed to participate. Some may say there is nothing that one school board member can do to change what is being handed down in the form of a policy on school fees from the State School Board. While it is true I may not be able to prevent the outcome, I can remove myself from those who have involvement in the outcome, by raising my voice of concern and not voting for this policy just because it seems it is being mandated by the State School Board based on their interpretation of State Law. I hope I do not offend any with my comments, I just feel that taxpayers have entrusted school boards with precious limited funds for the education of the youth. I believe those funds should not be diverted to cover extras, but should be used with wise discretion for attracting and retaining high-quality teachers and support staff for a world-class academic education for each of our students, providing updated technology and classroom labs, covering the needed teaching supplies so teachers do not have to provide them from their own personal checkbooks, and ensuring our school buildings and facilities are well-maintained and safe.

**Karen:** Are there any other comments before we take a vote?

**Nancy:** Yea, I kind of object. I’m sorry I haven’t had time to hear your thoughts before. But we have heard through months of discussing this that the patrons and students in our district are not abusing this. We have heard from coaches, we have heard from principals, we have heard from administrators that parents may ask for a fee waiver for the academic stuff, but work really hard to have their kids be paying and be involved in that. To label all of this as a hand-out and that we are all just rolling over, I object to that! And I’m sorry, but we are here to help the kids, we are here to help them do some things, and if we are going to say we’re not giving money for other things, let’s all take back the salaries we voted ourselves. You’re saying we are asking the populace to pay for things... I think you spoke very well, but that was strictly your opinion. And I think we’ve heard from the district. And I’m emotional and I’m not making sense and I apologize. But I think we have discussed at great length that we have good, honorable people that are trying hard. And there may be a few that are trying to fleece the system, but it’s not many. And I think we deserve to help these children that we can get the best that they can and if it takes contributing some money we will find a way to do it. But I do not see this as a socialist state that we are setting up here.

**Karen:** I’m sorry you took it that way. It was my opinion, I’m not saying it’s a socialist state. I’m just saying that I think that on one point...

**Nancy:** You're saying that because we approve this we are just giving money from poor, hard-working widows out to anybody that comes by and asks. There are very specific guidelines, they have to have paperwork and they have to be set up and we are doing this fairly to help the students of Box Elder County.

**Karen:** I think I said I agreed with everything except for one portion and that was extra-curricular.

**Julie:** I'd like to say that I don't think extra-curricular is really extra. It is part of the school experience and it is opportunities for kids. Not everybody wants to participate in those. But I think it provides great opportunities to learn things that otherwise are not available. And if we pull back on those things and make – I think we are squeezing the students out of opportunities and out of the middle. And I agree with Nancy. I really feel like we have honorable coaches and the people I heard from tonight. I really think they are doing the best they can. We are not being exorbitant and we're not being... And I don't think we have a choice. I guess maybe we can go against the cloth, but I kind of feel like it's our obligation as a Board to set the fees based on this new law that we have been given, we need to set the fees according to what is best for our District and I think we have done a lot of work – not me – they have done a lot of work to set those fees and I really think that we are seeing, I think there are lots of kids and families that are working and doing the very best they can to work for those things and by saying that we shouldn't do this at all, I think that is a disservice to the students.

**Bryan:** I feel like I need to rebut because what's been stated is that because I'm opposed to this policy that I think that there are all these people out there abusing it and I don't think that. I think the coaches are working hard and doing the best they can. And I think that for the most part, most of the kids are doing the best they can, but I think this is a point in time when we could deviate from that. And we need to encourage kids to take responsibility and I think we do a disservice. So some of the things, Nancy, that you said, I don't think is what I was saying, and I don't think that is what Karen was saying, that we have coaches that are, or advisors, that are not working hard and that there are all these people abusing. I wasn't saying that and I don't think Karen was. But, I think this is opening a door to go further than where we are today and I think we need to make that clear.

**Wade:** I would like to restate my view that I have stated here last month and at our work session last night. As a former principal I have worked with many individuals, parents, kids on fee waivers and the majority of the parents who come in for fee waivers do not want to put in for fee waivers. That's the last thing they want to do. They come in because they have a dire situation whether it be they've lost a job or a divorce, whatever the case may be. They are given those fee waivers to help them, to help the students, and I just feel that that is set forth through the state to help those that are struggling and having a hard time and I feel that's the Christian thing to do. Yes, maybe they need to work some of that off, I get that, and I believe probably Karen and Bryan if your kids were doing that you would have them work that off, and I get that. I'd probably do the same thing. But I don't know if we are in the position as a Board to tell them that they have to do this and that. I think that's more the responsibility of the parent to what they feel is appropriate. That program is there to help those that are in need and those that are struggling and I feel that just as a Christian that that's the very least we could do to help those that are having a hard time. I learned that as a principal, yes there might be a few that abuse it, but they are few and far between. And I respect everyone's point of view, but I feel that we have driven this into the ground, Honestly, I wish we were voting on the whole policy tonight so we could be done with this, but we are not, we have to wait until next month to finalize the fees and everything. But I just feel this is there to help those that are struggling. It is not there to help... kids aren't abusing this, parents aren't

abusing this. They are just in troubled times and we are doing our best to help them to get through those troubled times. I've had many parents, in the process of fee waivers, as a principal, that they have gotten a job or whatever as the year goes on, and they have come through and said, "We don't need that anymore." And so I just feel it is there to help those that are struggling and we need to do our best to help those that are in need. Thank you.

**Julie:** I just want to make a quick comment. I don't view this policy as a fee waiver policy. I view this policy as setting school fees, being transparent, open, letting people know up front what things are going to cost and what they can be expected. The fee waiver plays into it, but I personally see this as our job as a Board right now is to say are we comfortable with these fees, are we holding the coaches, advisors accountable for those things, are we going to track it to see if it's reasonable? And that I feel is our job as the Board, to set the policy. This is how we are going to do it. Not necessarily the band trip or this trip, not specifically... I think we need to look at it more from a viewpoint of: Are there fees in school? Yes. Are we in charge of setting those fees? Yes. How do we feel, are these reasonable fees? Yes or no. I am approaching it from a little bit different perspective. But I appreciate all the comments and I think that's one of the blessings of the Board is being able to hear different viewpoints and then to come to a consensus on or even a vote and decide what is best for the students of our District. And without people speaking up, we can't do that. So, I appreciate everybody's.

**Karen:** I think that is well said Julie. And I am not opposed to the fees. I think that the fees themselves have been set, I mean, are fair, and I think that... again, I just want to make... I think coaches are doing a great job. That's what I wanted to make sure that they knew that I was not directing this at them or this fee amounts in particular. There was just one particular point.

**Bryan:** I just have one question for Wade. When you talk about the Christian thing to do, are you talking about providing a fee waiver for academic need, or are you saying it's the Christian thing to do if the band's going to go on an \$1100 band trip we need to spend District money, \$1100 in District money for that individual, that's the Christian thing to do? Is that what you are saying?

**Wade:** I would say that we need to help those that are in need and if that's something that a teacher feels that would be a good thing for a student to learn and to grow and we need to go forth and help them with that then I think we need to go forth and help that student no matter what the case is no matter what the situation. And another thing I want to bring up: You know Karen, I know you have talked to the state legislators and you have every right to do that. We all have every right to do that. But I would hope as talking to the state legislators when you talk to them about this, I hope you are not representing the Board, I hope you are representing yourself and your views. Because I do not feel that that is the view of the entire Board members. I know you have talked to the legislators and I get that and you have every right to do that but I hope you are expressing that is your view and not the entire Board.

**Karen:** I always express, even when I am representing the Board, that it is my view.

**Wade:** Ok, that's good. I appreciate that.

**Karen:** Not when I'm representing the Board, but when people ask me as a Board member, I always say I am one of seven.

**Nancy:** Call for question. I'd like to put this to a vote. We have discussed it ad nauseum.

**Karen:** I'm ready for a ... there hasn't been a motion made, I am ready for a motion.

**Nancy:** Move we approve Policy 5230 School Fees.

**Connie:** I'll second it.

**Karen:** I have a motion by Board Member Kennedy with a second by Board Member Archibald. Is there any discussion?

**Lynn:** Where we know there are going to be some "no" votes, maybe we need to do this by roll call vote.

**Karen:** That's what I was thinking. Ok, we will do this by roll call vote. We will start with Lynn Capener.

Lynn Capener Aye

Nancy Kennedy Yes, Aye

Bryan Smith No

Karen Cronin No

Julie Taylor Yes

Wade Hyde Yes

Connie Archibald Yes

**Karen:** Motion passes.

**Steve:** Can I make a comment please? You know there are a lot of people and probably being in conservative Box Elder County, I know he is probably not very popular, but I heard President Bill Clinton say as he was leaving office, they asked him what he was going to do in the future. He said you know, I might run for school board. Because school board is as close to real democracy as anything we have out there. And he did say democracy, but I think, my good friend down there sitting there being a former history teacher, it's actually a representative republic is what we are representing here. I just want to say folks, we are very fortunate tonight to be here to see our wonderful government at work. And you know, I have full faith that we are going to go forward with a 4 to 2 vote and these two wonderful people who voted against it will be behind us and we will go forward. It's weird, we've had some feelings, but it's awesome that this is the way the thing works. And I have great respect for all 7 of these folks. And I think this is the way it's supposed to be that people say their peace and speak their mind and then we go forward. I just think it's cool that we got to be a part of the true representative republic right at the closest level to the people that it effects of anything we do. So, thank you for letting me say something.

**Karen:** And as I said, I didn't mean to offend anybody.

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00031760	-20.00	02/14/20	21075 BRIAN BEVAN	CV
01	00032120	-28.80	02/21/20	922060 CALVIN K WARD	CV
01	00032565	-20.00	02/10/20	4316 WASHINGTON SCHOOL DISTRICT	CV
01	00032590	1,299.00	02/06/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00032591	2,470.65	02/06/20	25909 AMERIGAS PROPANE	C
01	00032592	40.00	02/06/20	23841 DONNIEL ANDERSEN	C
01	00032593	123.20	02/06/20	29785 HENRY BAKER	C
01	00032594	25.00	02/06/20	85556 BEAR RIVER HEALTH DEPT	C
01	00032595	255.50	02/06/20	85768 BEAR RIVER SEWER DEPT	C
01	00032596	14.00	02/06/20	104132 BEAZER LOCK & KEY	C
01	00032597	255.17	02/06/20	87120 BEEHIVE TELEPHONE CO	C
01	00032598	33.60	02/06/20	110863 GLENN BELTZ	C
01	00032599	113.20	02/06/20	48011 GAILE BINGHAM	C
01	00032600	32.50	02/06/20	104242 BIZWEAR INC	C
01	00032601	44.80	02/06/20	107376 KAYLENE BOND	C
01	00032602	79.20	02/06/20	18384 CRISTINA BRADSHAW	C
01	00032603	57.60	02/06/20	103650 JILL BRAEGGER	C
01	00032604	51.52	02/06/20	40410 KAREN BRAITHWAITE	C
01	00032605	72.40	02/06/20	45330 MEAGAN BRANCH	C
01	00032606	417.60	02/06/20	44342 MICHELLE BREIDER	C
01	00032607	60.40	02/06/20	110766 TRICIA BURBIDGE	C
01	00032608	40.00	02/06/20	31380 JOSE M CEDILLO	C
01	00032609	35.00	02/06/20	107994 CERTIFIED SHRED	C
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01	00032617	200.00	02/06/20	48780 VICTOR GARCIA	C
01	00032618	469.25	02/06/20	304217 GARLAND CITY	C
01	00032619	52,635.00	02/06/20	13757 GARLAND CITY POLICE DEPARTMENT	C
01	00032620	654.71	02/06/20	109781 MICHELE GREEN	C
01	00032621	150.52	02/06/20	106881 HANSEN CHEVROLET	C
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01	00032623	1,398.50	02/06/20	108147 REBECCA HENRIE	C
01	00032624	200.00	02/06/20	41157 ASHLEY HESS	C
01	00032625	59.20	02/06/20	107462 NICOLE HESS	C
01	00032626	53.60	02/06/20	110864 JEFF HUNT	C
01	00032627	98.00	02/06/20	105998 JILL ILLUM	C
01	00032628	565.02	02/06/20	111125 INTERMOUNTAIN LOCK/SECURITY	C
01	00032629	18,714.13	02/06/20	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00032630	56.00	02/06/20	110088 MICHAEL JOHNSON	C
01	00032631	304.50	02/06/20	49182 ALEXEY JONES	C
01	00032632	19,016.20	02/06/20	27243 KELLY SERVICES INC	C
01	00032633	641.07	02/06/20	29718 MELISSA LARSEN	C
01	00032634	61.20	02/06/20	21610 STEVE LEGGETT	C
01	00032635	147.72	02/06/20	104608 LIBRARIAN'S CHOICE	C
01	00032636	57.60	02/06/20	40312 SHAILA MCCLURE	C
01	00032637	30.00	02/06/20	49999 MCFARLAND, BILLY	C
01	00032638	10.02	02/06/20	28738 KIMBERLEE WOOD MCNEELY	C
01	00032639	40.00	02/06/20	10936 JONI MITCHELL	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00032642	52.00	02/06/20	21962 MARK NELSON	C
01	00032643	2,267.08	02/06/20	111273 NUCO2 LLC	C
01	00032644	330.00	02/06/20	111777 OVERHEAD DOOR	C
01	00032645	67.60	02/06/20	23817 CYNTHIA A PAGE	C
01	00032646	40.60	02/06/20	43990 AUBREY PALMER	C
01	00032647	857.50	02/06/20	51241 PENA, BRANDON	C
01	00032648	208.00	02/06/20	700077 PERRY CITY	C
01	00032649	625.13	02/06/20	106641 PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC	C
01	00032650	54.40	02/06/20	721370 BRUCE A PUGSLEY	C
01	00032651	57.60	02/06/20	110879 DEBORAH RICHARDS	C
01	00032652	400.00	02/06/20	101080 DUANE RUNYAN	C
01	00032653	1,000.00	02/06/20	110840 RUSH TRUCK CENTER OF UTAH	C
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01	00032655	39.95	02/06/20	110789 SECURE INSTANT PAYMENTS LLC	C
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01	00032657	50.00	02/06/20	16900 LAURA STEFFENHAGEN	C
01	00032658	50.00	02/06/20	31879 MARCI SUMMERS	C
01	00032659	73.60	02/06/20	29130 JACQUELINE J SURRAGE	C
01	00032660	200.00	02/06/20	11487 TERESA SWALLOW	C
01	00032661	149,075.44	02/06/20	12688 SYSCO	C
01	00032662	210.00	02/06/20	25836 KRIS THOMPSON	C
01	00032663	43.60	02/06/20	852290 SANDIE TRAPP	C
01	00032664	200.00	02/06/20	891125 UAESP/UTAH ASSOCIATION ELEMENTARY PRIN	C
01	00032665	400.00	02/06/20	863345 UASBO/UTAH ASSOCIATION OF SCHO	C
01	00032666	400.00	02/06/20	999031 UNITED WAY OF NO UTAH	C
01	00032667	1,290.30	02/06/20	7552 UTAH FFA ASSOCIATION	C
01	00032668	42.00	02/06/20	101369 UTAH SCHOOL BOARDS ASSOCIATION	C
01	00032669	15.00	02/06/20	891181 UTAH STATE UNIVERSITY	C
01	00032670	5,175.19	02/06/20	42846 VERACITY NETWORKS, LLC	C
01	00032671	56.00	02/06/20	922060 CALVIN K WARD	C
01	00032672	5,783.84	02/06/20	924155 WASTE MGMT OF UTAH INC	C
01	00032673	38,626.85	02/06/20	477 WEIDENHAMMER	C
01	00032674	661.67	02/06/20	12939 EMILIE WESTMORELAND	C
01	00032675	64.00	02/06/20	40002 MAURY WHEATLEY	C
01	00032676	146.00	02/06/20	39420 EMILY ZITO	C
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01	00032678	6,007.27	02/06/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00032679	211.86	02/06/20	110672 ANCORA PUBLISHING	C
01	00032680	105.87	02/06/20	2674 BRODART	C
01	00032681	585.96	02/06/20	110401 BULK OFFICE SUPPLY	C
01	00032682	459.00	02/06/20	152716 COMMITTEE FOR CHILDREN	C
01	00032683	999.05	02/06/20	158220 COVER UP	C
01	00032684	900.00	02/06/20	100293 DELL COMPUTER	C
01	00032685	385.66	02/06/20	180241 DEMCO INC	C
01	00032686	232.66	02/06/20	106668 DISCOUNT SCHOOL SUPPLY	C
01	00032687	137.67	02/06/20	103155 EAI EDUCATION	C
01	00032688	2,849.41	02/06/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00032689	1,064.69	02/06/20	778870 GOPHER SPORT	C
01	00032690	888.21	02/06/20	322776 GRAINGERS INC	C
01	00032691	655.30	02/06/20	386370 HYKO SUPPLY CO	C
01	00032692	691.68	02/06/20	110994 MONOPRICE	C
01	00032693	303.42	02/06/20	633340 OFFICE DEPOT	C
01	00032694	1,497.92	02/06/20	590 PACIFIC WATER	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00032695	1,092.43	02/06/20	699420 PERMA BOUND BOOKS	C
01	00032696	59.00	02/06/20	108221 RHODE ISLAND NOVELTY	C
01	00032697	6,333.52	02/06/20	110840 RUSH TRUCK CENTER OF UTAH	C
01	00032698	96.16	02/06/20	101816 SCHOOL SPECIALTY	C
01	00032699	406.16	02/06/20	157371 STAPLES	C
01	00032700	36.47	02/06/20	107622 TEACHER CREATED MATERIALS	C
01	00032701	1,693.45	02/06/20	111109 TOM RANDALL DIST	C
01	00032702	2,315.00	02/06/20	866716 UTAH CORRECTIONAL INDUSTRIES	C
01	00032703	64.65	02/06/20	111629 WEST MUSIC	C
01	00032704	420.50	02/06/20	109463 WOODWIND AND BRASSWIND	C
01	00032705	35.00	02/13/20	1 CECY WELLS	C
01	00032706	80.00	02/13/20	6617 ACME WATER CO	C
01	00032707	682.02	02/13/20	14575 AIRMOTIVE SERVICE	C
01	00032708	702.21	02/13/20	812477 ALSCO/AMERICAN LINEN	C
01	00032709	60.00	02/13/20	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00032710	288.09	02/13/20	102956 BEAR RIVER MENTAL HEALTH	C
01	00032711	200.00	02/13/20	3522 KIMBERLY BENNETT	C
01	00032712	200.00	02/13/20	26921 SARAH LEEANN BLIESNER	C
01	00032713	200.00	02/13/20	8125 MICHELE BOWDEN	C
01	00032714	312.32	02/13/20	104338 BOX ELDER HIGH SCHOOL	C
01	00032715	47,757.80	02/13/20	108217 BRIGHAM CITY CORPORATION	C
01	00032716	3,000.00	02/13/20	37770 LISA TROTTIER BROWN	C
01	00032717	160.00	02/13/20	1384 KEN BUNCE	C
01	00032718	26.68	02/13/20	104843 WAYNE BURRELL	C
01	00032719	160.00	02/13/20	103056 WESTLEY BURRELL	C
01	00032720	82.60	02/13/20	14958 CULLIGAN	C
01	00032721	1,087.50	02/13/20	38091 DATAIO LLC	C
01	00032722	3,879.67	02/13/20	729332 ECONO WASTE INC	C
01	00032723	1,012.50	02/13/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00032724	3,978.60	02/13/20	143160 FRONTIER COMMUNICATION	C
01	00032725	60,436.13	02/13/20	304820 GASCARD/FLEETCOR TECHNOLOGIES	C
01	00032726	200.00	02/13/20	51349 GOREACT	C
01	00032727	4,259.55	02/13/20	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00032728	160.00	02/13/20	39314 MELISSA INGRAM	C
01	00032729	14,662.37	02/13/20	49026 IVY LANE PEDATRICS	C
01	00032730	146.00	02/13/20	110088 MICHAEL JOHNSON	C
01	00032730	-146.00	02/13/20	110088 MICHAEL JOHNSON	CV
01	00032731	23,749.00	02/13/20	27243 KELLY SERVICES INC	C
01	00032732	7.12	02/13/20	489250 KENTS MARKET PL/BRIGHAM	C
01	00032733	206.20	02/13/20	543168 MADDOX RANCH HOUSE	C
01	00032734	21,027.98	02/13/20	110561 MAXIM HEALTHCARE SERVICES INC	C
01	00032735	160.00	02/13/20	105960 RICHARD L MILLER	C
01	00032736	103.60	02/13/20	25640 RAMONA MORA	C
01	00032737	200.00	02/13/20	588360 MEGAN MUELLER	C
01	00032738	1,612.48	02/13/20	109010 MUIR COPPER CANYON FARMS	C
01	00032739	200.00	02/13/20	49069 MATTHEW PATTERSON	C
01	00032740	2,319.53	02/13/20	937851 PRAXAIR DISTRIBUTION INC	C
01	00032741	2,165.30	02/13/20	732367 RAFT RIVER RURAL	C
01	00032742	3,000.00	02/13/20	37923 SHERYL JEAN RUSHTON	C
01	00032743	432.46	02/13/20	769715 SAM'S CLUB BUSINESS PAYMENTS	C
01	00032744	1,264.49	02/13/20	51292 DJ SAVAGE	C
01	00032745	4,900.00	02/13/20	48470 SCHOOLS CUBED	C
01	00032746	33.12	02/13/20	23302 MICHELLE SEAMONS	C
01	00032747	220.00	02/13/20	48437 NICHOLE SHARP	C
01	00032748	1,173.71	02/13/20	10731 SMITH'S CUSTOMER CHARGES	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00032749	825.00	02/13/20	109177 UTAH DEPARTMENT OF WORKFORCE SERVICES	C
01	00032750	595.00	02/13/20	31852 UACTE IT DIVISION	C
01	00032751	8,980.35	02/13/20	39950 WASATCH VALLEY PIZZA	C
01	00032752	160.00	02/13/20	102168 PETE WATKINS	C
01	00032753	72.00	02/13/20	28150 KARIE WEAVER	C
01	00032754	186.65	02/13/20	941217 WILLARD CITY CORP	C
01	00032755	3,000.00	02/13/20	36277 NATALIE ALLEN WILLIAMS	C
01	00032756	60.10	02/13/20	32824 YES PRINT COPY N MORE, LLC	C
01	00032757	7.98	02/13/20	101693 BONNIE YOUNG	C
01	00032758	2,266.00	02/13/20	2348 247 SECURITY INC	C
01	00032759	8,499.00	02/13/20	51071 2NDGEAR LLC	C
01	00032760	4,917.20	02/13/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00032761	628.34	02/13/20	10618 ARBOR SCIENTIFIC	C
01	00032762	850.00	02/13/20	85748 BEAR RIVER MIDDLE SCHOOL	C
01	00032763	399.00	02/13/20	110836 BEST BOOKS INC	C
01	00032764	140.00	02/13/20	86 BUSINESS SOLUTIONS GROUP	C
01	00032765	906.40	02/13/20	49670 CAMBRIDGE UNIVERSITY PRESS	C
01	00032766	2,474.06	02/13/20	152716 COMMITTEE FOR CHILDREN	C
01	00032767	12,334.20	02/13/20	11517 COMPUNET INC	C
01	00032768	50.54	02/13/20	100293 DELL COMPUTER	C
01	00032769	110.19	02/13/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00032770	116.14	02/13/20	110220 GLOBAL EQUIPMENT CO	C
01	00032771	606.00	02/13/20	4502 HIGH COUNTRY TECHNOLOGY CONSULTANTS	C
01	00032772	7,739.09	02/13/20	386370 HYKO SUPPLY CO	C
01	00032773	215.11	02/13/20	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00032774	107.96	02/13/20	33430 LEADING EDGE LAMINATING	C
01	00032775	292.31	02/13/20	545971 MARC / MID AMERICAN RESEARCH	C
01	00032776	12,251.18	02/13/20	633340 OFFICE DEPOT	C
01	00032777	861.44	02/13/20	699420 PERMA BOUND BOOKS	C
01	00032778	329.61	02/13/20	32190 PLASMAMAC INC	C
01	00032779	99.67	02/13/20	32590 RELYCO SALES INC	C
01	00032780	480.00	02/13/20	101706 SCHOLASTIC STORE ONLINE	C
01	00032781	399.30	02/13/20	101816 SCHOOL SPECIALTY	C
01	00032782	869.52	02/13/20	157371 STAPLES	C
01	00032783	47.52	02/13/20	106634 TEACHER DIRECT	C
01	00032784	1,253.89	02/13/20	109355 VOYAGER SOPRIS LEARNING	C
01	00032785	13.00	02/13/20	109463 WOODWIND AND BRASSWIND	C
01	00032786	1,230.25	02/20/20	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00032787	150.00	02/20/20	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00032788	20.00	02/20/20	21075 BRIAN BEVAN	C
01	00032789	33.00	02/20/20	104327 BOX ELDER COUNTY LANDFILL	C
01	00032790	423.30	02/20/20	108217 BRIGHAM CITY CORPORATION	C
01	00032791	389.50	02/20/20	19178 CHEAPER THAN SHIRT	C
01	00032792	146.00	02/20/20	51381 LOUIS JED CHRISTENSEN	C
01	00032793	515.00	02/20/20	40363 CIO MEDICAL SERVICES	C
01	00032794	146.00	02/20/20	34266 MICHAEL ANTONY DEFILIPPIS	C
01	00032795	146.00	02/20/20	46086 MICHAEL JENSEN	C
01	00032796	16,209.60	02/20/20	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00032797	342.95	02/20/20	467700 JOHNSON ELECTRIC MOTORS	C
01	00032798	1,000.00	02/20/20	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00032799	1,622.76	02/20/20	109010 MUIR COPPER CANYON FARMS	C
01	00032800	646.46	02/20/20	49859 JACKSON GROUP CORPORATE OFFICE	C
01	00032801	1,645.60	02/20/20	104436 POWER ENGINEERING INC	C
01	00032802	147.56	02/20/20	106641 PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC	C
01	00032803	33,904.56	02/20/20	892645 ROCKY MOUNTAIN POWER	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00032804	147.00	02/20/20	3190 NATHAN SPACKMAN	C
01	00032805	108.84	02/20/20	101723 SUBSCRIPTION SERVICES AMERICA	C
01	00032806	98.07	02/20/20	5223 SWIRE COCA-COLA	C
01	00032807	619.35	02/20/20	852617 TREMONTON CITY CORP	C
01	00032808	44,216.06	02/20/20	102558 UTAH DEPARTMENT OF HEALTH	C
01	00032809	3,864.72	02/20/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00032810	424.00	02/20/20	110509 AUDIO ENHANCEMENT	C
01	00032811	330,941.40	02/20/20	11517 COMPUNET INC	C
01	00032812	1,430.67	02/20/20	10774 CRUMP MOTORS	C
01	00032813	1,345.00	02/20/20	100293 DELL COMPUTER	C
01	00032814	229.07	02/20/20	103155 EAI EDUCATION	C
01	00032815	1,595.00	02/20/20	45772 EKAHAU INC	C
01	00032816	618.27	02/20/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00032817	1,855.70	02/20/20	322776 GRAINGERS INC	C
01	00032818	501.43	02/20/20	386370 HYKO SUPPLY CO	C
01	00032819	2,694.00	02/20/20	44482 IDEMIA IDENTITY & SECURITY USA LLC	C
01	00032820	215.11	02/20/20	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00032821	307.23	02/20/20	102699 KIDS DISCOVER	C
01	00032822	525.35	02/20/20	45560 LAKESHORE LEARNING MATERIALS	C
01	00032823	161.94	02/20/20	33430 LEADING EDGE LAMINATING	C
01	00032824	111.10	02/20/20	111030 LOWE'S	C
01	00032825	166.92	02/20/20	545971 MARC / MID AMERICAN RESEARCH	C
01	00032826	3,537.98	02/20/20	633340 OFFICE DEPOT	C
01	00032827	110.41	02/20/20	664141 ORIENTAL TRADING COMPANY INC	C
01	00032828	209.00	02/20/20	33030 OTICON INC	C
01	00032829	859.25	02/20/20	699420 PERMA BOUND BOOKS	C
01	00032830	117.00	02/20/20	21474 SCHOLASTIC LITERACY INITIATIVES	C
01	00032831	86.80	02/20/20	107433 SCHOOL HEALTH	C
01	00032832	52.46	02/20/20	101816 SCHOOL SPECIALTY	C
01	00032833	513.40	02/20/20	51004 SPECIAL NEEDS, LLC	C
01	00032834	1,141.92	02/20/20	157371 STAPLES	C
01	00032835	592.64	02/20/20	38601 SUMMIT PARTNERS UTAH LLC	C
01	00032836	924.48	02/20/20	824825 SWANSON BUILDING MATERIALS INC	C
01	00032837	1,122.65	02/20/20	111788 THE LIFEGUARD STORE	C
01	00032838	1,313.28	02/20/20	477 WEIDENHAMMER	C
01	00032839	770.01	02/20/20	34568 X-GRAIN SPORTS	C
01	00032840	1,503.80	02/25/20	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00032841	5,121.36	02/25/20	999014 AMERICAN FAMILY LIFE COMP	C
01	00032842	35.00	02/25/20	999027 B E SCHOOL BOARD FUND	C
01	00032843	104.40	02/25/20	999030 BENEFICIAL LIFE INSURANCE CO.	C
01	00032844	455.45	02/25/20	999110 BONNEVILLE BILLING & COLLECTIONS	C
01	00032845	1,043.25	02/25/20	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00032846	10,566.83	02/25/20	999021 BOX ELDER CREDIT UNION	C
01	00032847	78.00	02/25/20	999055 BOX ELDER FOUNDATION	C
01	00032848	1,067.27	02/25/20	999033 BUREAU CHILD SUPPORT SERV	C
01	00032849	170.40	02/25/20	999153 CONSTANTINO LAW OFFICE	C
01	00032850	28,594.53	02/25/20	999077 DENTAL SELECT	C
01	00032851	530.02	02/25/20	999054 U.I.E.B.T.	C
01	00032852	707.70	02/25/20	999019 EDUCATORS MUTUAL	C
01	00032853	69.12	02/25/20	999017 GLOBE LIFE INSURANCE CO	C
01	00032854	22,022.37	02/25/20	999035 HORACE MANN INSURANCE COMPANY	C
01	00032855	57.01	02/25/20	5851 JOHNSON MARK ATTORNEYS LLC	C
01	00032856	552.01	02/25/20	999111 MEADE RECOVERY SERVICES LLC	C
01	00032857	17,433.20	02/25/20	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00032858	11,273.91	02/25/20	999081 NATIONAL BENEFITS SERVICES LLC	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00032859	2,765.49	02/25/20	999008 OPTICARE	C
01	00032860	738,936.36	02/25/20	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00032861	1,776.45	02/25/20	999032 PRE-PAID LEGAL SERVICES	C
01	00032862	20,119.73	02/25/20	999018 THE HARTFORD	C
01	00032863	375.00	02/25/20	999012 UESP	C
01	00032864	55.47	02/25/20	999092 UHEEA	C
01	00032865	520.83	02/25/20	21008 US DEPARTMENT OF EDUCATION	C
01	00032866	14,996.50	02/25/20	999007 UTAH EDUCATION ASSOCIATION	C
01	00032867	7,287.95	02/25/20	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00032868	190,747.57	02/25/20	999003 UTAH STATE TAX COMMISSION	C
01	00032869	68.40	02/27/20	1 RICHARD DAVIS	C
01	00032870	8.50	02/27/20	1 TERI LYNN PORRITT	C
01	00032871	116.00	02/27/20	38040 AMERICAN SIGN LANGUAGE COMMUNICATION	C
01	00032872	635.84	02/27/20	85738 BEAR RIVER HIGH SCHOOL	C
01	00032873	1,145.40	02/27/20	18180 LINDA BOURN	C
01	00032874	873.55	02/27/20	104338 BOX ELDER HIGH SCHOOL	C
01	00032875	122.68	02/27/20	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00032876	129.00	02/27/20	103056 WESTLEY BURRELL	C
01	00032877	585.00	02/27/20	3271 CANON SOLUTIONS AMERICA	C
01	00032878	1,698.54	02/27/20	890740 CENTURYLINK	C
01	00032879	651.13	02/27/20	890740 CENTURYLINK LONG DISTANCE	C
01	00032880	75.00	02/27/20	104223 CODALE ELECTRIC	C
01	00032881	502.00	02/27/20	156817 CORINNE CITY CORP	C
01	00032882	200.00	02/27/20	25780 VICTORIA DANCE	C
01	00032883	3,578.43	02/27/20	100913 BORDER STATES INDUSTRIES, INC	C
01	00032884	864.00	02/27/20	13757 GARLAND CITY POLICE DEPARTMENT	C
01	00032885	52,183.20	02/27/20	27243 KELLY SERVICES INC	C
01	00032886	72.00	02/27/20	111457 KEITH MECHAM	C
01	00032887	2,771.63	02/27/20	109010 MUIR COPPER CANYON FARMS	C
01	00032888	50,106.00	02/27/20	43133 NATIONAL FOOD GROUP	C
01	00032889	287.55	02/27/20	35270 NEOPOST USA INC	C
01	00032890	160.00	02/27/20	42935 DAVID SHAFFER	C
01	00032891	6,140.84	02/27/20	24580 VERIZON WIRELESS	C
01	00032892	1,739.00	02/27/20	110040 WALL 2 WALL	C
01	00032893	3,702.00	02/27/20	50180 A+ ELEVATORS & LIFTS	C
01	00032894	2,009.84	02/27/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00032895	1,192.00	02/27/20	106497 APPLE STORE	C
01	00032896	1,260.00	02/27/20	110509 AUDIO ENHANCEMENT	C
01	00032897	179.70	02/27/20	111742 BMI EDUCATIONAL SERVICES	C
01	00032898	443.00	02/27/20	3271 CANON SOLUTIONS AMERICA	C
01	00032899	819.82	02/27/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00032900	764.99	02/27/20	50059 FRANK MAY SKI-DOO	C
01	00032901	743.05	02/27/20	322776 GRAINGERS INC	C
01	00032902	1,705.29	02/27/20	386370 HYKO SUPPLY CO	C
01	00032903	808.84	02/27/20	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00032904	707.88	02/27/20	455120 JACKS TIRE & OIL INC	C
01	00032905	1,386.00	02/27/20	111539 LOVE AND LOGIC INSTITUTE	C
01	00032906	97.21	02/27/20	110994 MONOPRICE, INC	C
01	00032907	80.32	02/27/20	633340 OFFICE DEPOT	C
01	00032908	113.60	02/27/20	699420 PERMA BOUND BOOKS	C
01	00032909	128.15	02/27/20	709060 PITSCO INC	C
01	00032910	654.40	02/27/20	28282 READING WAREHOUSE	C
01	00032911	679.50	02/27/20	103778 SCHOLASTIC READING CLUB	C
01	00032912	45.78	02/27/20	101706 SCHOLASTIC STORE ONLINE	C
01	00032913	345.06	02/27/20	108663 SCHOOL OUTFITTERS	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00032914	5.20	02/27/20	101816 SCHOOL SPECIALTY	C
01	00032915	125.90	02/27/20	108783 SIGN PRO	C
01	00032916	2,229.78	02/27/20	157371 STAPLES	C
01	00032917	491.59	02/27/20	38989 TALES FOR TEACHING LLC	C
01	00032918	1,969.00	02/27/20	109355 VOYAGER SOPRIS LEARNING	C
01	01021020	86,817.94	02/10/20	888540 US BANK	M
01	07022920	117,095.66	02/25/20	999070 HEALTH EQUITY INC	M
01	08022920	1,116,234.85	02/25/20	999005 UTAH STATE RETIREMENT FUND	M
01	09022020	153,297.00	02/25/20	999140 BANK OF UTAH	M
01	09022920	933,873.48	02/25/20	999140 BANK OF UTAH	M
01	90131A20	415.22	02/25/20	999140 BANK OF UTAH	M
<b>Total Bank No 01</b>		<b>4,745,761.69</b>			
02	00100711	41.50	02/13/20	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100712	1,500.00	02/13/20	11843 UTAH SHAKESPEARE FESTIVAL	C
02	00100713	400.00	02/20/20	14575 AIRMOTIVE SERVICE	C
02	00100714	27.00	02/27/20	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 02</b>		<b>1,968.50</b>			
11	01102299	351.00	02/06/20	27561 A & Z PRODUCE	A
11	01102300	613.92	02/06/20	26 AAA FIRE SAFETY & ALARM INC	A
11	01102301	2,296.70	02/06/20	101520 BELL JANITORIAL	A
11	01102302	47.50	02/06/20	102177 BRADY INDUSTRIES LLC	A
11	01102303	40.00	02/06/20	110023 EDWIN L BRIGHTENBURG	A
11	01102304	295.18	02/06/20	106437 CARSON ELEVATOR CO INC	A
11	01102305	1,068.32	02/06/20	134250 CEM SALES & SERVICE	A
11	01102306	17,600.00	02/06/20	23230 CENERGISTIC LLC	A
11	01102307	50,109.17	02/06/20	728870 DOMINION ENERGY UTAH	A
11	01102308	75.20	02/06/20	28169 GREGORY J DUPUIS	A
11	01102309	179,702.85	02/06/20	107656 DWA CONSTRUCTION INC	A
11	01102310	30.00	02/06/20	106815 MAILEE FORREST	A
11	01102311	102.00	02/06/20	108590 CINDY GIBBS	A
11	01102312	4,433.52	02/06/20	111426 DARLA HANSEN	A
11	01102313	193.14	02/06/20	19780 COLLETTE HAWKES	A
11	01102314	684.87	02/06/20	49174 LANEY JENSEN	A
11	01102315	661.67	02/06/20	35092 MELISSA JONES	A
11	01102316	661.67	02/06/20	108194 LINDA KUNZLER	A
11	01102317	43.60	02/06/20	112077 BOB PROFAIZER	A
11	01102318	43.60	02/06/20	21105 DUANE RICE	A
11	01102319	43.60	02/06/20	12300 VALENE ROBINSON	A
11	01102320	904.38	02/06/20	100866 VALCOM	A
11	01102321	1,586.88	02/06/20	897640 RAFAEL VARGAS	A
11	01102322	82.00	02/06/20	34509 SHARA LEE WARD	A
11	01102323	840.42	02/06/20	27219 LAURA WHEATLEY	A
11	01102324	589.00	02/13/20	101520 BELL JANITORIAL	A
11	01102325	529.00	02/13/20	102177 BRADY INDUSTRIES LLC	A
11	01102326	414,754.55	02/13/20	107656 DWA CONSTRUCTION INC	A
11	01102327	30.00	02/13/20	111750 MARCI HATCH	A
11	01102328	30.00	02/13/20	31500 HEIDI HOUGHTALEN	A
11	01102329	67.30	02/13/20	2330 ALAN NORTON	A
11	01102330	30.64	02/13/20	13250 AMY NORTON	A
11	01102331	36.24	02/13/20	806220 ANGELA G SPENCER	A
11	01102332	3,153.75	02/13/20	27570 UTAH TESTING & ENGINEERING	A
11	01102333	114.30	02/13/20	100590 WAXIE SANITARY SUPPLY	A
11	01102334	1,663.83	02/20/20	134250 CEM SALES & SERVICE	A
11	01102335	42,270.23	02/20/20	728870 DOMINION ENERGY UTAH	A

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Bank	Check No	Amount	Date	Vendor	Type
11	01102336	15,103.48	02/20/20	43532 JEPPESEN SANDERSON, INC.	A
11	01102337	6,000.00	02/20/20	45900 MHTN ARCHITECTS INC	A
11	01102338	471.20	02/27/20	101520 BELL JANITORIAL	A
11	01102339	464.20	02/27/20	102177 BRADY INDUSTRIES LLC	A
11	01102340	14,856.01	02/27/20	107034 CHARIOT GROUP INC	A
11	01102341	19,822.99	02/27/20	107656 DWA CONSTRUCTION INC	A
11	01102342	30.00	02/27/20	434 MAEGAN HEINER	A
11	01102343	432.65	02/27/20	47325 RIVERSIDE INSIGHTS	A
11	01102344	1,743.86	02/27/20	100590 WAXIE SANITARY SUPPLY	A
<b>Total Bank No 11</b>		<b>784,704.42</b>			
20	10400434	30.00	02/11/20	489240 KENTS MARKET PL/TREMONTON	C
<b>Total Bank No 20</b>		<b>30.00</b>			
21	12500593	-228.45	02/14/20	103604 SCHOLASTIC MAGAZINES	CV
21	12500609	200.43	02/11/20	104321 BOX ELDER SCHOOL DISTRICT	C
21	12500610	105.82	02/11/20	109405 SUSAN IVERSON	C
21	12500611	49.76	02/11/20	15776 DENYEHL JONES	C
21	12500612	370.40	02/11/20	489250 KENTS MARKET PL/BRIGHAM	C
21	12500613	200.00	02/11/20	40258 WILD WONDERS INC	C
<b>Total Bank No 21</b>		<b>697.96</b>			
22	13200550	328.17	02/11/20	38032 AMAZON CAPITAL SERVICES INC	C
<b>Total Bank No 22</b>		<b>328.17</b>			
23	13400533	23.70	02/12/20	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 23</b>		<b>23.70</b>			
24	13600885	7,460.70	02/18/20	104321 BOX ELDER SCHOOL DISTRICT	C
24	13600886	103.00	02/18/20	3271 CANON SOLUTIONS AMERICA	C
24	13600887	124.78	02/18/20	489240 KENTS MARKET PL/TREMONTON	C
24	13600888	299.59	02/18/20	633340 OFFICE DEPOT	C
24	13600889	190.01	02/18/20	43567 PENCIL WHOLESALE LLC	C
24	13600890	128.15	02/18/20	13560 PERIPOLE, INC	C
24	13600891	527.11	02/18/20	103604 SCHOLASTIC EDUCATION	C
24	13600892	360.00	02/19/20	39861 LOOSE IN THE LAB INC	C
24	13600893	92.58	02/19/20	45233 MARCIA WILSON	C
<b>Total Bank No 24</b>		<b>9,285.92</b>			
25	15000649	120.00	02/18/20	999140 BANK OF UTAH	C
25	15000650	62.67	02/18/20	104321 BOX ELDER SCHOOL DISTRICT	C
25	15000651	1,826.88	02/27/20	111656 SCHOLASTIC BOOK FAIRS	C
25	15000652	16.22	02/28/20	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 25</b>		<b>2,025.77</b>			
26	16400869	45.00	02/14/20	1 JESSICA SHOEMAKER	C
26	16400870	15.00	02/14/20	12572 AMY AYOTTE	C
26	16400871	199.00	02/14/20	104321 BOX ELDER SCHOOL DISTRICT	C
26	16400872	115.00	02/14/20	21032 KATIE FUHRIMAN	C
26	16400873	30.00	02/14/20	110914 SUPERIOR WATER AND AIR INC	C
26	16400874	38.73	02/14/20	27863 JAMI THEURER	C
26	16400875	5.00	02/19/20	1 NIKKEL HUNSAKER	C
26	16400876	40.00	02/19/20	1 TRISTIN LINDSAY	C
26	16400877	25.00	02/20/20	1 JENNIFER MCNALLY	C
26	16400878	10.00	02/21/20	1 LINDSAY HEATH	C
26	16400879	504.00	02/26/20	1 KIMBERLY MCMINN	C
26	16400880	30.00	02/26/20	1 SHELBY LOPEZ	C
<b>Total Bank No 26</b>		<b>1,056.73</b>			
27	16600414	1,193.39	02/18/20	104321 BOX ELDER SCHOOL DISTRICT	C

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Bank	Check No	Amount	Date	Vendor	Type
<b>Total Bank No 27</b>		<b>1,193.39</b>			
28	16700937	454.58	02/21/20	104321 BOX ELDER SCHOOL DISTRICT	C
28	16700938	280.20	02/21/20	14958 CULLIGAN	C
28	16700939	40.29	02/21/20	489240 KENTS MARKET PL/TREMONTON	C
28	16700940	15.00	02/21/20	15490 STUDENT TREASURES	C
28	16700941	65.00	02/21/20	22683 TK SECURE STORAGE	C
<b>Total Bank No 28</b>		<b>855.07</b>			
30	17200498	87.24	02/03/20	104321 BOX ELDER SCHOOL DISTRICT	C
30	17200499	126.91	02/28/20	110337 MOUNT OLYMPUS WATERS	C
<b>Total Bank No 30</b>		<b>214.15</b>			
31	18800290	115.44	02/12/20	104321 BOX ELDER SCHOOL DISTRICT	C
31	18800291	2,389.00	02/26/20	11665 LITTLE CAESARS PIZZA FUNDRAISING	C
31	18800292	135.00	02/26/20	105708 NICKYS FOLDERS/ROCHESTER 100	C
31	18800293	55.00	02/26/20	1457 U S POSTMASTER	C
<b>Total Bank No 31</b>		<b>2,694.44</b>			
32	20000227	32.94	02/12/20	104321 BOX ELDER SCHOOL DISTRICT	C
32	20000228	110.76	02/24/20	43567 PENCIL WHOLESALE LLC	C
32	20000229	479.23	02/24/20	111656 SCHOLASTIC BOOK FAIRS	C
<b>Total Bank No 32</b>		<b>622.93</b>			
33	30402254	136.97	02/06/20	38032 AMAZON CAPITAL SERVICES INC	C
33	30402255	90.66	02/06/20	327480 GREER'S HARDWARE	C
33	30402256	527.30	02/06/20	1104 KELVIN	C
33	30402257	35.94	02/06/20	102470 THE BOOK TABLE	C
33	30402258	113.25	02/06/20	36854 WORKPLACEPRO	C
33	30402259	135.19	02/11/20	38032 AMAZON CAPITAL SERVICES INC	C
33	30402260	114.99	02/11/20	109248 J W PEPPER MUSIC	C
33	30402261	80.21	02/11/20	489240 KENTS MARKET PL/TREMONTON	C
33	30402262	149.20	02/11/20	100359 NASCO MODESTO	C
33	30402263	308.02	02/11/20	769715 SAM'S CLUB BUSINESS PAYMENTS	C
33	30402264	148.45	02/12/20	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402265	253.45	02/21/20	38032 AMAZON CAPITAL SERVICES INC	C
33	30402266	182.56	02/21/20	36320 AMAZON	C
33	30402267	37.07	02/21/20	106895 BADGER SCREEN PRINTING CO	C
33	30402268	2,096.84	02/21/20	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402269	170.50	02/21/20	50598 INTERMOUNTAIN MICROSCOPE AND IMAGING	C
33	30402270	205.00	02/21/20	1180 LAMAR WATTS TUNING	C
33	30402271	859.20	02/21/20	11240 MASTER TEACHER	C
33	30402272	24.95	02/21/20	110914 SUPERIOR WATER AND AIR INC	C
33	30402273	823.20	02/21/20	48801 THE BACH COMPANY	C
33	30402274	329.24	02/21/20	5908 WALMART COMMUNITY	C
33	30402275	1,004.98	02/21/20	109463 WOODWIND AND BRASSWIND	C
<b>Total Bank No 33</b>		<b>7,827.17</b>			
34	30802620	48.37	02/05/20	1 AISHA DIAZ	C
34	30802621	33.57	02/05/20	1 SHELLIE BRYCE	C
34	30802622	101.86	02/05/20	112046 ACE HARDWARE - BRIGHAM	C
34	30802623	543.82	02/05/20	38032 AMAZON CAPITAL SERVICES INC	C
34	30802624	220.00	02/05/20	104321 BOX ELDER SCHOOL DISTRICT	C
34	30802625	386.44	02/05/20	633340 OFFICE DEPOT	C
34	30802626	960.00	02/05/20	50903 VIP CROWD CONTROL	C
34	30802627	31.55	02/07/20	1 BRIAN WILSON	C
34	30802628	102.83	02/07/20	112046 ACE HARDWARE - BRIGHAM	C
34	30802629	335.38	02/07/20	38032 AMAZON CAPITAL SERVICES INC	C
34	30802630	183.64	02/07/20	106055 BLICK ART MATERIALS	C

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34	30802631	30.00	02/07/20	104370 BOX ELDER NEWS JOURNAL	C
34	30802632	502.00	02/07/20	158220 COVER UP	C
34	30802633	350.21	02/07/20	2267 EPIC SPORTS INC	C
34	30802634	17.00	02/07/20	21431 INSTRUMENTALIST AWARDS LLC	C
34	30802635	41.88	02/19/20	1 AUTUMN CHRISTIANSEN	C
34	30802636	46.01	02/19/20	1 JESSE MCMAKEN	C
34	30802637	173.75	02/19/20	112046 ACE HARDWARE - BRIGHAM	C
34	30802638	289.63	02/19/20	38032 AMAZON CAPITAL SERVICES INC	C
34	30802639	166.96	02/19/20	106895 BADGER SCREEN PRINTING CO	C
34	30802640	45.72	02/19/20	8125 MICHELE BOWDEN	C
34	30802641	85.74	02/19/20	489250 KENTS MARKET PL/BRIGHAM	C
34	30802642	30.00	02/19/20	17744 MCDONALDS	C
34	30802643	1,183.80	02/19/20	633340 OFFICE DEPOT	C
34	30802644	29.00	02/19/20	822122 SUMMERHAYS MUSIC CENTER	C
34	30802645	65.25	02/19/20	8893 DIANA UDY	C
34	30802646	100.00	02/19/20	42439 LAURA VALLEJO	C
34	30802647	992.52	02/19/20	5908 WALMART COMMUNITY	C
34	30802648	1,333.26	02/19/20	10901 WROUGHT IRON HANDICRAFTS INC	C
34	30802649	50.00	02/25/20	1 JOSH CUMBERLAND	C
34	30802650	18.56	02/25/20	1 MARK HOLLAND	C
34	30802651	772.36	02/25/20	38032 AMAZON CAPITAL SERVICES INC	C
34	30802652	958.57	02/25/20	104321 BOX ELDER SCHOOL DISTRICT	C
34	30802653	41.18	02/25/20	633340 OFFICE DEPOT	C
<b>Total Bank No 34</b>		<b>10,270.86</b>			
35	40402248	20.04	02/04/20	1 BRENDA OLSEN	C
35	40402249	452.01	02/04/20	1724 ACE HARDWARE TREMONTON	C
35	40402250	151.81	02/04/20	38032 AMAZON CAPITAL SERVICES INC	C
35	40402251	26.88	02/04/20	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402252	95.50	02/04/20	109704 FOLLETT SCHOOL SOLUTIONS	C
35	40402253	73.50	02/04/20	699420 PERMA BOUND BOOKS	C
35	40402254	1,186.00	02/04/20	45500 BOX ELDER SCHOOL DISTRICT	C
35	40402255	129.00	02/05/20	85738 BEAR RIVER HIGH SCHOOL	C
35	40402256	326.86	02/11/20	38032 AMAZON CAPITAL SERVICES INC	C
35	40402257	54.95	02/11/20	327480 GREER'S HARDWARE	C
35	40402258	1,073.62	02/11/20	103961 INTERMOUNTAIN WOOD PRODUCTS	C
35	40402259	90.49	02/11/20	729276 QUILL CORPORATION	C
35	40402260	316.66	02/11/20	157371 STAPLES	C
35	40402261	48.90	02/19/20	1 TIFFANY POWELL	C
35	40402262	342.60	02/19/20	109704 FOLLETT SOFTWARE COMPANY	C
35	40402263	362.85	02/19/20	20613 INDUSTRIAL ARTS SUPPLY COMPANY	C
35	40402264	342.06	02/19/20	489240 KENTS MARKET PL/TREMONTON	C
35	40402265	73.26	02/19/20	729276 QUILL CORPORATION	C
35	40402266	39.95	02/19/20	110914 SUPERIOR WATER AND AIR INC	C
35	40402267	255.74	02/20/20	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402268	343.68	02/24/20	27308 ADVANCED HARDWARE SUPPLY INC	C
35	40402269	425.00	02/24/20	85738 BEAR RIVER HIGH SCHOOL	C
35	40402270	50.00	02/24/20	51489 SHARECE MUNNS	C
35	40402271	50.00	02/24/20	51497 ADRIENNE NEWMAN	C
35	40402272	38.23	02/24/20	830460 TACO TIME/TREMONTON	C
35	40402273	117.70	02/28/20	38032 AMAZON CAPITAL SERVICES INC	C
35	40402274	21.55	02/28/20	999140 BANK OF UTAH	C
35	40402275	234.97	02/28/20	111761 FIGHT THE NEW DRUG	C
35	40402276	232.83	02/28/20	778870 GOPHER SPORT	C
35	40402277	192.12	02/28/20	108936 KACEE UDY	C

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35	40402278	43.86	02/28/20	1 AUDINE HAMBLIN	C
<b>Total Bank No 35</b>		<b>7,212.62</b>			
36	40803094	83.57	02/04/20	1 ZJANI JULANDER	C
36	40803095	303.46	02/04/20	38032 AMAZON CAPITAL SERVICES INC	C
36	40803096	2,500.00	02/04/20	36358 EMILY BINGHAM	C
36	40803097	1,174.00	02/04/20	104338 BOX ELDER HIGH SCHOOL	C
36	40803098	225.25	02/04/20	31658 BSN SPORTS	C
36	40803099	125.60	02/04/20	633340 OFFICE DEPOT	C
36	40803100	92.91	02/04/20	51063 SHRED IT STERICYCLE, INC	C
36	40803101	5,190.00	02/04/20	25739 SWAG-EEZ LLC	C
36	40803102	153.78	02/04/20	109463 WOODWIND AND BRASSWIND	C
36	40803103	409.32	02/13/20	112046 ACE HARDWARE - BRIGHAM	C
36	40803104	528.89	02/13/20	38032 AMAZON CAPITAL SERVICES INC	C
36	40803105	1,500.00	02/13/20	26344 FAMILY FUN CENTER	C
36	40803106	640.00	02/13/20	5444 GREAT AMERICAN OPPORTUNITIES INC	C
36	40803107	375.40	02/13/20	489250 KENTS MARKET PL/BRIGHAM	C
36	40803108	258.29	02/13/20	543168 MADDOX RANCH HOUSE	C
36	40803109	688.68	02/13/20	633340 OFFICE DEPOT	C
36	40803110	1,764.79	02/13/20	39608 SIMPLY SUE'S EMBROIDERY	C
36	40803111	688.05	02/13/20	10731 SMITH'S CUSTOMER CHARGES	C
36	40803112	102.46	02/19/20	38032 AMAZON CAPITAL SERVICES INC	C
36	40803113	121.30	02/19/20	11290 BOX ELDER MIDDLE LUNCH	C
36	40803114	862.01	02/19/20	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803115	166.32	02/19/20	111013 MARKERBOARD PEOPLE	C
36	40803116	150.72	02/19/20	633340 OFFICE DEPOT	C
36	40803117	876.36	02/19/20	4960 OLD GRIST MILL BREAD	C
36	40803118	49.44	02/19/20	19879 SHEET MUSIC PLUS	C
36	40803119	166.55	02/19/20	924370 WATKINS PRINTING	C
36	40803120	360.00	02/21/20	4812 IDLE ISLE CAFE	C
36	40803121	624.00	02/21/20	543168 MADDOX RANCH HOUSE	C
36	40803122	150.00	02/21/20	109476 UTAH FCCLA	C
36	40803123	12.00	02/26/20	1 JADE VALENTINE	C
36	40803124	43.54	02/26/20	1 RACHELE OLSON	C
36	40803125	47.25	02/26/20	38032 AMAZON CAPITAL SERVICES INC	C
36	40803126	68.24	02/26/20	106055 BLICK ART MATERIALS	C
36	40803127	1,082.50	02/26/20	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803128	12.99	02/26/20	109248 J W PEPPER MUSIC	C
36	40803129	128.01	02/26/20	633340 OFFICE DEPOT	C
36	40803130	2,572.55	02/26/20	5908 WALMART COMMUNITY	C
<b>Total Bank No 36</b>		<b>24,298.23</b>			
37	70409628	13,727.00	02/05/20	31658 BSN SPORTS	C
37	70409629	7.50	02/05/20	31437 LIBBY CHRISTENSEN	C
37	70409630	50.00	02/05/20	7013 FELDMAN'S	C
37	70409631	372.75	02/05/20	111030 LOWE'S	C
37	70409632	46.85	02/05/20	3662 L. TRENT RASMUSSEN	C
37	70409633	1,219.99	02/05/20	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70409634	1,382.00	02/05/20	103945 SKYWAY GOLF COURSE	C
37	70409635	338.20	02/05/20	111790 SUNSTONE POTTERY	C
37	70409636	381.01	02/06/20	1724 ACE HARDWARE TREMONTON	C
37	70409637	1,243.38	02/06/20	38032 AMAZON CAPITAL SERVICES INC	C
37	70409638	85.27	02/06/20	106895 BADGER SCREEN PRINTING CO	C
37	70409639	3,435.00	02/06/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70409640	2,500.00	02/06/20	44130 CONDOR TURF LLC	C
37	70409641	42.00	02/06/20	173340 DAR'S JJ WHITE BLACKSMITH	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70409642	190.00	02/06/20	7803 DANNY ESPLIN	C
37	70409643	636.40	02/06/20	15695 RAMADA OF PROVO TOWNE CENTER	C
37	70409644	949.01	02/06/20	327480 GREER'S HARDWARE	C
37	70409645	382.70	02/06/20	33332 MCCORMICK'S ENTERPRISES	C
37	70409646	500.00	02/06/20	45420 REEVERB ENTERTAINMENT	C
37	70409647	40.00	02/06/20	39667 SIGN GYPSIES BOX ELDER	C
37	70409648	631.69	02/06/20	26271 JAMES THOMAS	C
37	70409649	20.00	02/11/20	35519 AL'S TROPHIES & FRAMES, INC.	C
37	70409650	1,104.51	02/11/20	32271 HOLIDAY INN EXPRESS OREM	C
37	70409651	1,459.71	02/11/20	489240 KENTS MARKET PL/TREMONTON	C
37	70409652	31.00	02/11/20	7161 MILLER GAS CO, INC	C
37	70409653	8,694.67	02/11/20	32441 SHIRT STOP	C
37	70409654	150.00	02/11/20	8303 SKY VIEW HIGH SCHOOL	C
37	70409655	330.00	02/11/20	109400 JEFF SMART	C
37	70409656	1,432.50	02/11/20	25674 STUDIO R MEDIA	C
37	70409657	2,533.00	02/11/20	50920 TRIBAL WEST LACROSSE	C
37	70409658	50.00	02/11/20	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
37	70409659	1,156.81	02/13/20	38032 AMAZON CAPITAL SERVICES INC	C
37	70409660	101.59	02/13/20	25100 BELIEVE PRODUCTIONS INC	C
37	70409661	7,410.45	02/13/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70409662	474.40	02/13/20	489240 KENTS MARKET PL/TREMONTON	C
37	70409663	1,073.39	02/13/20	633340 OFFICE DEPOT	C
37	70409664	300.00	02/13/20	11169 PROVO HIGH SCHOOL	C
37	70409665	150.00	02/13/20	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70409666	2,737.00	02/13/20	23388 REGGIE SHAW	C
37	70409667	217.60	02/13/20	28258 RYAN SORENSEN	C
37	70409668	35.00	02/13/20	110914 SUPERIOR WATER AND AIR INC	C
37	70409669	919.93	02/13/20	6149 THE LOGO SHOP	C
37	70409670	390.00	02/13/20	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
37	70409671	150.00	02/14/20	36200 RIVERTON HIGH SCHOOL	C
37	70409672	55.85	02/18/20	1 AMANDA JENSEN	C
37	70409673	290.60	02/18/20	51373 RAMADA CEDAR CITY	C
37	70409674	3,851.44	02/18/20	106895 BADGER SCREEN PRINTING CO	C
37	70409675	570.20	02/18/20	6076 BAND SHOPPE	C
37	70409676	860.60	02/18/20	108563 BEST WESTERN ABBEY INN	C
37	70409677	4,651.65	02/18/20	31658 BSN SPORTS	C
37	70409678	510.00	02/18/20	40363 CIO MEDICAL SERVICES	C
37	70409679	31.83	02/18/20	158220 COVER UP	C
37	70409680	571.91	02/18/20	157371 STAPLES	C
37	70409681	2,945.00	02/18/20	50920 TRIBAL WEST LACROSSE	C
37	70409682	25.00	02/20/20	1 BRETT CALL	C
37	70409683	62.01	02/20/20	1 EMILY SMITH	C
37	70409684	615.00	02/20/20	39624 ACE PRINTING	C
37	70409685	596.03	02/20/20	38032 AMAZON CAPITAL SERVICES INC	C
37	70409686	706.61	02/20/20	16705 BIG FOOT SIGNS & GRAPHICS	C
37	70409687	708.05	02/20/20	106055 BLICK ART MATERIALS	C
37	70409688	10,785.32	02/20/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70409689	2,095.80	02/20/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70409690	559.68	02/20/20	19178 CHEAPER THAN SHIRT	C
37	70409691	200.00	02/20/20	51446 TYLER HOWARD	C
37	70409692	260.52	02/20/20	51187 METALMART INC.	C
37	70409693	200.00	02/20/20	51438 ASHLEY ROBERTS	C
37	70409694	199.55	02/20/20	16535 VEX ROBOTICS	C
37	70409695	445.56	02/25/20	6092 A W MARSHALL CO	C
37	70409696	1,745.00	02/25/20	16209 CAST IRON CATERING COMPANY	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
37	70409697	323.00	02/25/20	1228 COLLEGE BOARD	C
37	70409698	1,079.86	02/25/20	543168 MADDOX RANCH HOUSE	C
37	70409699	109.97	02/25/20	51187 METALMART INC.	C
37	70409700	1,675.68	02/25/20	25674 STUDIO R MEDIA	C
37	70409701	209.57	02/25/20	5908 WALMART COMMUNITY	C
37	70409702	15.00	02/25/20	50440 MADISON WHITE	C
37	70409703	262.85	02/25/20	5380 ZEPHYR GRAF X	C
37	70409704	822.63	02/26/20	51535 CLARION INN & SUITES	C
37	70409705	642.17	02/27/20	38032 AMAZON CAPITAL SERVICES INC	C
37	70409706	65.00	02/27/20	50571 NATALIE ARTEAGA	C
37	70409707	1,041.62	02/27/20	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
37	70409708	4,350.80	02/27/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70409709	588.80	02/27/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70409710	60.00	02/27/20	158220 COVER UP	C
37	70409711	30.12	02/27/20	633340 OFFICE DEPOT	C
37	70409712	169.98	02/27/20	5916 PITNEY BOWES	C
37	70409713	126.45	02/27/20	28258 RYAN SORENSEN	C
37	70409714	550.00	02/28/20	110825 WASATCH FRONT SOUND/RECORDING	C
37	70409715	300.00	02/28/20	51594 WIGTOY LLC	C
<b>Total Bank No 37</b>		<b>105,049.02</b>			
38	70808608	-100.00	02/25/20	39446 UTAH FESTIVAL OPERA	CV
38	70808942	296.01	02/04/20	45829 AMIE ARNOLD	C
38	70808943	500.00	02/04/20	51225 ATMOSPHERE	C
38	70808944	2,049.12	02/04/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70808945	4,772.64	02/04/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70808946	35.00	02/04/20	107994 CERTIFIED SHRED	C
38	70808947	140.81	02/04/20	158220 COVER UP	C
38	70808948	16.60	02/04/20	286060 FLINN SCIENTIFIC	C
38	70808949	2,396.80	02/04/20	51217 QUALITY INN & SUITES BAKERSFIELD	C
38	70808950	300.00	02/04/20	18392 USA WRESTLING UTAH	C
38	70808951	2,407.60	02/04/20	100866 VALCOM	C
38	70808952	60.80	02/06/20	1 KLINTON WASHBURN	C
38	70808953	2,566.97	02/06/20	38032 AMAZON CAPITAL SERVICES INC	C
38	70808954	3,463.95	02/06/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70808955	1,952.92	02/06/20	31658 BSN SPORTS	C
38	70808956	140.20	02/06/20	26344 FAMILY FUN CENTER	C
38	70808957	1,905.00	02/06/20	16314 HOSA-FUTURE HEALTH PROFESSIONALS	C
38	70808958	112.30	02/06/20	109804 WARD'S NATURAL SCIENCE	C
38	70808959	216.00	02/06/20	100471 WEBER STATE UNIVERSITY	C
38	70808960	162.06	02/11/20	112046 ACE HARDWARE - BRIGHAM	C
38	70808961	828.40	02/11/20	29262 BAYMOUNT INN & SUITES PROVO RIVER	C
38	70808962	1,268.96	02/11/20	29262 BAYMOUNT INN & SUITES PROVO RIVER	C
38	70808963	40.00	02/11/20	104338 BOX ELDER HIGH SCHOOL	C
38	70808964	471.95	02/11/20	31658 BSN SPORTS	C
38	70808965	280.00	02/11/20	51322 DIVERSITY DANCE	C
38	70808966	1,281.40	02/11/20	107267 DOMINO'S PIZZA / BRIGHAM	C
38	70808967	38.38	02/11/20	111281 PETER S GERLACH	C
38	70808968	52.34	02/11/20	489250 KENTS MARKET PL/BRIGHAM	C
38	70808969	310.62	02/11/20	4960 OLD GRIST MILL BREAD	C
38	70808970	305.04	02/11/20	937851 PRAXAIR DISTRIBUTION INC	C
38	70808971	1,651.69	02/11/20	5045 RSM FOOD SERVICE	C
38	70808972	150.00	02/11/20	8303 SKY VIEW HIGH SCHOOL	C
38	70808973	1,312.81	02/11/20	10731 SMITH'S CUSTOMER CHARGES	C
38	70808974	130.00	02/11/20	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C

## A/P Summary Check Register

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Bank	Check No	Amount	Date	Vendor	Type
38	70808975	40.00	02/11/20	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70808976	450.00	02/11/20	110825 WASATCH FRONT SOUND/RECORDING	C
38	70808977	2,061.65	02/13/20	38032 AMAZON CAPITAL SERVICES INC	C
38	70808978	375.00	02/13/20	41084 BINGHAM HIGH SCHOOL	C
38	70808979	169.96	02/13/20	158220 COVER UP	C
38	70808980	107.05	02/13/20	4669 DELVIES PLASTICS INC	C
38	70808981	1,567.50	02/13/20	489250 KENTS MARKET PL/BRIGHAM	C
38	70808982	879.62	02/13/20	489250 KENTS MARKET PL/BRIGHAM	C
38	70808983	250.00	02/13/20	36510 RIDGELINE HIGH SCHOOL	C
38	70808984	2,896.86	02/13/20	5908 WALMART COMMUNITY	C
38	70808985	64.66	02/19/20	1 MARCELINA ROMERO	C
38	70808986	353.10	02/19/20	106055 BLICK ART MATERIALS	C
38	70808987	40.00	02/19/20	12815 BOX ELDER HIGH LUNCH	C
38	70808988	1,027.73	02/19/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70808989	150.00	02/19/20	19178 CHEAPERTHANSHIRT	C
38	70808990	530.00	02/19/20	40363 CIO MEDICAL SERVICES	C
38	70808991	32.00	02/19/20	109652 DREWES FLORAL & GIFTS	C
38	70808992	445.58	02/19/20	422180 INDUSTRIAL TOOL & SUPPLY	C
38	70808993	3,172.51	02/19/20	633340 OFFICE DEPOT	C
38	70808994	354.95	02/19/20	5045 RSM FOOD SERVICE	C
38	70808995	34.97	02/19/20	107490 SOUTH FORK HARDWARE	C
38	70808996	380.40	02/19/20	5223 SWIRE COCA-COLA	C
38	70808997	75.00	02/19/20	30546 TRI STATE OIL RECLAIMERS	C
38	70808998	972.90	02/19/20	7536 UNIVERSAL ATHLETICS	C
38	70808999	5,593.42	02/20/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70809000	1,002.88	02/21/20	38032 AMAZON CAPITAL SERVICES INC	C
38	70809001	140.00	02/21/20	45500 BOX ELDER SCHOOL DISTRICT	C
38	70809002	4,685.15	02/21/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70809003	2,315.00	02/21/20	19488 CHOP SHOP	C
38	70809004	212.19	02/21/20	51420 JISELA LOPEZ HERNANDEZ	C
38	70809005	210.60	02/21/20	543168 MADDOX RANCH HOUSE	C
38	70809006	331.95	02/21/20	51390 MARUCCI SPORTS, LLC	C
38	70809007	195.40	02/21/20	15164 MOUNTAIN VIEW HIGH SCHOOL	C
38	70809008	350.00	02/21/20	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70809009	350.00	02/21/20	109476 UTAH FCCLA	C
38	70809010	121.60	02/25/20	1 JAMES KERSTING	C
38	70809011	3,554.75	02/25/20	34711 AIR COMM CORPORATION	C
38	70809012	100.00	02/25/20	999140 BANK OF UTAH	C
38	70809013	471.50	02/25/20	19178 CHEAPERTHANSHIRT	C
38	70809014	682.45	02/25/20	105382 DAY MURRAY MUSIC LLC	C
38	70809015	607.80	02/25/20	4790 HOME DEPOT CREDIT SERVICE	C
38	70809016	275.69	02/25/20	422180 INDUSTRIAL TOOL & SUPPLY	C
38	70809017	91,700.00	02/25/20	15040 INFINITY TOURS	C
38	70809018	6,375.00	02/25/20	17620 LE BUS	C
38	70809019	100.76	02/25/20	4936 TEXTRAIL TRAILER PARTS	C
38	70809020	59.95	02/25/20	5070 SAVON	C
38	70809021	20.30	02/25/20	5240 TAYLOR MADE IMAGES	C
38	70809022	530.00	02/25/20	7536 UNIVERSAL ATHLETICS	C
38	70809023	500.00	02/25/20	927359 FREEMONT HIGH SCHOOL	C
38	70809024	70.00	02/28/20	1 MITCH ZUNDEL	C
38	70809025	2,208.60	02/28/20	45500 BOX ELDER SCHOOL DISTRICT	C
38	70809026	186.91	02/28/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70809027	294.20	02/28/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70809028	63.00	02/28/20	19488 CHOP SHOP	C
38	70809029	195.00	02/28/20	41149 COTTONWOOD HIGH SCHOOL	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70809030	970.20	02/28/20	158220 COVER UP	C
38	70809031	141.65	02/28/20	109652 DREWES FLORAL & GIFTS	C
38	70809032	584.67	02/28/20	103961 INTERMOUNTAIN WOOD PRODUCTS	C
38	70809033	551.45	02/28/20	25119 SIZZLING CAESARS, LLC	C
38	70809034	75.00	02/28/20	36480 MEGAN RAE MIDGLEY	C
38	70809035	100.00	02/28/20	27537 JEFFREY SCOTT PARSONS	C
38	70809036	405.96	02/28/20	8184 KIM PETERSON	C
38	70809037	882.10	02/28/20	36935 UTAH'S BEST VACATION RENTALS	C
38	70809038	2,057.54	02/28/20	103737 VERNIER SOFTWARE & TECHNOLOGY	C
38	70809039	75.00	02/28/20	110141 SCOTT G WOOD	C
<b>Total Bank No 38</b>		<b>177,295.48</b>			
39	77800473	217.99	02/28/20	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 39</b>		<b>217.99</b>			

Total Manual Checks	2,407,734.15
Total Computer Checks	2,691,904.89
Total ACH Checks	784,704.42
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	-709.25
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

<b>Grand Total</b>	<b>5,883,634.21</b>
<b>Number of Checks</b>	<b>752</b>

Batch Yr	Batch No	Amount
20	000184	-146.00
20	000880	-20.00
20	001170	-100.00
20	001301	-20.00
20	001373	-228.45
20	001566	-28.80
20	001849	3,325.78
20	001952	9,249.05
20	002016	-20.00
20	002019	23,904.62
20	002078	305,987.58
20	002079	63,589.45
20	002080	41,678.98
20	002081	45,943.11
20	002082	174,551.25
20	002083	1,541.50
20	002088	87.24
20	002095	819.74
20	002096	9,848.57
20	002098	1,186.00
20	002108	17,144.29
20	002109	12,914.58
20	002115	2,294.06
20	002117	129.00
20	002123	904.12
20	002125	11,016.46
20	002131	10,418.14
20	002138	158,608.12

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				<b>Batch Yr</b>	<b>Batch No</b>	<b>Amount</b>
				20	002139	54,204.59
				20	002140	7,666.58
				20	002141	385,204.92
				20	002142	417,908.30
				20	002145	1,552.61
				20	002179	8,773.65
				20	002184	15,805.39
				20	002185	787.61
				20	002188	30.00
				20	002189	328.17
				20	002191	1,862.58
				20	002193	926.41
				20	002199	148.45
				20	002211	32.94
				20	002212	115.44
				20	002213	23.70
				20	002218	6,853.42
				20	002221	14,966.17
				20	002224	8,307.64
				20	002233	67,395.40
				20	002234	76,794.14
				20	002235	1,988.55
				20	002236	27,299.28
				20	002237	6,000.00
				20	002238	400.00
				20	002253	150.00
				20	002256	442.73
				20	002257	1,193.39
				20	002258	8,833.34
				20	002259	14,339.08
				20	002261	120.00
				20	002264	62.67
				20	002267	4,583.52
				20	002268	45.00
				20	002270	2,495.16
				20	002271	7,633.80
				20	002273	1,209.62
				20	002274	452.58
				20	002282	5,593.42
				20	002284	17,013.57
				20	002285	25.00
				20	002287	255.74
				20	002292	67,390.36
				20	002293	8,992.51
				20	002294	55,498.43
				20	002295	28,133.40
				20	002296	12,685.38
				20	002297	27.00
				20	002298	9,793.17
				20	002299	1,134.00
				20	002300	5,986.99
				20	002301	10.00
				20	002303	855.07
				20	002311	906.91
				20	002315	3,399,883.19
				20	002318	589.99
				20	002321	1,826.88
				20	002326	105,099.80
				20	002327	1,840.67
				20	002328	5,866.49
				20	002334	2,579.00
				20	002335	86,817.94
				20	002341	3,967.08

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
					<b>Batch Yr      Batch No      Amount</b>
					20      002350      534.00
					20      002354      822.63
					20      002360      7,074.94
					20      002367      8,861.28
					20      002368      799.17
					20      002369      850.00
					20      002371      217.99
					20      002375      126.91
					20      002377      43.86
					20      002378      16.22

For March 11, 2020 Board Meeting

**Leaving the District**

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
District Office	Lynn Capener	School Board Member	Resigned
ACYI	Aimee Melton	School within a School	Resigned
Foothill	Wenjing Yan	DLI Teacher	Resigned
Mountain View	Sarah Walk	Teacher	Dismissed for Cause

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## Suggestions for Future Board Meetings

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### **April 8, 2020 – (tentative)**

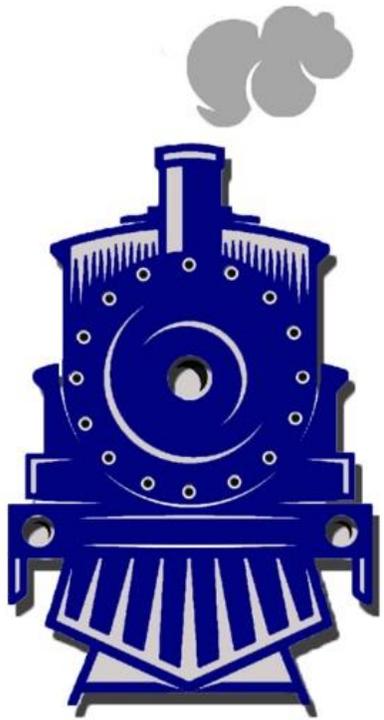
- Classified Employee Recognitions
- Public Hearing on School Closure and Boundary Change
- Board Graduation Assignments
- College and Career Readiness Counseling Program (CCRCP) Approval – Darrell Eddington
- FY 2021 Capital Improvement Plan – Corey Thompson
- School Lunch Report – Candace Parr
- Cenergistic Report – Mike Clark
- TSSA Plans – Keri Greener and Gary Allen
- Policy Review

### **May 13, 2020 – (tentative)**

- Approval of School Closure and Boundary Change
- Approval of School Land Trust Plans – Gary Allen and Keri Greener
- Administrative Association Recognitions
- Policy Review

### **June 10, 2020 – (tentative)**

- Budget Hearing
- Approval of Budget – Rod Cook
- Approval of Internal and Independent Auditors – Rod Cook
- MBA Meeting
- Pick-up Contribution for Members of Contributory Retirement System – Keith Mecham
- Tentative Ratification of Negotiated Agreement with BEEA - Keith Mecham
- Tentative Ratification of Negotiated Agreement with BESPA – Keith Mecham
- Declaration of Open Enrollment Schools – Keith Mecham
- Approval of TSSA Plans
- Policy Review



**BOX ELDER  
SCHOOL DISTRICT**

*Learning is Everything*

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BOX ELDER SCHOOL DISTRICT  
BOARD OF EDUCATION  
HANDBOOK

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REVISED  
OCTOBER 9, 2019  
BOX ELDER SCHOOL DISTRICT

# Box Elder School District Board of Education Handbook Table of Contents

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# BOARD OF EDUCATION HANDBOOK INTRODUCTION

This Board of Education Handbook has been developed to capture, in one place and in plain language, the primary operating procedures and governing principles of the Box Elder County School District Board of Education.

This handbook serves as a resource for members of the board as they assume their offices and carry out their responsibilities. It will be posted on the school district's website and updated periodically.

The Box Elder County School District Board of Education has one goal and one purpose: **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.

## Principles of Board Leadership

Remembering three important principles of board leadership will help keep the Box Elder County School District Board of Education focused on its most important responsibilities:

1. The board delegates authority.  
The board delegates authority to the superintendent to manage the district and provide leadership for the staff. Such authority is communicated through written policies that designate board ends and define operating limits.
2. The board monitors performance.  
The board constantly monitors progress toward district goals and compliance with written board policies.
3. The board takes responsibility for itself.  
The board, collectively and individually, takes full responsibility for board activity and behavior. Board deliberations and actions are limited to board work, not staff work.

[Utah Code § 53G-4](#)

# Making School Board Decisions

State and federal laws, financial constraints, and local expectations must govern school districts. Nevertheless, decisions made by a local board of education create the environment in which a district will flourish or flounder.

Although the typical school board makes many different decisions, all of those decisions can be put into four general categories:

**Policy decisions** are the most important work of the board. The majority of a board's time should be spent on policy development, monitoring, and review. Written policies accomplish the following:

- articulate district direction and goals;
- delegate authority and define limitations on that authority;
- establish board processes, including those for monitoring progress toward district goals and ensuring compliance with laws and board policy.

The board is empowered to make policy decisions for district schools. Board members act as trustees for the community; therefore, policies are often understood as expressions of the community's aspirations for its public schools.

**Problem solving decisions** come in response to a crisis or opportunity that cannot be resolved by the superintendent or is not fully addressed in existing board policy. For example, in the face of declining enrollment, a typical school board would not expect its superintendent to make a final decision on which building to close. Although the superintendent would be expected to provide information and make recommendations, the school board would make the final decision, after deliberating alternatives and consulting policy statements.

Problem-solving decisions usually have isolated, one-time impacts. However, such decisions can establish a precedent that may have the force of policy. For example, a school board's decision to grant a benefit to one group of students may obligate it to grant the same benefit to another group in a similar situation.

**Managerial decisions** required of each local Utah school board are set forth in the statutes, most notably in [Utah Code § 53A-3-402](#). For example, a school board is required to do the following:

- implement the core curriculum
- administer tests,
- implement training programs,
- enroll children in school,
- establish school libraries, and

- establish school safety traffic committees
- ensure that school community councils receive the required annual training and review and approve the school improvement plans developed by the school community councils.

With few exceptions, managerial duties are delegated to the superintendent. Where there is good communication and high level of trust between the board and superintendent, combined with sound policies that set directions and establish parameters, routine managerial duties will consume only a small amount of time at public board meetings. Legally required board actions can usually be accomplished through approval of consent agendas.

School boards must learn to distinguish policy decisions from problem-solving decisions. Sometimes this is challenging but, in general, boards that emphasize policy development will need to make fewer decisions in response to routine problems. Superintendents who have strong policy guidance are able to resolve a wider array of problems without bringing them to the board for action. Good policy development and review processes allow boards to operate at the systemic level - dealing with mission, purpose, direction, and results.

Conversely, boards without up-to-date written policies often find their meetings running late into the night. Their superintendents must bring numerous issues for discussion and action, which wastes time and yields inconsistent results.

**Personnel decisions** represent a special category of managerial decisions. Most school boards delegate personnel matters to the superintendent and use policies to express their desired standards for hiring, evaluation, compensation, discipline, and dismissal. This approach avoids the quagmire of wrestling directly with hiring or disciplining employees other than the superintendent and business administrator. Personnel actions, therefore, are usually found on the consent agenda, because a board is required by law to approve all employment contracts, salaries, benefits, and dismissals.

The superintendent is an appointed public official, the district's chief executive, and an employee of the board. Only the board can employ, evaluate, discipline, or dismiss the superintendent.

## **Holding Closed Meetings**

**A closed meeting may be held if:**

1. A quorum is present.
2. The meeting is an open meeting for which specific notice for a closed meeting has been given with the stated purpose defined.

3. Two-thirds of the members present vote to close the meeting. Voting must be taken by roll call. Name and vote.

**Minutes of the closed meeting shall contain:**

1. Reason for holding the meeting.
2. Location of the meeting.
3. Vote by name, of each member of the board, either for or against the motion to hold the closed meeting.

**Purpose of a closed meeting:**

1. Discussion of the character, professional competence, or physical or mental health of individual.
2. Strategy sessions to discuss collective bargaining.
3. Strategy sessions to discuss pending or reasonably imminent litigation.
4. Strategy sessions to discuss the purchase, exchange, or lease of real property including any form of a water right or water shares if public discussion of the transaction would:
  - a. Disclose the appraisal or estimated value of the property under consideration; or
  - b. Prevent the board from completing the transaction on the best possible terms.
5. Strategy sessions to discuss the sale of real property, including any form of water right or water shares if public discussion of the transaction would:
  - a. Disclose the appraisal or estimated value of the property under consideration; or
  - b. Prevent the board from completing the transaction of the best possible terms.
6. Discussion regarding deployment of security personnel, devices or systems.
7. Investigative proceedings regarding allegations of criminal misconduct.

**A Board may not interview a person applying to fill an elected position in a closed meeting.**

**Record of closed meetings:**

1. A recording shall be made of the closed portion of the meeting.
2. Detailed written minutes may be kept that disclose the content of the closed portion of the meeting.
3. A recording of a closed meeting shall be complete and unedited from the commencement of the closed meeting through adjournment.
4. The recording and any minutes of a closed meeting shall include:
  - a. Date, time, and place of the meeting.
  - b. Name of the members present and absent.
  - c. Names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of the closing the meeting.
5. No recording or minutes will be taken if the purpose of the closed meeting is for the discussion of the character, professional competence, or physical or mental health of an individual.

- a. A sworn statement must be signed by the presiding member of the board that the sole purpose for closing the meeting was to discuss the character, professional competence, or physical or mental health of an individual.

## **Collaborative Relationships: Shared Governance**

The Box Elder County School District Board of Education has the exclusive right and responsibility to determine the goals and direction of the schools and use all its resources to achieve such goals, within the bounds of state and federal law and rules of the Utah State Board of Education.

Box Elder School District is a complex organization, which can succeed only if we enlist the energy, creativity, and effort of many people to accomplish our goals. The board believes that ideal conditions for student learning can be realized when shared governance is thoughtfully used to support student achievement.

Board decisions should accurately reflect the public's interests. Statutes of the state of Utah require local school boards to make decisions by majority vote; thus the obligation to seek consensus under shared governance does not bind the board in its decision-making.

The board delegates to school sites and departments the right to make some decisions using the shared governance process. Site-based decisions must conform to legal requirements, state and federal rules and regulations, the district's Student Achievement Plan, policies, procedures, guidelines, and contractual obligations, including negotiated employee agreements.

## **Essentials of A Professional Learning Community**

- A. The Superintendent and district administrators will ensure that all of the schools in the district function as professional learning communities. Professional learning communities are defined as educators committed to working collaboratively in ongoing processes of collective inquiry and action research to achieve better results for the students they serve. Professional learning communities operate under the assumption that the key to improved learning for students is continuous, job-embedded learning for educators.
  1. The Board, district, and school administrators will ensure that time is available, within the contract day, for educators to meet together regularly in collaborative teams.

2. District/school administrators will ensure this time is reserved for activities directly related to the process of collective inquiry and action research to achieve better achievement results for our students.
3. Collaborative teacher teams will focus on the following four questions:
  - a. What is it that our students are expected to know and do?
  - b. How will we know if they know and can do what is expected?
  - c. How will we respond if they don't know and can't do what is expected?
  - d. How will we respond if they already know and can do it?

District and school administrators will ensure that ongoing training and professional learning opportunities are provided to ensure that all Box Elder School District educators are proficient in the philosophies and practices related to professional learning communities/collaborative teacher teams.

## **Authority of Individual Board Members**

Power belongs not to individual members of a Board of Education but to the Board of Education acting as a corporate body 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 of the Board of Education does not bind the Board of Education itself, except when that statement or action is specifically authorized by an official act of the board. This does not preclude individual board members from representing the board at meetings and ceremonial events or speaking to constituent groups in their capacity as board members.

## **Nominations and Elections for Board Leadership**

### **Nominations**

- A. An office must be created by Board Policy or by a motion to that effect before it can be filled by election or otherwise.
- B. The Board President must call for nominations.
- C. Nominations do not require a second. However, any number of persons may second a given nomination just to show their support of that nominee.
- D. The motion "to close nominations" is not in order until the assembly is ready to close nominations.
  1. When there are two or more nominees for the office the motion to close nominations requires a two-thirds vote. (This motion must be seconded.)
  2. A negative vote on the motion signifies that there are additional nominations forthcoming.
  3. If and when there are no further nominations the Board President may then put the motion to close nominations to a vote without waiting for a second.

## **Elections**

- A. Elections and nominations must conform to the procedure prescribed by the Utah State Law and Board Policy.
- B. In case of a tie vote, the election is decided by lot unless the organization adopts a motion to do otherwise.
- C. Elections are decided by a roll call vote, not by secret ballot. Election to the office is determined by a simple majority.

## **Board Leadership Responsibilities**

The board president will:

- 1. Conduct meetings of the board in accordance with law and policy.
- 2. Communicate regularly with the superintendent, business administrator, and members of the board to set meeting agendas, facilitate the flow of necessary information, and respond to community issues and queries.
- 3. Sign legal assurances, correspondence, and contracts on behalf of the board as required by law, policy, or vote of the board.
- 4. Represent the board, or designate others to represent the board, as requested, in executive meetings with community and business leaders or elected officials to promote perform their duties.

The board vice president will:

- 1. Advise and assist the president as needed.
- 2. Substitute for the president as required.
- 3. Attend meetings with or at the request of the president and superintendent.
- 4. Keep the board appropriately informed of issues or data that would help members

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 communication, without binding the board to a specific decision or position.

## **New Board Member Orientation**

Following the election or appointment of new 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 of Schools and staff of the Box Elder School District, and substantive background information pertaining to school system issues and procedures. A copy of this handbook will be provided online. New board members are also encouraged to attend the orientation session organized by the Utah School Boards Association (USBA).

# **Board of Education Code of Conduct**

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

Board members shall:

1. Represent the Board with dignity, honesty, and integrity.
2. Attend meetings regularly, prepared, professional, engaged, and dedicated to accomplishing and adhering to the agenda.
3. Support efforts to focus on the important matters, remembering that the student is always our most important matter.
4. Communicate effectively, early, and often with each other and with others concerned, seeking to make your own ideas clear while respecting the different opinions of others.
5. Be loyal to the Board and work to achieve unity by supporting its decisions, even though you may personally espouse a different view.
6. Value civility and avoid contention realizing conflict on some issues is inherent and not undesirable.
7. Represent and seek to understand the needs of all students, staff and citizens in the District without partisanship.
8. Work effectively with the Superintendent, and through him/her, with the staff throughout the District.
9. Develop and improve Board skills by establishing goals, measuring progress, and participating in a variety of training opportunities
10. If at all possible Board members should notify the Superintendent or the Board President well in advance of any concerns or questions regarding the Board agenda so that they can be resolved in advance if possible.

## **Board Member Commitments and Ethics**

The Board and its members commit to standards of conduct that are consistent with the public trust placed in elected officials. Accordingly, the Board and its members will:

1. Strive to make policies that promote the educational growth and development of all students;
2. Endeavor to appoint the most competent person available as superintendent of schools and hold that superintendent responsible for carrying out the vision, mission, and goals of the District in the administration of its schools;

3. Support and allow administrators, teachers, and staff to function in their authorized capacities while holding employees responsible for carrying out the District's vision, mission, and goals in their respective roles;
4. Seek to employ the best qualified personnel available without regard to race, color, sex, pregnancy, religion, national origin, age, marital status, disability, sexual orientation, or gender identity—except when justified to meet a bona fide occupational requirement (see 20 U.S.C. 1681 et seq.; Utah Code § 34A-5 et seq.);
5. Promulgate policies and procedures dedicated to maintaining a learning and working environment in the District free of discrimination and unlawful harassment, including sexual harassment;
6. Promulgate policies and procedures that ensure operational transparency, including directing employees to maintain, manage, and where appropriate, produce records consistent with federal and state laws (see 20 U.S.C. § 1232g; 34 C.F.R. Part 99; and Utah Code § 53E-9 et seq.);
7. Attend Board meetings, insofar as possible, being informed and prepared to discuss and act upon the items on the Board agenda;
8. Conduct Board business in compliance with the Utah Open Meetings Act (Utah Code § 52-4-1 et seq.);
9. Exercise Board authority exclusively to perform legislative and judicial functions;
10. Encourage free expression of opinion and seek regular communication and feedback from the public;
11. Work toward consensus in Board decision making and foster respectful and civil working relationships with other Board members and with the superintendent and District staff while recognizing the value of diverse perspectives and differences of opinion; and
12. Strive to be effective educational leaders by participating in professional development, studying education issues, fulfilling assigned Board duties, building relationships with community organizations and leaders, communicating with constituents, and advocating for public education.

A. Board of Education Code of Ethics

1. Members of the Board may receive compensation for services and necessary expenses in accordance with Utah Code § 53G-4-204. For purposes of Utah Retirement Systems (URS) coverage, however, duly elected members of the Board are classified as part-time employees and ineligible for URS benefits.
2. Members of the Board may not use their position, or information acquired by reason of their position, for any improper or unlawful purpose including substantially furthering personal economic interests or securing special privileges or benefits for themselves or others that would impair the members' independent judgement or interfere with the ethical performance of the members' duties in

violation of Utah Code, § 67-16-4.

3. The Board will officially accept gifts and donations on behalf of the District; such acceptance, however, shall not obligate the Board to act in any way contrary to the best interests of students and the public. Further, the Board or its members shall not request, demand, or accept personally or on behalf of the District, a loan, donation, gift of substantial value, or an economic benefit tantamount to a gift in violation of Utah Code §§ 67-16-5 to 5.6
4. The Board and its members shall not misappropriate or misuse public funds or resources and shall be responsible fiscal managers of public funds. Expenditure of public funds shall only be made in accordance with federal or state law and District policies.
5. Members of the Board shall disclose any compensation or any position (whether officer, director, agent, employee, or owner of a substantial interest) in any business entity that does business with or is subject to the regulations governing the District or other public agency in a sworn affidavit and file it with the state attorney general, the District, and any other agency involved in the business or transaction consistent with Utah Code §§ 67-16-6 to 8. Further, members of the Board shall have no personal investments and/or conduct any business creating a substantial conflict of interest between Board members' private interests and their public duties in violation of Utah Code § 67-16-9.
6. Members of the Board shall maintain the confidentiality of information obtained in executive session or other confidential information otherwise obtained in an official capacity.
7. Members of the Board have no individual authority to act on behalf of the Board and the Board only exercises its authority as a body by taking official action through voting in a duly scheduled Board meeting. Individual Members of the Board should not speak on behalf of the Board without prior Board approval.

Members of the Board shall abide by state and federal laws and District policies and refrain from personal or professional conduct that would bring censure, ridicule, damage, or reproach upon the Board or the District.

## **Disciplining Board Members**

If a member of the Board of Education violates the Code of Conduct or the ethical assurances outlined in Board [Policies 1034](#) and [1035](#), the board president and vice president will speak to that member about his or her responsibilities. If disruptive or destructive behavior occurs, the board may issue a formal reprimand by a vote of five members.

## Policies Governing the Board

Detailed information about the board's process of conducting meetings and other guidance around board operation can be found in [School Board Policy Article 1](#).

Links to other helpful resources, including specific citations to Utah Code, are included with the appropriate policy on the district's website.

## Guidelines and Parliamentary Motions

The following guidelines and examples have been taken from the Utah School Boards Association book titled Coming to Order, which is available on the USBA website. The Box Elder School District Board of Education appoints a Business Administrator who serves as the board's parliamentarian:

1. A board should agree on and adopt an agenda format that it will follow at regular meetings.
2. Action items on the agenda require:
  - a motion by a board member,
  - a second to the motion (required by most boards but not all),
  - a discussion of the motion by board members, and
  - a vote by board members.
3. Other than the consent agenda, each motion should be limited to one idea or issue.
4. No new motion may be made while another is being discussed.
5. A motion may be amended and votes on the amendments must be taken before acting on the original motion.
6. Before a vote on a main motion is taken, business can be interrupted by a motion:
  - to table the main motion,
  - to postpone action,
  - to refer the motion to a committee,
  - to withdraw it from consideration, or
  - to adjourn the meeting.

The subsidiary motions must be disposed of prior to action on the main motion.
7. Debate can be closed formally with a motion to move the question and a two-thirds affirmative vote.
8. When a Board member wishes to speak in board meeting, he/she should request to be recognized by the Board President before speaking. He/she may gain recognition by the President by raising a hand or speaking audibly, "Mr./Mrs. President". Once recognized the Board member should address the Board.

9. When the president senses the discussion has ended, a vote may be taken without a formal motion to close debate unless a member objects.
10. Some motions, such as a motion to adjourn, are not debatable. See the “Simplified Chart of Parliamentary Motions” on page 10.
11. Before a motion is voted upon, it should be repeated aloud.
12. The president, by virtue of membership on the board, is expected to vote on each issue before the board.
13. The president should indicate before each vote whether a simple or special majority is required.
14. The president should keep readily at hand a reference guide, such as the chart of parliamentary motions.

## Simplified Chart of Parliamentary Motions

Motion & Order of Precedence	You Say:	Debatable	Amendable	Vote Required
Adjourn	I move to adjourn	No	No	Majority
Recess	I move to recess for	No	No	Majority
Close Debate	I move the previous question	No	No	2/3
Postpone Definitely	I move to postpone the motion to	Yes	Yes	Majority
Refer to Committee	I move to refer the motion to	Yes	Yes	Majority
Amend the Amendment	I move to amend the amendment by	Yes	Yes	Majority
Amend or substitute	I move to amend the motion by	Yes	Yes	Majority
Main motion	I move to	Yes	Yes	Majority

Reconsider		Yes	Yes	Majority
Rescind		Yes	Yes	Majority (with notice)
Incidental Motions				
No order of precedence. Arise incidentally and decided immediately				
Point of Order (to enforce rules)	Point of Order	No	No	None
Parliamentary Inquiry	Parliamentary questions	No	No	None
Withdraw or Modify a Motion	I withdraw (or modify) my motion	No	No	Majority

# Board Policies Relevant to Board of Education Legal Status, Responsibilities, and Ethics

## Policy 1010 School Board’s Legal Status

- A. Promote education
  - 1. The Board has the legal power and duty to do all things necessary for the maintenance, prosperity and success of the schools and for the promotion of education and to exercise all powers given by statute. The Board’s legal powers and duties include the actions set forth in this policy, but are not necessarily limited to the listed powers and duties.  
[Utah Code § 53G-4-402\(20\) \(2018\)](#)
- B. Govern
  - 1. The Board of Education recognizes that under Utah law “it is the province of the Board of Education to determine what things are detrimental to the successful management, good order, and discipline of the schools and the rules required to produce” successful management, good order, and discipline in the schools.  
*Beard v. Board of Education, 16 P.2d 900 (Utah 1932)*
- C. Adopt rules

1. Adopt such rules, regulations, and bylaws as the Board deems proper for the operation of the Board and for the control and management of the District's schools.

[Utah Code § 53F-8-201 \(2018\)](#)

D. Levy taxes

1. Establish tax rates each year and submit the proposed rate to the county legislative body in which the District is located according to statutory procedures:

[Utah Code § 53F-8-201\(1\) \(2018\)](#)

[Utah Code § 53F-8-202 \(2018\)](#)

[Utah Code § 53F-8-402 \(2018\)](#)

E. Annual budget

1. Prepare, adopt, and file a budget for the next succeeding fiscal year with the county legislative body in which the District is located as required by statute.

[Utah Code § 53F-8-201 \(2018\)](#)

F. Bequests

1. Receive bequests and donations or other monies or funds which are made for educational purposes.

[Utah Code § 53G-4-402\(12\) \(2018\)](#)

G. Acquisition and ownership of property

1. Acquire and hold real and personal property in the name of the District, inclusive of all rights and titles, and lease and lease with an option to purchase property. The Board of Education has the direction and control of all school property in the district.

[Utah Code § 53G-4-401\(4\) \(2018\)](#)

H. Eminent domain

1. Exercise the right of eminent domain to acquire property.

*Board of Education of South Sanpete School District v. Barton*, 617 P.2d 347 (Utah 1980).

*Olsen v. Board of Education of the Granite School District*, 571 P.2d 1336 (Utah 1977).

I. Employ personnel

5. Employ by contract a Superintendent, Business Administrator, Principal(s), teacher(s), or other executive officer(s) and set salary schedules therefor.

[Utah Code § 53G-7-202 \(2018\)](#)

[Utah Code § 53G-4-301 \(2018\)](#)

[Utah Code § 53G-4-302 \(2018\)](#)

J. Close schools and change school boundaries

1. Close schools or suspend operation of schools or change school attendance area boundaries as determined to be appropriate by the Board of Education after appropriate public notice and hearing as required by statute.

*Allen v. Board of Education Weber County School District* 236 P.2d 756 (Utah 1951)

*Save Our Schools v. Board of Education of Salt Lake City*, 2005 UT 55

[Utah Code § 53G-4-402\(21\) \(2018\)](#)

K. Sue and be sued

1. Sue and be sued in the name of the District.

[Utah Code § 53G-4-401\(4\) \(2018\)](#)

L. Fulfill other statutory duties and exercise other statutory powers

1. The Board also has the duty to comply with such other duties as are set forth in the laws and regulations of Utah and the United States, and also may exercise the powers and authorities established by such laws and regulations.

## **Policy 1020 Board Power and Duties**

- A. The Board of Education, on its own behalf, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by applicable law, rules and regulations to establish the framework of school policies and projects including, but without limitation because of enumeration, the right:

1. To appoint, by contract, a district superintendent who serves as the Board's chief executive officer. [Utah Code § 53G-4-301\(1\)](#)
2. To appoint a business administrator. [Utah Code § 53G-4-302\(1\)](#)
3. To make and enforce policy necessary for the control and management of the district schools. [Utah Code § 53G-4-402\(15\)](#)
4. To prepare and adopt a budget and make appropriations for the next fiscal year. [Utah Code § 53G-7-303\(2\)](#)
5. To administer and implement Federal education programs in accordance with the Federal Programs Act. [Utah Code § 53G-4-402\(10\)](#)
6. To establish, locate, and maintain elementary, secondary, and applied technology schools. [Utah Code § 53G-4-402\(5\)](#)
7. To employ staff necessary to carry out the functions of the school district. The Board shall also determine qualifications, conditions of employment, salary schedules, dismissal, demotion, promotion and work assignments.
8. To establish and supervise the program of instruction, including methods of instruction, schedules, materials, necessary staff, etc., and to make the necessary assignments for all extra-curricular programs that, in the opinion of the Board, benefit students.
9. To sue and be sued in the name of the district. [Utah Code § 53G-4-401\(4\)](#)
10. To take, hold, lease, sell, and convey real and personal property as the interests of the schools may require. [Utah Code § 53G-4-401\(4\)](#)
11. To purchase, sell, and make improvements on school sites, buildings, and equipment and construct, erect, and furnish school buildings. [Utah Code § 53G-4-402\(3\)](#)
12. To accept private grants, loans, gifts, endowments, devises, or bequests that are made for educational purposes. [Utah Code § 53G-4-402\(12\)\(a\)](#)
13. To close the schools or suspend operation if necessary.
14. To do all things necessary for the maintenance, prosperity, and success of the schools and the promotion of education. [Utah Code § 53G-4-402\(20\)](#)

- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be limited only by the Constitution and Laws of the State of Utah and the Constitution and Laws of the United States.
- C. To work to understand and represent the interest of the community members.

## **Policy 1025 Administration Relations**

### **A. District Governance**

- 1. The Board has the power to manage and govern the public schools of the District.

[Utah Code § 53G-4-402 \(2018\)](#)

*Elwell v. Board of Education of Park City, 626 P.2d 460 (Utah 1981)*

### **B. Consultation**

- 1. The Board and its administrative personnel may consult with teachers with respect to matters of educational policy and conditions of employment. The Board may adopt and make reasonable rules, regulations, and agreements to provide for such consultation, but these shall not limit or affect the power of the Board to manage and govern the schools of the District, nor shall such rules, regulations or agreements favor one educational association over another or give preferential treatment to an educational association.

[Utah Code § 53G-11-205\(4\) \(2018\)](#)

### **C. Exclusivity and Coercion**

- 1. If the Board chooses to engage in consultation, the process shall be structured so that there is no direct or indirect coercion of employees to join or refrain from joining a labor union, labor organization or other type or association, and such consultation shall be structured so that the Board does not favor one educational association over another or give preferential treatment to an educational association.

[Utah Code § 34-34-4 \(1969\)](#)

[Utah Code § 34-34-7 \(1969\)](#)

[Utah Code § 34-34-8 \(1969\)](#)

[Utah Code § 53G-11-205\(4\) \(2018\)](#)

### **D. Association Negotiations**

- 1. Public employees may negotiate in groups or through employee associations with the District. This is not to be construed as granting to district employees the right to strike, which action is specifically prohibited.

[Utah Code § 34-34-2 \(1969\)](#)

[Utah Code § 34-34-16 \(1969\)](#)

2. The term “labor organization” means any organization of any kind, or any agency or employee, representation committee, or plan, in which employees participate and which exists for the purpose, in whole or in part, of dealing with one or more employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

E. Publication of Negotiated Agreement

1. If the Board engages in negotiations with labor organizations and a negotiated or collective bargaining agreement is reached, the Board shall, within ten (10) days of ratification, post the agreement or memorandum on the District’s website  
[Utah Code § 53G-11-207 \(2018\)](#)

F. Distribution of Organization Materials

1. The District shall not allow unstamped, or stamped but not cancelled, employee organization mail to be delivered by interschool mail. Unless off-duty and acting as an agent of an employee organization, a District employee shall not distribute unstamped, or stamped but not cancelled, mail from employee organizations to other District employees.

G. Equal Access for Employee Associations

1. The schools in the District shall allow all employee associations equal access to distribution of information in or access to employee physical or electronic mailboxes (including school-provided email accounts), and to membership solicitation activities at new teacher or new employee training meetings or functions. (This policy does not require the school to afford association access to these activities, but requires that if access is granted to one employee association, equal access must be provided to other employee associations.)  
[Utah Code § 53G-11-205\(2\), \(3\) \(2018\)](#)

H. No Endorsement of or Preference for Any Employee Association

1. The District does not endorse any one employee association, and District policies, structures, and procedures shall not be applied to favor one employee association over another or to otherwise give preferential treatment to one employee association. District calendars and publications shall not include or refer to the name of any employee association in relation to any day or break in the school calendar.  
[Utah Code § 53G-11-205\(4\), \(5\) \(2018\)](#)

## **Policy 1034 Board of Education Code of Conduct**

A. Board members shall:

1. Represent the Board with dignity, honesty, and integrity.
2. Attend meetings regularly, prepared, professional, engaged, and dedicated to accomplishing and adhering to the agenda.
3. Support efforts to focus on the important matters, remembering that the student is always our most important matter.

4. Communicate effectively, early, and often with each other and with others concerned, seeking to make your own ideas clear while respecting the different opinions of others.
5. Be loyal to the Board and work to achieve unity by supporting its decisions, even though you may personally espouse a different view.
6. Value civility and avoid contention realizing conflict on some issues is inherent and not undesirable.
7. Represent and seek to understand the needs of all students, staff and citizens in the District without partisanship.
8. Work effectively with the Superintendent, and through him/her, with the staff throughout the District.
9. Develop and improve Board skills by establishing goals, measuring progress, and participating in a variety of training opportunities.

## **Policy 1035 Board Member Commitments and Ethics**

### **A. Board of Education Commitments**

The Board and its members commit to standards of conduct that are consistent with the public trust placed in elected officials. Accordingly, the Board and its members will:

1. Strive to make policies that promote the educational growth and development of all students;
2. Endeavor to appoint the most competent person available as superintendent of schools and hold that superintendent responsible for carrying out the vision, mission, and goals of the District in the administration of its schools;
3. Support and allow administrators, teachers, and staff to function in their authorized capacities while holding employees responsible for carrying out the District's vision, mission, and goals in their respective roles;
4. Seek to employ the best qualified personnel available without regard to race, color, sex, pregnancy, religion, national origin, age, marital status, disability, sexual orientation, or gender identity—except when justified to meet a bona fide occupational requirement (see [20 U.S.C. 1681 et seq.](#); [Utah Code § 34A-5 et seq.](#));
5. Promulgate policies and procedures dedicated to maintaining a learning and working environment in the District free of discrimination and unlawful harassment, including sexual harassment;
6. Promulgate policies and procedures that ensure operational transparency, including directing employees to maintain, manage, and where appropriate, produce records consistent with federal and state laws (see [20 U.S.C. § 1232g](#); [34 C.F.R. Part 99](#); and [Utah Code § 53E-9 et seq.](#));
7. Attend Board meetings, insofar as possible, being informed and prepared to discuss and act upon the items on the Board agenda;

8. Conduct Board business in compliance with the [Utah Open Meetings Act \(Utah Code § 52-4-1 et seq.\)](#);
9. Exercise Board authority exclusively to perform legislative and judicial functions;
10. Encourage free expression of opinion and seek regular communication and feedback from the public;
11. Work toward consensus in Board decision making and foster respectful and civil working relationships with other Board members and with the superintendent and District staff while recognizing the value of diverse perspectives and differences of opinion; and
12. Strive to be effective educational leaders by participating in professional development, studying education issues, fulfilling assigned Board duties, building relationships with community organizations and leaders, communicating with constituents, and advocating for public education.

B. Board of Education Code of Ethics

1. Members of the Board may receive compensation for services and necessary expenses in accordance with [Utah Code § 53G-4-204](#). For purposes of Utah Retirement Systems (URS) coverage, however, duly elected members of the Board are classified as part-time employees and ineligible for URS benefits.
2. Members of the Board may not use their position, or information acquired by reason of their position, for any improper or unlawful purpose including substantially furthering personal economic interests or securing special privileges or benefits for themselves or others that would impair the members' independent judgement or interfere with the ethical performance of the members' duties in violation of [Utah Code, § 67-16-4](#).
3. The Board will officially accept gifts and donations on behalf of the District; such acceptance, however, shall not obligate the Board to act in any way contrary to the best interests of students and the public. Further, the Board or its members shall not request, demand, or accept personally or on behalf of the District, a loan, donation, gift of substantial value, or an economic benefit tantamount to a gift in violation of [Utah Code §§ 67-16-5 to 5.6](#)
4. The Board and its members shall not misappropriate or misuse public funds or resources and shall be responsible fiscal managers of public funds. Expenditure of public funds shall only be made in accordance with federal or state law and District policies.
5. Members of the Board shall disclose any compensation or any position (whether officer, director, agent, employee, or owner of a substantial interest) in any business entity that does business with or is subject to the regulations governing the District or other public agency in a sworn affidavit and file it with the state attorney general, the District, and any other agency involved in the business or

transaction consistent with [Utah Code §§ 67-16-6 to 8](#). Further, members of the Board shall have no personal investments and/or conduct any business creating a substantial conflict of interest between Board members' private interests and their public duties in violation of [Utah Code § 67-16-9](#).

6. Members of the Board shall maintain the confidentiality of information obtained in executive session or other confidential information otherwise obtained in an official capacity.
7. Members of the Board have no individual authority to act on behalf of the Board and the Board only exercises its authority as a body by taking official action through voting in a duly scheduled Board meeting. Individual Members of the Board should not speak on behalf of the Board without prior Board approval.
8. Members of the Board shall abide by state and federal laws and District policies and refrain from personal or professional conduct that would bring censure, ridicule, damage, or reproach upon the Board or the District.

### **Policy 1036 Conflict of Interest: Board Member and Employee**

- A. Purpose: The purpose of this policy is to set forth standards of conduct for board members and employees of the Box Elder District in areas where there are actual or potential conflicts of interest between their public duties and their private interests. This policy is intended to strengthen public confidence in the district and its employees. The policy is based on state law, [Utah Code 67-16](#).
- B. No member of the Board of Education or any employee of the Box Elder School District shall:
  1. Improperly disclose confidential information acquired by reason of his or her official position or use such information for his or her or another's private gain or benefit;
  2. Use or attempt to use his or her official position to secure special privileges or exemptions for himself or herself or others;
- C. A written statement shall be filed annually with the superintendent by all board members, superintendent, business administrator, facilities administrator, coordinators of school lunch, purchasing and transportation, and any other district employee who:
  1. Accepts other employment that he or she might expect would impair his or her independence of judgment in the performance of his or her public duties; or would interfere with the ethical performance of his or her public duties.
  2. Accepts any gift, compensation, or loan that comes because of past, present, or future action directly affecting the donor. (An award publicly presented in recognition of public services or a non-pecuniary gift of less than \$50.00 value is not prohibited.)
  3. Initiates business dealings on behalf of the district with any business or individual from whom the board member or employee receives compensation or gifts in any form.

- D. Statements filed with the superintendent under "C" above, shall be signed by the board member or district employee and contain:
  1. The name and address of the board member or district employee involved;
  2. The name and address of the person or business entity with whom a conflict of interest may exist;
  3. A brief description of the board member's or employee's involvement or interest with the individual or business entity named.
  
- E. The statement shall be filed within ten days or the earlier of:
  1. The date of any agreement between the board member or district employee and the person or business entity being assisted or;
  2. The receipt of compensation from that entity.
  
- F. The statement is public information and shall be available for examination by the public.
  
- G. Penalties for violation of this policy may include removal from office, dismissal from employment, and/or criminal prosecution. Additionally, the school district may rescind or void any contract or subcontract entered into as a result of actions prohibited under this policy, and do so without returning any part of the consideration that the district may have received.

**POLICY 1037 Employment/Assignment of Relatives (Nepotism)**  
**(Reference - [Utah Code 52-3](#))**

- A. Definition: As used in this policy, "appointee" means an employee whose salary, wages, pay, or compensation is paid from public funds; "relative" means father, mother, husband, wife, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law - "household member" means a person who resides in the same residence.  
[Utah Code § 52-3-1\(1\)\(d\) \(2018\)](#)
  
- B. No Board member or employee of the district may employ, appoint, or vote for or recommend the appointment of a relative or household member in or to any position or employment, when the appointee will be directly supervised by a relative or household member, unless:
  1. The appointee is certificated or otherwise determined eligible or qualified to be employed by the District pursuant to the State Office of Education or other state department or agency; or
  2. The appointee will be compensated from funds designated for vocational training; or
  3. The appointee will be employed for a period of 12 weeks or less; or
  4. The appointee is a volunteer as defined by the District; or
  5. The Superintendent determines that appointee is the only or best person available, qualified, or eligible for the position.

[Utah Code § 52-3-1\(2\)\(a\) \(2018\)](#)

- C. No district employee may directly supervise an appointee who is a relative or household member of the employee unless:
1. The appointee was appointed or employed before the district employee assumed his or her supervisory position, if the appointee's appointment was not unlawful at the time of the appointee's appointment; or
  2. The appointee will be compensated from funds designated for vocational training; or
  3. The appointee will be employed for a period of 12 weeks or less; or
  4. The appointee is a volunteer as defined by the district; or
  5. The appointee is the only person available, qualified, or eligible for the position; or
  6. The Superintendent determines that the employee is the only person available or is best qualified to perform supervisory functions for the appointee.
  7. When a District employee supervises a relative or a household member, the employee shall make a complete written disclosure of the employee's relationship with the relative or household member in a sworn statement provided to the Board of Education. The District employee may not evaluate the relative's job performance or recommend salary increases for the relative.
- [Utah Code § 52-3-1\(2\)\(b\), \(c\) \(2018\)](#)  
[Utah Code § 67-16-7\(2\)\(b\) \(2018\)](#)
- D. No appointee may accept or retain employment in the District if the appointee is under the direct supervision of a relative or household member, unless:
1. The relative or household member was appointed or employed before the appointee assumed the appointee's position, if the appointment of the relative or household member was not unlawful at the time of the appointment;
  2. The appointee will be compensated from funds designated for vocational training;
  3. The appointee will be employed for a period of 12 weeks or less;
  4. The appointee is a volunteer as defined by the District;
  5. The appointee is the only person available, qualified or eligible for the position;
  6. The Superintendent determines that the appointee's relative or household member is the only individual available or qualified to supervise the appointee.
- [Utah Code § 52-3-1\(3\) \(2018\)](#)
- E. The rules against nepotism apply to employees paid with public funds regardless of the source of those funds, including employees paid with funds from a federal grant.
- F. Within a town, as defined by [Utah Code § 10-1-104](#), this policy on nepotism shall not apply to the employment of uncles, aunts, nephews, nieces or cousins.  
[Utah Code § 52-3-4 \(1998\)](#)
- G. This policy on nepotism shall not apply to the employment of a relative if the following criteria are established:
1. fewer than 3,000 people live within 40 miles of the primary place of employment, measured over all-weather public roads;
  2. the job opening has had reasonable public notice; and

3. the relative is the best qualified candidate for the position.

If an appointee is to be hired under this exception, the District shall make a written record of the proceedings in which it was established that the appointee met the criteria of this exception, which record shall include a written statement by the hiring officer certifying that the appointee satisfies the exception, all of which shall be retained in the personnel file of the appointee.

[Utah Code § 52-3-4 \(1998\)](#)

H. Under no condition shall a husband/wife or parent/son or daughter be employed in a supervisor/employee relationship (such as principal/teacher; department head/teacher in department; head custodian/custodian; etc.). If such condition occurs as a result of transfer or promotion, it shall be resolved within one year by transfer of either husband/wife, or parent/son or daughter, to another location. Exceptions may be made, with Board approval, for necessarily existent small schools only.

## **Board Policies Relevant to School Board Meetings**

### **Policy 1070 Board Meeting Procedures**

A. "Meeting" means the convening of the Board with a quorum present, whether in person or by means of electronic equipment, for the purpose of discussing, receiving public comment about, or acting upon a matter over which the Board has jurisdiction, including a workshop or executive session. However, a "meeting" does not include a chance or social gathering; or meetings where no funds are appropriated for expenditure and board members are convened solely to discuss administrative or operational matters which do not require formal action or would not come before the Board for discussion or action.

[Utah Code § 52-4-103\(6\) \(2018\)](#)

B. Rules and Order of Procedure

1. The Board of Education shall adopt Rules of Order and Procedure to govern a public meeting of the Board of Education. The Rules of Order and Procedure shall include a set of policies that govern and prescribe in a public meeting:

- a. Parliamentary order and procedure;
- b. Ethical behavior; and
- c. Civil discourse.

2. After adopting the Rules of Order and Procedure, the Board of Education shall:

- a. Conduct its public meeting in accordance with the Rules of Order and Procedure adopted by the Board of Education; and
- b. Make the Rules of Order and Procedure available to the public at each meeting of the Board of Education, and on the District's public website.

[Utah Code § 53G-4-202\(1\)\(c\), \(2\) \(2018\)](#)

1. Upon a two-thirds vote, the Board of Education may expel a member of the Board from an open public meeting of the Board for:
  - a. Disorderly conduct at the meeting;
  - b. The member's direct or indirect financial conflict of interest regarding an issue discussed at or action proposed to be taken at the meeting; or
  - c. Commission of crime during the meeting; or
  - d. Other reasons that have been adopted by the Board.

[Utah Code § 53G-4-202\(5\) \(2018\)](#)

#### C. Open to the Public

1. Every meeting of the Board shall be open to the public unless closed pursuant to [Utah Code §§ 52-4-204 \(2018\)](#), [52-4-205 \(2014\)](#), and [52-4-206 \(2018\)](#). With the exception of those topics identified for a closed session, the Board shall deliberate and take action openly.

[Utah Code § 52-4-201\(1\) \(2006\)](#)

#### D. Public Hearing

1. A public hearing is an open meeting at which members of the public are given a reasonable opportunity to comment on a subject of the meeting. Generally, the Board will determine whether a Board meeting will include a public hearing. However, the Board shall hold a public hearing when considering whether to close a school or change the boundaries of a school, when submitting a ballot issue regarding bond authorization or a tax increase, when considering the adoption of the District budget, before authorizing issuance of bonds, and when considering changes to the Board member compensation schedules, as required by statute.

[Utah Code § 11-14-318 \(2009\)](#)

[Utah Code § 53G-4-402\(21\) \(2018\)](#)

[Utah Code § 53G-7-303\(2\) \(1/24/2018\)](#)

[Utah Code § 53G-4-204\(2\) \(2018\)](#)

[Utah Code § 59-1-1605 \(2016\)](#)

#### E. Interference with Conduct of Board Meetings

1. Those in attendance at Board meetings are prohibited from interfering with the conduct of the meeting by demonstrations, whether audible or visual or by conduct. Those who do not abide by Board procedures for orderly presentation of comments when permitted may be asked to leave or the Board may request law enforcement to remove those disrupting the meeting.
2. Distribution of handbills, flyers, or other printed materials by members of the public is prohibited during Board meetings. Similarly, members of the public may not circulate petitions or similar requests for participation during a Board meeting.

#### F. Public recording

1. All or any part of the proceedings in any open board meeting may be recorded by any person in attendance provided that the recording does not interfere with the conduct of the meeting.

[Utah Code § 52-4-203\(5\) \(2018\)](#)

#### G. Attendance by Local Government Representatives

1. An interested mayor or interested county executive (or their designees) may attend and participate in the board's discussions in the open portions of the Board's meetings. An "interested mayor" is the mayor of the municipality which is partly or entirely within the boundaries of the school district. An "interested executive" is the county executive or county manager of a county with unincorporated area within the boundary of the school district. These local government officials may not vote on any issue before the Board and their participation is subject to the Board President's authority to regulate the conduct of the meeting.
2. An interested mayor or interested county official may attend a closed meeting of the Board if invited by the Board. Where the closed meeting is held to discuss disposition or acquisition of real property, an interested mayor or interested county official may attend if invited by the Board and if the mayor or county executive does not have a conflict of interest with respect to the disposition or acquisition.

[Utah Code § 53G-7-208\(3\)\(a\) \(2018\)](#)

#### H. Quorum

1. A majority of the members of the Board shall constitute a quorum for meetings of the Board.

[Utah Code § 52-4-103\(11\)\(a\) \(2018\)](#)

[Utah Code § 53G-4-203\(5\) \(2018\)](#)

#### I. USBA Training session for the Board members

1. In the event the Board or any of its members meet with representatives of the Utah School Boards Association (USBA) for the purpose of receiving or participating in instruction regarding Board functions or activities, and not for the purpose of discussing or acting upon a subject over which the Board has jurisdiction, the Board is not required to comply with the Utah Open and Public Meetings Act, [Utah Code § 52-4-101 et seq.](#)
2. If more than two Board members are present in such meetings, the Board members shall not discuss or act upon any specific matter over which it has jurisdiction. Board members will discuss only matters relative to the instruction they receive from USBA representatives.
3. If Board members determine in an instructional meeting with representatives of USBA that there is a need to discuss or act upon a subject over which the Board has jurisdiction, then the Board and its members must comply with the Open and Public Meetings Act, [Utah Code § 52-4-101 et seq.](#), prior to discussing or acting upon such matters.

### **Policy 1072 Board Meetings: Notice Requirements**

- A. At least once each year, the Board shall give public notice of its annual meeting schedule. The notice shall specify date, time, and place of such meetings.

[Utah Code § 52-4-202\(2\) \(2016\)](#)

- B. The Board shall provide public notice of each meeting at least 24 hours in advance of each meeting; such notice shall include the agenda, date, time, and place of the meeting.  
[Utah Code § 52-4-202\(1\)\(2016\)](#)
- C. Where a meeting agenda must be included in the required public notice of a Board meeting, that agenda shall be sufficiently specific to notify the public of the topics to be considered at the Board meeting. To be sufficiently specific, the agenda shall at least list each anticipated topic under an agenda item in a manner which identifies the subject of discussion and if known the nature of the Board action being considered on the subject. The Board may not consider the topic in an open meeting which was not listed under an agenda item and included with the advance public notice of the meeting, except that if an unlisted topic is raised by the public during an open meeting the Board may, at the discretion of the presiding Board member, discuss the topic but may not take any final action on the topic during the meeting. This limitation may not apply to an emergency meeting where the requirements for holding and giving the best practicable notice of such a meeting have been met.  
[Utah Code § 52-4-202\(6\)\(2016\)](#)
- D. When the Board is meeting to conduct a public hearing with respect to adopting the budget or levying a tax rate which exceeds the certified tax rate, the Board's agenda must be limited to the hearing(s) and discussion and the action on those items. (If the Board holds another meeting on the same date to address general business items, the other meeting must conclude before the meeting on the budget and/or tax rate levy.)  
[Utah Code § 59-2-919\(8\)\(b\)\(i\)\(B\), \(e\), \(2019\)](#)
- E. Public notice of each Board meeting and of the Board's annual meeting schedule shall be given by:
1. Posting written notice at the local Board of Education office;
  2. Posting notice on the Utah Public Notice Website; and,
  3. Providing notice to two newspapers of general circulation within the geographic jurisdiction of the public body or to a local media correspondent.
  4. The District shall also endeavor to post notice of Board meetings on the District's web site at least 24 hours in advance of the Meeting.
  5. Notice of each Board meeting shall also be given to each mayor or interested county executive (or their designee). An "interested mayor" is the mayor of a municipality that is partly or entirely within the boundaries of the school district. An "interested county executive" is the county executive or county manager of a county with unincorporated area within the boundaries of the school district. This notice shall be provided by mail, email, or other effective means agreed to by the person to receive notice.  
[Utah Code § 52-4-202\(3\), \(4\)\(2016\)](#)  
[Utah Code § 63F-1-701\(4\)\(d\)\(2016\)](#)  
[Utah Code § 53G-7-208\(3\)\(e\) \(2018\)](#)
- F. In case of emergency or urgent public necessity which renders it impractical to give the notice identified in the paragraphs above, the best notice practicable shall be

given of the time and place of the meeting and of the topics to be considered at the meeting. No such emergency meeting of the Board shall be held unless an attempt has been made to notify all of its members and a majority of the members vote in the affirmative to hold the meeting.

[Utah Code § 52-4-202\(5\)\(2016\)](#)

- G. In addition to complying with the aforementioned public notice requirements, in regards to the budget hearing, the Board shall do the following:
1. Publish the required newspaper advertisement and/or electronic newspaper advertisement (see [Utah Code § 45-1-101 \(2011\)](#) and the required Utah Public Notice Website advertisement at least ten days before the day on which the hearing is held
    - a. The public hearing notice will include information on how the public may access the proposed budget.
  2. File a copy of the proposed budget with the Board's business administrator for public inspection; and
  3. Post a copy of the proposed budget on the District's internet website.
  4. In addition, if the proposed budget includes a tax rate in excess of the certified tax rate, or if the Board meeting is required to consider whether to adopt a tax rate in excess of the certified tax rate, the Board shall provide the notices and schedule the meeting as required by [Utah Code § 59-2-919](#).  
[Utah Code § 53G-7-303\(2\) \(2018\)](#)  
[Utah Code § 53F-8-201\(3\) \(2018\)](#)  
[Utah Code § 59-2-919 \(2016\)](#)
- H. In addition to complying with the aforementioned public notice requirements, if the Board is meeting under the [Transparency of Ballot Propositions Act](#) to hear arguments for or against a ballot proposition to authorize issuance of bonds or to increase taxes, the Board must post notice of the time, date, and place of the meeting (along with the arguments for and against the proposition):
1. On the Statewide Electronic Voter Information Website for 30 consecutive days before the election on the proposition;
  2. On the [District's website](#) in a prominent place for 30 consecutive days before the election on the proposition;
  3. If the District publishes a newsletter or other periodical, in the next scheduled edition before the election on the proposition.  
[Utah Code § 59-1-1604\(5\)\(2016\)](#)  
[Utah Code § 59-1-1605\(2016\)](#)
  4. The meeting must begin at or after 6:00 p.m.  
[Utah Code § 59-1-1605\(3\)\(b\)\(2016\)](#)
- I. In addition to complying with the aforementioned public notice requirements, if the Board is meeting to consider authorizing issuance of bonds under the Local Government Bonding Act, it shall publish notice of the intent to issue bonds in the newspaper and on the Utah Public Notice Website at least 14 days in advance of the public hearing on the bond issuance as required by [Utah Code Ann. § 11-14-318](#). The notice shall give notice that the hearing will be held to receive input from the public respecting the issuance of the bonds and the potential economic impact that

the proposed improvement, facility, or property that the bonds will fund will have on the private sector.

[Utah Code § 11-14-318 \(2009\)](#)

- J. In addition to complying with the aforementioned public notice requirements, if the Board is meeting to consider a request to increase a budget appropriation, it shall publish the required newspaper notice and notice under [Utah Code § 45-1-101](#) of such meeting at least one week prior to the hearing.  
[Utah Code § 53G-7-305\(6\)\(b\) \(2018\)](#)
- K. In addition to complying with the aforementioned public notice requirements, if the Board meeting is either to hold a public hearing regarding closing one or more schools or changing the attendance area boundaries for one or more schools, or to take such action, the additional notice requirements set out in Policy 1210 much also be met.  
[Utah Code § 53G-4-402\(21\) \(2018\)](#)
- L. Beginning July 1, 2007, in addition to meeting the aforementioned public notice requirements, if the Board is meeting to consider adopting a new Board member compensation schedule or schedules, or to consider amending an existing compensation schedule or schedules, the notice of the meeting with public hearing shall be given at least seven days prior to the meeting by:
1. Publishing the notice at least once in a newspaper published in the county where the District is situated and which is also generally circulated within the District, and publishing notice on the Utah Public Notice Website;
  2. Posting the notice:
    - a. At each school in the District
    - b. In at least three other public places within the District; and
    - c. On the Internet in a manner that is easily accessible to citizens who use the internet.

[Utah Code § 53G-4-204\(3\) \(2018\)](#)

## **Policy 1074 Board Meetings: Closed Meetings**

- A. A closed meeting may be held upon a two-thirds affirmative vote of the Board members present at a meeting for which public notice was given pursuant to [Utah Code § 52-4-202](#), providing a quorum is present. No resolution, rule, regulation, contract or appointment shall be approved at a closed meeting, nor may the Board interview an applicant to fill an elected position at such a meeting. The recording and minutes of an open meeting at which the vote is taken to hold a closed meeting shall contain the reason or reasons for holding a closed meeting and the votes, by name, of the members present, either for or against the proposition to hold such a meeting.

[Utah Code § 52-4-204 \(2018\)](#)

- B. Closed meetings may only be held for the following purposes:

1. Discussion of the character, professional competence, or physical or mental health of an individual;
  - a. However, the Board may not interview a person applying to fill an elected position, midterm vacancy or temporary absence in a closed meeting regardless of whether the interview may include a discussion of the character, professional competence, or physical or mental health of the applicant.
2. Strategy sessions with respect to collective bargaining or pending or imminent litigation; or
3. Strategy sessions with respect to the purchase, exchange, or lease of real property (including any form of water right or water shares) if public discussion may disclose the appraised or estimated value of the property or tend to prevent the Board from obtaining the best possible terms; or
4. Strategy sessions with respect to the sale of real property (including any form of water right or water shares) if public discussion may disclose the appraised or estimated value of the property or tend to prevent the Board from obtaining the best possible terms, but only if the Board previously gave public notice that the property would be offered for sale, and the terms of the sale are publicly disclosed before the Board approves the sale; or
5. Discussion regarding deployment of security personnel, devices, or systems;
6. Investigative proceedings regarding allegations of criminal misconduct; or
7. The Board is fulfilling one of the following procurement functions:
  - a. Deliberations as an evaluation committee regarding a solicitation or as protest officer regarding a protest; or
  - b. Consideration of information designated as a trade secret if the consideration is necessary to properly conduct a procurement; or
  - c. Discussion of information provided to the Board during a procurement if (at the time the Board meets) the information may not be disclosed to the public or procurement participants and the Board needs to review or discuss the information to properly fulfill its role and responsibilities in the procurement process.

- C. If the meeting is closed for any reason stated in paragraph 1 or 5 of this Section, then the person presiding must sign a sworn statement affirming that the sole purpose of closing the meeting was to discuss those specific topics, and neither a recording nor minutes shall be kept of that portion of the closed meeting.

[Utah Code § 20A-1-511\(3\)\(c\) \(2017\)](#)

[Utah Code § 52-4-205 \(2014\)](#)

[Utah Code § 52-4-206\(6\) \(2018\)](#)

## **Policy 1080 Board Committees**

- A. School Board members are elected to represent the public in management of the public schools. Decisions are the right and responsibility of the Board of Education.. All committees formed and charged by the Board are advisory in nature; the Board maintains the right and responsibility to do with committee recommendations as deemed appropriate by the Board on majority vote.

- B. Special committees of Board members may be created by the Board for special assignments. When so created, each committee shall be appointed by the president and shall terminate upon completion of the assignment or by majority vote of the Board prior to completion of the assignment.
  
- C. The Board of Education may utilize citizen committees, as appropriate, to assist in: planning; developing education policies and programs; seeking solutions to specific problems confronting the schools; and providing interchange of ideas and points of view between school officials and members of the community.
  - 1. Each committee shall be established by majority vote of the Board and shall be given an assignment or charge including specification of the scope of the assignment, length of time to complete the assignment, date by which the committee is to report its findings to the Board, and other specifics as deemed appropriate by the Board.
  - 2. Committees shall terminate upon completion of the assignments or charges given, the lapse of time specified by the Board, or by majority vote of the Board.
  - 3. Members of committees shall be recommended by the Superintendent and appointed by a majority vote of the membership of the Board meeting in official session.
  
- D. Reports, findings, and conclusions of each committee operating under a charge from the Board shall be submitted in writing to the Board at least seven (7) days prior to any consideration of the same in a meeting of the Board where the committee's work will be an issue for discussion or action.
  - 1. All reports, findings, and conclusions developed by committees shall be the property of the Board and any dissemination of the same shall be at the sole discretion of the Board within the parameters of the [Government Records Access Management Act](#). (See [Policy 6000 Public Records Access and Management](#))
  - 2. Committees are expressly prohibited from releasing their reports, findings, or conclusions to any individual or group other than the Board or the Superintendent.

## **Policy 1090 Rules of Order**

- A. The Board shall be guided by [Robert's Rules of Order, Revised](#), except where policy specifies otherwise.
  
- B. The Board President may discuss and have a vote on all matters before the Board.

## **Policy 1100 Minutes**

- A. The Clerk shall keep, or cause to be kept, written minutes and a recording of all open school board meetings with the exception of site visits or traveling tours of the board where no vote or action is taken. Only written minutes are required during site visits or travelling tours.

- B. The written minutes of open meetings must include:
1. The date, time, and place of the meeting;
  2. The names of all members present and absent;
  3. The substance of all matters proposed, discussed, or decided, which may include a summary of comments by board members;
  4. A record, by individual members, of all votes taken;
  5. The name of each person who is not a Board member who was recognized by the presiding Board member and upon recognition presented testimony or comments to the Board and a brief summary of the public testimony or comments; and
  6. Any other information that is a record of the meeting proceedings that any member requests be entered in the minutes.
  7. The requirement that the written minutes include the substance of Board discussion and of public comments may be satisfied by maintaining a publicly available online version of the minutes, which includes a link to that portion of the meeting recording, which relates to the discussion or comments.
- C. The recording of the meeting must be a complete and unedited recording of all open portions of the meeting from the commencement of the meeting through the adjournment. Those in attendance may also record the meeting as long as their recording does not interfere with the meeting.
- D. The written minutes and the recording of an open board meeting are public records and must be available upon request within three business days after the end of the meeting (recording) or within a reasonable time but no more than thirty days (written). Written minutes made available to the public should be marked in a way signifying that they have yet to be approved until the Board takes formal action to approve them.
- E. Copies of the minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the president upon approval of the Board.
- F. With the exception of a closed meeting to discuss the character, professional competence, or physical or mental health of an individual or to discuss the deployment of security personnel, devices, or systems, a recording must be kept of a closed meeting. Written minutes may also be kept.
- G. A recording of a closed session must include:
1. The date, time, and place of the meeting;
  2. The names of all Board members present and absent;
  3. The names of all others present except where such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting.

H. The recording of a closed session must be a complete and unedited recording of all portions of the closed meeting.

Reference:

[Utah Code § 52-4-203\(2018\)](#) and [Utah Code § 52-4-206\(2018\)](#)

## **Policy 1110 Public Participation in Board Meeting**

A. Individuals, from time-to-time may wish to seek an official audience with the Board. Such matters may be placed on the printed Board Agenda by contacting the Superintendent, Superintendent's staff assistant, or Board President. All such requests should be received one week in advance of a regular Board meeting and will be confirmed in writing through the District Office. The request should be in writing and state the nature of the matter to be considered, the name of the individual who will act as spokesperson, and the name of the organization represented.

B. All "regular meetings" of the Board will include an agenda item – "Public Comments."

During this agenda item, patrons will be able to address the Board, even if they have not followed the formal protocol outlined in "A" above. The following guidelines will be adhered to for the "Public Comments" agenda item:

1. Patrons must state their name prior to making comments.
2. At the discretion of the Board President, individual comments may be limited to three (3) minutes per individual.
3. Multiple individuals with the same issue should appoint a spokesperson and make one presentation rather than several. At the discretion of the Board President, group presentations may be limited to a maximum of six (6) minutes.
4. Handouts may be used and distributed to Board Members. If handouts are distributed, all members of the Board and District staff present should receive copies of all handouts.
5. The Board will not take final action on items presented during "Public Comments" unless the item is already on the Meeting agenda.
6. Comments on personnel issues will not be allowed during "Public Comments." The Board will not discuss issues that affect an employee's right of privacy such as specific appointments, employment, performance or questions, complaints, or charges against particular employees. Concerns in these areas are to be referred to the Superintendent.
7. When possible, response to the questions or comments will be provided during the meeting. If additional study is needed to respond adequately to the questions or comments, the residents will receive a written response as soon as possible. The written response will be read publicly at the next regular meeting of the Board.
8. At the discretion of the Board President, a patron's opportunity to address the Board on the same issue may be limited to no more than once in a three-month period.

C. At the discretion of the Board President, public comment may be taken during other portions of the meeting where the comment is directed toward a specific agenda item.