



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING
Detailed Agenda
Wednesday, February 10, 2021
Virtual

"Always consider the effects
on our students."

- A. Closed Session for Discussion of Personnel - 5:30 p.m.**
- B. Administrative - 6:30 p.m.**
- 1. **Call to Order**
President Julie Taylor
 - 2. **Reverence**
Keri Greener, Assistant Superintendent
 - 3. **Flag Salute/Pledge of Allegiance**
Julie Taylor, Board President
 - 4. **Recognitions**
Tiffani Summers, Board Member
 - a. **Bear River Health Department:**
Lloyd Berentzen - Former Director and Health Officer
Jordan Mathis - New Director and Health Officer
Farrin Wiese - Health Promotion Director
Caleb Harrison - Lead Epidemiologist
Riley Smith - Epidemiologist
Lexi Talatau - Community Health Educator
 - b. Karen Cronin
- C. Approval of Agenda - 6:45 p.m.**
- D. Public Comment - 6:50 p.m. 3**
Public Comment was received via survey which closed on Tuesday, February 9, 2021 at 4:00 p.m.
- E. Action Items - 6:50 p.m.**
- 1. **Approval of New 2 Year Contract for Business Administrator 6**
Keith Mecham, Assistant Superintendent
 - 2. **Approval of New Courses 7**
Gary Allen, Assistant Superintendent
 - a. Creative Coding 8
 - b. Trade Careers Exploration 12
 - c. Cloud Computing 1 16
 - d. Cloud Computing 2 20
 - 3. **Approve Committee for Mascot, Theme and Colors for Golden Spike Elementary 24**
 - 4. **Turf Field at BRHS 25**
Steve Carlsen, Superintendent
 - 5. **Approval of Nucor Increment Financing Request 27**
Steve Carlsen, Superintendent
- F. Information Items - 7:30 p.m.**
- 1. **Master School Boards Award 28**
 - 2. **Monthly Financial Report 29**
Rod Cook, Business Administrator
- G. Policy Review - 7:45 p.m.**
- 1. **Policies with No Changes**
 - a. Policy 2110 Solicitation of Employees 37
 - b. Policy 2120 School Merchandising 38

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| a. Policy 1150 Superintendent Evaluation | 50 |
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| c. Policy 1185 Business Administrator Termination | 53 |
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| h. Policy 5272 Transgender Students | 99 |
| H. <u>Board Discussion Items</u> 7:55 p.m. | |
| 1. Board Committee Assignments | 103 |
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| 2. Return to Learn Plan | |
| Steve Carlsen, Superintendent | |
| 3. Dual Language Immersion | |
| Keri Greener, Assistant Superintendent | |
| 4. "Learning by Doing" Schedule | 104 |
| I. <u>Consent Items</u> 8:15 p.m. | |
| 1. Minutes | 105 |
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| J. <u>Suggestions for Future Board Meetings</u> 8:20 p.m. | 129 |
| K. <u>Board Handbook</u> | 131 |
| L. <u>Adjournment</u> 8:25 p.m. | |

The next meeting of the Board of Education will be held on Wednesday, March 10, 2021, 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 or virtually if needed.

As I look at the school fees and make a comparison between them I have a few questions.

I would like clarification as to why BRHS has a class change fee and BEHS does not?

It's something that's happened for a while. Biggest reason is to slow down class changes for less-academic reasons. Kids yo-yo and won't stick to a schedule with an open-class change opportunity. BEHS doesn't like their current method and I have heard they'd like to change and contemplated bringing a class fee change back.

BEHS has open, free class change windows. This allows kids to go and change classes, add, drop classes. Once this closes, it becomes a nightmare for counselors to clean up the mess. One of the biggest issues is that our current scheduling program let's students change even when they need specific classes. Math can be dropped for an elective without issue. So, counselors have to visit each student, credit by credit to ensure that students remain on track for graduation. This is the MAIN reason why BRHS hasn't opened up to free class-changes. Lessen the stress and work-load of our counselors.

Why is it so expensive (\$15) to make a class change?

With any fee, we can charge up to \$15. This is something that we don't always charge. There is not a specific rubric to determine when we charge or don't charge, but we allow our counselors to use discretion in this effort. There are times when admin helps determine this as well. We don't want the class change fee to be the reason a disadvantaged student can't change a class.

Where does the class change fee money go and what does it support?

We use this money to support our student initiatives. Things like our BEARS4LIFE and E4A come from the class change fee

Are class changes free for students at BEHS?

Yes

Why would 9th graders at BRHS be charged a \$30. fee to participate in school activities?

This \$30 fee is optional if a student wants to attend BRHS sports or activities. They buy a pass with the \$30. If they don't have the pass they have to pay at the gate each time they come to a game or activity.

How does BEHS handle this and are their 9th graders allowed to participate in high school activities with a normal student ID?

BEHS does not have the \$30 activity pass for 9th graders. A 9th grader has to pay for each game or activity they come to.

Thank you for your time.

| First and Last Name | Email Address |
|---------------------|---------------|
|---------------------|---------------|

| | |
|------------|-----------------------|
| Zach Davis | zach@brvalleycoop.com |
|------------|-----------------------|

Please comment here.

Hello, I am wondering if there is currently any curriculum in our district or even the State, that is teaching about Critical Race Theory, The 1619 Project or anything that relates to these ideas? If so, what can we do to stop it? I hope that we would not subject our children to these radical ideas. These ideas are already being taught in the colleges around the nation, and look at what has been happening in our country in the past decade. The division that has taken place, the racism that has crept back into all of society and that is talked about like it is a substantial problem for our country and our future, is because of these teachings. This is why we are experiencing these problems and we have to stop it. Please let me know on this matter as I have 3 boys from Kindergarten to 5th grade and I would not want them to be taught these false teachings. Thank you.

Recommendation to approve

Submitted by: Keith Mecham

Recommendation:

It is recommended that the BESD Board of Education approve the continuation of employment for Rod Cook to serve as the BESD Business Administrator for the school years 2021-2022 and 2022-2023.

Recommended Motion:

I move that we approve the continuation of employment for Rod Cook to serve as the BESD Business Administrator for the school years 2021-2022 and 2022-2023.

Recommendation to approve

Submitted by: Gary Allen

Recommendation:

It is recommended that the BESD Board of Education approves the 2020-2021 district new courses.

Recommended Motion:

I move that we approve the 2020-2021 Box Elder School District courses as presented.

Creative Coding - Box Elder Middle School - .5 CTE credit

Trade Careers Exploration - Sunrise High School - .5 Elective Credit

Cloud Computing 1

Cloud Computing 2

Background:

Policy Implications:

None

Financial Implications:

None

Staff Implications:

None

Box Elder School District New Course Application

Note: No subject or course shall be taught, no credit to given for the same, unless it has been recommended for approval by the Curriculum Department and authorized by the Board of Education. New course requests will not be considered without complete information and documentation.

Proposed Course Title

Approved State Core Course

Yes

No

Course Description

Prerequisite

Submitting School and Department

Type of Course (Drop Down Menu)

| Credit | Type of Course | Special Endorsement Required? | Grade Level All that apply |
|--------|----------------|----------------------------------|-------------------------------|
| .5 | Core | No | 6th |
| 1.0 | Elective | Yes | 7th |
| 1.5 | | | 8th |
| | | | 9th |
| | | | 10th |
| | | | 11th |
| | | | 12th |

What is the determined need for this course, and how was the need assessed?

How will this course impact the overall school curriculum and resources? (i.e. schedule, teaching loads, class-size, etc.)

Will there be an assessed fee for this course? (Fees must be approved by the Board)

Is there an end-of-level State test for this course? If so, which one?

Start-up Budget: Course Materials Required (texts, software, hardware)

Course Assessments (Describe methods to used for assessing student progress)

Submitted by:

Date

For Curriculum Department Use

Curriculum Department Approval Date

Board Approval Date

Course Title

State Core Code

Assigned Course Number

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Course Assessments (Describe methods to used for assessing student progress)

Submitted by:

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For Curriculum Department Use

Curriculum Department Approval Date

Board Approval Date

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| | | | 10th |
| | | | 11th |
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Is there an end-of-level State test for this course? If so, which one?

Start-up Budget: Course Materials Required (texts, software, hardware)

Course Assessments (Describe methods to used for assessing student progress)

Submitted by:

Date

For Curriculum Department Use

Curriculum Department Approval Date

Board Approval Date

Course Title

State Core Code

Assigned Course Number

Recommendation to approve

Submitted by: Superintendent Carlsen

Recommendation: Action Item E.3

It is recommended that The BESD Board of Education approve a committee to create the Mascot, Theme and Colors for Golden Spike Elementary school.

Recommended Motion:

I move that The BESD Board of Education approve a committee to create the Mascot, Theme and Colors for Golden Spike Elementary School.

Background: The BESD Board of Education approved the name Golden Spike Elementary in the January Board Meeting. At that time they gave direction to bring this recommendation to the Board at the February Meeting

Policy Implications: There is no direction in policy about mascot, theme or colors for a building.

Financial Implications: The cost of these items has already been taken into account and the entire package has been approved by the Board.

Staff Implications: Other than staff working on this committee there should be no other implications.

Recommendation to approve

Submitted by: Superintendent Steve Carlsen

Recommendation: Action Item E.4

It is recommended that the Board evaluate the information presented and make a decision about the proposal to build a turf field at BRHS.

Recommended Motion:

I move that the BESD Board of Education approve/disapprove the building of a new turf field on the football field at BRHS based on:

1—

2—

3—

4—

Background: The reason behind this coming in front of the Board now is because the donor wants the field to be put into place for this upcoming season. He has donated \$25,000 and has made claims that he will donate the same for the next 4 tax years. He also claims that he has more businesses that are willing to do similar donations along with some companies that are willing to provide excavation and other in-kind services at cost only. One business has a close relationship with a turf company and they have some kind of 0% interest loan. We have a long-term capital outlay committee that met about a month ago concerning this project. Wade, Connie, and Nancy are on that committee. Principal Gilmore and Vice Principal Chournos came and made the presentation of this project. As I stated in a previous email the district would have to pay up front the entire \$750,000 which Rod says is possible (I guess unless we looked at the 0% interest loan). There are a variety of other issues of both a positive and some negative that deal with this project. In the long-term capital outlay committee there was a lively debate and two of the Board Members were on opposite sides of the issue, with the third member more neutral. At this point in time I have no idea how to move this issue along without a discussion (however long it needs to be) and a vote on how to proceed. I feel like we owe this to this donor and to other donors who either have been approached or who are considering donating. In BESD Policy 1020 it states A.12- The Board has the ability ***“To accept private grants, loans, gifts, endowments, devises, or bequests that are made for educational purposes.*”**

Utah Code § 53G-4-402(12)(a) (2020)”

Except for naming buildings I have not found how our policy tells the Board or Staff how to handle a situation where a donor comes to us with a donation, asks for a match, and tells us what to do with the project. I feel like this is going to be a tough discussion and a tough decision. I do not know how to bring it forward any other way than to have this tough discussion out in the light of day. In the closed session definitions I do not see anything that would allow us to have a closed session. Once again as I stated in item #1 above if the Board wants to table this for more

discussion, call for a work session to discuss it further, approve it or disapprove this project will be accepted and we will move forward. I hope you see the dilemma that I am in and with a project this large I can only seek your (The Board's) guidance in a decision like this.

--Does the Board want to do this??? If so what percentage would the Board expect the community and or business owners to raise?

--50%-50%

--60%--40%

--70%--30%

Obviously, these are just examples of what the possibilities of a community/school district contribution could be.

--The school district would have to front load the project. Do we have the funds to do that? According to Rod we do, but it just makes all capital issues a little more tightly bound.

--BRHS participates in the Cache Valley Region in athletics and activities. The four Cache SD Schools and the Logan High all have turf football fields and their facilities far exceed BRHS facilities in baseball and softball. In my view point this is a pride factor for our kids and community.

—Do we as the school district dare to look business and community folks in the eye and tell them we don't want their money if they are going to tell us what to do with it? I think this is a PR nightmare.

—Another factor is that the turf field lasts about 8-10 years and replacement is about \$250,000.

—If BRHS gets turf, what about BEHS.

—BRHS needs their science department upgraded at a cost of \$2-5 million.

Policy Implications: As stated earlier BESD Policy 1020 that isn't clear about accepting gifts and matching them from school district funds

Financial Implications: The cost of the new turf field is approximately \$750,000. It depends on the decision made by the Board if it costs anything at all or if the Board wants to have the donors collect X amount and then the Board will match or fill in the rest.

Staff Implications: Other than Corey and Rod working on the arrangement of putting this in place staff involvement should be minimal.

Recommendation: I recommend the Board adopt the draft resolution approving the interlocal agreement with Brigham City Redevelopment Agency for the proposed Truecore Community Reinvestment Project Area. This complies with Title 11, Chapter 13, Utah Code Annotated 1953. The approval would be dependent on a positive recommendation from the consultant paid for by the Brigham City Redevelopment Agency and our Attorney.

Recommended Motion: I move the School Board adopt the draft resolution approving the interlocal agreement with Brigham City Redevelopment Agency for the proposed Truecore Community Reinvestment Project Area. Pending a positive recommendation from the consultant and the district attorney.

Background: The Brigham City Redevelopment Agency is requesting School District participation on a project in Northwest Brigham City by Truecore a division of Nucor. They have met our policy request of participation not exceeding 60% and the project being no longer than 15 years. Nucor has been a good corporate citizen in Box Elder County. They donate approximately \$20,000 a year to the School District Foundation for teacher projects.

Policy Implications: The project will be substantially in compliance with the recently adopted Policy 2035 Increment Financing. The non-compliance items are 6 and 9 b and c. which will be in flex and negotiated with the Agency. Items 9 b and c which will be negotiated with the Agency. With a change in item 6 allowing the company to report number of employees that live in Box Elder County and Capital investment every three years to the school district.

Financial Implications: The District share of the increment will be about \$2.1 million over 15 years. The average rebate back to the District is estimated to be \$58,000 per year for the first 15 years. With the amount increasing to about \$148,000 per year after the 15 years. The current yearly tax from the property being received by the district is \$555.

Staff Implications

Minimal Administrative duties

The Master School Boards Award

is hereby presented to the

Box Elder Board of Education

for fulfilling all requirements designated by the Utah School Boards Association for the 2020 year. Please add this achievement plate to your plaque.



M. K. Jensen

McKay Jensen
USBA President



Richard A. Stowell

Richard Stowell
USBA Executive Director

MONTHLY FINANCIAL REPORT

January 31, 2021

| | | | | Current Bud vs Actual | Prev Bud vs Actual | | |
|--------------------|---|--------------------------------|------------------------|--------------------------------------|-------------------------------|------------------------|---------------------------|
| | | 2020-21 Preliminary | 2020-21 YTD | % | % | 2019-20 YTD | 2019-20 Actual |
| Description | | | | | | | |
| | Percent of Year completed to date | | | 58.3% | 58.3% | | |
| | Percent of 9 month contract complete | | | 50.0% | 50.0% | | |
| 1 | GENERAL FUND (M&O) FUND (10) | | | | | | |
| 2 | | | | | | | |
| 3 | REVENUE: | | | | | | |
| 4 | Local | | | | | | |
| 5 | Property | 22,255,309 | 19,008,256 | 85.4% | 83.4% | 18,598,940 | 22,305,024 |
| 6 | Tuitions | 645,000 | 82,655 | 12.8% | 21.7% | 79,265 | 364,677 |
| 7 | Inv Earnings | 445,000 | 63,313 | 14.2% | 83.2% | 483,629 | 581,592 |
| 8 | Indir. Costs-SL | 680,000 | 0 | 0.0% | 0.0% | 0 | 670,342 |
| 9 | Rental Fees/Building/Tra | 230,000 | 32,650 | 14.2% | 46.1% | 49,453 | 107,313 |
| 10 | Other | 790,000 | 1,723,133 | 218.1% | 68.6% | 874,233 | 1,274,591 |
| 11 | State | 69,695,271 | 40,181,573 | 57.7% | 53.7% | 35,280,079 | 65,646,170 |
| 12 | Federal | 4,525,000 | 561,407 | 12.4% | 7.3% | 403,634 | 5,526,002 |
| 13 | Misc./ Fund Bal | 0 | | | | | 890,181 |
| 14 | TOTAL M & O | | | | | | |
| 15 | REVENUE | 99,265,580 | 61,652,987 | 62.1% | 57.3% | 55,769,233 | 97,365,892 |
| 16 | Beg Balance | 1,809,180 | | | | | 1,892,331 |
| 17 | Less: | | | | | | |
| 18 | Ending Balance | 2,249,988 | | | | | 1,809,180 |
| 19 | TOTAL M & O FUNDS | | | | | | |
| 20 | available | 98,824,772 | 61,652,987 | 62.4% | 57.2% | 55,769,233 | 97,449,043 |
| 21 | EXPENDITURES: | | | | | | |
| 22 | Instruction (1000) | | | | | | |
| 23 | Salaries | 45,233,157 | 23,006,365 | 50.9% | 49.2% | 21,100,563 | 42,865,703 |
| 24 | Benefits | 17,153,955 | 9,842,721 | 57.4% | 51.0% | 9,484,726 | 18,579,465 |
| 25 | Purchased Serv. | 2,070,500 | 1,332,549 | 64.4% | 55.1% | 1,133,062 | 2,055,437 |
| 26 | Supplies/Textbooks | 2,503,086 | 3,248,757 | 129.8% | 50.9% | 1,515,462 | 2,976,899 |
| 27 | Equipment | 300,000 | 276,353 | 92.1% | 126.5% | 354,537 | 280,281 |
| 28 | Other | 400,000 | 376,398 | 94.1% | 0.1% | 242 | 377,643 |
| 29 | Total | 67,660,698 | 38,083,143 | 56.3% | 50.0% | 33,588,592 | 67,135,428 |
| 30 | | | | | | | |
| | | | | | | | |
| 31 | Student Services (2100) | | | | | | |
| 32 | Salaries | 3,189,715 | 1,530,441 | 48.0% | 50.1% | 1,440,188 | 2,873,187 |
| 33 | Benefits | 1,045,807 | 622,029 | 59.5% | 50.3% | 592,637 | 1,178,088 |
| 34 | Other | 350,000 | 89,862 | 25.7% | 67.1% | 230,824 | 343,879 |
| 35 | Total | 4,585,522 | 2,242,332 | 48.9% | 51.5% | 2,263,649 | 4,395,154 |
| 36 | | | | | | | |
| 37 | Instructional Staff (2200) | | | | | | |
| 38 | Salaries | 1,396,821 | 837,051 | 59.9% | 55.9% | 711,257 | 1,272,055 |
| 39 | Benefits | 495,096 | 337,463 | 68.2% | 56.8% | 267,334 | 470,801 |
| 40 | Other | 450,000 | 177,354 | 39.4% | 64.3% | 236,316 | 367,518 |
| 41 | Total | 2,341,917 | 1,351,868 | 57.7% | 57.6% | 1,214,907 | 2,110,374 |

MONTHLY FINANCIAL REPORT

January 31, 2021

| | | | | Current | Prev Bud vs | | |
|-----------|---|--------------------|------------------|----------------|--------------------|------------------|-------------------|
| | | 2020-21 | 2020-21 | Bud vs | Actual | 2019-20 | 2019-20 |
| | Description | Preliminary | YTD | Actual | Actual | YTD | Actual |
| | | | | % | % | | |
| | Percent of Year completed to date | | | 58.3% | 58.3% | | |
| | Percent of 9 month contract complete | | | 50.0% | 50.0% | | |
| 42 | District Administration (2300) | | | | | | |
| 43 | Salaries | 479,554 | 197,310 | 41.1% | 55.2% | 185,485 | 336,104 |
| 44 | Benefits | 219,134 | 93,517 | 42.7% | 59.6% | 94,516 | 158,633 |
| 45 | Purch Services | 178,000 | 56,002 | 31.5% | 75.4% | 93,632 | 124,215 |
| 46 | Liability Insurance | 250,235 | 223,473 | 89.3% | 100.0% | 235,235 | 235,235 |
| 47 | Supplies | 35,000 | 22,449 | 64.1% | 68.3% | 27,599 | 40,407 |
| 48 | Other | 25,000 | 22,406 | 89.6% | 88.3% | 21,896 | 24,786 |
| 49 | Total | 1,186,923 | 615,157 | 51.8% | 71.6% | 658,363 | 919,380 |
| 50 | School Administration (2400) | | | | | | |
| 51 | Salaries | 3,854,303 | 2,155,859 | 55.9% | 9.3% | 2,096,644 | 3,842,404 |
| 52 | Benefits | 1,641,487 | 892,410 | 54.4% | 8.7% | 908,043 | 1,654,266 |
| 53 | Prof Serv/Travel | 88,000 | 48,388 | 55.0% | 56.7% | 51,689 | 74,986 |
| 54 | Other | 15,000 | 10,170 | 67.8% | 222.6% | 11,685 | 11,685 |
| 55 | Total | 5,598,790 | 3,106,827 | 55.5% | 55.0% | 3,068,061 | 5,583,341 |
| 56 | | | | | | | |
| 57 | Business & Support (2500) | | | | | | |
| 58 | Salaries | 689,377 | 377,858 | 54.8% | 58.3% | 355,555 | 610,071 |
| 59 | Benefits | 247,312 | 144,860 | 58.6% | 58.5% | 143,909 | 245,993 |
| 60 | Purchased Services | 159,665 | 74,600 | 46.7% | 42.6% | 42,550 | 99,792 |
| 61 | Other | 25,000 | 8,467 | 33.9% | 149.0% | 26,006 | 17,457 |
| 62 | Total | 1,121,354 | 605,785 | 54.0% | 58.4% | 568,020 | 973,313 |
| 63 | | | | | | | |
| 64 | Operation & Maintenance (2600) | | | | | | |
| 65 | Salaries | 5,039,094 | 2,811,900 | 55.8% | 58.6% | 2,697,864 | 4,606,135 |
| 66 | Benefits | 2,068,328 | 1,165,787 | 56.4% | 59.8% | 1,146,717 | 1,918,760 |
| 67 | Electricity | 959,212 | 460,485 | 48.0% | 54.9% | 475,147 | 864,951 |
| 68 | Purchased Service | 420,000 | 374,361 | 89.1% | 70.0% | 498,415 | 711,830 |
| 69 | Telephone | 162,750 | 140,814 | 86.5% | 50.3% | 159,591 | 317,094 |
| 70 | Natural Gas | 513,838 | 199,381 | 38.8% | 42.3% | 202,360 | 478,061 |
| 71 | Prop Insurance | 250,329 | 189,052 | 75.5% | 98.2% | 236,456 | 240,698 |
| 72 | Repair | 270,000 | 105,045 | 38.9% | 82.7% | 135,800 | 164,237 |
| 73 | Supplies | 660,300 | 513,518 | 77.8% | 78.1% | 583,315 | 747,344 |
| 74 | Other | 2,500 | 175 | 7.0% | 59.7% | 465 | 779 |
| 75 | | 0 | | | | | 0 |
| 76 | Total | 10,346,350 | 5,960,518 | 57.6% | 61.1% | 6,136,130 | 10,049,889 |
| 77 | | | | | | | |

MONTHLY FINANCIAL REPORT

January 31, 2021

| | | | | Current Bud vs Actual | Prev Bud vs Actual | | |
|---|--------------------------------|------------------------|--|--------------------------------------|-------------------------------|------------------------|---------------------------|
| | 2020-21 Preliminary | 2020-21 YTD | | % | % | 2019-20 YTD | 2019-20 Actual |
| Description | | | | | | | |
| Percent of Year completed to date | | | | 58.3% | 58.3% | | |
| Percent of 9 month contract complete | | | | 50.0% | 50.0% | | |
| 78: Transportation (2700) | | | | | | | |
| 79: Salaries | 2,866,953 | 1,335,758 | | 46.6% | 51.4% | 1,368,776 | 2,661,172 |
| 80: Benefits | 835,777 | 419,782 | | 50.2% | 54.0% | 429,180 | 794,972 |
| 81: Purch Serv | 280,000 | 138,309 | | 49.4% | 66.9% | 137,638 | 205,828 |
| 82: Fuel | 590,000 | 195,396 | | 33.1% | 61.3% | 250,369 | 408,263 |
| 83: Supplies | 357,565 | 143,551 | | 40.1% | 57.4% | 193,150 | 336,424 |
| 84: Other/Property | 1,010,000 | 1,008,680 | | 99.9% | 99.9% | 1,074,262 | 1,074,892 |
| 85: Total | 5,940,295 | 3,241,476 | | 54.6% | 63.0% | 3,453,375 | 5,481,551 |
| 86: Community Services (3300) | | | | | | | |
| 87: Salary | 627,250 | 295,018 | | 47.0% | 52.5% | 267,770 | 510,143 |
| 88: Benefits | 169,818 | 90,936 | | 53.5% | 53.1% | 85,574 | 161,292 |
| 89: Purchased Serv | 347,727 | 6,595 | | 1.9% | 150.3% | 67,865 | 45,140 |
| 90: Supplies/Util | 168,872 | 33,379 | | 19.8% | 54.4% | 28,067 | 51,553 |
| 91: Property | 87,105 | 1,465 | | 2% | 50.8% | 1,130 | 2,225 |
| 92: Other Objects | 30,756 | 4,865 | | 15.8% | 94.7% | 28,647 | 30,259 |
| 93: Desig. Fund Bal | | | | | | | |
| 94: Total | 1,431,528 | 432,258 | | 30.2% | 59.8% | 479,053 | 800,612 |
| 86: Total Expenditures | 100,213,377 | 55,639,364 | | 5 | 5 | 51,430,150 | 97,449,042 |
| 95: Interfund Trans | 0 | 1 | | | | 1 | 1 |
| 96: Change Desig Fund Bal | 0 | 1 | | | | 1 | 0 |
| 97: Other/Budget Cuts | 0 | 0 | | | | 23,739 | 0 |
| 98: TOTAL EXPENDITURERS | 0 | 0 | | | | | 0 |
| 99: M & O | 100,213,377 | 55,639,366 | | 55.52% | 52.8% | 51,453,891 | 97,449,043 |

MONTHLY FINANCIAL REPORT

January 31, 2021

| | | | | Current Bud vs Actual | Prev Bud vs Actual | | |
|--------------------|---|--------------------------------|------------------------|--------------------------------------|-------------------------------|------------------------|---------------------------|
| | | 2020-21 Preliminary | 2020-21 YTD | % | % | 2019-20 YTD | 2019-20 Actual |
| Description | | | | | | | |
| | Percent of Year completed to date | | | 58.3% | 58.3% | | |
| | Percent of 9 month contract complete | | | 50.0% | 50.0% | | |
| 100 | School Activity Fund (21) | | | | | | |
| 101 | | | | | | | |
| 102 | REVENUE: | | | | | | |
| 103 | School Deposits | 4,400,000 | 2,115,521 | 48.1% | 70.4% | 2,492,423 | 3,539,857 |
| 104 | | | | | | | |
| 105 | Other | | 0 | | | 0 | |
| 106 | Total Revenue | 4,400,000 | 2,115,521 | 48.1% | 70.4% | 2,492,423 | 3,539,857 |
| 107 | EXPENDITURES: | | | | | | |
| 108 | Purchased Services | 902,150 | 114,912 | 12.7% | 49.5% | 284,218 | 573,713 |
| 109 | Supplies | 2,882,850 | 1,310,901 | 45.5% | 55.0% | 1,442,000 | 2,621,259 |
| 110 | Equipment | 290,000 | 11,814 | 4.1% | 83.8% | 62,943 | 75,067 |
| 111 | Desig/Other/Adm | 325,000 | 87,749 | 27.0% | 62.6% | 137,017 | 218,803 |
| 112 | Total Expenditures | | | | | | |
| 113 | School Activity | 4,400,000 | 1,525,376 | 34.7% | 55.2% | 1,926,178 | 3,488,842 |
| 114 | DEBT SERVICE FUND (31) | | | | | | |
| 115 | | | | | | | |
| 116 | REVENUE: | | | | | | |
| 117 | Property Tax | 2,805,364 | 2,163,425 | 77.1% | 83.4% | 2,116,504 | 2,538,246 |
| 118 | Interest | 105,750 | 21,822 | 20.6% | 3.3% | 3,929 | 120,634 |
| 119 | Other | | | | | | 0 |
| 120 | Total | 2,911,114 | 2,185,247 | 75.1% | 79.7% | 2,120,433 | 2,658,880 |
| 121 | Begining Bal | 5,696,268 | 6,535,160 | | | 7,800,099 | 7,167,630 |
| 122 | LESS: | | | | | | |
| 123 | Ending Balance | 6,034,982 | 7,167,630 | | | 6,629,182 | 6,535,160 |
| 124 | Funds Available | 4,530,220 | 5,448,157 | 120.3% | 151.8% | 9,920,532 | 6,535,160 |
| 125 | EXPENDITURE: | | | | | | |
| 126 | Bond Debt | 3,927,162 | 3,269,750 | 83.3% | 100.0% | 3,286,350 | 3,286,350 |
| 127 | Fees | 150,000 | 2,500 | 0.0% | 100.0% | 5,000 | 5,000 |
| 128 | Other Uses | 0 | 0 | | | 0 | 0 |
| 129 | Total | 4,077,162 | 3,272,250 | 80.3% | 100.0% | 3,291,350 | 3,291,350 |

MONTHLY FINANCIAL REPORT

January 31, 2021

| | | | | Current Bud vs Actual | Prev Bud vs Actual | | |
|---|--------------------------------|------------------------|--|--------------------------------------|-------------------------------|------------------------|---------------------------|
| | 2020-21 Preliminary | 2020-21 YTD | | % | % | 2019-20 YTD | 2019-20 Actual |
| Description | | | | | | | |
| Percent of Year completed to date | | | | 58.3% | 58.3% | | |
| Percent of 9 month contract complete | | | | 50.0% | 50.0% | | |
| 130 CAPITAL OUTLAY FUND (32) | | | | | | | |
| 131 | | | | | | | |
| 132 REVENUE: | | | | | | | |
| 133 Property Tax | 11,105,000 | 9,796,940 | | 88.2% | 83.4% | 9,581,529 | 11,490,775 |
| 134 Interest | 500,000 | 160,262 | | 32.1% | 37.5% | 229,669 | 612,447 |
| 135 Other | 168,000 | 154,643 | | 92.0% | 62.2% | 46,090 | 74,131 |
| 136 State | 120,000 | 47,835 | | | | 65,700 | 112,629 |
| 137 Federal /MBA | 0 | 30,058 | | | | 34,940 | 69,992 |
| 138 Ins./Prop.Recry | 180,000 | 46,112 | | 25.6% | 209.6% | 76,020 | 36,263 |
| 139 Total Revenue | 12,073,000 | 10,235,850 | | 84.8% | 80.9% | 10,033,948 | 12,396,237 |
| 140 Lease Revenue MBA | | 15,000,000 | | | | 0 | 0 |
| 141 Other Sources(F50) | 345,580 | 0 | | | | 0 | 345,580 |
| 142 Desig. Fund Bal | 0 | | | | | | -1,578,933 |
| 143 TOTAL REVENUE CAPITAL | | | | | | | |
| 144 OUTLAY | 12,418,580 | 25,235,850 | | 203.2% | 89.9% | 10,033,948 | 11,162,884 |
| 145 Beg. Balance | 17,839,288 | | | | | | 18,006,035 |
| 146 Less: | | | | | | | |
| 147 Ending Balance | 17,512,867 | | | | | | 16,120,809 |
| 148 Capital Outlay Funds | | | | | | | |
| 149 available | 12,745,001 | 25,235,850 | | 198.0% | 76.9% | 10,033,948 | 13,048,110 |

MONTHLY FINANCIAL REPORT

January 31, 2021

| | | | | Current | Prev Bud vs | | |
|------------|---|--------------------|------------------|--------------------|--------------------|------------------|-------------------|
| | | 2020-21 | 2020-21 | Bud vs | Actual | 2019-20 | 2019-20 |
| | Description | Preliminary | YTD | Actual | Actual | YTD | Actual |
| | | | | % | % | | |
| | Percent of Year completed to date | | | 58.3% | 58.3% | | |
| | Percent of 9 month contract complete | | | 50.0% | 50.0% | | |
| 150 | EXPENDITURES: | | | | | | |
| 151 | Oper/Maint | 0 | 0 | | | 7,969 | |
| 152 | Other Equipment | | 3,000 | | | 0 | 6,814 |
| 153 | Purchased Services | 55,000 | 250 | 0.5% | 90.0% | 4,500 | 5,000 |
| 154 | Technology/Software | 810,000 | 946,536 | 116.9% | 64.0% | 855,637 | 1,336,297 |
| 155 | Improvement | 1 | 0 | Cares Funds | | 0 | 1 |
| 156 | Buildings Maint | 2,300,000 | 1,198,783 | 52.1% | 108.9% | 1,175,514 | 1,078,986 |
| 157 | Vehicles | 1,180,000 | 285,456 | 24.2% | 100.0% | 109,058 | 109,058 |
| 158 | Furniture/Equip | 1,424,998 | 875,256 | 61.4% | 82.8% | 1,590,756 | 1,920,105 |
| 159 | Other Objects | 1 | 0 | 0.0% | 0.0% | 0 | 0 |
| 160 | Vehicle charges | 1 | 0 | | | 0 | 1 |
| 161 | Total Capital | 5,770,001 | 3,309,281 | 57.4% | 84.0% | 3,743,434 | 4,456,262 |
| 162 | West Tremonton Elem/Ot | 1,000 | 0 | 0.0% | | 2,455 | 2,455 |
| 163 | Other Proj | 150,000 | 102,793 | 68.5% | 0.7% | 1,557 | 229,750 |
| 164 | Sunrise High School | 4,500,000 | 3,863,201 | 85.8% | 30.9% | 1,868,150 | 6,038,361 |
| 165 | Brigham East Elem | 1,300,000 | 821,986 | 63.2% | 0.0% | 0 | 114,075 |
| 166 | HS Athletic Facilities | 209,000 | 201,563 | 96.4% | 88.6% | 1,699,471 | 1,918,411 |
| 167 | Property Purchase | 490,000 | 0 | | | 0 | 0 |
| 168 | Total Construction | 6,650,000 | 4,989,543 | 75.0% | 43.0% | 3,571,633 | 8,303,052 |
| 169 | Desig. F Bal | | | | | | |
| 170 | MBA/Bond Fee/Fund 50 | 325,000 | 61,998 | 19.1% | 12.9% | 37,250 | 288,499 |
| 171 | Other | 0 | 97 | | | 0 | 297 |
| 172 | TOTAL EXPENDITURES CAPITAL | | | | | | |
| 173 | OUTLAY | 12,745,001 | 8,360,919 | 65.6% | 56.3% | 7,352,317 | 13,048,110 |

MONTHLY FINANCIAL REPORT

January 31, 2021

| | | | | Current | Prev Bud vs | | |
|------------|---|--------------------|------------------|----------------|--------------------|------------------|------------------|
| | | 2020-21 | 2020-21 | Bud vs | Actual | 2019-20 | 2019-20 |
| | Description | Preliminary | YTD | Actual | Actual | YTD | Actual |
| | | | | % | % | | |
| | Percent of Year completed to date | | | 58.3% | 58.3% | | |
| | Percent of 9 month contract complete | | | 50.0% | 50.0% | | |
| 174 | SCHOOL FOOD SERVICE FUND (49) | | | | | | |
| 175 | | | | | | | |
| 176 | REVENUE: | | | | | | |
| 177 | Lunch Sales | 1,395,000 | 171,300 | 12.3% | 62.5% | 659,906 | 1,055,208 |
| 178 | Other Local | 6,100 | 497 | 8.1% | 30.6% | 1,240 | 4,049 |
| 179 | State | 1,075,000 | 327,142 | 30.4% | 32.6% | 341,968 | 1,049,598 |
| 180 | Federal | 2,872,000 | 2,109,462 | 73.4% | 37.6% | 1,175,744 | 3,130,278 |
| 181 | Other/Inventory Adj | 0 | 0 | | 0.0% | 0 | 1 |
| 182 | TOTAL REVENUE SCHOOL | | | | | | |
| 183 | FOODS | 5,348,100 | 2,608,401 | 48.8% | 41.6% | 2,178,858 | 5,239,134 |
| 184 | Beg. Balance | 938,697 | | | | | 690,707 |
| 185 | Less: | | | | | | |
| 186 | Ending Balance | 734,741 | | | | | 938,697 |
| 187 | School Food Service Funds | | | | | | |
| 188 | available | 5,552,056 | 2,608,401 | 47.0% | 43.7% | 2,178,858 | 4,991,144 |
| 189 | EXPENDITURES: | | | | | | |
| 190 | Salaries | 2,190,899 | 922,826 | 42.1% | 50.5% | 913,217 | 1,806,721 |
| 191 | Benefits | 657,157 | 298,955 | 45.5% | 52.5% | 305,449 | 581,672 |
| 192 | Food/Supplies | 2,294,000 | 1,169,104 | 51.0% | 53.8% | 1,165,698 | 2,164,840 |
| 193 | Equipment | 60,000 | 57,108 | 95.2% | 89.5% | 12,412 | 13,864 |
| 194 | Other Costs | 50,000 | 12,937 | 25.9% | 23.3% | 13,351 | 57,354 |
| 195 | Dir/Indirect Costs | 300,000 | 278 | 0.1% | 0.0% | 0 | 293,344 |
| 196 | TOTAL EXPENDITURES SCHOOL | | | | | | 73,349 |
| 197 | FOODS | 5,552,056 | 2,461,208 | 44.3% | 48.3% | 2,410,127 | 4,991,144 |

MONTHLY FINANCIAL REPORT

January 31, 2021

| | | 2020-21 | 2020-21 | Current | Prev Bud vs | 2019-20 | 2019-20 |
|------------|---|--------------------|-------------------|-----------------------|---------------|-------------------|--------------------|
| | Description | Preliminary | YTD | Bud vs Actual % | Actual % | YTD | Actual |
| | Percent of Year completed to date | | | 58.3% | 58.3% | | |
| | Percent of 9 month contract complete | | | 50.0% | 50.0% | | |
| 198 | Foundation Fund (75) | | | | | | |
| 199 | | | | | | | |
| 200 | REVENUE: | | | | | | |
| 201 | Total Revenue | 80,000 | 152,591 | 190.7% | 17.9% | 32,262 | 180,142 |
| 202 | Avallable Revenue | 80,000 | 152,591 | 190.7% | 17.9% | 32,262 | 180,142 |
| 203 | EXPENDITURE: | | | | | | |
| 204 | Expenses | 80,000 | 57,574 | 72.0% | 54.9% | 89,235 | 162,544 |
| 205 | Changes/Desg Fund Bal | 0 | | | | | 0 |
| 206 | TOTAL EXPENDITURE | 80,000 | 57,574 | 72.0% | 54.9% | 89,235 | 162,544 |
| 207 | Agency Fund (76) | | | | | | |
| 208 | | | | | | | |
| 209 | REVENUE: | | | | | | |
| 210 | Agent Services | 105,000 | 3,765 | 3.6% | 100.0% | 19,400 | 19,400 |
| 211 | State | 0 | 4,359 | | | 0 | 0 |
| 212 | Federal | 0 | | | | | 0 |
| 213 | Other | 7,000 | 0 | 0.0% | 96.6% | 13,881 | 14,372 |
| 214 | TOTAL REVENUE/BB | | | | | | |
| 215 | AGENCY FUND | 112,000 | 8,124 | 7.3% | 98.5% | 33,281 | 33,772 |
| 216 | EXPENDITURE: | | | | | | |
| 217 | Instruction | 0 | 6,105 | | | 2,515 | 4,150 |
| 218 | NUCC | 105,000 | 6,818 | 6.5% | 38.5% | 12,138 | 31,538 |
| 219 | Other | 7,000 | 2,052 | 29.3% | 41.5% | 1,697 | 4,089 |
| 220 | Changes/Desg Fund Bal | 0 | | | | | 0 |
| 221 | TOTAL EXPENDITURES | | | | | | |
| 222 | AGENCY FUND | 112,000 | 14,975 | 13.4% | 41.1% | 16,350 | 39,777 |
| 223 | | | | | | | |
| 224 | | | | | | | |
| 225 | | | SUMMARY | | | SUMMARY | |
| 226 | | | | | | | |
| 227 | GRAND TOTAL FUNDS AVAILABLE | | | | | | |
| 228 | ALL FUNDS | 126,244,049 | 93,958,721 | 74.4% | 57.8% | 72,660,438 | 125,777,228 |
| 229 | GRAND TOTAL EXPENDITURE | | | | | | |
| 230 | ALL FUNDS | 127,179,596 | 71,331,668 | 56.1% | 54.3% | 66,539,448 | 122,470,810 |

POLICY 2110

Solicitation of Employees

- A. Salespersons and other solicitors shall not be permitted to contact school employees during the employee's working hours. Salespersons or other solicitors may, with the permission of the superintendent, leave information and notice of time and place for personal contacts with the building principal or supervisor for general announcement to employees; interested employees may then make contact with the salesperson or solicitor.

See [Policy 1036 Conflict of Interest](#)

POLICY 2120

School Merchandising

- A. The Board of Education will permit the operation of stores within the secondary schools to sell to student supplies, books, and confections. Such stores will be subject to the following regulations:
1. All monies received and expended through the operation of student stores shall be accounted for through the financial accounting system of the school. Funds for operation may be advanced from general funds of that school and replaced in the account from sales of the store.
 2. The general operation of the store shall be handled under the direction of the school principal as are all operations with the school.
 3. Prices established on items for sale will be so fixed to allow the store to be self-sustaining. Profits may be used to purchase needed school equipment, supplies, or materials.
 4. Items purchased for rental may be rented at a figure that will pay for the item within the normal life of that item.
 5. Items sold are subject to all applicable local and state sales taxes.
 6. Food items should meet all Federal school lunch guidelines. See references as noted in [Policy 5052 Wellness – Physical Activity and Nutrition](#).

POLICY 2130

Capitalization

A. Reason for Tracking Assets

1. It is essential that complete and accurate records of all equipment and other assets be maintained. Major purposes of fixed assets accounting include:

| | |
|----------------------------------|----------------------|
| Financial Accounting & Reporting | Purchase |
| Physical Control | Planning & Budgeting |
| Maintenance | Risk Management |
| Surplus Property Management | Grant Management |
| Lease Management | |

2. This Capitalization Policy provides the necessary guidelines to determine which items are to be capitalized and thus become a part of the fixed assets accounting program.

B. Capital Purchases

1. All purchases of equipment and other assets of more than \$1,000 must be purchased through the district purchase order system for procurement protocol management. Purchases made using district funds over \$2,500 will be captured for inventory and capitalization purposes. All requests for capital purchases over \$2,500 that will be made with school or donated funds should include a check with the requisition.
2. All gifts of equipment or other physical assets must be donated through the District Foundation. This insures that the donor will receive proper tax credit. The District will, to the extent possible, honor the requests of donors for initial distribution in the District. The District reserves the right to place donated gifts in the location where the item will best serve the students of the District overall.

C. Capitalized Assets

1. All assets, with a purchase price of \$2,500 or more, will be capitalized. The Business Office will maintain appropriate records of these assets. All other assets will be inventoried and controlled at the building level.

D. Depreciation

1. In accordance with the [Governmental Accounting Standards Board Statement Number 34](#), property and equipment with a historic cost of \$5,000 or more will be depreciated. Depreciable life for these assets will be reported according to the following schedule:

| Asset Type | Years |
|--------------------------|-------|
| Buildings | 40 |
| Building Improvements | 20 |
| Portable Classrooms | 20 |
| Parking Lots/Fencing | 20 |
| Buses | 10 |
| Athletic Equipment | 10 |
| Food Service Equipment | 10 |
| Musical Instruments | 10 |
| Lab/Vocational Equipment | 10 |
| Shop Equipment | 10 |
| Vehicles | 8 |
| Grounds Equipment | 5 |
| Audio Visual Electronics | 5 |
| Computer Equipment | 5 |

For a more detailed listing refer to the Fixed Assets Section of the Accounting Procedures Manual.

POLICY 2135

Capital Outlay Reporting: New School Building Project or Significant School Remodel

A. Definitions

The following definitions apply in this policy:

1. "New school building project" means:
 - a. the construction of a school or school facility that did not previously exist in the District; or
 - b. the lease or purchase of an existing building, by the District, to be used as a school or school facility
2. "School facility" means a facility, including a pool, theater, stadium, or maintenance building, that is built, leased, acquired, or remodeled by the District regardless of whether the facility is open to the public.
3. "Significant school remodel" means a construction project undertaken by the District with a project cost equal to or greater than \$2,000,000, including:
 - a. the upgrading, changing, alteration, refurbishment, modification, or complete substitution of an existing school or school facility in the District with a project cost equal to or in excess of \$2,000,000; or
 - b. the addition of a school facility.
4. The District participates in the [Uniform School Fund](#), which the State Board of Education apportions annually among school districts according to the provisions of the [Minimum School Program Act](#).

[Utah Code § 63A-3-402\(7\)\(a\) \(2019\)](#)

B. Capital Outlay Report

1. For each new school building project or significant school remodel, the District shall:
 - a. prepare an annual school plant capital outlay report; and

- b. submit the report to the division for publication on the Utah Public Finance Website, Division and in a format, including any raw data or electronic formatting, prescribed by applicable division policy.
2. The District shall include in the capital outlay report described the following information as applicable to each new school building project or significant school remodel:
 - a. the name and location of the new school building project or significant school remodel;
 - b. construction and design costs, including:
 - 1) the purchase price or lease terms of any real property acquired or leased for the project or remodel;
 - 2) facility construction;
 - 3) facility and landscape design;
 - 4) applicable impact fees; and
 - 5) furnishings and equipment;
 - c. the gross square footage of the project or remodel;
 - d. the year construction was completed; and
 - e. the final student capacity of the new school building project or, for a significant school remodel, the increase or decrease in student capacity created by the remodel.
 - f. further itemized data required by the division.

[Utah Code § 63A-3-402\(7\)\(b\) \(2019\)](#)

POLICY 2140

Inventory

- A. A complete and accurate inventory is necessary for district financial accounting, planning and budgeting, purchasing, maintenance, insurance, records, etc. The district has substantial financial investment in capital assets, and without a physical inventory record, reimbursement for loss due to theft, fire, or natural disaster would be impossible.
- B. A complete physical inventory of all capital assets shall be conducted annually. This inventory shall include those assets mentioned on the district fixed assets records and those maintained on school records. Principals shall be responsible to inventory items not maintained on the district inventory that have a high risk of theft or destruction.
- C. The business administrator has supervisory responsibility for all inventory. The school principal is responsible for maintaining an up-to-date, accurate inventory.
 1. The business administrator may delegate the responsibility for inventory of district assets, not assigned to a school, as follows:
 - Vehicles/Transportation - Supervisor of Transportation
 - District Maintenance Equipment/Real Property Buildings – Director of Facilities
 - District Office Equipment/Furniture - Fixed Asset Clerk
 - School Lunch Equipment – School Lunch Supervisor
 2. Each school will be responsible for maintaining an inventory and checkout system for equipment circulated to staff, students, etc. Schools must use a standard district system approved by the business administrator.

POLICY 2150

Buildings and Grounds Security

- A. Buildings constitute a substantial investment by the school district. Every effort should be made to protect this investment adequately.
- B. Security includes: properly securing buildings and grounds (locking doors and windows); safe and appropriate practices in the use of electrical, plumbing, heating, and other systems and equipment.
- C. Close cooperation with the local police agencies, fire departments, and insurance company inspectors is required to provide proper security.
- D. Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it, except as provided in [Policy 2160 Building & Grounds Rental and Supervision Permit and Use Agreement](#).
- E. An adequate access management system shall be maintained which centrally manages access to buildings to authorized personnel and safeguards against unauthorized persons obtaining access.
- F. Records which should be confidential and funds should be kept in a safe place and under lock and key.
- G. Approved surveillance and security systems shall be designed as safeguards against illegal entry and vandalism. Staff or security services may be approved in situations where special risks are involved when deemed appropriate by the superintendent.

POLICY 3030

Employment: Personnel Records

- A. Personnel records of the District are designated as private. [Policy 6000 Public Records Access and Management](#) outlines information that may be given to the public upon request.
- B. All information contained in the personnel file of an employee shall be made available to that employee upon reasonable written request by the employee, except for documents, which are classified as protected by the district. Photocopies of non-protected documents in an employee's file may be made at the employee's expense.
- C. With regard to public access to information in personnel records, the district has determined that personnel files are private and of such a nature that it is in the public interest to prevent disclosure. Consequently, the district shall not make available to the public, employee personnel files. If the district denies access to a file under this section, the person requesting access shall be informed within five days of the denial as to why the data is exempt from disclosure. The notice need not be in writing unless the request was in writing.

NOTE: Also see [Policy 3035 Employee Criminal Background Checks and Arrest Disclosure Requirements](#) for further information on "records."

POLICY 3084

Educational Appropriate Postings

- A. District staff posting or maintaining content must ensure that the content is educationally sound and appropriate and be in compliance with Box Elder School District's Acceptable Use Policies. This includes content on all state, district or school web pages, and encompasses any content or post made by an employee to any web page from district equipment, using district resources, regardless of where the web material is created or shared.
- B. Educational appropriate postings do not:
1. Exhibit any racial, religious, nationalistic, sexual, ethnic, disability-based or age-based bigotry or discrimination.
 2. Exhibit any obscene or pornographic material.
 3. Solicit for any business or commercial enterprise.
 4. Provide hyperlinks to commercial, personal or social websites that do not directly serve the educational needs of students in the district.
 5. Publish any copyrighted material without prior permission (see copyright section) or publish any photos of individual students or groups of students whose parents have expressly denied permission to do so.
 6. Publish a student's full name on any page if the parent has expressly denied permission to do so.
 7. Publish a student, parent, staff, board member or other individual's personal home address, telephone number, personal e-mail or web page addresses. However, staff members' names, work phone numbers and district e-mail addresses are public information and may be published on school or district web pages. (Permission shall be obtained before publishing photos of district employees).
- C. A social networking site is defined as any web-based service that allows individuals to become a member of that site, and to create a public or semi-public profile. Social networking sites allow connections between members for the sharing of ideas, comments, photos, videos, and other content through such means as blogs, wikis, forums, etc. Such networks are powerful tools and the Box Elder School District supports their safe,

responsible use in education. District employees and students understand that social networks are public and that any content published, even though it may be deleted, may not absolutely be removed or suspended from the public domain.

D. Copyright

1. Unauthorized use of copyrighted materials is prohibited. All copyrighted material must be properly cited using standard citation information, giving credit (web address or active link) to a company or individual that has created text, media, or graphics.

[Policy 4180 Copyright](#)

POLICY 5061

Do Not Resuscitate Directives

- A. It is the policy of Box Elder School District that life-sustaining emergency care shall be provided to any and all students in need of such care while under the control and/or supervision of the Box Elder School District. In very isolated situations, a child who is terminally ill may be enrolled and actively participating in a public school. This policy sets forth what school personnel may and must do if a student subject to a “do not resuscitate” (DNR) directive faces a life-threatening medical emergency.
- B. The law provides that a “life with dignity order” executed pursuant to [Utah Code § 75-2a](#) may be directed to health care providers or emergency medical service providers licensed or certified under [Utah Code § 26-8a](#). The law further provides that those licensed or certified emergency medical providers may be directed to withhold or withdraw all life-sustaining procedures. Professionals licensed pursuant to [Utah Code § 26-8a-302](#) include paramedics, medical services instructors and other emergency medical personnel. Such professionals are granted immunity from liability for complying in good faith with a life with dignity order. Such professionals are also granted immunity for providing life-sustaining treatment notwithstanding a contrary directive in a life with dignity order.
- C. Medical service providers who are school employees may have responsibilities related to the treatment or withholding of treatment for persons for whom a life with dignity order has been issued pursuant to [Utah Code § 75-2a](#). Such providers may act in good faith to exercise their judgment with regard to complying with a life with dignity order to withhold or withdraw life-sustaining treatment or to provide life-sustaining treatment despite a contrary directive in the order.
- D. With the exception of situations governed by A. above, it is the policy of the District that first aid shall be provided to any and all students in need of such assistance while under the control and/or supervision of the School District. Life with dignity orders will **not** be followed by school district staff who are not licensed under [Utah Code § 26-8a-302](#).
- E. When a school employee or volunteer observes or becomes aware of a medical emergency involving a student, normal responsive actions should be taken, including the summoning of emergency medical personnel and administering first aid. This should be done by school staff irrespective of whether a life with dignity orders in place and has been provided to the school with respect to the particular student.

Policy 5063

Automated External Defibrillator (AED)

- A. Sudden cardiac arrest is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's rhythm called ventricular fibrillation. This erratic and ineffective heart rhythm causes cessation of the normal function of the heart. The most effective treatment for this condition is an electrical current to the heart by a defibrillator.
- B. The Box Elder School District School Nurse(s) administer the AED policy in accordance with guidance from the Supervising Medical Director.
- C. The role of CPR/AED trained staff rescuer is as follows:
 - 1. Recognize an emergency exists.
 - 2. Activate 911.
 - 3. Establish basic life support as a victims condition warrants including first aid, CPR or AED according to the level of certification.
- D. The AED equipment will be used on any person who displays all the symptoms of cardiac arrest. The AED will be used only after the following symptoms are confirmed.
 - 1. Victim is unresponsive.
 - 2. Victim is not breathing.
 - 3. Victim has no signs of circulation such as pulse and coughing or movement.
- E. Employees trained to use the AED must be trained every two (2) years. Training may be obtained through District sponsored digital training or local hospital and fire department classes or as arranged by BESD nursing.
- F. Each time an AED is used an incident report must be filed. The Box Elder School District School Nurse must be contacted and the documentation procedure followed.
- G. Each AED will be assessed annually by the Box Elder School District School Nurse or by a designated, qualified staff member.

POLICY 1150

Superintendent Evaluation

- A. The Board will provide the Superintendent with at least one evaluation per year. A written evaluation will be presented and discussed with the Superintendent during the period of time beginning November 1 and ending the last day of February. The discussion will occur during a closed session of the Board under the leadership of the Board president. The Board shall furnish the Superintendent with a copy of the completed evaluation.
- B. At its sole discretion, the Board may provide the Superintendent with either written or oral evaluations on a more frequent basis.
- C. A two-year evaluation cycle will be used incorporating a formative, summative format.
- D. The evaluation shall focus on Board/district goals, the duties and functions of the Superintendent as presented in his/her employment contract, criteria outlined in an evaluation document as long as the Superintendent has had an opportunity to view the document at least sixty (60) days in advance, and the academic growth of students in the district.
- E. The Board reserves the right to include survey input from students, staff, parents, and community members as part of the Superintendent's evaluation.

POLICY 1180

Business Administrator

- A. The Business Administrator is appointed by the Board of Education. Unless otherwise stipulated in a written contract, the term of office shall begin on July one and be for two years. The employment contract for a Business Administrator may not exceed two years. Neither the contract nor employment practice may contain an automatic renewal clause.
- B. The business administrator qualifies for office by taking the constitutional oath of office and by posting the required bond or undertaking.
- C. If it becomes necessary to appoint an interim due to a vacancy in the office of business administrator, the Board shall make an appointment during a public meeting for an indefinite term not to exceed one year. The term shall end upon the appointment and qualification of a new business administrator.
- D. The only appointment permitted during the period of time between when a new board member has been elected and when that member begins his/her term of office is that of an intern business administrator. If the composition of the Board remains the same after the election as it was prior to the election this provision does not apply.
- E. The Board and Superintendent will provide the Business Administrator with at least one evaluation per year. A written evaluation will be presented and discussed with the Business Administrator during the period of time beginning November 1 and ending the last day of February. The discussion will occur during a closed session of the Board under the leadership of the Board president. The Board shall furnish the Business Administrator with a copy of the completed evaluation. Input from appropriate staff members may be part of the evaluation system. At its sole discretion, the Board and/or the Superintendent may provide the Business Administrator with either written or oral evaluations on a more frequent basis.
- F. A two-year evaluation cycle will be used incorporating a formative, summative format.
- ~~G. The Business Administrator may be terminated during the term of his or her contract of employment for good and just cause before the completion of the term fixed in the contract upon a majority vote of the Board.~~
- H. Subject to the direction of the district superintendent of schools, the district's business administrator shall:

1. Attend all meetings of the Board, keep an accurate record of its proceedings, and have custody of the seal and records;
2. Be custodian of all district funds, be responsible and accountable for all money received and disbursed, and keep accurate records of all revenues received and their sources;
3. Countersign with the president of the Board all warrants and claims against the district as well as other legal documents approved by the Board;
4. Prepare and submit to the Board each month a written report of the district's receipts and expenditures;
5. Use uniform budgeting, accounting, and auditing procedures and forms approved by the State Board of Education, which shall be in accordance with generally accepted accounting principles or auditing standards and [Title 63J, Chapter 1, Utah Budgetary Procedures Act](#);
6. Prepare and submit to the Board a detailed annual statement for the period ending June 30, of the revenue and expenditures, including beginning and ending fund balances;
7. Assist the superintendent in the preparation and submission of budget documents and statistical and fiscal reports required by law or the State Board of Education;
8. Insure that adequate internal controls are in place to safeguard the district's funds; and
9. Perform other duties as the superintendent and/or the Board may require.

Source:

[Utah Code § 53G-4-401\(3\) \(2019\)](#)

[Utah Code § 53G-4-302 \(2018\)](#)

[Utah Code § 53G-4-303 \(2019\)](#)

POLICY 1185

Business Administrator Termination

- A. The Business Administrator may be terminated during the term of his or her appointment upon a vote of two-thirds of the Board.
- B. The Board's decision to terminate, dismiss or take any other adverse employment action against the Business Administrator shall not be based on his or her exercise of rights guaranteed by the Constitution, or based unlawfully on race, color, religion, sex, national origin, handicap, or age.
- C. Causes for the termination of the Business Administrator may include but are not limited to:
 - 1. Deficiencies pointed out in evaluations, supplemental memoranda, or other communications; or incompetence or inefficiency in the performance of duties; or
 - 2. Insubordination or failure to comply with board directives, policies or administrative regulations; or
 - 3. The possession, use, or being under the influence of alcohol, alcoholic beverages, illegal drugs or controlled substances while on school property, acting within the scope of the Business Administrator's duties, or attending any school or District-sponsored activity; or
 - 4. Conviction of a felony or any crime involving moral turpitude; or
 - 5. Failure to meet the District or State's standards of professional conduct including, but not limited to, inappropriate use of public funds, public intoxication, use of illegal drugs or controlled substances, illegal use of prescription drugs; or
 - 6. Disability, not otherwise protected by law, that impairs performance of required duties; or
 - 7. Immorality, which is conduct the Board determines is not in conformity with the accepted moral standards of the community encompassed by the District or any activity, school-connected or otherwise, that, because of publicity given it or knowledge of it among students, faculty, or community, impairs or diminishes the Business Administrator's effectiveness in the District; or
 - 8. Reasons specified in the individual employment contract reflecting special conditions of employment; or

9. Assault on an employee or student; or
 10. Falsification of records or other documents related to the District's activities; or misrepresentation of facts; or
 11. Mismanagement of District property or financial resources; or
 12. Failure to adequately provide for the safety of students.
- C. The Board may, by majority vote, place the Business Administrator on leave with pay or place him or her in another position with equivalent pay and such action shall not constitute termination.
- D. Before the Business Administrator is terminated, the Business Administrator shall be given reasonable notice, in writing, of the proposed action and the grounds set out in sufficient detail to fairly enable him or her to show any error that may exist. The Business Administrator shall be advised of the names of adverse witnesses and the nature of their testimony. The notification shall be by certified mail.
- E. If, upon written notification, the Business Administrator desires to be heard and contest the proposed action of the Board, the Business Administrator shall make a written request for a hearing before the Board within 15 days of receiving the written notification. The hearing shall be set on a date that affords the Business Administrator reasonable time to prepare an adequate defense but not more than 30 days from the Board's receipt of the written request, unless postponed by mutual consent.
- F. The Board will conduct the hearing in closed session ([Utah Code § 52-4-205\(1\)](#)) unless the Board and the Business Administrator have mutually agreed upon a public hearing during an open session of the Board.
- G. At the hearing before the Board, the Business Administrator may be represented by an advocate of his/her choice. The Business Administrator and his or her advocate has the right to hear the evidence upon which the charges are based, to cross-examine all adverse witnesses, and to present evidence of innocence or extenuating circumstances. Prior to termination, the Board shall determine the existence of good cause for termination. Such determination shall be based solely on the evidence presented in the hearing. Termination may only be by a vote of two-thirds of the Board.
- H. The Board shall notify the Business Administrator of its decision, in writing, within 15 days after the hearing.
- I. At the discretion of the Board by majority vote, the Business Administrator may be placed on leave with pay pending the outcome of the termination hearing.

- J. The President of the Board shall notify the Utah Professional Advisory Commission whenever the Board becomes aware that the Business Administrator has been determined, in any judicial or administrative proceeding, to have violated any of the Utah Educator Standards. If possible, this notification shall be made using the form provided by the UPPAC Executive Secretary. In submitting the notification to UPPAC, the Board may make a recommendation to the UPPAC Executive Secretary regarding whether UPPAC investigation would be appropriate under the circumstances, taking into consideration any employment action taken by the Board. Notice is not required to be given if there are no other proceedings other than a District administrative proceeding and the District's proceeding determines that the allegations constituting the violation are unsupported. (A criminal charge would be an example of another proceeding.)

Utah Admin. Rules R277-217-5 (February 7, 2020)

- K. A two-year evaluation cycle will be used incorporating a formative, summative format.

POLICY 3020

Employment: Requirements and Restrictions

- A. Personnel shall possess and maintain valid certificates, licenses, or credentials before contracts are issued, duties assigned, or payment is made from any source of funds. Any person, who seeks employment in the district in a position which requires a certificate, license, or credential, must possess at the time of application or be eligible for the award of a valid certificate, license, or credential, before performance of contract in order for a contract with the board to be binding.
- B. Each employee of the Board of Education of the Box Elder School District agrees to serve in the capacity for which he/she was employed, in the place designated by the Board of Education, for the time specified in the calendar as adopted by the board, and for the salary adopted by the board as contained in the salary schedule for each employee designation; to perform faithfully the duties assigned under the control, direction and guidance of the superintendent of schools and the principal of the school to which he/she is assigned; and in the performance of these duties to be subject to all rules and regulations of the Board of Education of the Box Elder School District.
- C. Unless an express exception exists under law or under the rules of the Utah State Board of Education, to be employed in the District in a capacity covered by the following license areas of concentration, a person shall hold a valid license issued by the Utah State Board of Education the respective license areas of concentration:
1. Early Childhood (~~K-3~~)
 2. Elementary (~~1-8~~)
 3. Elementary (~~K-6~~)
 4. Middle (~~5-9~~)
 5. Secondary (~~6-12~~)
 6. Educational Leadership
 7. Administrative/Supervisory (~~6-12~~)
 8. Career and Technical Education or "CTE"
 9. School Counselor

10. School Psychologist

~~11. School Social Worker~~

12. Special Education ~~(K-12)~~

13. Preschool Special Education ~~(Birth-Age 5)~~

14. Deaf Education

15. Speech- Language Pathologist

16. Speech-Language Technician

~~17. School Social Worker~~

18. Communication Disorders

[Utah Admin. Rules R277-301](#)

~~[Utah Admin. Rules R277-502-5\(a\)](#)~~

~~[Utah Admin. Rules R277-502-5\(1\) \(November 7, 2017\)](#)~~

- D. On an annual basis, the District shall request **LEA specific licenses and endorsements** ~~letters of authorization~~ from the Utah State Board Of Education for teachers assigned to teaching classes for which they are not **licensed or** endorsed by the Utah State Board of Education.

[Utah Admin. Rules R277-520-6](#)

- E. The District shall identify and distinguish between “teachers” who hold a **Professional, Associate, or LEA Specific License level 1, 2, or 3 license** and ~~“associate teachers” who do not currently hold a level 1, 2 or 3 license, but are permitted to teach in the school under another authorization~~. Lists of teachers and associate teachers shall be maintained at each school’s **website** and shall be available for review by any person upon request.
- F. School health care providers, including physicians and nurses, shall maintain appropriate licensure from the state of Utah.
- G. The district may require an employee to provide satisfactory evidence that he/she is mentally and physically qualified to perform the duties of the job. Satisfactory evidence may include, but is not limited to, regular mental or physical examinations by a qualified physician.

1. Evidence of mental or physical condition provided by an employee pursuant to the previous section is deemed private and may be disclosed only to:
 - a. The employee, or a designated representative of the employee;
 - b. School officers and members of the Board;
 - c. The Department of Health;
 - d. Local health authorities;
 - e. The physician or other authorized person(s) who performed the examination(s);
 - f. A health care professional who has legitimate need to know the test result in order to provide for the health care provider's protection and welfare; or
 - g. Persons or entities or classes of persons or entities authorized by written release signed by the employee.
- H. Any prospective employee must submit to a criminal background check at the prospective employee's expense. Where reasonable cause exists, a current employee may be required to submit to fingerprinting and a criminal background check at the Board's expense.
 - ~~1. The superintendent may require volunteers or perspective volunteers to submit to fingerprints and criminal background checks.~~
 2. An administrator may obtain any information in the possession of the State Office of Education, which is relevant to evaluating the employment of a current or prospective employee of the school. If a decision is made not to hire a prospective employee or to take action against a current employee based upon such information, the individual affected shall be given notice of the information and be provided an opportunity to refute or respond to the information. An administrator who, in good faith, discloses or receives information under this section is exempt from civil liability relating to that receipt or disclosure.
- I. A person is guilty of a class B misdemeanor if he/she knowingly gives or causes to be given false information to the District with a purpose of inducing a change in the person's licensing or certification status or the licensing or certification status of another.

POLICY 3097

Employee Suggestions

- A. Box Elder School District employees may submit, to the Administration, anonymous suggestions to improve and promote education within the district. All suggestions must be written, clearly labeled "Suggestions for Improvement," and sent to the district office. Suggestions received will be logged, assigned to appropriate staff for consideration, and a suggested response will be written. At the regularly scheduled meetings of the Board of Education the suggestions and responses will be reviewed. Suggestions containing allegations of inappropriate behavior by individuals will not be recorded in any manner, which personally identifies the individual.
- B. For Employees wishing to submit a suggestion to improve or promote education within the district anonymously, please complete the google form by clicking on the link below: [Suggestion Link](#)
- C. For Employees wishing to submit a suggestion to improve or promote education within the district, please email a member of the District Office Leadership Team individually or collectively.

POLICY 4200

Term of Instruction: School Year & School Day

A. Length of School Year

1. The schools of the District shall be in operation for at least 180 instructional days and at least 990 instructional hours during each school year, except as follows:
 - a. The Board may reallocate up to 32 instructional hours or 4 school days for teacher preparation time or professional development by a two-thirds majority vote of the Board in a properly noticed and held public meeting. If a reallocation is made, parents and guardians shall be notified of the school calendar at least 90 days before the beginning of the school year.

[Utah Code § 53F-2-102\(4\)\(d\) \(2020\)](#)

2. The required days and hours of instruction may be provided at any time during the school year as determined by the Board. The Board will approve school calendars providing for instructional time and days in an open meeting.
 - a. If a school is using a modified 45-day/15-day year-round schedule initiated prior to July 1, 1995, it is considered to be in compliance with State Board of Education regulations if the school's schedule includes a minimum of 990 hours of instructional time in a minimum of 172 days.

[Utah Admin. Rules R277-419-13\(2\) \(May 26, 2020\)](#)

B. Term Basis

1. The District shall operate on a quarter, semester, or trimester basis and shall adhere to the requirements of the appropriate curriculum prepared by the State Board of Education.

C. Beginning Date

1. Student attendance for the first quarter, semester, or trimester of the regular school term shall be established by the Board pursuant to a calendar adopted annually.

D. Emergency/Activity Days

1. The annual school calendar adopted by the Board shall include exigency time for closures for emergencies, activities, or extreme weather conditions. If school is

closed for these or any other reason, the instructional time missed shall be made up under the exigency time so that the minimum school program instructional requirements are met. However, the Board may request a waiver from the State Superintendent from the instructional day requirement as provided for in Utah Administrative Rules R277-121-5.

Utah Admin. Rules R277-121-5 (April 9, 2020)

E. Parent-Teacher and Student Plan Conferences

1. With Board approval, schools may conduct parent-teacher and student Plan for College and Career Readiness conferences during the day and the time for those conferences may be counted as instructional time up to the equivalent of three full school days or 16.5 hours during a school year.

F. Kindergarten Assessment

1. With Board approval, schools may conduct parent-teacher and student Plan for College and Career Readiness conferences during the day and the time for those conferences may be counted as instructional time up to the equivalent of three full school days or 16.5 hours during a school year.

G. Length and Schedule Per Day

1. Schools shall be in session for not less than 6 hours and 20 minutes each instructional day, including intermissions and recesses, of which not less than 4 hours shall be devoted to instruction. Kindergarten sessions shall have at least 2 hours per instructional day of instructional time.

Utah Admin. Rules R277-419-2(30) (May 26, 2020)

H. Exceptions for Students with Compelling Circumstances

1. In the Board's discretion, the length of the time an individual student is required to be in school on instructional days may be varied for students with compelling circumstances. Such variance will be established on an individual basis according to the student's IEP or Plan for College and Career Readiness.

Utah Admin. Rules R277-419-13(1) (May 26, 2020)

POLICY 5050

Immunization Requirements

A. The following definitions apply within this policy:

1. "Immunization record" means a record relating to a student that includes:
 - a. Information regarding each required vaccine that the student has received, including the date each vaccine was administered, and which is verified by one of the following: a licensed health care provider, a registered nurse, a pharmacist, an authorized representative of a local health department, or an authorized representative of the Utah Department of Health; and
 - b. Information regarding each disease against which the student has been immunized by previously contracting the disease; and
 - c. An exemption form identifying each required vaccination from which the student is exempt.
2. "Legally responsible individual" means:
 - a. The student's parent, legal guardian, or (if the student does not have a legal guardian) an adult brother or sister of the student; or
 - b. The student, if the student is an adult or is a minor who may give consent under [Utah Code § 26-10-9](#) (which identifies certain minors who may consent to vaccinations and examinations for school attendance).
3. "Licensed health care provider" means a health care provider licensed by the Division of Occupational and Professional Licensing of the Utah Department of Commerce as a medical doctor, an osteopathic doctor, a physician assistant, or an advance practice registered nurse.
4. "Local health department" means the same as that term is defined in [Utah Code § 26A-1-102](#).
5. "Required vaccine" means a vaccine required by the Utah Department of Health as a condition of attending school.

6. "Vaccination exemption form" means a form established by the Utah Department of Health and which documents and verifies that a student is exempt from the requirement to receive one or more vaccines.

[Utah Code § 53G-9-301 \(2019\)](#)

B. Immunization Required for School Admission

1. Except for the circumstances specified elsewhere in this policy, a student may not attend a school in the District unless the school has received an immunization record from a permitted source (which are the legally responsible individual of the student, the student's former school, or a statewide registry) that shows either that the student has received all required vaccinations or that the student has immunity from the disease for which the vaccination is required or that the student is exempt from receiving the vaccination.

[Utah Code § 53G-9-302\(1\) \(2018\)](#)

[Utah Admin. Rules R396-100-3 \(January 13, 2020\)](#)

C. Obtaining and Maintaining Immunization Records

1. Each school shall request an immunization record for each student at the time the student enrolls in the school and shall retain the immunization record as part of the student's permanent school record.

[Utah Code § 53G-9-306\(1\) \(2018\)](#)

2. Within five business days after a student enrolls in a school, a person designated by the principal or other administrator shall determine whether the school has received an immunization record for the student, shall review the student's immunization record for compliance with the requirements for that record, and shall identify any deficiencies in the immunization record.

[Utah Code § 53G-9-306\(2\)\(a\) \(2018\)](#)

3. Each school shall maintain a current list of all enrolled students which notes:
 - a. Each student for whom the school has received a valid and complete immunization record;
 - b. Each student who is exempt from receiving a required vaccine;
 - c. Each student who is attending school under conditional enrollment; and

- d. For each student, each disease against which the student is not immunized.

[Utah Code § 53G-9-309\(1\), \(2\) \(2018\)](#)

4. The student names on this immunization list are confidential and private information and, notwithstanding the requirements of GRAMA, may only be released as provided for in [Utah Code Title 26](#) or [Utah Code § 53E-9-202](#).

[Utah Code § 53G-9-309\(4\) \(2018\)](#)

[Utah Code § 53E-9-202 \(2019\)](#)

[Utah Code § 26-1-17.5 \(2018\)](#)

5. The District and district schools may share a student immunization record or other records relating to vaccination or immunization with other schools or school districts and with local and state health departments and the Utah Department of Human Services as necessary to ensure compliance with student immunization requirements and to prevent, investigate, and control the causes of epidemic, infectious, communicable, and other diseases affecting the public health.

[Utah Code § 26-1-17.5 \(2018\)](#)

6. Upon request, a school shall provide a student's immunization record to a new school to which a student transfers (this does not require consent of the student's legally responsible individual).

D. Exemptions

1. Vaccination with required vaccines is not a prerequisite for admission to the District schools if the student qualifies for a medical or personal exemption to the vaccination requirement.
 - a. A student qualifies for the medical exemption if the student's legally responsible individual provides the school with:
 - 1) A completed vaccination exemption form and
 - 2) A written notice signed by a licensed health care provider stating that, due to the physical condition of the student, administration of the vaccine would endanger the student's life or health.
 - b. A student qualifies for the personal exemption if the student's legally responsible individual provides the school with a completed vaccination form stating that the student is exempt from the vaccination because of a personal or religious belief.

2. A vaccination exemption form is valid for as long as the student remains at the school to which the form is first presented. If the student changes schools before the student is old enough to enroll in kindergarten, the form accepted as valid at the student's previous school is valid until the earlier of the day on which the student enrolls in kindergarten or turns six years old. If the student changes schools after the student is old enough to enroll in kindergarten but before the student is eligible to enroll in grade 7, the form accepted as valid at the student's previous school is valid until the earlier of the day on which the student enrolls in grade 7 or turns twelve years old. (However, regardless of a school change before grade 7 or age twelve, an exemption form obtained through the online education module is valid for at least 2 years.) If the student changes schools after the student is old enough to enroll in grade 7, the form accepted as valid at the student's previous school is valid until the student completes grade 12.

[Utah Code § 53G-9-303 \(2018\)](#)

E. Conditional Enrollment

1. If upon review it is determined that the school has not received an immunization records for a newly enrolled student, or that there are deficiencies in the immunization record, the school shall place the student on conditional enrollment and within five days of doing so provide written notice (in person or by mail) to the student's legally responsible person. This notice shall state that the student has been placed on conditional enrollment for failing to meet the immunization record requirements, shall describe the deficiencies in the immunization record or state that no immunization record has been provided, shall give notice that the student will not be allowed to attend school unless a compliant record is provided or the deficiencies are cured within the conditional enrollment period, and shall describe the process for obtaining a required vaccination.

[Utah Code § 53G-9-306\(2\)\(b\) \(2018\)](#)

[Utah Code § 53G-9-308\(2\)\(a\) \(2018\)](#)

2. If the school receives a compliant immunization record within the conditional enrollment period, the student shall remove the conditional enrollment status. Unless an extension is granted as provided below, if the record is not provided within the conditional enrollment period, the student shall be prohibited from attending the school.

[Utah Code § 53G-9-308\(2\)\(b\), \(c\) \(2018\)](#)

3. The conditional enrollment period is the time period during which the student's immunization record is under review by the school or 21 calendar days after the school provides notice of the lack of or a deficiency in an immunization record. The

student must begin receiving required immunizations within 21 calendar days of school enrollment. Where the student is receiving multiple doses of a required vaccine, the principal or other administrator shall extend the conditional enrollment period by the amount of time medically recommended to complete all required vaccination dosages. The principal or other administrator may grant an extension of the conditional enrollment period if there is agreement between the administrator and a school nurse, health official, or health official designee that an extension will likely lead to compliance with the immunization record requirement.

[Utah Code § 53G-9-308\(1\), \(2\)\(d\) \(2018\)](#)
[Utah Admin. Rules R396-100-7 \(January 13, 2020\)](#)

F. Conditional Enrollment of Military Child

1. A military child who at the time of school enrollment has not been completely immunized against each specified disease may attend under a conditional enrollment, and shall be given 30 days from the day of enrollment to obtain:
 - a. each specified vaccine if the specified vaccine only requires one dose; and
 - b. at least the first dose of a specified vaccine, if the specified vaccine is a series of vaccines.
2. Except as provided above, a military child is subject to rules developed by the Utah Health Department in accordance with [Utah Code § 53G-9-305](#).

[Utah Code § 53E-3-905\(3\) \(2018\)](#)

G. Action Upon Disease Outbreak

1. In the case of a disease outbreak, the school principal or other administrator shall, upon the request of an official from a local health department, take the following steps:
 - a. Identify each student who is not immune to the outbreak disease;
 - b. Notify the legally responsible individual of any such student, providing information regarding steps the legally responsible individual may take to protect students; and
 - c. For a period determined by the local health official, but not to exceed the duration of the disease outbreak, do one of the following at the discretion of the principal or other administrator after obtaining approval from the local health department:

- 1) Provide a separate educational environment for non-immune students that ensures the protection of those students and of the remainder of the student body; or
- 2) Prevent non-immune students from attending school.

[Utah Code § 53G-9-309\(3\) \(2018\)](#)

~~H. No person may be admitted to any school in the district unless he or she has presented to school officials a certificate of immunization from a licensed physician or authorized representative of the state or local health department stating that the student has received immunization against communicable diseases as required by the Department of Health.~~

~~I. The board shall comply with any modifications or deletions in the required immunizations that may be made by the Department of Health.~~

~~J. A student may be exempt from immunization as defined in [Utah Code § 53G-9-306](#).~~

~~K. Exemptions~~

- ~~1. For a medical exemption from required immunizations, the student's legally responsible individual must provide to the student's school a completed vaccination exemption form and a written notice signed by a licensed health care provider stating that, due to the physical condition of the student, administration of the vaccine would endanger the student's life or health~~
- ~~2. For personal/religious exemption from the required vaccinations, the student's legally responsible individual must provide to the student's school a completed vaccination exemption form, stating that the student is exempt from vaccination because of a personal or religious belief.~~

~~L. Renewal of Exemptions~~

- ~~1. Legally responsible individuals who have student claiming exemptions for required immunizations, must provide new exemption forms routinely when entering:
 - a. Pre-k and Kindergarten
 - b. 7th grade~~
- ~~2. Exceptions~~

- ~~1. If a student changes schools before kindergarten enrollment (i.e. pre-k), the current exemption form will be valid until the student enters kindergarten, or turns 6 years old, whichever comes first.~~
- ~~2. If a student changes schools after kindergarten, but before 7th grade, the current exemption will be valid until the student turns 12 year old, or enters 7th grade, whichever comes first.~~
- ~~3. The exemption obtained at 12 years of age, or at 7th grade will be valid through 12th grade.~~
- ~~4. Two year Rule: In addition to the exceptions above, all exemptions are valid for a minimum of 2 years. For example: If a student obtains an exemption in 6th grad, the student will not be asked to provide a new exemption until 8th grade.~~

~~**NOTE:** Legally responsible individual who enroll their child in pre-k, kindergarten, or 7th grade on or **after** July 1, 2018 must use the exemption module on-line, or go to the local health department to obtain an exemption form.~~

~~For those enrolled **before** July 1, 2018 exemptions obtained previously will be honored.~~

~~**NOTE:** Schools are required to keep record of the following information for auditing purposes and disease outbreaks:~~

- ~~1. The names of all students who are out of compliance~~
- ~~2. Immunization and exemption status, (including all exempt immunizations, and the diseases, which the student is not immune) for all students.~~
- ~~3. List of student who are on conditional enrollment.~~

POLICY 5053

School Breakfast Program

A. Definitions

1. "Alternative breakfast service model" means a method of serving breakfast to a student after the instructional day begins.
2. "National School Lunch Program" means the same as that term is defined in [7 CFR § 210.2](#).
3. "School Breakfast Program" means the same as that term is defined in [7 CFR § 220.2](#).
4. "Traditional breakfast service model" means a method of serving breakfast to a student before the instructional day begins.

[Utah Code § 53G-9-205.1 \(2020\)](#)

B. Participation in School Breakfast Program

1. Unless granted an undue hardship waiver by the State Board of Education, each school in the District that participates in the National School Lunch Program shall also participate in the School Breakfast Program.

[Utah Code § 53G-9-205.1\(2\), \(3\) \(2020\)](#)

C. Alternative Breakfast Service Model

1. The following requirements apply to District schools who participate in the School Breakfast program but do not apply to a school in which 70% or more of the students who qualify for free or reduced lunch participate in the School Breakfast Program.
2. ~~Beginning with the 2020-21 school year, a school in which 70% or more of the students qualify for free or reduced lunch shall use an alternative breakfast service model.~~
3. Beginning with the 2021-22 school year, a school in which 50% or more of the students qualify for free or reduced lunch shall use an alternative breakfast service model.

4. Beginning with the 2022-23 school year, a school in which 30% or more of the students qualify for free or reduced lunch shall use an alternative breakfast service model.
5. A school which is required to use an alternative breakfast service model may also, in addition to that service model, use a traditional breakfast service model.

[Utah Code § 53G-9-205.1\(2\) \(2020\)](#)

POLICY 2038

Procurement of Workers Compensation Insurance

- A. Pursuant to [Utah Code § 63G-6a-107.6\(1\)](#), the Utah Procurement Code does not apply to contracts between public entities. The Board determines that it is not advantageous to the District to procure workers compensation insurance for employees of the District through standard procurement processes. Rather, the Board elects to secure workers compensation insurance coverage through joining a pool of other school districts in the state.
- B. The Board determines that procurement of workers compensation insurance through standard procurement processes is not advantageous to the District because insurance available through those means does not provide the opportunity to closely control and monitor the costs of insurance claims, or the opportunity to develop and implement safety programs for District employees with more direct and immediate impact upon insurance cost savings.
- C. By procuring workers compensation insurance through participation in a pool of school districts from the state, the District will be able to more directly control and monitor its insurance costs. The District will be able to develop and implement safety programs tailored specifically to the needs and characteristics of its employees. These tailored safety measures will have a more immediate impact on savings to the District.
- D. On cost savings to the districts, by joining the pool and obtaining workers compensation insurance through this means, the District will be grouped with other similar risks rather than with other types of dissimilar businesses. For these reasons, the Board finds that procurement of workers compensation insurance through standard procurement processes would not be advantageous to the District.

[Utah Code § 63G-6a-107.6\(1\) \(2020\)](#)

POLICY 2045

Fraud

A. Background

1. The fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against Box Elder School District (BESD). It is the intent of BESD to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

B. Scope of Policy

1. This policy applies to any irregularity, or suspected irregularity, involving employees as well stakeholders, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with BESD.
2. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to BESD.

C. Policy

1. Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.
2. Any irregularity that is detected or suspected must be reported immediately to the Business Administrator, who coordinates all investigations with Legal Counsel/Internal Auditor and other affected areas, both internal and external.

D. Actions Constituting Fraud

1. The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:
 - a. Any dishonest or fraudulent act;

- b. Misappropriation of funds, securities, supplies, or other assets;
- c. Impropriety in the handling or reporting of money or financial transactions;
- d. Obtaining personal benefit as a result of insider knowledge of district activities or on district time or with district equipment or facilities.
- e. Disclosing confidential, private, or proprietary information to outside parties
- f. Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to BESD. Exception: Gifts less than \$10 in value.
- g. Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or
- h. Any similar or related irregularity.

E. Other Irregularities

1. *Irregularities* concerning an employee's moral, ethical, or behavioral conduct should be resolved by departmental management and Human Resources rather than the Business Administrator.
2. If there is any question as to whether an action constitutes fraud, contact the Business Administrator for guidance.

F. Investigation Responsibilities

1. The Business Administrator has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Business Administrator will issue reports to appropriate designated personnel and, if appropriate, to the Board of Education through the Audit Committee.
2. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decision on disposition of the case.

G. Confidentiality

1. The Business Administrator treats all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the Business Administrator immediately, and *should not attempt to personally conduct investigations or interviews/interrogations* related to any suspected fraudulent act (see Reporting Procedure section below).
2. Investigation results *will not be disclosed or discussed* with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect BESD from potential civil liability.

H. Authorization for Investigating Suspected Fraud

1. Members of the Investigation Unit/Audit Committee will have:
 - a. Free and unrestricted access to all BESD records and premises, whether owned or rented; and
 - b. The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of their investigation.

I. Reporting Procedures

1. Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or altering suspected individuals that an investigation is under way.
2. An employee who discovers or suspects fraudulent activity will contact the Business Administrator immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Business Administrator or Internal Auditor. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." *Under no circumstances* should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.
3. The reporting individual should be informed of the following:
 - a. Do not contact the suspected individual in an effort to determine facts or demand restitution.

- b. Do not discuss the case, facts, suspicions, or allegations with *anyone* unless specifically asked to do so by the Legal Department/Auditors or Business Administrator.
- c. Any attempt by the suspect to intimidate or discuss the matter with the reporting individual should be reported to the Business Administrator. If it is found unauthorized contact has taken place it can result in personnel action which could include termination.

J. Termination

1. If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the designated representatives from Human Resources and outside counsel, before any such action is taken. The disciplinary process for will follow the district policy as outlined in [Policy 3120 Orderly School Termination for Employees](#). Recommendations for discipline for students will follow student policies. Investigative findings of individuals not employed by the school district will be referred to the proper legal authority.

POLICY 2224

Transportation – Drug Testing of Bus Drivers

A. Supplement to State Rules

1. The State Board of Education has put into effect a mandatory rule requiring drug tests of certain employees under certain conditions pursuant to the Omnibus Transportation Employee Testing Act of 1991 and the Rules and Regulations of the Department of Transportation, [49 CFR Parts 382, 391, 392 and 395](#), governing all employees who are required as a part of their employment duties to obtain commercial driver's licenses. This policy is intended to supplement the State Board rules regarding drug testing. The State Board rule is incorporated into this policy by this reference.

[Pupil Transportation Drug and Alcohol Testing Policies and Procedures Employee Handbook](#)

[Pupil Transportation Drug and Alcohol Testing Policies and Procedures Supervisor Supplement Handbook](#)

B. Drug Program Coordinators

1. The District hereby appoints the Transportation Supervisor, to act as the Drug Program Coordinator and Head Nurse, to act as the Alternate Drug Program Coordinator. The Drug Program Coordinator shall also act as the site coordinator for purposes of observing, collecting, and organizing and maintaining test data.

C. Conditions of Employment

1. All employees of the District who are required by their job duties to obtain and maintain a commercial driver's license or who will be employed in a safety sensitive position as defined in the Policy must, as a condition of initial and continued employment within the District:
 - a. Abide by the provisions of the District's Drug Policies;
 - b. Notify the District Pupil Transportation Supervisor of any criminal drug or alcohol related conviction no later than five (5) working days after such conviction;
 - c. Consent to the District releasing to any other school district records of a positive test or a refusal to be tested.

D. Confidentiality of Tests

1. All employees must refrain from disclosing any information about testing times or dates to forewarn potential test selectees. Any employee who violates this provision may be terminated for cause.

E. Test to be Conducted

1. Employees of the District shall be tested under the following provisions:
 - a. All employees required to hold a commercial driver's license shall be tested as provided in the state Office Rules;
 - b. Any employee may be tested whenever an accident causing bodily injury occurs within the scope of employment where it appears that drugs or alcohol may have been a contributing factor. All such tests shall be conducted within eight (8) hours after the accident;
 - c. Any employee may be tested for drugs or alcohol where there is a reasonable suspicion that an employee may be using alcohol, illegal drugs, or may be under the influence of illegal drugs or alcohol while on the job.

F. Reasonable Suspicion Documentation

1. Prior to conducting any tests for drugs or alcohol, based upon a suspicion of use the Drug Program Coordinator or the Alternate must articulate in writing specific facts any reasonable inferences drawn from those facts and which lead to a reasonable suspicion that an employee is using or under the influence of alcohol or illegal drugs.

[Utah Code § 34-41-102\(3\) \(2016\)](#)

[Utah Code § 34-41-101\(8\) \(2007\)](#)

G. Reasonable Suspicion

1. A "reasonable suspicion" means an articulated belief based on the recorded specific facts and reasonable inferences drawn from those facts that indicate that a school district employee is using or is under the influence of drugs or alcohol.

[Utah Code § 34-41-101\(8\) \(2007\)](#)

H. Safety Sensitive Position

1. A “safety sensitive position” means all persons required by their job duties to maintain a commercial class driver’s license, including all bus drivers, mechanics and any other employee involved in transporting students within the scope of employment.

[Utah Code § 34-41-101\(10\) \(2007\)](#)

I. Scope of Employment

1. An action is within the “scope of employment” if it is part of any actions for which a employee is remunerated or performs by reason of employment in the District.

J. Verification of Tests

1. Before the result of any test may be used as a basis for any adverse employment action, the District shall verify or confirm any positive initial screening test by gas chromatography, gas chromatograph-mass spectroscopy, or other comparable analytic methods. In addition, the employee testing positive shall be notified by telephone and in writing at the last know address and telephone number of the positive test result and where a new test may be obtained if the employee desires to undergo a second test.

[Utah Code § 34-41-104\(4\) \(1998\)](#)

K. Positive Test of Safety Sensitive Position While on Duty

1. Any employee who holds a safety sensitive position who tests positive while acting within the scope of job duties shall be terminated for cause.

L. Positive Test of Other Employees

1. Compliance with the District’s drug policies is a condition of continued employment within the District. The District shall terminate any employee who tests positive for alcohol or illegal drugs while acting within the scope of job duties unless:
 - a. The employee has voluntarily disclosed a need for counseling or rehabilitation from alcoholism or drug dependence prior to the test; and
 - b. The employee has agreed to enroll at his or her expense into a rehabilitation, treatment, or counseling program approved by the District.

[Utah Code § 34-41-105\(2\) \(1994\)](#)

2. Any employee in a rehabilitation or treatment program who is not in a safety sensitive position may be suspended without pay, placed on probation, or terminated for cause within the discretion of the Superintendent of Schools and/or the Board of Education.

M. Test Procedures

1. All tests shall be conducted pursuant to the procedures established in the State Board of Education Rules.

N. Compensation for Test Time

1. All tests performed by the District shall occur during or immediately after the regular work period of the employee and shall be considered as work time for purposes of compensation and benefits.

[Utah Code § 34-41-104\(5\) \(1998\)](#)

2. The District shall bear the costs of all sample collection and testing for alcohol or drugs at the request of the District, including any costs for transportation to the test site if conducted at a place other than the workplace.

[Utah Code § 34-41-104\(6\) \(1998\)](#)

POLICY 3210

Educator Evaluation

- A. Box Elder School District recognizes that the quality of public education can be improved and enhanced by a systematic, fair, and competent annual evaluation of public educators and remediation of those whose performance is inadequate.
- B. In accordance with state law and rules promulgated by the State Board of Education, the desired purposes of evaluation are to:
1. promote the professional growth of the educator; and
 2. identify and encourage quality instruction in order to improve student achievement.
- C. District Educator Evaluation Program Committee
1. To develop, support, monitor and maintain an educator evaluation program, the Board shall establish a Joint Educator Evaluation Committee (JEEC) comprised of an equal number of educator representatives, parents and administrators. Nominees for educator representatives shall be voted upon by the District's educators and a list of those individuals nominated shall be given to the Board. Nominees for parent representatives shall be submitted by community councils within the District. The Board shall appoint committee members from the nomination lists. The Board shall adopt an educator evaluation program in consultation with the JEEC. The committee may:
 - a. Adopt or adapt an evaluation program for educators based on a model developed by the State Board of Education; or
 - b. Create its own evaluation program for teachers.
 2. The evaluation program developed by the committee must comply with the requirements of [Utah Code Title 53 G, Chapter 11, part 5](#) and rules adopted by the State Board of Education.
- D. The following outlines the procedures Box Elder School District will follow in evaluating its educators.
1. Definitions

- a. “Administrator” means an individual who holds an appropriate license issued by the State Board of Education and who supervises educators.
- b. “Career educator” means a licensed employee who has a reasonable expectation of continued employment under the policies of the Board
- c. “Educator” means an individual employed by the District who is required to hold a professional license issued by the State Board of Education, except:
 - 1) a superintendent, or
 - 2) an individual who:
 - a) works less than three hours per day; or
 - b) is hired for less than half of the school year.
- d. “Evaluator” means a person who is responsible for an educator’s overall evaluation.
- e. “Provisional Educator” means an employee that works for the District at least half time during the first 3 years of employment.
 - 1) BESD may extend the provisional status of an employee up to an additional two consecutive years if the educator has not obtained career educator status and it is the determination of the district to extend the Provisional status.
 - 2) Career Educators that accept a position which is substantially different from the position in which career status was achieved are also considered Provisional for 3 consecutive years.
- f. “Rater” means a person who conducts an observation of an educator related to an educator’s evaluation
- g. “Certified rater” means an educator who has been trained in evaluating educator performance and has demonstrated competency in using an educator evaluation tool to rate educator effectiveness according to established standards.
- h. “Temporary educator” means anyone hired after August 1st.

- i. “Summative evaluation” is an annual evaluation that summarizes an educator’s performance during a school year and that is used to make decisions related to the educator’s employment.
- j. “Formative evaluation” is any year an educator is not on a summative evaluation.
- k. “Letter of Expectation” is a letter outlining educator’s deficiencies in instruction and expectations to reach expected Utah Educator Teaching Standards.
- l. “Committee” means the District’s Educator Evaluation Program Committee.
- m. “Mentor” is an assigned career educator who performs substantially the same duties as the provisional educator and has at least three years of educational experience.
- n. “UETS” Utah Educator Teaching Standards

2. Orientation and Training

- a. Box Elder School District will use a reliable and valid system to evaluate all licensed employees.
- b. All licensed employees will be provided an orientation to the District’s evaluation program conducted by the principal or his/her designee prior to evaluations as described in this Policy. The orientation will include the purpose of the evaluation and the methods used to evaluate.
- c. All administrators will receive training in rating reliability and will be designated as a certified rater prior to administering an evaluation.

E. Evaluation Program Components

- 1. The District’s evaluation program for educators adopted by the Board in consultation with the Educator Evaluation Program Committee shall be a reliable and valid educator evaluation program that evaluates educators based on educator professional standards established by the Utah State Board of Education and includes;
 - a. A systematic annual evaluation of all provisional, temporary, probationary, and career educators

- b. The use of multiple lines of evidence, including:
- 1) Self-evaluation
 - a) based on Educator's self-assessment; and
 - b) annual Educator Professional Growth Plan
 - 2) Student and parent input;
 - a) during a licensed employee's summative evaluation, stakeholder (students/parents) input data that is attributable to individual employees will be gathered through the use of a survey.
 - b) the survey data will be analyzed by the educator. Using the data, the licensed employee will create a plan of action to submit to their supervisor.
 - 3) For administration evaluation, employee input;
 - 4) A reasonable number of supervisor observations to ensure adequate reliability and consistent with [Utah Admin. Rules R277-533-4](#). In Box Elder School District, this means a minimum of 20 or more minute observations for each summative evaluation. For provisional teachers, this means at least 4 observations and for career educators at least 2 observations.
 - 5) Evidence of professional growth and other indicators of instructional improvement based on educator professional standards established by the State Board of Education;
 - 6) Student academic growth data (~~may not use results from end of level state testing~~). In Box Elder School District, this means student growth on pre-post assessments that are valid and reliable on the Box Elder Learning Standards (BELS) for classes taught, DIBELS, CTE skills test and other assessments determined by collaborative teams. ~~Results from end of level state testing may not be used in student academic growth data.~~
- c. A summative evaluation that differentiates among the four levels of performance which are:

- 1) Highly Effective, Effective, Emerging/Minimally Effective, or Not Effective.
- 2) Component ratings shall be based on actual observations and data gathered/calculated, or observed in alignment with [Utah Effective Teaching Standards](#) or [Utah Educational Leadership Standards](#).
- ~~3) When an educator's performance is within the Emerging/Minimally Effective category, the rater will determine the appropriate designation based on the following:~~
 - ~~ii. An educator holding a Level 1 Educator License, and being served by the District Entry Year Enhancement program, shall be designated as Emerging Effective.~~
 - ~~iii. An educator who has received a new or different teaching or leadership assignment within the last school year and who is developing in that area may also be designated as Emerging Effective by the rater.~~
 - ~~iv. An educator holding a Level 2 Educator License and who is teaching or leading in a familiar assignment shall be designated Minimally Effective.~~
- ~~d. The evaluation may provide for a reasonable number of peer observations.~~
- e. For an administrator, the evaluation shall consider the effectiveness of the administrator evaluating employee performance in a school for which the administrator has responsibility or with the district.
3. A formative evaluation will occur during the non-summative years and will include:
 - a. A self-assessment based on the Utah Teaching Standards
 - b. A professional growth plan based on standards that need improvement.
 - c. Formative evaluations will be ongoing to ensure reliability. Multiple observations as a method of formative evaluations will be used at appropriate intervals.
4. Frequency of Evaluations

- a. Provisional and probationary licensed employees will receive a summative evaluation at least twice each school year. Career educators will receive a summative rating annually. The summative rating will be calculated during the educator's summative evaluation.
- b. A five -year evaluation cycle will be used for career educators incorporating a summative, formative 1, formative 2, formative 3, formative 4 ~~format~~ cycle.
- c. All licensed employees may request individual sections be re-evaluated in the formative years. If the section evaluated improves the summative rating, it will be so reported to the State Board of Education in the next annual report.
- d. During the formative years the building administrators can initiate a summative evaluation.

5. Educator Input

1. An educator is responsible for improving performance, using resources provided by the district, and demonstrating acceptable levels of improvement in any designated areas of deficiency.
2. An educator may contribute additional information in writing to inform the evaluation process at any time throughout the year. The conference date for the end of year review is the cutoff date for additional lines of evidence/information.
3. An educator may see and analyze data related to stakeholder input and performance. If an educator has concerns with any of the data, the educator may provide a written response to be included in the educator's evaluation file.
4. It will be at the discretion of the evaluator if and how the additional information and responses to data provided by the educator will impact the educator's evaluation.
5. All information provided by the educator will be part of the summative evaluation file to be reviewed if the educator is not satisfied with his/her summative evaluation and requests a review in accordance with Section ~~F.4.G~~ below.

F. Summative Evaluation and Review of Evaluation

1. The person responsible for administering an educator's evaluation shall, at least fifteen (15) days before an educator's first evaluation, notify the educator of the

evaluation process and give the educator a copy of the evaluation instrument, if an instrument is used.

2. The person responsible for administering an educator's evaluation shall allow the educator to respond to any part of the evaluation and, if the response is written, attach the educator's responses to the evaluation.
3. Within fifteen (15) days after the evaluation process is completed, the person responsible for administering an educator's evaluation shall:
 - a. Discuss the written evaluation with the educator;
 - b. Based on the educator's performance, assign one of the four levels of performance.
 - c. Following the discussion, the evaluation and any related reports or documents will be filed in the educator's personnel file and a copy of the evaluation and attachments will be provided to the educator.
 - d. The building administrator will maintain records of the educator effectiveness component ratings including underlying data subject to monitoring (e.g. observation, stakeholder feedback, & student growth) for the period of 5 years.
4. An educator who is not satisfied with a summative evaluation has fifteen (15) days after receiving the written evaluation to request a review of the evaluation to the superintendent or the superintendent's designee.
5. The superintendent or the superintendent's designee *will respond with the determination in writing to the licensed employee requesting the review within 30 days.*
 - a. The school district shall determine if the initial educator evaluation was issued in accordance with:
 - 1) the school district's educator evaluation policies;
 - 2) the requirements of the performance standards;
 - 3) [Title 53G, Chapter 11](#), Employees and

- 4) [Utah Admin. Rules R277-531](#)
- d. If a determination is made that the initial evaluation was not issued in accordance with any of the above components, the person administering the licensed employee's evaluation will be directed to reevaluate the licensed employee.
6. If the superintendent or the superintendent's designee determines the initial educator evaluation was issued in accordance with the above components, and the licensed employee is still not satisfied with the summative evaluation, they shall appoint a person, not an employee of the District, who is a certified rater and has expertise in teacher or personnel evaluation to review and make written findings reported to the superintendent regarding the educator's summative evaluation. A review of an educator's summative evaluation shall be conducted in accordance with [Utah Admin. Rules R277-533-8](#).
 - a. The reviewer will review:
 - 1) the school district's educator evaluation policies and procedures;
 - 2) the evaluation process conducted for the educator,
 - 3) the evaluation data from the professional performance, student growth, and stakeholder input components; and
 - 4) an educator's written response, if submitted as described in [Subsection 53G-11-508\(1\)\(b\)](#); and
 - 5) report the certified rater's findings, in writing, to the school district's superintendent for action.
 - b. The party responsible for the cost of the review will be determined by the certified rater report.
 - 1) the cost of the review will be paid by the educator if the certified rater retained to do the review does not recommend an improved rating after the review.

- 2) the cost of the review will be paid by the District if the certified rater retained to do the review recommends an improved rating after the review.
- c. The Superintendent may adopt the recommendations of the certified rater.

[Utah Code 53G-111-508 \(2020\)](#)
[Utah Admin. Rules R277-533-8 \(June 7, 2018\)](#)

G. Mentor for New Educators

1. All provisional educators and career educators who are in their first 3 years of employment in the district shall be assigned a mentor who satisfies the requirements per ~~who meet the qualifications set out in Policy 3022 Employment: Box Elder School District – Local Education Agency Specific Teacher License/Endorsement shall be assigned a mentor who satisfies the requirements for mentors in~~ [Policy 3022](#).
2. The educator shall be provided services by the mentor as set out in [Policy 3022](#). A mentor assigned to an educator may not serve as an evaluator of that educator.

[Utah Code § 53G-11-509 \(2019\)](#)
[Utah Admin. Rules R277-301-8\(2\), \(3\) \(July 2, 2019\)](#)
[Utah Admin. Rules R277-308-2\(2\) \(February 7, 2019\)](#)
[Utah Admin. Rules R277-308-3 \(February 7, 2019\)](#)

H. Deficiencies and Remediation

1. The ~~UETS JEEC~~ shall determine, for purposes of the educator evaluation program, what constitutes an inadequate performance or a performance in need of improvement as demonstrated by an educator's summative evaluation.
2. Suggestions for Improvement:
 - a. During a summative evaluation, educators will be given feedback by their evaluator as to areas that need improvement. Educators will be given opportunities to improve in these areas with additional support, monitoring and professional development.

b. If sufficient improvement hasn't occurred during these informal/formal conversations and meetings, then **for a career educator** a Plan of Assistance will be prepared and implemented.

c. **For provisional educators, a letter of expectations will be given.**

3. Plan of Assistance:

a. **If a career educator has multiple minimally effective ratings within one standard area** ~~If the District intends to not renew a career educator's contract for a not effective rating performance or terminate a career educator's contract during the contract terms for a not effective rating performance,~~ the District shall:

- 1) provide and discuss with the career educator written documentation clearly identifying the deficiencies in performance;
- 2) provide written notice that the career educator's contract is subject to ~~non-renewal or~~ termination ~~if, upon a reevaluation of the career educator's performance, the career educator's performance is determined to be not effective;~~
- 3) develop and implement a plan of assistance in an attempt to allow the career educator an opportunity to improve performance;
- 4) re-evaluate the career educator's performance; and
- 5) If the career educator's performance remains **minimally not** effective, give notice of intent to not renew or terminate the career educator's contract.

b. The period of time for implementing a Plan of Assistance:

- 1) **May not be less than 60 days and** may not exceed 120 school days, except as provided in this policy;
- 2) may continue into the next school year;
- 3) should be sufficient to successfully complete the plan of assistance; and
- 4) shall begin when the career educator receives the written notice of deficient performance and end when the determination is made that the career

educator has successfully remediated the deficiency or when the notice of intent to terminate is given.

- c. An administrator may extend the period of time for implementing a plan of assistance beyond 120 school days if:
 - 1) A career educator has been approved and qualifies for leave under the Family Medical leave Act during the time period the plan of assistance is scheduled to be implemented; or
 - 2) For other compelling reasons as approved by the Board if the leave was scheduled before the employee was placed on a Plan of Assistance.
 - d. If upon a reevaluation of the career educator's performance, the District determines the career educator's performance is minimally effective or higher, and within a three-year period after the initial documentation of a ~~minimally not~~ effective rating performance the career educator's performance is determined to be ~~minimally not~~ effective for the same deficiency ~~previously~~, the District may elect to ~~not renew or~~ terminate the career educator's contract without implementing a new Plan of Assistance.
 - e. If the District intends to ~~not renew or~~ terminate a career educator's contract for performance under this section, the District will provide written documentation of the career educator's deficiencies in performance; and give notice of intent to ~~not renew or~~ terminate the career educator's contract.
 - f. Nothing in this Policy shall prevent the District from taking appropriate disciplinary action for Misconduct as defined in this Policy, the Utah Code, Utah Administrative Rule or District Policy.
4. An employee whose performance is unsatisfactory may not be transferred to another school unless the Board specifically approves the transfer of the employee.
- [Utah Code 53G-11-517 \(2018\)](#)
[Utah Admin. Rules R277-533-3 \(4\) \(2018\)](#)
5. An employee may not advance on an adopted wage or salary schedule if the employee's rating on the most recent evaluation is determined to be "Not Effective".
- I. Educator Evaluation Data

1. Educator evaluation records are private and shall only be accessed by the educator's principal or immediate supervisor, by those who need the information in those records in considering employment decisions, or by the superintendent or designee.
2. Employees shall be trained regarding the confidential nature of employee evaluations and the importance of securing those evaluations and records.
3. The District may not release or disclose student assessment information which reveals educator evaluation information or records.

[Utah Admin. Rules R277-487-6 \(November 8, 2019\)](#)

J. Rater Reliability Process

1. Educator evaluations must be performed by certified raters and shall maintain high standards of rater accuracy. To that end, the District shall:
 - a. Create standardized ratings established by a committee of expert raters to be used for rater professional development and certification;
 - b. Provide professional development opportunities to all raters and evaluators of licensed educators to:
 - (1) Improve a rater or evaluator's abilities; and
 - (2) Give the rater or evaluator an opportunity to demonstrate the rater's abilities to rate an educator in accordance with the Utah Effective Educator Standards;
 - c. Designate qualified raters as certified;
 - d. Assure that educators are rated by a certified rater; and
 - e. Offer a rater opportunities to improve the rater's skills through instruction and practice.

[Utah Admin. Rules R277-533-4\(4\) \(June 7, 2018\)](#)

POLICY 5000

Equal Educational Opportunity

- A. The Board of Education of the Box Elder School District does not discriminate on the basis of sex in its programs and activities and is required by Title IX and 34 CFR Part 106 not to discriminate on the basis of sex, including but not limited to such discrimination in admission and employment.
1. Notice of this policy shall be given to all students seeking admission and their parents and shall be included in student handbooks. Questions about rights under Title IX and about the application of Title IX to the District can be directed to the Title IX Coordinator identified in this policy or to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

[34 CFR § 106.8\(b\)\(1\)](#)
[20 U.S.C. § 1701-21](#)

- B. No officer or employee of Box Elder School District when acting or purporting to act in official capacity shall refuse to permit any student to participate in any school activity because of the student's, race, color, creed, sex, national origin, marital status, political or religious belief, physical or mental condition, family, social, or cultural background, or sexual orientation.

[Utah Admin. Rules 277 515-3\(6\)\(c\) \(December 1, 2017\)](#)

- C. The District encourages all victims of sex discrimination and persons with knowledge of sex discrimination to immediately report that to the Title IX Coordinator or an administrator. All complainants have the right to be free from retaliation of any kind. Complaints relating to sexual harassment (one form of sex discrimination) are addressed under [Policy 3015 Title IX Sexual Harassment](#) and [Policy 5350 Student Complaints - Resolution](#). Complaints regarding other types of sex discrimination may be addressed through the grievance procedures set out in [Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct](#) (for students) and [Policy 3000 Employment: Nondiscrimination](#) (for employees). ~~[Board Policy 5350, Students Complaints – Resolution](#), provides procedures for prompt and equitable resolution of student complaints alleging and action prohibited by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or Title VI of the Civil Right Act of 1964.~~

[34 CFR § 106.8\(c\)](#)

D. Title IX Coordinator

1. The District shall designate one or more employees to serve as Title IX Coordinator. The Title IX Coordinator is responsible and has authority to coordinate the District's compliance with Title IX, including but not limited to responding to complaints of sex discrimination. The designated Title IX Coordinator for the District is:

Name: Keith Mecham

Title/Position: Title IX Coordinator

Mailing Address: 960 South Main, Brigham City, UT. 84302

Office Email: keith.mecham@besd.net

Telephone: 435-734-4800 ext. 1114

2. Reports about any form of sex discrimination (including sexual harassment) may be made to the Title IX Coordinator by any person (whether or not the discrimination was directed at that person) using any of the contact methods listed above or by any other means and at any time (including during non-business hours).

[34 CFR § 106.8\(a\)](#)

E. Retaliation Prohibited

1. It is prohibited to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or implementing regulations or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing relating to any type of sex discrimination. Prohibited retaliation includes acting with the purpose of interfering with any right or privilege secured by Title IX or implementing regulations or this policy by intimidation, threats, coercion, or discrimination. If brought for the purpose of interfering with these rights, prohibited retaliation includes charges against an individual for violations that do not involve sex discrimination but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment. Reports of retaliation should be made to the Title IX Coordinator designated in this policy. Complaints regarding retaliation against a student may be raised under [Policy 5270](#) or as applicable under [Policy 5350](#) or regarding retaliation against an employee under [Policy 3000](#) or as applicable under [Policy 3015](#).

[34 CFR § 106.71\(a\)](#)

F. Confidentiality

1. Except to the extent required to appropriately respond to complaints of sex discrimination, or as required by law, the District shall keep confidential the identity of
 - a. any individual who reports or complains of sex discrimination (including filing a formal complaint),
 - b. any individual reported to have perpetrated sex discrimination, and
 - c. any witness regarding sex discrimination.
2. Except to the extent that maintaining confidentiality would impair the District's ability to provide supportive measures, the District shall keep confidential any supportive measures provided to a complainant or accused individual. (In appropriately responding to complaints of sex discrimination, the District may need to disclose the identity of individuals for purposes of an appropriate investigation and following the grievance process or for purposes of appropriate supportive measures.) Disclosure is also allowed to the extent permitted by FERPA and its implementing regulations.

[34 CFR § 106.71\(a\)](#)

3. Where a complaint involves allegations of child abuse, the complaint shall be immediately reported to appropriate authorities and the confidentiality of the information will be maintained as required by [Utah Code § 62A-4a-412](#). (See [Policy 5090 Child Abuse/Sexual Abuse and Human Trafficking Prevention Training and Reporting](#))
- G. ~~Building Administrators are designated as complaint officers and shall coordinate efforts to comply with those laws referenced above.~~
- H. The District shall provide a free appropriate public education to all students with disabilities identified under [IDEA](#) who are residents of the District between the ages of three and twenty-two who have not graduated from high school, including those in regular or special education and those who have related services designed to meet the individual educational needs of each qualified student, regardless of the nature or severity of the disability. The District shall comply with federal law concerning education of students with disabilities in the areas of educational setting, evaluation and placement, and procedural safeguards.

[34 CFR § 104.33](#)
[Utah Code § 53E-7-201\(8\) \(2019\)](#)
[Utah Code § 53E-7-202 \(2019\)](#)

[Utah Code § 53E-7-207 \(2019\)](#)

I. Dissemination of Policy

1. Notice of this policy and of the name and contact information of the Title IX Coordinator shall be provided to applicants for admissions or for employment, students, parents of students, employees, and employee associations. The contact information for the Title IX Coordinator shall be prominently displayed on the District's website and in student admission materials and employment application materials. In addition, a copy of this policy shall be published on the District website and included in student admission materials, in employment application materials, in student handbooks, and in materials provided to employees. A copy of this policy shall also be provided to the appropriate officer of each employee association.

[34 CFR § 106.8\(b\)\(2\), \(c\)](#)

POLICY 5031

Attendance - Exemption from Compulsory Attendance

- A. Students, whose parent submit a written request and meet one or more of the following conditions to the satisfaction of the Board shall be exempt from compulsory attendance requirements. Such requests shall be submitted and approved annually.
1. A student over age 16 may receive a partial release from school to enter employment if the student has completed the eighth grade, or if the **minor's child's** services are required for the support of a parent. **Minors Child** receiving this exemption must still attend school part-time as required by the Board.
 2. On an annual basis, a **minor child** may receive a full release from attending a public, regularly established private or part-time school or class if one of the following is established to the Board's satisfaction:
 - a. The **minor child** has already completed the work required for graduation from high school, ~~or has demonstrated mastery of required skills and competencies in accordance with~~
[Utah Code § 53F-2-501\(1\)](#)
 - b. The **minor child** is in a physical or mental condition, certified by a competent physician, which renders attendance inexpedient and impracticable.
 - c. Proper influences and adequate opportunities for education are provided in connection with the **minor's child's** employment.
 - d. The superintendent determines that the **minor child**, if over age 16, is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline.
 - e. The **minor's child's** parent files a signed affidavit with the District that the **minor child** will attend a home school and receive instruction in the subjects the State Board of Education requires to be taught in public schools and for the same length of time as **minors children** are required by law to receive instruction in public schools, as provided by rules of the State Board of Education.

POLICY 5037

Attendance Enforcement

- A. A parent of a child who is subject to the compulsory school attendance law may be subject to a class B misdemeanor if:
1. They intentionally or recklessly fail to enroll a school-age **minor child** in school, unless that **minor child** is exempt from enrollment.
 2. After being served with a notice of compulsory education violation they intentionally or recklessly fail to meet with the school authorities designated in the notice of compulsory education violation to discuss the student's school attendance problems.
 3. After being served with a notice of compulsory education violation they intentionally or recklessly fail to prevent the student from being absent without a valid excuse five or more times during the remainder of the school year.
- B. Designated school officials shall make earnest and persistent efforts to resolve a student's attendance problems. These efforts shall include the following, as deemed appropriate or feasible in individual cases:
1. Counseling of the student by school authorities including a meeting with the student after their fifth absence without a valid reason.
 2. Issuing a written notice of a compulsory attendance violation after at least five unexcused absences (truancies).
 3. Enlisting parental support for attendance by the student.
 4. Meeting with the student and the parents.
 5. Adjusting the curriculum and schedule if determined necessary to meet special needs of the student.
 6. Monitoring of attendance by parents and the school.
 7. Classifying a student who is at least twelve years of age as a habitual truant after at least ten truancies during the school year.

8. Enlisting the assistance of community and law enforcement agencies as appropriate.
- C. If, after earnest and persistent efforts are made by the parents and the school, the truant behavior has not been corrected, the board or designee shall either refer the matter ~~refer the child to truancy mediation to the appropriate juvenile court or release the student from school as appropriate.~~
- D. The District shall annually report to the State Board of Education
 1. The number of absences with a valid excuse,
 2. The number of absences without a valid excuse.

Policy 5272

Transgender Students

A. Definitions

1. “Assigned gender.” This is the gender designated at the time of birth and may also be thought of as the gender corresponding to the individual’s original physiology, or biological gender.
2. “Gender identity.” This is the individual’s internal sense of gender, and “identified gender” refers to the gender that matches this internal sense. Gender identity can be shown by information including but not limited to medical history, care or treatment of the gender identity, consistent and uniform assertion of the gender identity, or other evidence that the gender identity is sincerely held, part of a person’s core identity, and not being asserted for an improper purpose.
3. “Gender expression” means the external cues or indications used to communicate gender to others, such as behavior, clothing, hairstyles, activities, voice, mannerisms, or body characteristics.
4. “Transgender” means that an individual’s assigned gender differs from the individual’s gender identity.
5. “Transgender boy” (or “transgender man”) is an individual whose assigned gender is female but whose gender identity is male.
6. “Transgender girl” (or “transgender woman”) is an individual whose assigned gender is male but whose gender identity is female.

[Utah Code § 34A-5-102 \(1\)\(o\) \(2016\)](#)

B. Records and References

1. The official records of the student shall reflect the student’s legal name and gender, which is the name and gender listed on the student’s birth certificate or as changed by court order. Access to this portion of official student records shall be restricted to maintain the confidentiality of a student’s transgender status.

[Utah Code § 26-2-11 \(1995\)](#)

[Utah Code § 42-1-1 \(1933\)](#)

2. The unofficial records of the student shall reflect the preferred name and gender identity of the student. Students shall be addressed or referred to by the pronouns associated with the identified gender: transgender boys shall be referred to using “he” “his” and “him” and transgender girls shall be referred to using “she” and “her.”
3. A student’s transgender status shall not be disclosed without the student’s consent except as expressly authorized by the superintendent following such legal consultation as the superintendent determines is appropriate.

C. Facilities

1. In determining which gender-segregated school facilities (restrooms and locker rooms) are to be used by transgender students, the school administrator shall take into consideration the desires of the individual transgender student and of the student’s parents as well as the privacy interests of other students. In addition to having the transgender student use the facilities corresponding with the gender identity, potential accommodations include use of single user restrooms or changing spaces or using facilities at a different time than other students. If the desired use by the transgender student is in significant conflict with privacy interests of other students, the school administrator should consult with the superintendent and as appropriate with legal counsel.

D. Classes and Activities

1. When classes or intramural activities are segregated by gender, transgender students are to be grouped according to the student’s gender identity. Where students are grouped according to qualities which may have some association with gender (such as vocal quality for singing groups), the pertinent quality shall be evaluated without regard to assigned gender or transgender status. Where school activities involve overnight travel, lodging arrangements for transgender students shall take into consideration the desires of the individual transgender student and of the student’s parents as well as the privacy interests of other students. If the arrangement desired by the transgender student is in significant conflict with privacy interests of other students, the school administrator should consult with the superintendent and as appropriate with legal counsel.

E. UHSAA Extracurricular Activities

1. Participation by students in activities under the oversight of the Utah High School Activities Association is subject to UHSAA rules and policies. Where a transgender student wishes to participate in a gender-segregated UHSAA sport or activity according to gender identity rather than assigned gender, the school shall allow the

student to participate according to the student's gender identity as determined by the District, which is to determine that the gender identity is bona fide and not for the purpose of gaining an unfair advantage in competitive athletics. The District shall make this determination at the time that sports eligibility is determined based on the student's gender identification in school records and in daily life activities at the school and in the community. This determination shall be based on the following types of evidence:

- a. Documentation from individuals which affirms that the actions, attitudes, dress and manner demonstrate the student's consistent gender identification and expression;
 - b. A complete list of the student's prescribed, non-prescribed or over the counter, treatments or medications;
 - c. Written verification from an appropriate health-care professional (doctor, psychiatrist, or psychologist) of the student's consistent gender identification and expression; and
 - d. Any other pertinent documentation or information which the student, parent or legally appointed guardian(s) believe relevant and appropriate.
2. A student may not transfer from a gender-specific team to a gender-specific team of another gender during a sports season. Once a student's gender identity has been addressed by the student and the District, the determination shall remain consistent for the remainder of the student's high school sports eligibility. The school shall not disclose the transgender student's identity to UHSAA without the consent of the student and the student's parents.

[Utah High Schools Activities Association Handbook 2019-20, Interps. & Guidelines 1.1.4](#)

F. Bullying and Harassment

1. [Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct](#), which prohibits bullying, cyberbullying and harassment regardless of the motivation for such misconduct, applies to prohibit bullying, cyberbullying or harassment of students because of their transgender status or gender expression. When the parent of a transgender student is given the required notification of a bullying or harassment incident against a transgender student which is motivated by transgender status or gender expression, care should be taken to avoid disclosing the student's transgender status to the student's parents if the student has not consented to such disclosure.

2. When a student has been bullied, cyberbullied, or harassed because of the student's transgender status or gender expression, consideration should be given to what support, counseling, or other assistance the student may need to prevent such mistreatment from adversely affecting the student's ability to learn and function in the school setting.

2020 Box Elder School Board Member Committee Assignments

| | |
|------------------|---|
| Connie Archibald | Audit Committee Recognitions |
| Lynn Capener | BESD Foundation Capital Improvement Committee |
| Karen Cronin | Boys & Girls Club Capital Improvement Committee Community Engagement Committee STEM Committee |
| Wade Hyde | Audit Committee Community Engagement Committee Master Board Award Committee |
| Nancy Kennedy | Bridgerland ATC Capital Improvement Committee Policy Review Committee USBA Delegate |
| Bryan Smith | STEM Committee |
| Julie Taylor | Audit Committee Community Engagement Committee Technology Committee Policy Review Committee |
| Supt Carlsen | Audit Committee Capital Improvement Committee Community Engagement Committee Policy Review Committee |



Learning by Doing

3rd Edition

2020 Box Elder Board of Education
Reading Schedule

Board Meeting Date

Reading Assignment

September 9, 2020

-**About the Authors**
-**Introduction to the Third Edition**
-**Chapter #1** A Guide to Action for Professional Learning Communities at Work

October 14, 2020

-**Chapter #2** Defining a Clear and Compelling Purpose

November 11, 2020

-**Chapter #3** Building a Collaborative Culture of a Professional Learning Community

December 9, 2020

-**Chapter #4** Creating a Results Orientation in a Professional Learning Community

January 13, 2021

-**Chapter #5** Establishing a Focus on Learning

February 10, 2021

-**Chapter #6** Creating Team-Developed Common Formative Assessments

March 10, 2021

-**Chapter #7** Responding When Some Students Don't Learn

April 14, 2021

-**Chapter #8** Hiring, Orienting, and Retaining New Staff

May 12, 2021

-**Chapter #9** Addressing Conflict and Celebrating in a Professional Learning Community

June 9, 2021

-**Chapter #10** Implementing the Professional Learning Community Process Districtwide

July 14, 2021

-**Conclusion** The Fierce Urgency of Now

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

The School Board had a work session at 5:30 p.m. The School Board heard reports from AJ Gilmore, Bear River High School, Kristi Capener, Fielding Elementary, Jason Sparks, Century Elementary, and Brandon Nelson, Foothill Elementary.

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder School District, held Wednesday evening January 13, 2021 at 6:30 p.m. The meeting was held virtually using Webex.

Those in attendance at the meeting included Board President Karen Cronin, Members Julie Taylor, Connie Archibald, Nancy Kennedy, Wade Hyde, Tiffani Summers, and Bryan Smith, and Haylee Dimond, student board member. Also present were Superintendent Steven Carlsen, Assistant Superintendents Keri Greener, Gary Allen, and Keith Mecham, Business Administrator Rod Cook, district employees, and representatives of the press.

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

After the reverence, which was offered by Wade Hyde, Haylee Dimond led the audience in the pledge of allegiance.

Recognitions

Tiffani Summers presented the following for recognition:

The online teachers of the school district listed below.

- **K-5 Online Teachers:**
- Kelli Nessen - Kindergarten
- Camille McDermott- Kindergarten
- Barb Haramoto - 1st Grade
- Sharon Cook - 1st Grade
- Carol Pyle - 2nd Grade
- Kelly Esplin - 2nd Grade
- Susan Chadaz - 3rd Grade
- Emily Zito - 3rd Grade
- Cindy Payne - 4th Grade
- Janelle Janssen - 4th Grade
- Noelle Sadler - 5th Grade
- Dallin Gittins - 5th Grade
- **6th Grade Online Teachers:**
- Julia Wilcox - Language Arts
- Michelle Vance- Language Arts
- Nicole Richards - Math
- Joanna Blaylock - Math
- Erika Bloxham - Science

- Tami Munns - Science
- **Secondary Online Learning:**
- Caden Burrell - South End Supervisor
- Brooks Nelson - North End Supervisor
- Patrick Parker - Math
- David Jensen - Math
- Gregg Cefalo - Science
- Sara Percy - Science
- Peter Gerlach - Social Studies
- Aaron Crawford - Social Studies
- Rachel Storm - Language Arts
- Heidi Jensen - Language Arts
- Morgan Fowles - Online Coordinator
- Whitlee Roundy - Online Coordinator
- Rick Young - Testing Proctor
- Darcie Dyer - Testing Proctor
- Amanda Thomas - Testing Proctor
- **Online Canvas Courses:**
- Mark Holland - 7th Grade Art
- Erika Bywater - 7th Grade CTE
- Michael DeFillipis - 7th Grade CTE
- Julia Wilcox - 7th Grade Utah History
- Joette Craig - 8th Grade Digital Literacy

Approval of Agenda

Connie Archibald made the motion to approve the agenda. Bryan Smith seconded the motion, which passed unanimously.

Administration of the Oath of Office

Business Administrator Rod Cook administered the Oath of Office to the recently elected Board Members. They were Tiffani Summers, Wade Hyde, Nancy Kennedy, and Julie Taylor.

Public Comment

Connie Archibald made the motion to receive public comment on School Fees. Wade Hyde seconded the motion which passed unanimously. The online comment was read by Keith Mecham, which will be addressed by the Superintendent and included in minutes next month. Julie Taylor moved to close the comment period on school fees. Bryan Smith seconded the motion.

Public Comment was received via survey which closed at 4:00 p.m. January 12, 2021. Public comment will be addressed by the Superintendent via email to the patron and the response will be posted in the minutes the following month.

Action Items

Naming of the New Elementary School

The Board discussed the possible names for the new elementary school to be built in east Brigham City.

Karen Cronin's comments:

The first action item we have is the naming of the new elementary school. A little background that several of the Board members asked me to share is that we have received several emails and phone calls and personal encounters and the public comment. Many people have asked the question why Board Members asked for a committee to come up with a name for the new elementary school has the Board "rejected" the names that the committee presented. I think many of us totally understand this question. I am going to start out that when I answer an email or question with an individual I always start with, "As a single Board Member I can't speak for the Board". Board action, direction or policy is given only when the majority of the Board Members vote in a public meeting on a given item. So, with that in mind, I think the answer to the question lies in the fact that there has been a misunderstanding which could be verified by reviewing the school board meetings over the past year and noticing that there was never an action given from the School Board to direct for a committee to be formed to provide input on the naming of the new elementary school. Conversations that I've had with the Board members, I can tell you that the Board Members do respect the input from the Committee and ask that those that participated in providing the input also respect that the Board Members have input to the suggested list of names for the new elementary. There is another misunderstanding and that is that the Board rejected the names from the committee. This is not true. In fairness, and in respect to both the committee members that were put together, outside of the Board direction, and to the Board Members, the Board survey that went out today to the Board Members contained a list of seven suggested names in alphabetical order for the new elementary school to be considered. Three of those names came from the committee and were included along with four names that had come from suggestions from Board Members. The names that went out in this survey were:

Bunderson
Canyon Creek
Endeavor
Golden Spike
Peach Grove
Peach Valley
Snow

I'm going to take just a minute here. We received a letter from Jon Bunderson, it was very gracious, and just said that because the Bunderson School was named

after his grandfather he had been following with interest and he ended his letter saying that I would love for you to decide that Bunderson is the name of the new building, but that is entirely your decision. Wade Hyde's suggestion regarding a plaque or the naming of the library after my grandfather is also very much appreciated. So, we appreciate his noting that although he would like it, he understands that the Board needs to make that decision.

I asked Superintendent Carlsen last week to work with his staff to come up with the best way that they could manage to do a type of run-off ranked survey with the Board Members to see which of the seven names kind of rose to the top. I will now turn some time over to Superintendent Carlsen to explain the process that he did and the results of the survey. It will then be up the Board to take action, if they so decide, on the naming of the new elementary school to be on the north east section of Brigham City. I just wanted to end with that I truly hope that we as a Board and as a community will rally around which ever name is chosen and focus on the many wonderful opportunities that the new school will give our students and in building their futures. And with that, Superintendent Carlsen, will you kind of lead us through the process that you took and the outcome?

Connie Archibald made the motion to name the new school Canyon Creek Elementary. Tiffani Summers seconded the motion the vote revealed a no vote from Wade Hyde, Nancy Kennedy, Julie Taylor, and Bryan Smith. The motion failed.

Nancy Kennedy expressed a desire for further discussion, Bryan Smith had a comment that he liked Endeavor as a name as it is educational significance to achieve goals. Wade Hyde had five comments from patrons for Golden Spike Elementary. Nancy Kennedy mentioned that there are other Canyon Creek school names.

Nancy Kennedy made the motion to name the school Peach Grove. There was no second. Bryan Smith made the motion to name the school Endeavor. There was no second.

Connie Archibald made the motion to name the school Golden Spike Elementary. Wade Hyde seconded the motion which passed with a vote of five to seven. With Bryan Smith and Karen Cronin voting against it. The motion passed.

Approval of School Fees for the 2021-2022 Year

Keith Mecham, Assistant Superintendent of Human Resource, presented the Fee Schedules to the Board mentioning that many extra-curricular activities for this year have not had a chance to use fees because of Covid-19 restrictions. Curricular Fees have been decreased overall and drill team fees increased.

Bryan Smith made the motion to accept the fees as recommended for the 2021-2022 year. Nancy Kennedy seconded the motion which passed unanimously.

Approval of Construction Bid East Elementary

Corey Thompson, Director of Facilities, reviewed the bids and recommended the Board accept the bid pack to allow the District to move forward with the construction of a new building. Solar panels were shown separate and could be added later. The payback on the panels was about ten years.

Connie Archibald made the motion to approve the recommendation to accept the bids with the addition of the solar panels. Bryan Smith seconded the motion which passed unanimously.

Approval of Three Mile Creek School Land Trust Amendment

Assistant Superintendent of Elementary Teaching and Learning Keri Greener presented an amendment to the Land Trust Plan for Three Mile Creek Elementary.

Nancy Kennedy made the motion to accept the recommended amendment. Wade Hyde seconded the motion which passed unanimously.

Election of Board Officers

Nancy Kennedy made the motion to nominate Julie Taylor as President. Bryan Smith seconded the motion. A vote revealed a unanimous vote in the affirmative.

Connie Archibald made the motion to nominate Tiffani Summers as Vice President. Julie Taylor seconded the nomination. The voting was unanimous in the affirmative.

Julie Taylor thanked the Board for the confidence in her and vowed to do her best. She asked that they give her suggestions for any help.

Information/Discussion Items

Review of Policies 1034 Board Code of Conduct and 1035 Board Commitments and Ethics

The Board is required to review and agree to adhere to the above policies yearly by state law.

AP, ACT and APPL report

Jeremy Young, Director of Assessment shared the results of the tests with the Board.

Construction Report

Corey Thompson, Director of Facilities, presented a report of the status of ongoing construction to the Board of Education.

Online School Information

Assistant Superintendent of Elementary Teaching and Learning Keri Greener and Assistant Superintendent of Secondary Teaching and Learning Gary Allen presented information on the status of online learning to the Board of Education.

Monthly Financial Report

Business Administrator, Rod Cook presented the Monthly Financial Report

Policy Review

First Reading

- Policy 2038 Procurement of Workers Compensation Insurance
- Policy 2045 Fraud
- Policy 2224 Transportation – Drug Testing of Bus Drivers
- Policy 3210 Educator Evaluation
- Policy 5000 Equal Educational Opportunity
- Policy 5031 Attendance Exemption from Compulsory Attendance
- Policy 5037 Attendance Enforcement
- Policy 5272 Transgender Students

Nancy Kennedy made the motion to approve the above policies on first reading. Bryan Smith seconded the motion which passed unanimously.

Second Reading

- Policy 2035 Increment Financing
- Policy 2172 Buildings and Grounds – Accessibility by Disabled Persons
- Policy 3045 Retirement, Social Security, Purchase of Insurance & Credit Years
- Policy 4088 Special Programs: Student Internships
- Policy 6015 School Community Councils

Karen Cronin made the motion to approve the above policies on second reading. Connie Archibald seconded the motion which passed unanimously.

Board Discussion Items

Return to Learn Plan

Superintendent Steve Carlsen presented the latest update on the COVID situation in the School District.

Learn by Doing Reading

The Board discussed the reading assignment.

Consent Calendar

Karen Cronin moved to accept the consent items. The motion was seconded by Nancy Kennedy. It passed on a unanimous vote.

The Consent Calendar included the following items:

Approval of the minutes of the working and regular meetings of December 9, 2020.

Approval of claims numbered 35467-35754, 20113020, 5121020, 7122220, 8122220, 912020, 9122220, 91204201, and the District Foundation and ACH payments as well as School Activity checks for the month of December.

Personnel Items

As detailed in agenda.

Bryan Smith asked that the Administration review the possibility of adding another DLI option at the new school and report back.

Adjournment

Bryan Smith made the motion to adjourn the meeting. Wade Hyde seconded the motion which passed by unanimous vote.

With the announcement that the next meeting will be held on Wednesday, February 10, 2021, virtually, with the Work Session at 5:30 p.m. and regular board meeting at 6:30 p.m. President Julie Taylor adjourned the meeting at 9:41 p.m.

APPROVED: _____

ATTESTED: _____
School Business Administrator
Box Elder School District

President, Board of Education

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|------|----------|-----------|----------|---|------|
| 01 | 00034978 | -673.27 | 01/29/21 | 53686 KAY KUNZLER | CV |
| 01 | 00035673 | -3,941.23 | 01/12/21 | 892645 ROCKY MOUNTAIN POWER | CV |
| 01 | 00035755 | 48.50 | 01/07/21 | 1 CHRISTINE CHAPPELL | C |
| 01 | 00035756 | 450.35 | 01/07/21 | 812477 ALSCO/AMERICAN LINEN | C |
| 01 | 00035757 | 4,115.20 | 01/07/21 | 25909 AMERIGAS PROPANE | C |
| 01 | 00035758 | 4,044.37 | 01/07/21 | 85738 BEAR RIVER HIGH SCHOOL | C |
| 01 | 00035759 | 255.50 | 01/07/21 | 85768 BEAR RIVER SEWER DEPT | C |
| 01 | 00035760 | 258.75 | 01/07/21 | 85768 BEAR RIVER TOWN CORP | C |
| 01 | 00035761 | 258.40 | 01/07/21 | 87120 BEEHIVE TELEPHONE CO | C |
| 01 | 00035762 | 4,748.47 | 01/07/21 | 100913 BORDER STATES INDUSTRIES, INC | C |
| 01 | 00035763 | 137.05 | 01/07/21 | 104338 BOX ELDER HIGH SCHOOL | C |
| 01 | 00035764 | 89.70 | 01/07/21 | 40410 KAREN BRAITHWAITE | C |
| 01 | 00035765 | 511.56 | 01/07/21 | 44342 MICHELLE BREIDER | C |
| 01 | 00035766 | 188.13 | 01/07/21 | 108217 BRIGHAM CITY CORPORATION | C |
| 01 | 00035767 | 170.52 | 01/07/21 | 38997 SABRINA BURMESTER | C |
| 01 | 00035768 | 46.40 | 01/07/21 | 1295 ELISE BURT | C |
| 01 | 00035769 | 1,854.78 | 01/07/21 | 890740 CENTURYLINK | C |
| 01 | 00035770 | 61.87 | 01/07/21 | 20338 ROXANN CHRISTENSEN | C |
| 01 | 00035771 | 82.00 | 01/07/21 | 156817 CORINNE CITY CORP | C |
| 01 | 00035772 | 994.25 | 01/07/21 | 158220 COVER UP | C |
| 01 | 00035773 | 3.22 | 01/07/21 | 53783 ALLYSON ELIASON | C |
| 01 | 00035774 | 21,262.50 | 01/07/21 | 109704 FOLLETT SCHOOL SOLUTIONS | C |
| 01 | 00035775 | 577.73 | 01/07/21 | 304217 GARLAND CITY | C |
| 01 | 00035776 | 666.36 | 01/07/21 | 324430 GRAYBAR ELECTRIC COMPANY INC | C |
| 01 | 00035777 | 108.19 | 01/07/21 | 25470 YVETTE GUNN | C |
| 01 | 00035778 | 284.20 | 01/07/21 | 111431 T DANIELLE HAWKES | C |
| 01 | 00035779 | 23,419.20 | 01/07/21 | 27243 KELLY SERVICES INC | C |
| 01 | 00035780 | 26.10 | 01/07/21 | 21733 HALLIE KUNZLER | C |
| 01 | 00035781 | 673.27 | 01/07/21 | 53686 KAY KUNZLER | C |
| 01 | 00035782 | 673.27 | 01/07/21 | 94170 KELLY J KUNZLER | C |
| 01 | 00035783 | 661.67 | 01/07/21 | 107207 RACHEALE KUNZLER | C |
| 01 | 00035784 | 756.05 | 01/07/21 | 543168 MADDOX RANCH HOUSE | C |
| 01 | 00035785 | 7,338.16 | 01/07/21 | 29858 MOUNTAINLAND SUPPLY COMPANY | C |
| 01 | 00035786 | 495.32 | 01/07/21 | 54330 KALLEE MUNNS | C |
| 01 | 00035787 | 44.00 | 01/07/21 | 23817 CYNTHIA A PAGE | C |
| 01 | 00035788 | 229.00 | 01/07/21 | 700077 PERRY CITY | C |
| 01 | 00035789 | 60.90 | 01/07/21 | 53805 AMY PUGSLEY | C |
| 01 | 00035790 | 43.50 | 01/07/21 | 53813 QUIRT PUGSLEY | C |
| 01 | 00035791 | 984.95 | 01/07/21 | 12289 REAL CURRICULUM LLC | C |
| 01 | 00035792 | 661.67 | 01/07/21 | 21130 AMBER ROSE | C |
| 01 | 00035793 | 39.95 | 01/07/21 | 110789 SECURE INSTANT PAYMENTS LLC | C |
| 01 | 00035794 | 186.79 | 01/07/21 | 810361 STANDARD PLUMBING SUPPLY | C |
| 01 | 00035795 | 2,280.15 | 01/07/21 | 109177 UTAH STATE FIRE MARSHALL | C |
| 01 | 00035796 | 35.95 | 01/07/21 | 110914 SUPERIOR WATER AND AIR INC | C |
| 01 | 00035797 | 37.12 | 01/07/21 | 53791 ELIZABETH TAYLOR | C |
| 01 | 00035798 | 1,000.00 | 01/07/21 | 54585 TOP NOTCH COLLISION | C |
| 01 | 00035799 | 30.00 | 01/07/21 | 1457 U S POSTMASTER | C |
| 01 | 00035800 | 150.00 | 01/07/21 | 1457 U S POSTMASTER | C |
| 01 | 00035801 | 120.00 | 01/07/21 | 37109 UTAH ASSOC OF COLLEGIATE REGISTRARS | C |
| 01 | 00035802 | 140.00 | 01/07/21 | 891143 UTAH FOUNDATION | C |
| 01 | 00035803 | 317.89 | 01/07/21 | 5908 WALMART COMMUNITY | C |
| 01 | 00035804 | 5,946.29 | 01/07/21 | 924155 WASTE MGMT OF UTAH INC | C |
| 01 | 00035805 | 661.67 | 01/07/21 | 12939 EMILIE WESTMORELAND | C |
| 01 | 00035806 | 184.89 | 01/07/21 | 941217 WILLARD CITY CORP | C |
| 01 | 00035807 | 1,485.38 | 01/07/21 | 38032 AMAZON CAPITAL SERVICES INC | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|------|----------|-----------|----------|--|------|
| 01 | 00035808 | 1,617.00 | 01/07/21 | 106497 APPLE STORE | C |
| 01 | 00035809 | 15,000.00 | 01/07/21 | 110222 BENCHMARK EDUCATION CO | C |
| 01 | 00035810 | 8,960.00 | 01/07/21 | 3271 CANON SOLUTIONS AMERICA | C |
| 01 | 00035811 | 45,402.72 | 01/07/21 | 779 GOVCONNECTION INC | C |
| 01 | 00035812 | 743.80 | 01/07/21 | 158220 COVER UP | C |
| 01 | 00035813 | 4,900.45 | 01/07/21 | 100293 DELL COMPUTER | C |
| 01 | 00035814 | 175.00 | 01/07/21 | 53449 EXPLORELEARNING, LLC | C |
| 01 | 00035815 | 1,157.76 | 01/07/21 | 109704 FOLLETT SCHOOL SOLUTIONS | C |
| 01 | 00035816 | 2,427.00 | 01/07/21 | 4502 HIGH COUNTRY TECHNOLOGY CONSULTANTS | C |
| 01 | 00035817 | 770.98 | 01/07/21 | 386370 HYKO SUPPLY CO | C |
| 01 | 00035818 | 6,721.99 | 01/07/21 | 590870 MURPHY'S APPLIANCE & TV | C |
| 01 | 00035819 | 10,782.00 | 01/07/21 | 1023 NUTTALL INC | C |
| 01 | 00035820 | 892.74 | 01/07/21 | 633340 OFFICE DEPOT | C |
| 01 | 00035821 | 21.24 | 01/07/21 | 699420 PERMA BOUND BOOKS | C |
| 01 | 00035822 | 7,999.00 | 01/07/21 | 7277 PIONEER ATHLETICS | C |
| 01 | 00035823 | 635.47 | 01/07/21 | 937851 PRAXAIR DISTRIBUTION INC | C |
| 01 | 00035824 | 444.97 | 01/07/21 | 32590 RELYCO SALES INC | C |
| 01 | 00035825 | 8,418.47 | 01/07/21 | 892645 ROCKY MOUNTAIN POWER | C |
| 01 | 00035825 | -8,418.47 | 01/12/21 | 892645 ROCKY MOUNTAIN POWER | CV |
| 01 | 00035826 | 2,118.20 | 01/07/21 | 103604 SCHOLASTIC EDUCATION | C |
| 01 | 00035827 | 543.12 | 01/07/21 | 157371 STAPLES | C |
| 01 | 00035828 | 4,746.00 | 01/07/21 | 822122 SUMMERHAYS MUSIC CENTER | C |
| 01 | 00035829 | 4,000.00 | 01/07/21 | 111331 BRYAN J TURNER | C |
| 01 | 00035830 | 1,856.00 | 01/07/21 | 866716 UTAH CORRECTIONAL INDUSTRIES | C |
| 01 | 00035831 | 2,650.00 | 01/07/21 | 891133 UTAH/YAMAS CONTROLS INC | C |
| 01 | 00035832 | 227.78 | 01/07/21 | 16535 VEX ROBOTICS | C |
| 01 | 00035833 | 176.65 | 01/07/21 | 22764 WT COX INFORMATION SYSTEMS | C |
| 01 | 00035834 | 24.50 | 01/14/21 | 1 LORI THOMPSON | C |
| 01 | 00035835 | 225.00 | 01/14/21 | 45489 AASPA | C |
| 01 | 00035836 | 39.96 | 01/14/21 | 112046 ACE HARDWARE - BRIGHAM | C |
| 01 | 00035837 | 80.00 | 01/14/21 | 6617 ACME WATER CO | C |
| 01 | 00035838 | 210.83 | 01/14/21 | 102956 BEAR RIVER MENTAL HEALTH | C |
| 01 | 00035839 | 6,685.12 | 01/14/21 | 101891 BMI ASSOCIATES INC | C |
| 01 | 00035840 | 5.00 | 01/14/21 | 104327 BOX ELDER COUNTY LANDFILL | C |
| 01 | 00035841 | 188.13 | 01/14/21 | 108217 BRIGHAM CITY CORPORATION | C |
| 01 | 00035842 | 111.00 | 01/14/21 | 107994 CERTIFIED SHRED | C |
| 01 | 00035843 | 30.00 | 01/14/21 | 14958 CULLIGAN | C |
| 01 | 00035844 | 574.50 | 01/14/21 | 164255 CUMMINS ROCKY MOUNTAIN LLC | C |
| 01 | 00035845 | 4,397.67 | 01/14/21 | 729332 ECONO WASTE INC | C |
| 01 | 00035846 | 4,098.69 | 01/14/21 | 143160 FRONTIER COMMUNICATION | C |
| 01 | 00035847 | 400.00 | 01/14/21 | 467700 JOHNSON ELECTRIC MOTORS | C |
| 01 | 00035848 | 9,778.40 | 01/14/21 | 27243 KELLY SERVICES INC | C |
| 01 | 00035849 | 36,059.47 | 01/14/21 | 3050 OBSERVERTAB, LLC | C |
| 01 | 00035850 | 3,000.00 | 01/14/21 | 35270 CMRS-POC | C |
| 01 | 00035851 | 2,271.74 | 01/14/21 | 732367 RAFT RIVER RURAL | C |
| 01 | 00035852 | 5,768.88 | 01/14/21 | 892645 ROCKY MOUNTAIN POWER | C |
| 01 | 00035853 | 454.24 | 01/14/21 | 769715 SAM'S CLUB BUSINESS PAYMENTS | C |
| 01 | 00035854 | 195.77 | 01/14/21 | 107531 SMART APPLE MEDIA | C |
| 01 | 00035855 | 37.00 | 01/14/21 | 802087 SNOWVILLE WATERWORKS INC | C |
| 01 | 00035856 | 595.00 | 01/14/21 | 23680 TES SOFTWARE INC | C |
| 01 | 00035857 | 65.00 | 01/14/21 | 18651 UTAH PUBLIC ED HUMAN RESOURCES ASSOC | C |
| 01 | 00035858 | 42,845.70 | 01/14/21 | 892916 STATE OF UTAH FUEL NETWORK | C |
| 01 | 00035859 | 779.13 | 01/14/21 | 892964 UTAH STATE TAX COMMISSION | C |
| 01 | 00035860 | 3,030.31 | 01/14/21 | 891181 LB 410027 | C |
| 01 | 00035861 | 12,359.70 | 01/14/21 | 54623 WILLDAN ENERGY SOLUTIONS | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|------|----------|-----------|----------|--|------|
| 01 | 00035862 | 2,948.73 | 01/14/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 01 | 00035863 | 556.40 | 01/14/21 | 110672 ANCORA PUBLISHING | C |
| 01 | 00035864 | 2,096.00 | 01/14/21 | 106497 APPLE STORE | C |
| 01 | 00035865 | 98.10 | 01/14/21 | 106895 BADGER SCREEN PRINTING CO | C |
| 01 | 00035866 | 1,500.00 | 01/14/21 | 51055 BULK BOOKSTORE | C |
| 01 | 00035867 | 2,929.95 | 01/14/21 | 54372 CONSERVE-A-WATT LIGHTING, INC | C |
| 01 | 00035868 | 719.31 | 01/14/21 | 109704 FOLLETT SCHOOL SOLUTIONS | C |
| 01 | 00035869 | 197.94 | 01/14/21 | 386370 HYKO SUPPLY CO | C |
| 01 | 00035870 | 208.25 | 01/14/21 | 100522 INTERMOUNTAIN FARMERS ASSOC / IFA | C |
| 01 | 00035871 | 946.04 | 01/14/21 | 50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC | C |
| 01 | 00035872 | 203.30 | 01/14/21 | 1791 INTERSTATE ALL BATTERIES CENTER | C |
| 01 | 00035873 | 1,282.50 | 01/14/21 | 111013 MARKERBOARD PEOPLE | C |
| 01 | 00035874 | 5,078.70 | 01/14/21 | 586159 MOUNTAIN STATE TEXTBOOK DEP | C |
| 01 | 00035875 | 3,690.83 | 01/14/21 | 3050 OBSERVETAB, LLC | C |
| 01 | 00035876 | 41.31 | 01/14/21 | 633340 OFFICE DEPOT | C |
| 01 | 00035877 | 357.49 | 01/14/21 | 699420 PERMA BOUND BOOKS | C |
| 01 | 00035878 | 2,527.00 | 01/14/21 | 105361 READ NATURALLY INC | C |
| 01 | 00035879 | 1,348.00 | 01/14/21 | 103604 SCHOLASTIC EDUCATION | C |
| 01 | 00035880 | 3,925.92 | 01/14/21 | 101706 SCHOLASTIC STORE ONLINE | C |
| 01 | 00035881 | 42.87 | 01/14/21 | 101816 SCHOOL SPECIALTY | C |
| 01 | 00035882 | 458.51 | 01/14/21 | 157371 STAPLES | C |
| 01 | 00035883 | 9,003.00 | 01/14/21 | 822122 SUMMERHAYS MUSIC CENTER | C |
| 01 | 00035884 | 231.81 | 01/14/21 | 49611 THERAPY SHOPPE INC | C |
| 01 | 00035885 | 125.03 | 01/14/21 | 866716 UTAH CORRECTIONAL INDUSTRIES | C |
| 01 | 00035886 | 1,618.88 | 01/15/21 | 143160 FRONTIER COMMUNICATION | C |
| 01 | 00035887 | 145.65 | 01/21/21 | 1 AMANDA BUNNELL | C |
| 01 | 00035888 | 30.00 | 01/21/21 | 1 BETTE DALLIN | C |
| 01 | 00035889 | 83.50 | 01/21/21 | 1 BRANDY ROBERTS | C |
| 01 | 00035890 | 35.00 | 01/21/21 | 1 CASSIE JOHNSTON | C |
| 01 | 00035891 | 32.20 | 01/21/21 | 1 JENNIFER COOMBS | C |
| 01 | 00035892 | 89.70 | 01/21/21 | 1 SHELLIE THORNLEY | C |
| 01 | 00035893 | 324.50 | 01/21/21 | 1 VERA THOMAS | C |
| 01 | 00035894 | 27.12 | 01/21/21 | 14575 AIRMOTIVE SERVICE | C |
| 01 | 00035895 | 685.21 | 01/21/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 01 | 00035896 | 246.50 | 01/21/21 | 38040 AMERICAN SIGN LANGUAGE COMMUNICATION | C |
| 01 | 00035897 | 4,088.80 | 01/21/21 | 104132 BEAZER LOCK & KEY | C |
| 01 | 00035898 | 94.26 | 01/21/21 | 104338 BOX ELDER HIGH SCHOOL | C |
| 01 | 00035899 | 47,498.99 | 01/21/21 | 108217 BRIGHAM CITY CORPORATION | C |
| 01 | 00035900 | 626.51 | 01/21/21 | 890740 CENTURYLINK LONG DISTANCE | C |
| 01 | 00035901 | 41.00 | 01/21/21 | 107994 CERTIFIED SHRED | C |
| 01 | 00035902 | 11,016.55 | 01/21/21 | 53473 CHARLIE'S PRODUCE | C |
| 01 | 00035903 | 422.00 | 01/21/21 | 40363 CIO MEDICAL SERVICES | C |
| 01 | 00035904 | 4,873.52 | 01/21/21 | 102017 DAVIS SCHOOL DISTRICT | C |
| 01 | 00035905 | 2,593.00 | 01/21/21 | 22985 ENERGYCAP INC | C |
| 01 | 00035906 | 71.76 | 01/21/21 | 11509 JENNIFER FRANCOM | C |
| 01 | 00035907 | 56,000.00 | 01/21/21 | 13757 GARLAND CITY POLICE DEPARTMENT | C |
| 01 | 00035908 | 360.00 | 01/21/21 | 329727 GROUSE CREEK SOLID WASTE | C |
| 01 | 00035909 | 240.00 | 01/21/21 | 54658 SUMMER GUNN | C |
| 01 | 00035910 | 66.37 | 01/21/21 | 110016 BARBARA HARAMOTO | C |
| 01 | 00035911 | 945.89 | 01/21/21 | 50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC | C |
| 01 | 00035912 | 841.78 | 01/21/21 | 111125 IML SECURITY SUPPLY | C |
| 01 | 00035913 | 52.00 | 01/21/21 | 107389 INTERMOUNTAIN WORKMED-N OGDEN | C |
| 01 | 00035914 | 13,238.64 | 01/21/21 | 49026 IVY LANE PEDATRICS | C |
| 01 | 00035915 | 19,988.15 | 01/21/21 | 100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN | C |
| 01 | 00035916 | 1,092.50 | 01/21/21 | 106477 JUNIOR LIBRARY GUILD | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|------|----------|------------|----------|---|------|
| 01 | 00035917 | 22,875.20 | 01/21/21 | 27243 KELLY SERVICES INC | C |
| 01 | 00035918 | 1,000.00 | 01/21/21 | 26000 LEAR & LEAR LAW OFFICE, LLP | C |
| 01 | 00035919 | 203.68 | 01/21/21 | 50504 STEPHANI LOWRY | C |
| 01 | 00035920 | 27.60 | 01/21/21 | 54690 SHEILA MOORE | C |
| 01 | 00035921 | 1,893.75 | 01/21/21 | 3050 OBSERVERTAB, LLC | C |
| 01 | 00035922 | 100.00 | 01/21/21 | 690789 PARK VALLEY SCHOOL | C |
| 01 | 00035923 | 124.42 | 01/21/21 | 100987 PEARSON EDUCATION CENTER | C |
| 01 | 00035924 | 3,223.49 | 01/21/21 | 937851 PRAXAIR DISTRIBUTION INC | C |
| 01 | 00035925 | 14,191.13 | 01/21/21 | 892645 ROCKY MOUNTAIN POWER | C |
| 01 | 00035926 | 100.00 | 01/21/21 | 54739 RYAN'S WINDOW WELDER, LLC | C |
| 01 | 00035927 | 1,065.83 | 01/21/21 | 10731 SMITH'S CUSTOMER CHARGES | C |
| 01 | 00035928 | 139.33 | 01/21/21 | 5223 SWIRE COCA-COLA | C |
| 01 | 00035929 | 141,575.36 | 01/21/21 | 12688 SYSCO | C |
| 01 | 00035930 | 1,107.15 | 01/21/21 | 111109 TOM RANDALL DIST | C |
| 01 | 00035931 | 689.55 | 01/21/21 | 852617 TREMONTON CITY CORP | C |
| 01 | 00035932 | 90.00 | 01/21/21 | 511570 UTAH LABOR COMMISSION DIVISION OF | C |
| 01 | 00035933 | 5,243.28 | 01/21/21 | 892916 STATE OF UTAH FUEL NETWORK | C |
| 01 | 00035934 | 6,667.30 | 01/21/21 | 42846 VERACITY NETWORKS, LLC | C |
| 01 | 00035935 | 167.16 | 01/21/21 | 5908 WALMART COMMUNITY | C |
| 01 | 00035936 | 48.75 | 01/21/21 | 32824 YES PRINT COPY N MORE, LLC | C |
| 01 | 00035937 | 106.90 | 01/21/21 | 14222 CARLA ZUNDEL | C |
| 01 | 00035938 | 7,324.00 | 01/21/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 01 | 00035939 | 1,987.75 | 01/21/21 | 2127 AMERICAN BUTTON MACHINES | C |
| 01 | 00035940 | 1,399.00 | 01/21/21 | 106497 APPLE STORE | C |
| 01 | 00035941 | 207.81 | 01/21/21 | 110509 AUDIO ENHANCEMENT | C |
| 01 | 00035942 | 100.00 | 01/21/21 | 51055 BULK BOOKSTORE | C |
| 01 | 00035943 | 142,209.05 | 01/21/21 | 100293 DELL COMPUTER | C |
| 01 | 00035944 | 1,935.00 | 01/21/21 | 2941 EASY WAY SAFETY SERVICES INC | C |
| 01 | 00035945 | 320.40 | 01/21/21 | 110099 FLUXLIGHT INC | C |
| 01 | 00035946 | 1,093.15 | 01/21/21 | 109704 FOLLETT SCHOOL SOLUTIONS | C |
| 01 | 00035947 | 175,458.07 | 01/21/21 | 24430 HERTZ FURNITURE | C |
| 01 | 00035948 | 4,439.09 | 01/21/21 | 386370 HYKO SUPPLY CO | C |
| 01 | 00035949 | 208.25 | 01/21/21 | 100522 INTERMOUNTAIN FARMERS ASSOC / IFA | C |
| 01 | 00035950 | 1,287.38 | 01/21/21 | 50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC | C |
| 01 | 00035951 | 172.78 | 01/21/21 | 52035 LITERACY RESOURCES, LLC | C |
| 01 | 00035952 | 18,504.00 | 01/21/21 | 109964 MIDGLEY HUBER INC | C |
| 01 | 00035953 | 929.00 | 01/21/21 | 590870 MURPHY'S APPLIANCE & TV | C |
| 01 | 00035954 | 940.86 | 01/21/21 | 633340 OFFICE DEPOT | C |
| 01 | 00035955 | 1,799.26 | 01/21/21 | 699420 PERMA BOUND BOOKS | C |
| 01 | 00035956 | 449.51 | 01/21/21 | 759360 ROTO AIRE | C |
| 01 | 00035957 | 2,618.27 | 01/21/21 | 157371 STAPLES | C |
| 01 | 00035958 | 63.33 | 01/21/21 | 49611 THERAPY SHOPPE INC | C |
| 01 | 00035959 | 1,392.27 | 01/27/21 | 999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE | C |
| 01 | 00035960 | 5,001.74 | 01/27/21 | 999014 AMERICAN FAMILY LIFE COMP | C |
| 01 | 00035961 | 70.00 | 01/27/21 | 999027 B E SCHOOL BOARD FUND | C |
| 01 | 00035962 | 104.40 | 01/27/21 | 999030 BENEFICIAL LIFE INSURANCE CO. | C |
| 01 | 00035963 | 345.43 | 01/27/21 | 999110 BONNEVILLE BILLING & COLLECTIONS | C |
| 01 | 00035964 | 975.48 | 01/27/21 | 999024 BOSTON MUTUAL LIFE INS CO - W | C |
| 01 | 00035965 | 9,346.83 | 01/27/21 | 999021 BOX ELDER CREDIT UNION | C |
| 01 | 00035966 | 176.00 | 01/27/21 | 999055 BOX ELDER FOUNDATION | C |
| 01 | 00035967 | 2,317.15 | 01/27/21 | 999033 BUREAU CHILD SUPPORT SERV | C |
| 01 | 00035968 | 28,115.59 | 01/27/21 | 999077 DENTAL SELECT | C |
| 01 | 00035969 | 531.09 | 01/27/21 | 999054 U.I.E.B.T. | C |
| 01 | 00035970 | 557.40 | 01/27/21 | 999019 EDUCATORS MUTUAL | C |
| 01 | 00035971 | 69.12 | 01/27/21 | 999017 GLOBE LIFE INSURANCE CO | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|------|----------|------------|----------|---|------|
| 01 | 00035972 | 21,809.65 | 01/27/21 | 999035 HORACE MANN INSURANCE COMPANY | C |
| 01 | 00035973 | 451.00 | 01/27/21 | 51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT | C |
| 01 | 00035974 | 1,141.03 | 01/27/21 | 54615 MOUNTAIN LOAN CENTERS, INC | C |
| 01 | 00035975 | 52,990.00 | 01/27/21 | 999084 NATIONAL BENEFITS SERVICES LLC | C |
| 01 | 00035976 | 8,274.30 | 01/27/21 | 999081 NATIONAL BENEFITS SERVICES LLC | C |
| 01 | 00035977 | 3,035.26 | 01/27/21 | 999008 OPTICARE | C |
| 01 | 00035978 | 728,117.86 | 01/27/21 | 999079 PUBLIC EMPLOYEES HEALTH P | C |
| 01 | 00035979 | 1,846.25 | 01/27/21 | 999032 PRE-PAID LEGAL SERVICES | C |
| 01 | 00035980 | 1,133.16 | 01/27/21 | 54348 SIERRA RESTORATION, LLC | C |
| 01 | 00035981 | 19,586.80 | 01/27/21 | 999018 THE HARTFORD | C |
| 01 | 00035982 | 343.55 | 01/27/21 | 48119 TITANIUM FUNDS | C |
| 01 | 00035983 | 440.00 | 01/27/21 | 999012 UESP | C |
| 01 | 00035984 | 15,069.72 | 01/27/21 | 999007 UTAH EDUCATION ASSOCIATION | C |
| 01 | 00035985 | 6,949.71 | 01/27/21 | 999025 UTAH SCHOOL EMPLOYEES ASSOCIATION | C |
| 01 | 00035986 | 187,326.46 | 01/27/21 | 999003 UTAH STATE TAX COMMISSION | C |
| 01 | 00035987 | 63.00 | 01/28/21 | 1 JENNY LEATHAM | C |
| 01 | 00035988 | 80.10 | 01/28/21 | 1 LINDA WIGHT | C |
| 01 | 00035989 | 1,000.00 | 01/28/21 | 111270 ALLRED AUTOBODY LLC | C |
| 01 | 00035990 | 100.00 | 01/28/21 | 54828 MCKENZIE ANDERSON | C |
| 01 | 00035991 | 1,762.25 | 01/28/21 | 4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF | C |
| 01 | 00035992 | 285.00 | 01/28/21 | 85556 BEAR RIVER HEALTH DEPARTMENT | C |
| 01 | 00035993 | 3,957.32 | 01/28/21 | 85738 BEAR RIVER HIGH SCHOOL | C |
| 01 | 00035994 | 8,536.69 | 01/28/21 | 100913 BORDER STATES INDUSTRIES, INC | C |
| 01 | 00035995 | 20.00 | 01/28/21 | 104335 BOX ELDER SCH DIST FOUNDATION | C |
| 01 | 00035996 | 391.94 | 01/28/21 | 108217 BRIGHAM CITY CORPORATION | C |
| 01 | 00035997 | 7,028.08 | 01/28/21 | 3271 CANON SOLUTIONS AMERICA | C |
| 01 | 00035998 | 1,836.68 | 01/28/21 | 890740 CENTURYLINK | C |
| 01 | 00035999 | 100.00 | 01/28/21 | 54810 JESSE CHAPMAN | C |
| 01 | 00036000 | 2,123.85 | 01/28/21 | 53473 CHARLIE'S PRODUCE | C |
| 01 | 00036001 | 160.00 | 01/28/21 | 54798 CAROL YI-CHOU COLVER | C |
| 01 | 00036002 | 82.00 | 01/28/21 | 156817 CORINNE CITY CORP | C |
| 01 | 00036003 | 15.35 | 01/28/21 | 49050 JENETTE CROSS | C |
| 01 | 00036004 | 216.00 | 01/28/21 | 203737 EAST GROUSE CREEK WATER | C |
| 01 | 00036005 | 52.10 | 01/28/21 | 25380 EDUTECH SERVICES INC | C |
| 01 | 00036006 | 6,822.00 | 01/28/21 | 107136 ERS HEATING & COOLING | C |
| 01 | 00036007 | 4,643.74 | 01/28/21 | 32727 FRONTLINE EDUCATION | C |
| 01 | 00036008 | 129.00 | 01/28/21 | 49557 MAYRA GARZA | C |
| 01 | 00036009 | 100.00 | 01/28/21 | 54801 DARREN GOODSSELL | C |
| 01 | 00036010 | 10,192.52 | 01/28/21 | 100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN | C |
| 01 | 00036011 | 956.14 | 01/28/21 | 109964 MIDGLEY HUBER INC | C |
| 01 | 00036012 | 2,000.00 | 01/28/21 | 33685 OZOBOT / EVOLLVE INC | C |
| 01 | 00036013 | 353.28 | 01/28/21 | 9750 CLAUDIA PETERSEN | C |
| 01 | 00036014 | 22,252.97 | 01/28/21 | 892645 ROCKY MOUNTAIN POWER | C |
| 01 | 00036015 | 98.16 | 01/28/21 | 53929 SARA SHIRK | C |
| 01 | 00036016 | 103.00 | 01/28/21 | 30546 TRI STATE OIL RECLAIMERS | C |
| 01 | 00036017 | 171.60 | 01/28/21 | 54844 KIERA JO VALVERDE | C |
| 01 | 00036018 | 6,793.68 | 01/28/21 | 24580 VERIZON WIRELESS | C |
| 01 | 00036019 | 685.19 | 01/28/21 | 924155 WASTE MGMT OF UTAH INC | C |
| 01 | 00036020 | 230.36 | 01/28/21 | 48224 JACQUELINE WHITAKER | C |
| 01 | 00036021 | 6,343.46 | 01/28/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 01 | 00036022 | 983.00 | 01/28/21 | 106497 APPLE STORE | C |
| 01 | 00036023 | 8,377.12 | 01/28/21 | 15148 AQUATIC TECHNOLOGY INC | C |
| 01 | 00036024 | 3,216.00 | 01/28/21 | 100913 BORDER STATES INDUSTRIES, INC | C |
| 01 | 00036025 | 5,514.26 | 01/28/21 | 779 GOVCONNECTION INC | C |
| 01 | 00036026 | 232.65 | 01/28/21 | 180241 DEMCO INC | C |

A/P Summary Check Register

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| Bank | Check No | Amount | Date | Vendor | Type |
|-------------------------|----------|---------------------|----------|--|------|
| 01 | 00036027 | 432.85 | 01/28/21 | 109704 FOLLETT SCHOOL SOLUTIONS | C |
| 01 | 00036028 | 455.40 | 01/28/21 | 100148 HIGH NOON BOOKS | C |
| 01 | 00036029 | 2,400.00 | 01/28/21 | 107027 HOUGHTON MIFFLIN HARCOURT | C |
| 01 | 00036030 | 566.12 | 01/28/21 | 386370 HYKO SUPPLY CO | C |
| 01 | 00036031 | 1,057.86 | 01/28/21 | 50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC | C |
| 01 | 00036032 | 4,250.88 | 01/28/21 | 455120 JACKS TIRE & OIL INC | C |
| 01 | 00036033 | 312.55 | 01/28/21 | 45560 LAKESHORE LEARNING MATERIALS | C |
| 01 | 00036034 | 2,529.76 | 01/28/21 | 111184 LIFETIME PRODUCTS | C |
| 01 | 00036035 | 1,498.86 | 01/28/21 | 633340 OFFICE DEPOT | C |
| 01 | 00036036 | 1,117.94 | 01/28/21 | 699420 PERMA BOUND BOOKS | C |
| 01 | 00036037 | 990.09 | 01/28/21 | 937851 PRAXAIR DISTRIBUTION INC | C |
| 01 | 00036038 | 1,635.60 | 01/28/21 | 110982 REHABMART | C |
| 01 | 00036039 | 1,007.80 | 01/28/21 | 157371 STAPLES | C |
| 01 | 00036040 | 441.29 | 01/28/21 | 16535 VEX ROBOTICS | C |
| 01 | 00036041 | 1,748.25 | 01/28/21 | 43753 VISTA HIGHER LEARNING, INC. | C |
| 01 | 00036042 | 824.93 | 01/28/21 | 109355 VOYAGER SOPRIS LEARNING | C |
| 01 | 02123120 | 561.81 | 01/11/21 | 109177 UTAH DEPARTMENT OF WORKFORCE SERVICES | M |
| 01 | 05011121 | 81,616.64 | 01/10/21 | 888540 US BANK | M |
| 01 | 07012921 | 131,041.74 | 01/27/21 | 999070 HEALTH EQUITY INC | M |
| 01 | 08012921 | 1,128,457.65 | 01/27/21 | 999005 UTAH STATE RETIREMENT FUND | M |
| 01 | 09012021 | 102,302.76 | 01/27/21 | 999140 BANK OF UTAH | M |
| 01 | 09012921 | 956,823.99 | 01/27/21 | 999140 BANK OF UTAH | M |
| Total Bank No 01 | | 4,744,240.57 | | | |
| 02 | 00100818 | 100.00 | 01/14/21 | 14575 AIRMOTIVE SERVICE | C |
| 02 | 00100819 | 141.23 | 01/14/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 02 | 00100820 | 224.79 | 01/14/21 | 103604 SCHOLASTIC EDUCATION | C |
| 02 | 00100821 | 6.25 | 01/21/21 | 47686 TNT ENGRAVING | C |
| 02 | 00100822 | 5,684.00 | 01/28/21 | 31658 BSN SPORTS | C |
| 02 | 00100823 | 1,370.00 | 01/28/21 | 100293 DELL COMPUTER | C |
| Total Bank No 02 | | 7,526.27 | | | |
| 07 | 00012021 | 240,306.50 | 01/19/21 | 102931 ZIONS BANK NATIONAL BANK | M |
| 07 | 00012721 | 406,725.00 | 01/25/21 | 102931 ZIONS BANK NATIONAL BANK | M |
| Total Bank No 07 | | 647,031.50 | | | |
| 11 | 01102775 | 40.00 | 01/07/21 | 29785 HENRY BAKER | A |
| 11 | 01102776 | 1,594.08 | 01/07/21 | 101520 BELL JANITORIAL | A |
| 11 | 01102777 | 30.00 | 01/07/21 | 49476 MICHAEL BOWEN | A |
| 11 | 01102778 | 34.00 | 01/07/21 | 18384 CRISTINA BRADSHAW | A |
| 11 | 01102779 | 30.00 | 01/07/21 | 110023 EDWIN L BRIGHTENBURG | A |
| 11 | 01102780 | 304.04 | 01/07/21 | 106437 CARSON ELEVATOR CO INC | A |
| 11 | 01102781 | 32.00 | 01/07/21 | 54577 CHRISTENSEN, BRITTNEE | A |
| 11 | 01102782 | 35.60 | 01/07/21 | 32247 ANGELA CHRISTIANSEN | A |
| 11 | 01102783 | 40.00 | 01/07/21 | 4090 MARY CLARK | A |
| 11 | 01102784 | 48.00 | 01/07/21 | 108521 MELANIE CROUCH | A |
| 11 | 01102785 | 45,368.33 | 01/07/21 | 728870 DOMINION ENERGY UTAH | A |
| 11 | 01102786 | 35.60 | 01/07/21 | 108590 CINDY GIBBS | A |
| 11 | 01102787 | 595.10 | 01/07/21 | 322776 GRAINGERS INC | A |
| 11 | 01102788 | 661.67 | 01/07/21 | 109781 MICHELE GREEN | A |
| 11 | 01102789 | 2,955.68 | 01/07/21 | 111426 DARLA HANSEN | A |
| 11 | 01102790 | 32.00 | 01/07/21 | 351070 LINDA HAWKES | A |
| 11 | 01102791 | 30.00 | 01/07/21 | 434 MAEGAN HEINER | A |
| 11 | 01102792 | 35.60 | 01/07/21 | 110864 JEFF HUNT | A |
| 11 | 01102793 | 712.71 | 01/07/21 | 49174 LANEY JENSEN | A |
| 11 | 01102794 | 40.00 | 01/07/21 | 110088 MICHAEL JOHNSON | A |
| 11 | 01102795 | 52.80 | 01/07/21 | 52493 ROBERT KENNER | A |

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| Bank | Check No | Amount | Date | Vendor | Type |
|-------------------------|----------|-------------------|----------|---|------|
| 11 | 01102796 | 83.60 | 01/07/21 | 21610 STEVE LEGGETT | A |
| 11 | 01102797 | 599.00 | 01/07/21 | 18996 MAKERBOT INDUSTRIES LLC | A |
| 11 | 01102798 | 33.60 | 01/07/21 | 29777 JAMES O MAY | A |
| 11 | 01102799 | 34.00 | 01/07/21 | 40312 SHAILA MCCLURE | A |
| 11 | 01102800 | 30.00 | 01/07/21 | 49999 BILLY MCFARLAND | A |
| 11 | 01102801 | 57.60 | 01/07/21 | 584040 JEAN M MORRIS | A |
| 11 | 01102802 | 120.64 | 01/07/21 | 20079 MEGAN MORRIS | A |
| 11 | 01102803 | 55.60 | 01/07/21 | 54356 MARISSA NELSON | A |
| 11 | 01102804 | 64.80 | 01/07/21 | 21962 MARK NELSON | A |
| 11 | 01102805 | 339.30 | 01/07/21 | 27588 MCKENZIE PONTIUS | A |
| 11 | 01102806 | 41.60 | 01/07/21 | 112077 BOB PROFAIZER | A |
| 11 | 01102807 | 35.60 | 01/07/21 | 21105 DUANE RICE | A |
| 11 | 01102808 | 35.60 | 01/07/21 | 110879 DEBORAH RICHARDS | A |
| 11 | 01102809 | 30.00 | 01/07/21 | 45349 LADAWN RICHINS | A |
| 11 | 01102810 | 52.80 | 01/07/21 | 852290 SANDIE TRAPP | A |
| 11 | 01102811 | 9,735.69 | 01/07/21 | 100866 VALCOM | A |
| 11 | 01102812 | 1,146.08 | 01/07/21 | 897640 RAFAEL VARGAS | A |
| 11 | 01102813 | 62.40 | 01/07/21 | 919010 MARY R WALKER | A |
| 11 | 01102814 | 65.60 | 01/07/21 | 34509 SHARA LEE WARD | A |
| 11 | 01102815 | 334.08 | 01/07/21 | 44075 LEANNE WRIGHT | A |
| 11 | 01102816 | 21.30 | 01/14/21 | 101520 BELL JANITORIAL | A |
| 11 | 01102817 | 4,547.30 | 01/14/21 | 105301 CACHE VALLEY ELECTRIC INC | A |
| 11 | 01102818 | 321.85 | 01/14/21 | 108940 CERTIFIED INSPECTION SERVICES/ C MAEDGEN | A |
| 11 | 01102819 | 30.00 | 01/14/21 | 111750 MARCI HATCH | A |
| 11 | 01102820 | 80.25 | 01/14/21 | 13250 AMY NORTON | A |
| 11 | 01102821 | 74,088.02 | 01/14/21 | 803050 SHI INTERNATIONAL CORP | A |
| 11 | 01102822 | 54.40 | 01/14/21 | 32573 LISA ANNE SPENCER | A |
| 11 | 01102823 | 379.42 | 01/14/21 | 100590 WAXIE SANITARY SUPPLY | A |
| 11 | 01102824 | 14,139.24 | 01/21/21 | 109023 ARBITERPAY TRUST ACCOUNT | A |
| 11 | 01102825 | 706.80 | 01/21/21 | 101520 BELL JANITORIAL | A |
| 11 | 01102826 | 174.61 | 01/21/21 | 105301 CACHE VALLEY ELECTRIC INC | A |
| 11 | 01102827 | 490.11 | 01/21/21 | 134250 CEM SALES & SERVICE | A |
| 11 | 01102828 | 1,953.75 | 01/21/21 | 107034 CHARIOT GROUP INC | A |
| 11 | 01102829 | 100.00 | 01/21/21 | 108521 MELANIE CROUCH | A |
| 11 | 01102830 | 51,401.09 | 01/21/21 | 728870 DOMINION ENERGY UTAH | A |
| 11 | 01102831 | 354,319.33 | 01/21/21 | 107656 DWA CONSTRUCTION INC | A |
| 11 | 01102832 | 50.00 | 01/21/21 | 107462 NICOLE HESS | A |
| 11 | 01102833 | 44.50 | 01/21/21 | 47686 TNT ENGRAVING | A |
| 11 | 01102834 | 233.08 | 01/21/21 | 100590 WAXIE SANITARY SUPPLY | A |
| 11 | 01102835 | 1,089.69 | 01/28/21 | 101520 BELL JANITORIAL | A |
| 11 | 01102836 | 24,563.66 | 01/28/21 | 105301 CACHE VALLEY ELECTRIC INC | A |
| 11 | 01102837 | 7,426.85 | 01/28/21 | 107034 CHARIOT GROUP INC | A |
| 11 | 01102838 | 193.28 | 01/28/21 | 322776 GRAINGERS INC | A |
| 11 | 01102839 | 13,395.75 | 01/28/21 | 47325 RIVERSIDE INSIGHTS | A |
| Total Bank No 11 | | 615,469.08 | | | |
| 20 | 10400459 | 112.76 | 01/12/21 | 489250 KENTS MARKET PL/BRIGHAM | C |
| 20 | 10400460 | 29.98 | 01/20/21 | 158220 COVER UP | C |
| 20 | 10400461 | 59.40 | 01/21/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 20 | 10400462 | 60.00 | 01/28/21 | 158220 COVER UP | C |
| Total Bank No 20 | | 262.14 | | | |
| 22 | 13200594 | 59.94 | 01/13/21 | 1724 ACE HARDWARE TREMONTON | C |
| 22 | 13200595 | 626.92 | 01/13/21 | 38032 AMAZON CAPITAL SERVICES | C |
| 22 | 13200596 | 31.53 | 01/13/21 | 41998 BEAR RIVER FLORAL & GIFTS | C |
| 22 | 13200597 | 544.32 | 01/13/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |

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| Bank | Check No | Amount | Date | Vendor | Type |
|-------------------------|----------|-----------------|----------|-------------------------------------|------|
| 22 | 13200598 | 190.00 | 01/13/21 | 7013 FELDMAN'S | C |
| 22 | 13200599 | 99.06 | 01/14/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 22 | 13200600 | 1,406.25 | 01/14/21 | 12912 LIFETOUCH PHOTOGRAPHY | C |
| 22 | 13200601 | 65.85 | 01/22/21 | 38032 AMAZON CAPITAL SERVICES | C |
| Total Bank No 22 | | 3,023.87 | | | |
| 23 | 13400606 | 821.83 | 01/21/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 23 | 13400607 | 24.95 | 01/21/21 | 164108 CULLIGAN WATER CONDITIONING | C |
| 23 | 13400608 | 107.78 | 01/27/21 | 45500 BOX ELDER SCHOOL DISTRICT | C |
| Total Bank No 23 | | 954.56 | | | |
| 24 | 13600941 | 106.96 | 01/19/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 24 | 13600942 | 35.15 | 01/19/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 24 | 13600943 | 230.65 | 01/19/21 | 489240 KENTS MARKET PL/TREMONTON | C |
| 24 | 13600944 | 108.64 | 01/19/21 | 633340 OFFICE DEPOT | C |
| 24 | 13600945 | 108.17 | 01/19/21 | 664141 ORIENTAL TRADING COMPANY INC | C |
| 24 | 13600946 | 179.67 | 01/22/21 | 830460 TACO TIME/TREMONTON | C |
| Total Bank No 24 | | 769.24 | | | |
| 25 | 15000677 | 140.40 | 01/15/21 | 19178 CHEAPERTHANSHIRT | C |
| Total Bank No 25 | | 140.40 | | | |
| 26 | 16400934 | 5.00 | 01/21/21 | 1 JENNY STANGER | C |
| 26 | 16400935 | 121.87 | 01/21/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 26 | 16400936 | 30.00 | 01/21/21 | 110914 SUPERIOR WATER AND AIR INC | C |
| Total Bank No 26 | | 156.87 | | | |
| 27 | 16600435 | 30.00 | 01/14/21 | 104370 BOX ELDER NEWS JOURNAL | C |
| 27 | 16600436 | 469.81 | 01/14/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 27 | 16600437 | 30.61 | 01/14/21 | 489240 KENTS MARKET PL/TREMONTON | C |
| 27 | 16600438 | 109.80 | 01/22/21 | 54704 JONICA BROWN | C |
| Total Bank No 27 | | 640.22 | | | |
| 28 | 16701031 | 13.00 | 01/13/21 | 1 JENNY MURROW | C |
| 28 | 16701032 | 454.93 | 01/13/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 28 | 16701033 | 76.40 | 01/13/21 | 14958 CULLIGAN | C |
| 28 | 16701034 | 35.58 | 01/13/21 | 489240 KENTS MARKET PL/TREMONTON | C |
| 28 | 16701035 | 65.00 | 01/13/21 | 22683 TK SECURE STORAGE | C |
| Total Bank No 28 | | 644.91 | | | |
| 29 | 16800430 | 77.90 | 01/14/21 | 45934 KUNZLER CATERING | C |
| 29 | 16800431 | 52.92 | 01/20/21 | 109755 LARAE MORRIS | C |
| 29 | 16800432 | 165.42 | 01/26/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| Total Bank No 29 | | 296.24 | | | |
| 30 | 17200538 | 481.92 | 01/21/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 30 | 17200539 | 185.01 | 01/28/21 | 110337 MOUNT OLYMPUS WATERS | C |
| Total Bank No 30 | | 666.93 | | | |
| 31 | 18800315 | 21.12 | 01/06/21 | 39179 CANDICE HILL | C |
| 31 | 18800316 | 79.92 | 01/07/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 31 | 18800317 | 24.95 | 01/07/21 | 39179 CANDICE HILL | C |
| 31 | 18800318 | 94.50 | 01/27/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 31 | 18800319 | 42.37 | 01/29/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| Total Bank No 31 | | 262.86 | | | |
| 32 | 20000244 | 100.28 | 01/13/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| Total Bank No 32 | | 100.28 | | | |
| 33 | 30402440 | 39.15 | 01/05/21 | 10260 ADELE C YOUNG INTERM SCH | C |
| 33 | 30402441 | 41.02 | 01/05/21 | 38032 AMAZON CAPITAL SERVICES INC | C |

A/P Summary Check Register

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| Bank | Check No | Amount | Date | Vendor | Type |
|-------------------------|----------|------------------|----------|--|------|
| 33 | 30402442 | 975.26 | 01/05/21 | 106895 BADGER SCREEN PRINTING CO | C |
| 33 | 30402443 | 888.44 | 01/05/21 | 230 CAROLINA BIOLOGICAL | C |
| 33 | 30402444 | 14.39 | 01/05/21 | 327480 GREER'S HARDWARE | C |
| 33 | 30402445 | 141.94 | 01/05/21 | 109248 J W PEPPER MUSIC | C |
| 33 | 30402446 | 24.95 | 01/05/21 | 110914 SUPERIOR WATER AND AIR INC | C |
| 33 | 30402447 | 28.29 | 01/05/21 | 5908 WALMART COMMUNITY | C |
| 33 | 30402448 | 56.71 | 01/13/21 | 1 JENNY HAMBLETON | C |
| 33 | 30402449 | 38.76 | 01/13/21 | 10260 ADELE C YOUNG INTERM SCH | C |
| 33 | 30402450 | 19.81 | 01/13/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 33 | 30402451 | 9,003.00 | 01/13/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 33 | 30402452 | 867.91 | 01/13/21 | 489240 KENTS MARKET PL/TREMONTON | C |
| 33 | 30402453 | 392.09 | 01/13/21 | 769715 SAM'S CLUB BUSINESS PAYMENTS | C |
| 33 | 30402454 | 527.89 | 01/13/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 33 | 30402455 | 50.00 | 01/15/21 | 1 ERIKA BYWATER | C |
| 33 | 30402456 | 64.00 | 01/20/21 | 20818 ALICE C HARRIS LUNCH | C |
| 33 | 30402457 | 1,756.67 | 01/20/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 33 | 30402458 | 1,097.65 | 01/27/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 33 | 30402459 | 134.99 | 01/27/21 | 109248 J W PEPPER MUSIC | C |
| Total Bank No 33 | | 16,162.92 | | | |
| 34 | 30802830 | 1,431.95 | 01/13/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 34 | 30802831 | 1,035.00 | 01/13/21 | 19178 CHEAPER THAN SHIRT | C |
| 34 | 30802832 | 158.00 | 01/13/21 | 50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC | C |
| 34 | 30802833 | 84.73 | 01/13/21 | 109248 J W PEPPER MUSIC | C |
| 34 | 30802834 | 274.87 | 01/13/21 | 489250 KENTS MARKET PL/BRIGHAM | C |
| 34 | 30802835 | 24.95 | 01/13/21 | 110914 SUPERIOR WATER AND AIR INC | C |
| 34 | 30802836 | 69.83 | 01/20/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 34 | 30802837 | 130.39 | 01/20/21 | 633340 OFFICE DEPOT | C |
| 34 | 30802838 | 1,892.80 | 01/20/21 | 5908 WALMART COMMUNITY | C |
| 34 | 30802839 | 85.99 | 01/27/21 | 109248 J W PEPPER MUSIC | C |
| 34 | 30802840 | 17.81 | 01/27/21 | 633340 OFFICE DEPOT | C |
| 34 | 30802841 | 2,546.92 | 01/27/21 | 33200 SCHOOL CHECK IN | C |
| Total Bank No 34 | | 7,753.24 | | | |
| 35 | 40402413 | -48.00 | 01/06/21 | 53759 SCOTT, MARIA | CV |
| 35 | 40402493 | 587.50 | 01/06/21 | 52680 BEAR RIVER LIVE | C |
| 35 | 40402494 | 40.33 | 01/06/21 | 327480 GREER'S HARDWARE | C |
| 35 | 40402495 | 48.00 | 01/06/21 | 53759 SCOTT, MARIA | C |
| 35 | 40402496 | 39.95 | 01/06/21 | 110914 SUPERIOR WATER AND AIR INC | C |
| 35 | 40402497 | 15.00 | 01/12/21 | 1 HEATHER MAYER | C |
| 35 | 40402498 | 168.61 | 01/12/21 | 1724 ACE HARDWARE TREMONTON | C |
| 35 | 40402499 | 606.92 | 01/12/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 35 | 40402500 | 68.97 | 01/12/21 | 41998 BEAR RIVER FLORAL & GIFTS | C |
| 35 | 40402501 | 230.73 | 01/12/21 | 489240 KENTS MARKET PL/TREMONTON | C |
| 35 | 40402502 | 87.99 | 01/12/21 | 101405 NAPA AUTO PARTS | C |
| 35 | 40402503 | 253.26 | 01/12/21 | 157371 STAPLES | C |
| 35 | 40402504 | 101.98 | 01/13/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 35 | 40402505 | 64.61 | 01/20/21 | 1 ALEX HOSKINS | C |
| 35 | 40402506 | 64.61 | 01/20/21 | 1 RANDI KEZIOR | C |
| 35 | 40402507 | 162.89 | 01/20/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 35 | 40402508 | 50.00 | 01/20/21 | 85748 BEAR RIVER MIDDLE SCHOOL | C |
| 35 | 40402509 | 1,947.73 | 01/20/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 35 | 40402510 | 185.44 | 01/27/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 35 | 40402511 | 2,022.04 | 01/27/21 | 45500 BOX ELDER SCHOOL DISTRICT | C |
| 35 | 40402512 | 514.80 | 01/27/21 | 109704 FOLLETT SCHOOL SOLUTIONS | C |
| 35 | 40402513 | 1,189.51 | 01/27/21 | 100550 JOSTENS INC | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|-------------------------|----------|------------------|----------|---|------|
| 35 | 40402514 | 67.79 | 01/27/21 | 830460 TACO TIME/TREMONTON | C |
| Total Bank No 35 | | 8,470.66 | | | |
| 36 | 40803359 | 37.72 | 01/06/21 | 112046 ACE HARDWARE - BRIGHAM | C |
| 36 | 40803360 | 50.85 | 01/06/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 36 | 40803361 | 162.68 | 01/06/21 | 106055 BLICK ART MATERIALS | C |
| 36 | 40803362 | 270.34 | 01/06/21 | 14320 LAMAR JOHNSON | C |
| 36 | 40803363 | 10.22 | 01/06/21 | 47260 KRISTINA PENFOLD | C |
| 36 | 40803364 | 50.00 | 01/06/21 | 104992 PRINT SHOP | C |
| 36 | 40803365 | 158.28 | 01/06/21 | 35955 PROMO PLUS | C |
| 36 | 40803366 | 96.19 | 01/06/21 | 51063 SHRED IT STERICYCLE, INC | C |
| 36 | 40803367 | 51.05 | 01/06/21 | 11711 SOUTHWEST STRINGS | C |
| 36 | 40803368 | 732.93 | 01/06/21 | 5908 WALMART COMMUNITY | C |
| 36 | 40803369 | 71.19 | 01/14/21 | 1 ALEXANDREA PERRY | C |
| 36 | 40803370 | 67.59 | 01/14/21 | 1 Karen Schilling | C |
| 36 | 40803371 | 102.33 | 01/14/21 | 38032 AMAZON CAPITAL SERVICES | C |
| 36 | 40803372 | 23.56 | 01/14/21 | 101520 BELL JANITORIAL | C |
| 36 | 40803373 | 70.00 | 01/14/21 | 104338 BOX ELDER HIGH SCHOOL | C |
| 36 | 40803374 | 50.40 | 01/14/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 36 | 40803375 | 14.00 | 01/14/21 | 28991 FAMILY CAREER & COMMUNITY LEADERS | C |
| 36 | 40803376 | 835.39 | 01/14/21 | 489250 KENTS MARKET PL/BRIGHAM | C |
| 36 | 40803377 | 79.24 | 01/14/21 | 10731 SMITH'S CUSTOMER CHARGES | C |
| 36 | 40803378 | 719.10 | 01/14/21 | 111790 SUNSTONE POTTERY | C |
| 36 | 40803379 | 580.00 | 01/14/21 | 27383 UTAH RESTAURANT ASSOCIATION | C |
| 36 | 40803380 | 62.00 | 01/14/21 | 54232 Z MACHINE AUTO AND GUNS | C |
| 36 | 40803381 | 77.66 | 01/21/21 | 1 JESSE & COLLEEN ROGERS | C |
| 36 | 40803382 | 92.70 | 01/21/21 | 1 KARI HULSE | C |
| 36 | 40803383 | 63.91 | 01/21/21 | 1 KARI MILLER | C |
| 36 | 40803384 | 274.18 | 01/21/21 | 38032 AMAZON CAPITAL SERVICES | C |
| 36 | 40803385 | 1,584.67 | 01/21/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 36 | 40803386 | 675.00 | 01/21/21 | 54720 CAMDEN HARWOOD | C |
| 36 | 40803387 | 302.15 | 01/28/21 | 1 ASHLEE PERKINS | C |
| 36 | 40803388 | 10.00 | 01/28/21 | 1 HOLLY SMOOT | C |
| 36 | 40803389 | 4,214.88 | 01/28/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 36 | 40803390 | 25.00 | 01/28/21 | 104338 BOX ELDER HIGH SCHOOL | C |
| 36 | 40803390 | -25.00 | 01/29/21 | 104338 BOX ELDER HIGH SCHOOL | CV |
| 36 | 40803391 | 80.00 | 01/28/21 | 106202 JOHN FINDLAY | C |
| 36 | 40803392 | 87.74 | 01/28/21 | 633340 OFFICE DEPOT | C |
| 36 | 40803393 | 258.95 | 01/28/21 | 19852 PENN STATE INDUSTRIES | C |
| 36 | 40803394 | 135.00 | 01/28/21 | 109476 UTAH FCCLA | C |
| 36 | 40803395 | 533.02 | 01/28/21 | 5908 WALMART COMMUNITY | C |
| 36 | 40803396 | 25.00 | 01/29/21 | 104338 BOX ELDER HIGH SCHOOL | C |
| Total Bank No 36 | | 12,709.92 | | | |
| 37 | 70410530 | 22.72 | 01/05/21 | 85738 BEAR RIVER HIGH SCHOOL | C |
| 37 | 70410531 | 256.25 | 01/05/21 | 16705 BIG FOOT SIGNS & GRAPHICS | C |
| 37 | 70410532 | 380.00 | 01/05/21 | 3271 CANON SOLUTIONS AMERICA | C |
| 37 | 70410533 | 112.00 | 01/05/21 | 107994 CERTIFIED SHRED | C |
| 37 | 70410534 | 256.29 | 01/05/21 | 327480 GREER'S HARDWARE | C |
| 37 | 70410535 | 1,186.03 | 01/05/21 | 4790 HOME DEPOT CREDIT SERVICE | C |
| 37 | 70410536 | 732.71 | 01/05/21 | 111030 LOWE'S | C |
| 37 | 70410537 | 350.00 | 01/05/21 | 22950 OGDEN HIGH SCHOOL | C |
| 37 | 70410538 | 1,879.58 | 01/05/21 | 769715 SAM'S CLUB BUSINESS PAYMENTS | C |
| 37 | 70410539 | 276.00 | 01/05/21 | 5070 SAVON | C |
| 37 | 70410540 | 239.77 | 01/05/21 | 25674 STUDIO R MEDIA | C |
| 37 | 70410541 | 269.22 | 01/05/21 | 7439 SUNRISE ENVIRONMENTAL | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|------|----------|-----------|----------|--|------|
| 37 | 70410542 | 412.33 | 01/05/21 | 5908 WALMART COMMUNITY | C |
| 37 | 70410543 | 157.00 | 01/07/21 | 1 VALERIE HILL | C |
| 37 | 70410544 | 225.00 | 01/07/21 | 104338 BOX ELDER HIGH SCHOOL | C |
| 37 | 70410545 | 843.00 | 01/07/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 37 | 70410546 | 546.51 | 01/07/21 | 21296 LINCOLN ELECTRIC CO | C |
| 37 | 70410547 | 146.34 | 01/07/21 | 5916 PITNEY BOWES | C |
| 37 | 70410548 | 250.00 | 01/07/21 | 36510 RIDGELINE HIGH SCHOOL | C |
| 37 | 70410549 | 350.00 | 01/07/21 | 27740 SPANISH FORK CITY RECREATION | C |
| 37 | 70410550 | 395.35 | 01/12/21 | 6092 A W MARSHALL CO | C |
| 37 | 70410551 | 65.94 | 01/12/21 | 1724 ACE HARDWARE TREMONTON | C |
| 37 | 70410552 | 2,904.05 | 01/12/21 | 106895 BADGER SCREEN PRINTING CO | C |
| 37 | 70410553 | 550.00 | 01/12/21 | 29637 DESERT HILLS HIGH SCHOOL/BOYS SOCCER | C |
| 37 | 70410554 | 450.00 | 01/12/21 | 13420 HUDL | C |
| 37 | 70410555 | 1,114.73 | 01/12/21 | 40754 TRISHA JUDKINS | C |
| 37 | 70410556 | 2,010.34 | 01/12/21 | 489240 KENTS MARKET PL/TREMONTON | C |
| 37 | 70410557 | 250.00 | 01/12/21 | 13684 LAYTON HIGH SCHOOL | C |
| 37 | 70410558 | 120.00 | 01/12/21 | 50326 DYLAN PETERSON | C |
| 37 | 70410559 | 40.00 | 01/12/21 | 28967 ROBOTICS ED & COMPETITION FOUNDATION | C |
| 37 | 70410560 | 100.00 | 01/12/21 | 33227 TAYLOR MATH CONSULTING | C |
| 37 | 70410561 | 75.43 | 01/14/21 | 1 JEANNE CAVAZOS | C |
| 37 | 70410562 | 83.79 | 01/14/21 | 1 JENNIFER MCNALLY | C |
| 37 | 70410563 | 4,371.65 | 01/14/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 37 | 70410564 | 3,712.75 | 01/14/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 37 | 70410565 | 13,505.94 | 01/14/21 | 31658 BSN SPORTS | C |
| 37 | 70410566 | 860.00 | 01/14/21 | 16209 CAST IRON CATERING COMPANY | C |
| 37 | 70410567 | 350.00 | 01/14/21 | 102017 FARMINGTON HIGH SCHOOL | C |
| 37 | 70410568 | 1,249.25 | 01/14/21 | 12831 DURAEDGE UTAH INC | C |
| 37 | 70410569 | 31.25 | 01/14/21 | 7013 FELDMAN'S | C |
| 37 | 70410570 | 520.00 | 01/14/21 | 15164 MOUNTAIN VIEW HIGH SCHOOL | C |
| 37 | 70410571 | 1,299.00 | 01/14/21 | 25674 STUDIO R MEDIA | C |
| 37 | 70410572 | 35.00 | 01/14/21 | 110914 SUPERIOR WATER AND AIR INC | C |
| 37 | 70410573 | 360.55 | 01/14/21 | 15415 TANDY LEATHER FACTORY 157 | C |
| 37 | 70410574 | 1,740.00 | 01/14/21 | 53961 VATA HAT CO, LLC | C |
| 37 | 70410575 | 325.00 | 01/19/21 | 12734 CITY OF ST GEORGE | C |
| 37 | 70410576 | 568.00 | 01/19/21 | 286060 FLINN SCIENTIFIC | C |
| 37 | 70410577 | 400.00 | 01/19/21 | 46647 TUCKER PORTER | C |
| 37 | 70410578 | 1,000.00 | 01/19/21 | 5924 RESERVE ACCOUNT | C |
| 37 | 70410579 | 350.00 | 01/19/21 | 36510 RIDGELINE HIGH SCHOOL | C |
| 37 | 70410580 | 66.25 | 01/19/21 | 16497 ROCKY MOUNTAIN AIR SOLUTIONS | C |
| 37 | 70410581 | 59.00 | 01/19/21 | 39667 SIGN GYPSIES BOX ELDER | C |
| 37 | 70410582 | 413.23 | 01/19/21 | 157371 STAPLES | C |
| 37 | 70410583 | 1,200.00 | 01/21/21 | 1 JON MEDSKER | C |
| 37 | 70410584 | 2,516.23 | 01/21/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 37 | 70410585 | 1,460.40 | 01/21/21 | 6068 BACKSTAGE INC | C |
| 37 | 70410586 | 75.00 | 01/21/21 | 111287 BOWCUTT'S FLOWERS & GIFTS | C |
| 37 | 70410587 | 102.69 | 01/21/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 37 | 70410588 | 60.00 | 01/21/21 | 40363 CIO MEDICAL SERVICES | C |
| 37 | 70410589 | 891.98 | 01/21/21 | 109248 J W PEPPER MUSIC | C |
| 37 | 70410590 | 150.00 | 01/21/21 | 4871 LOGAN HIGH SCHOOL | C |
| 37 | 70410591 | 706.56 | 01/21/21 | 105376 PERFORMANCE AUDIO LLC | C |
| 37 | 70410592 | 959.00 | 01/21/21 | 7277 PIONEER ATHLETICS | C |
| 37 | 70410593 | 146.46 | 01/21/21 | 7323 SQUARE ONE PRINTING | C |
| 37 | 70410594 | 48.00 | 01/21/21 | 25674 STUDIO R MEDIA | C |
| 37 | 70410595 | 74.97 | 01/21/21 | 830460 TACO TIME/TREMONTON | C |
| 37 | 70410596 | 80.00 | 01/21/21 | 109476 UTAH FCCLA | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|------|----------|----------|----------|--|------|
| 37 | 70410597 | 192.40 | 01/21/21 | 54747 MELANIE WRIGHT | C |
| 37 | 70410598 | 190.98 | 01/21/21 | 34568 X-GRAIN SPORTS | C |
| 37 | 70410599 | 67.73 | 01/26/21 | 1 AMBER JONES | C |
| 37 | 70410600 | 195.00 | 01/26/21 | 1 ELSHA HOSKINS | C |
| 37 | 70410601 | 66.25 | 01/26/21 | 1 KARI WIDDISON | C |
| 37 | 70410602 | 225.00 | 01/26/21 | 12386 CHOURNOS PRINT SERVICES | C |
| 37 | 70410603 | 250.00 | 01/26/21 | 323950 CYPRESS HIGH SCHOOL | C |
| 37 | 70410604 | 1,806.75 | 01/26/21 | 105995 MAXON | C |
| 37 | 70410605 | 225.00 | 01/26/21 | 11924 MOUNTAIN CREST HIGH SCHOOL | C |
| 37 | 70410606 | 400.00 | 01/26/21 | 45519 SOUTH SUMMIT HIGH SCHOOL | C |
| 37 | 70410607 | 120.00 | 01/26/21 | 14613 UIAAA / UTAH INTERSCHOLASTIC ATHLETIC AD | C |
| 37 | 70410608 | 299.70 | 01/26/21 | 5908 WALMART COMMUNITY | C |
| 37 | 70410609 | 55.00 | 01/28/21 | 1 AMANDA GIBBY | C |
| 37 | 70410610 | 75.00 | 01/28/21 | 1 AUBREY PUGSLEY | C |
| 37 | 70410611 | 50.00 | 01/28/21 | 1 BENJAMIN NAVEJAS | C |
| 37 | 70410612 | 85.00 | 01/28/21 | 1 CAITLYN PALMER | C |
| 37 | 70410613 | 50.00 | 01/28/21 | 1 CHARLOTTE CRIDDLE | C |
| 37 | 70410614 | 70.00 | 01/28/21 | 1 COJ MILLER | C |
| 37 | 70410615 | 155.00 | 01/28/21 | 1 CONNIE KNUDSEN | C |
| 37 | 70410616 | 15.00 | 01/28/21 | 1 DEBORAH LEWIS | C |
| 37 | 70410617 | 50.00 | 01/28/21 | 1 DREW LISH | C |
| 37 | 70410618 | 80.00 | 01/28/21 | 1 JULIE MILLER | C |
| 37 | 70410619 | 55.00 | 01/28/21 | 1 KAREN BOWCUTT | C |
| 37 | 70410620 | 50.00 | 01/28/21 | 1 KATIE BODILY | C |
| 37 | 70410621 | 15.00 | 01/28/21 | 1 KIMBERLY DETWILER | C |
| 37 | 70410622 | 30.00 | 01/28/21 | 1 KRISHA DECOURSEY | C |
| 37 | 70410623 | 35.00 | 01/28/21 | 1 KRISTA MARTIN | C |
| 37 | 70410624 | 135.00 | 01/28/21 | 1 LESLIE CHRISTENSEN | C |
| 37 | 70410625 | 20.00 | 01/28/21 | 1 LINDSEY NELSON | C |
| 37 | 70410626 | 55.00 | 01/28/21 | 1 LISA TOONE | C |
| 37 | 70410627 | 80.00 | 01/28/21 | 1 MINDY BENSON | C |
| 37 | 70410628 | 15.00 | 01/28/21 | 1 MISTI KOSOFF | C |
| 37 | 70410629 | 35.00 | 01/28/21 | 1 NATALIE TUSTIAN | C |
| 37 | 70410630 | 90.00 | 01/28/21 | 1 RYAN SMITH | C |
| 37 | 70410631 | 20.00 | 01/28/21 | 1 SHAYNA WILSON | C |
| 37 | 70410632 | 60.00 | 01/28/21 | 1 TIFANY KEARL | C |
| 37 | 70410633 | 2,301.21 | 01/28/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 37 | 70410634 | 120.00 | 01/28/21 | 49697 TARENA AVERY | C |
| 37 | 70410635 | 120.30 | 01/28/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 37 | 70410636 | 2,592.04 | 01/28/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 37 | 70410637 | 30.00 | 01/28/21 | 111095 MERISA BURN | C |
| 37 | 70410638 | 85.00 | 01/28/21 | 42676 COURTNEY CALLISTER | C |
| 37 | 70410639 | 65.00 | 01/28/21 | 14982 JESSIKA DAVIS | C |
| 37 | 70410640 | 100.00 | 01/28/21 | 49638 MELANIE EVANS | C |
| 37 | 70410641 | 25.00 | 01/28/21 | 27600 SARAH HURST | C |
| 37 | 70410642 | 60.00 | 01/28/21 | 2798 BOBBI JONES | C |
| 37 | 70410643 | 85.00 | 01/28/21 | 38288 RACHEL JONES | C |
| 37 | 70410644 | 110.00 | 01/28/21 | 47554 BRETT MARBLE | C |
| 37 | 70410645 | 65.00 | 01/28/21 | 44849 TRICIA PAYNE | C |
| 37 | 70410646 | 80.00 | 01/28/21 | 111713 KIMI RINDERKNECHT | C |
| 37 | 70410647 | 769.60 | 01/28/21 | 18007 ROCKY MOUNTAIN RUNNERCARD | C |
| 37 | 70410648 | 1,216.86 | 01/28/21 | 157371 STAPLES | C |
| 37 | 70410649 | 80.00 | 01/29/21 | 37109 UTAH ASSOC OF COLLEGIATE REGISTRARS | C |

Total Bank No 37

70,062.36

A/P Summary Check Register

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| Bank | Check No | Amount | Date | Vendor | Type |
|------|----------|-----------|----------|---|------|
| 38 | 70810251 | -1,700.00 | 01/13/21 | 123130 CACHE COUNTY SCHOOL DISTRICT | CV |
| 38 | 70810258 | 91.60 | 01/05/21 | 1 CONCEPCION HIDALGO | C |
| 38 | 70810259 | 15.00 | 01/05/21 | 1 DAVID SANDERS | C |
| 38 | 70810260 | 89.97 | 01/05/21 | 1 IZANA MILLER | C |
| 38 | 70810261 | 2,491.00 | 01/05/21 | 6157 ARES SPORTSWEAR | C |
| 38 | 70810262 | 3,170.00 | 01/05/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 38 | 70810263 | 2,820.37 | 01/05/21 | 31658 BSN SPORTS | C |
| 38 | 70810264 | 779.80 | 01/05/21 | 158220 COVER UP | C |
| 38 | 70810265 | 260.00 | 01/05/21 | 106202 JOHN FINDLAY | C |
| 38 | 70810266 | 30.00 | 01/05/21 | 109248 J W PEPPER MUSIC | C |
| 38 | 70810267 | 80.87 | 01/05/21 | 4979 O'REILLY AUTOMOTOVE | C |
| 38 | 70810268 | 250.00 | 01/05/21 | 36510 RIDGELINE HIGH SCHOOL | C |
| 38 | 70810269 | 180.00 | 01/05/21 | 19488 T SHIRT CHOP SHOP | C |
| 38 | 70810270 | 50.00 | 01/05/21 | 5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC | C |
| 38 | 70810271 | 3,132.00 | 01/05/21 | 7536 JP MORGAN CHASE | C |
| 38 | 70810272 | 20.00 | 01/08/21 | 1 MARISOL ROBLEDO | C |
| 38 | 70810273 | 31.29 | 01/08/21 | 112046 ACE HARDWARE - BRIGHAM | C |
| 38 | 70810274 | 99.60 | 01/08/21 | 108249 BRIGHAM IMPLEMENT CO | C |
| 38 | 70810275 | 250.00 | 01/08/21 | 14583 CASTLE MANOR LLC | C |
| 38 | 70810276 | 742.50 | 01/08/21 | 19178 CHEAPER THAN SHIRT | C |
| 38 | 70810277 | 169.41 | 01/08/21 | 158220 COVER UP | C |
| 38 | 70810278 | 100.00 | 01/08/21 | 25119 SIZZLING CAESARS, LLC | C |
| 38 | 70810279 | 169.75 | 01/08/21 | 8184 KIM PETERSON | C |
| 38 | 70810280 | 760.00 | 01/08/21 | 53538 PRIVATE POOL PALACE, LLC | C |
| 38 | 70810281 | 869.82 | 01/08/21 | 5045 RSM FOOD SERVICE | C |
| 38 | 70810282 | 304.28 | 01/08/21 | 892964 UTAH STATE TAX COMMISSION | C |
| 38 | 70810283 | 2,487.14 | 01/08/21 | 36935 UTAH'S BEST VACATION RENTALS | C |
| 38 | 70810284 | 200.00 | 01/11/21 | 18392 USA WRESTLING UTAH | C |
| 38 | 70810285 | 75.43 | 01/13/21 | 1 LISA REEDER | C |
| 38 | 70810286 | 207.00 | 01/13/21 | 1 NICK ANDERSON | C |
| 38 | 70810287 | 2,897.94 | 01/13/21 | 106895 BADGER SCREEN PRINTING CO | C |
| 38 | 70810288 | 96.00 | 01/13/21 | 20869 BELL PRINTING AND DESIGN | C |
| 38 | 70810289 | 60.00 | 01/13/21 | 104338 BOX ELDER HIGH SCHOOL | C |
| 38 | 70810289 | -60.00 | 01/13/21 | 104338 BOX ELDER HIGH SCHOOL | CV |
| 38 | 70810290 | 4,401.92 | 01/13/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 38 | 70810291 | 55.95 | 01/13/21 | 109652 DREWES FLORAL & GIFTS | C |
| 38 | 70810292 | 50.00 | 01/13/21 | 4812 IDLE ISLE CAFE | C |
| 38 | 70810293 | 545.75 | 01/13/21 | 109248 J W PEPPER MUSIC | C |
| 38 | 70810294 | 250.00 | 01/13/21 | 13684 LAYTON HIGH SCHOOL | C |
| 38 | 70810295 | 443.40 | 01/13/21 | 4901 NASSP | C |
| 38 | 70810296 | 304.76 | 01/13/21 | 633340 OFFICE DEPOT | C |
| 38 | 70810297 | 545.03 | 01/13/21 | 4960 OLD GRIST MILL BREAD | C |
| 38 | 70810298 | 600.32 | 01/13/21 | 8184 KIM PETERSON | C |
| 38 | 70810299 | 1,700.00 | 01/13/21 | 36510 RIDGELINE HIGH SCHOOL | C |
| 38 | 70810300 | 450.00 | 01/13/21 | 8303 SKY VIEW HIGH SCHOOL | C |
| 38 | 70810301 | 243.52 | 01/13/21 | 10731 SMITH'S CUSTOMER CHARGES | C |
| 38 | 70810302 | 291.90 | 01/13/21 | 40398 SPORTS ENGINE INC | C |
| 38 | 70810303 | 833.62 | 01/13/21 | 111790 SUNSTONE POTTERY | C |
| 38 | 70810304 | 937.32 | 01/13/21 | 5908 WALMART COMMUNITY | C |
| 38 | 70810305 | 2,187.03 | 01/14/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 38 | 70810306 | 13.37 | 01/15/21 | 1 CONCEPCION HIDALGO | C |
| 38 | 70810307 | 2,362.59 | 01/15/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 38 | 70810308 | 1,506.53 | 01/15/21 | 6157 ARES SPORTSWEAR | C |
| 38 | 70810309 | 680.36 | 01/15/21 | 106055 BLICK ART MATERIALS | C |
| 38 | 70810310 | 160.00 | 01/15/21 | 12815 BOX ELDER HIGH LUNCH | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|-------------------------|----------|------------------|----------|--|------|
| 38 | 70810311 | 197.01 | 01/15/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 38 | 70810312 | 550.00 | 01/15/21 | 19178 CHEAPERTHANSHIRT | C |
| 38 | 70810313 | 111.50 | 01/15/21 | 158220 COVER UP | C |
| 38 | 70810314 | 302.40 | 01/15/21 | 19810 INTEGRATED TECHNOLOGIES | C |
| 38 | 70810315 | 17.00 | 01/15/21 | 4880 LOUIS & COMPANY | C |
| 38 | 70810316 | 340.00 | 01/15/21 | 9083 CAMILLE MCDERMOTT | C |
| 38 | 70810317 | 1,000.00 | 01/15/21 | 18392 USA WRESTLING UTAH | C |
| 38 | 70810318 | 20.00 | 01/15/21 | 109476 UTAH FCCCLA | C |
| 38 | 70810319 | 41.67 | 01/20/21 | 1 JANET HAGEN | C |
| 38 | 70810320 | 70.81 | 01/20/21 | 1 LORI MANLEY | C |
| 38 | 70810321 | 28.67 | 01/20/21 | 1 RUIE BYRD | C |
| 38 | 70810322 | 20.00 | 01/20/21 | 10260 ADELE C YOUNG INTERM SCH | C |
| 38 | 70810323 | 771.03 | 01/20/21 | 10618 ARBOR SCIENTIFIC | C |
| 38 | 70810324 | 34.48 | 01/20/21 | 104348 BOX ELDER MIDDLE SCHOOL | C |
| 38 | 70810325 | 100.13 | 01/20/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 38 | 70810326 | 258.20 | 01/20/21 | 31658 BSN SPORTS | C |
| 38 | 70810327 | 609.70 | 01/20/21 | 19178 CHEAPERTHANSHIRT | C |
| 38 | 70810328 | 110.00 | 01/20/21 | 40363 CIO MEDICAL SERVICES | C |
| 38 | 70810329 | 350.00 | 01/20/21 | 15164 MOUNTAIN VIEW HIGH SCHOOL | C |
| 38 | 70810330 | 272.05 | 01/20/21 | 633340 OFFICE DEPOT | C |
| 38 | 70810331 | 54.44 | 01/20/21 | 104992 PRINT SHOP | C |
| 38 | 70810332 | 53.17 | 01/22/21 | 1 BRANDY ROBERTS | C |
| 38 | 70810333 | 52.50 | 01/22/21 | 1 KELLIE JOHNSON | C |
| 38 | 70810334 | 8,722.95 | 01/22/21 | 6068 BACKSTAGE INC | C |
| 38 | 70810335 | 79.38 | 01/22/21 | 85738 BEAR RIVER HIGH SCHOOL | C |
| 38 | 70810336 | 450.00 | 01/22/21 | 14176 BOUNTIFUL HIGH SCHOOL | C |
| 38 | 70810337 | 297.00 | 01/22/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 38 | 70810338 | 200.72 | 01/22/21 | 158220 COVER UP | C |
| 38 | 70810339 | 488.39 | 01/22/21 | 103961 INTERMOUNTAIN WOOD PRODUCTS | C |
| 38 | 70810340 | 11,835.23 | 01/22/21 | 45047 MARINE TOYS FOR TOTS FOUNDATION | C |
| 38 | 70810341 | 67.73 | 01/26/21 | 1 ALESHIA GIBBY | C |
| 38 | 70810342 | 78.50 | 01/26/21 | 1 JAN KUESTER | C |
| 38 | 70810343 | 75.00 | 01/26/21 | 1 KRISTIN UDY | C |
| 38 | 70810344 | 951.72 | 01/26/21 | 29262 BAYMOUNT INN & SUITES PROVO RIVER | C |
| 38 | 70810345 | 90.00 | 01/26/21 | 106055 BLICK ART MATERIALS | C |
| 38 | 70810346 | 120.00 | 01/26/21 | 104348 BOX ELDER MIDDLE SCHOOL | C |
| 38 | 70810347 | 1,396.00 | 01/26/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 38 | 70810348 | 200.00 | 01/26/21 | 30210 JACE THOMAS CHADWICK | C |
| 38 | 70810349 | 640.19 | 01/26/21 | 107267 DOMINO'S PIZZA / BRIGHAM | C |
| 38 | 70810350 | 915.76 | 01/26/21 | 4898 MAXWELL MEDALS & AWARDS | C |
| 38 | 70810351 | 1,000.00 | 01/26/21 | 27537 JEFFREY SCOTT PARSONS | C |
| 38 | 70810352 | 66.19 | 01/28/21 | 1 CHERICE ELLS | C |
| 38 | 70810353 | 1,818.67 | 01/28/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 38 | 70810354 | 224.90 | 01/28/21 | 158220 COVER UP | C |
| 38 | 70810355 | 80.00 | 01/28/21 | 102017 FARMINGTON HIGH SCHOOL | C |
| 38 | 70810356 | 235.75 | 01/28/21 | 109248 J W PEPPER MUSIC | C |
| 38 | 70810357 | 998.55 | 01/28/21 | 33820 LA QUINTA INN OREM UNIVERSITY PKWY | C |
| 38 | 70810358 | 47.40 | 01/28/21 | 633340 OFFICE DEPOT | C |
| Total Bank No 38 | | 76,228.93 | | | |
| 39 | 77800492 | 105.15 | 01/14/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 39 | 77800493 | 405.52 | 01/25/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| Total Bank No 39 | | 510.67 | | | |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|------|----------|--------|------|-------------------------|---------------------|
| | | | | Total Manual Checks | 3,047,836.09 |
| | | | | Total Computer Checks | 2,565,645.44 |
| | | | | Total ACH Checks | 615,469.08 |
| | | | | Total Other Checks | .00 |
| | | | | Total Electronic Checks | .00 |
| | | | | Total Computer Voids | -14,865.97 |
| | | | | Total Manual Voids | .00 |
| | | | | Total ACH Voids | .00 |
| | | | | Total Other Voids | .00 |
| | | | | Total Electronic Voids | .00 |
| | | | | Grand Total | 6,214,084.64 |
| | | | | Number of Checks | 734 |

| Batch Yr | Batch No | Amount |
|----------|----------|------------|
| 21 | 000644 | -48.00 |
| 21 | 000733 | -673.27 |
| 21 | 000791 | 444.39 |
| 21 | 001180 | 642.33 |
| 21 | 001238 | 907.68 |
| 21 | 001293 | 8,880.67 |
| 21 | 001358 | 743.80 |
| 21 | 001381 | -1,700.00 |
| 21 | 001394 | 58,759.20 |
| 21 | 001395 | 60,091.18 |
| 21 | 001396 | 23,305.31 |
| 21 | 001397 | 217,046.29 |
| 21 | 001399 | 466.02 |
| 21 | 001409 | 2,153.44 |
| 21 | 001410 | 6,372.90 |
| 21 | 001413 | 13,440.61 |
| 21 | 001418 | 715.78 |
| 21 | 001424 | 1,620.26 |
| 21 | 001425 | 21.12 |
| 21 | 001432 | 2,517.85 |
| 21 | 001441 | 79.92 |
| 21 | 001443 | 24.95 |
| 21 | 001446 | 114,952.91 |
| 21 | 001447 | 12,256.31 |
| 21 | 001448 | 7,827.98 |
| 21 | 001449 | 50,648.57 |
| 21 | 001450 | 321.85 |
| 21 | 001452 | 6,003.79 |
| 21 | 001458 | 77.90 |
| 21 | 001461 | 200.00 |
| 21 | 001463 | 112.76 |
| 21 | 001466 | 1,431.48 |
| 21 | 001467 | 8,000.41 |
| 21 | 001469 | 101.98 |
| 21 | 001470 | 10,378.28 |
| 21 | 001473 | 3,009.50 |
| 21 | 001476 | 100.28 |
| 21 | 001477 | 14,929.86 |
| 21 | 001480 | 644.91 |
| 21 | 001483 | 527.89 |
| 21 | 001487 | 1,452.71 |
| 21 | 001489 | 530.42 |
| 21 | 001490 | 28,194.61 |
| 21 | 001491 | 2,674.80 |
| 21 | 001495 | 105.15 |

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> | |
|-------------|-----------------|---------------|-------------|-----------------|-----------------|---------------|
| | | | | Batch Yr | Batch No | Amount |
| | | | | 21 | 001496 | 1,505.31 |
| | | | | 21 | 001497 | 2,187.03 |
| | | | | 21 | 001498 | 52.92 |
| | | | | 21 | 001501 | 50.00 |
| | | | | 21 | 001505 | 1,618.88 |
| | | | | 21 | 001506 | 7,260.76 |
| | | | | 21 | 001507 | 549,025.08 |
| | | | | 21 | 001508 | 114,407.27 |
| | | | | 21 | 001509 | 9,099.96 |
| | | | | 21 | 001510 | 373,049.43 |
| | | | | 21 | 001511 | 354,319.33 |
| | | | | 21 | 001512 | 6.25 |
| | | | | 21 | 001515 | 140.40 |
| | | | | 21 | 001526 | 3,181.48 |
| | | | | 21 | 001530 | 589.57 |
| | | | | 21 | 001532 | 1,820.67 |
| | | | | 21 | 001533 | 2,289.84 |
| | | | | 21 | 001535 | 2,721.18 |
| | | | | 21 | 001537 | 29.98 |
| | | | | 21 | 001540 | 2,093.02 |
| | | | | 21 | 001542 | 846.78 |
| | | | | 21 | 001544 | 59.40 |
| | | | | 21 | 001545 | 2,768.12 |
| | | | | 21 | 001547 | 8,854.67 |
| | | | | 21 | 001549 | 481.92 |
| | | | | 21 | 001552 | 156.87 |
| | | | | 21 | 001554 | 109.80 |
| | | | | 21 | 001557 | 179.67 |
| | | | | 21 | 001561 | 22,179.34 |
| | | | | 21 | 001566 | 435,813.71 |
| | | | | 21 | 001567 | 31,181.33 |
| | | | | 21 | 001568 | 23,071.96 |
| | | | | 21 | 001569 | 61,238.97 |
| | | | | 21 | 001571 | 7,054.00 |
| | | | | 21 | 001573 | 65.85 |
| | | | | 21 | 001578 | 81,616.64 |
| | | | | 21 | 001579 | 405.52 |
| | | | | 21 | 001585 | 3,416,143.39 |
| | | | | 21 | 001586 | 5,534.90 |
| | | | | 21 | 001587 | 3,655.43 |
| | | | | 21 | 001597 | 165.42 |
| | | | | 21 | 001599 | 2,650.72 |
| | | | | 21 | 001601 | 107.78 |
| | | | | 21 | 001602 | 3,979.58 |
| | | | | 21 | 001603 | 1,232.64 |
| | | | | 21 | 001606 | 94.50 |
| | | | | 21 | 001611 | 9,205.01 |
| | | | | 21 | 001612 | 60.00 |
| | | | | 21 | 001613 | 185.01 |
| | | | | 21 | 001616 | 5,621.74 |
| | | | | 21 | 001617 | 3,471.46 |
| | | | | 21 | 001619 | 25.00 |
| | | | | 21 | 001625 | 80.00 |
| | | | | 21 | 001628 | 42.37 |

For February 10, 2021 Board Meeting

Leaving the District

| <i>Site</i> | <i>Employee</i> | <i>Position</i> | <i>Reason</i> |
|-------------|-----------------|-----------------|---------------|
| Sunrise | Katie Parker | YIC Mentor | |
| | | | |

New Hires

| <i>Site</i> | <i>Employee</i> | <i>Position</i> | <i>Replacing</i> |
|----------------|-------------------------|-------------------|------------------|
| Lake View | Nuria Martinez Del Olmo | DLI Teacher | |
| Garland | Zander Andreasen | Temporary DLI | Carmen Arias |
| Century | Jessica Jenson | Kindergarten Para | |
| Sunrise | Aarika Zerkle | Mentor | |
| Transportation | Jose Cedillo | Bus Driver | |
| | | | |

Suggestions for Future Board Meetings

March 10, 2021 – (tentative)

- Negotiations Team Approval – Keith Mecham
- FY 2022 Capital Improvement Plan – Corey Thompson
- Construction Report – Corey Thompson
- Legislative Update – Steve Carlsen
- Policy Review

April 14, 2021 – (tentative)

- Classified Employee Recognitions
- Board Graduation Assignments
- College and Career Readiness Counseling Program (CCRCP) Approval – Alison Williams
- Construction Report – Corey Thompson
- School Lunch Report – Candace Parr
- Cenergistic Report – Mike Clark
- Approval of TSSA Plans – Gary Allen and Keri Greener
- Policy Review

May 12, 2021 – (tentative)

- Retiree Reception and Recognition
- Administrative Association Recognitions
- Approval of School Land Trust Plans – Gary Allen and Keri Greener
- Approval of 2021-22 Board Meeting Calendar
- Construction Report – Corey Thompson
- Policy Review

June 9, 2021 – (tentative)

- Budget Hearing – Rod Cook
- Approval of Budget – Rod Cook
- Approval of 2021-22 Tax Rates – Rod Cook
- Approval of Internal and Independent Auditors – Rod Cook
- MBA Meeting – Rod Cook
- Pick-up Contributions 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
- Construction Report – Corey Thompson
- Policy Review

July 14, 2021 – (tentative)

- Internal and Independent Audit 2020-2021 – Rod Cook

- Approval of Sex Education Committee – Gary Allen
- Construction Report – Corey Thompson
- Long Term Capital Development Plan – Corey Thompson
- 2021-22 TSSA Plan Results – Gary Allen and Keri Greener
- Policy Review

August 11, 2021 – (tentative)

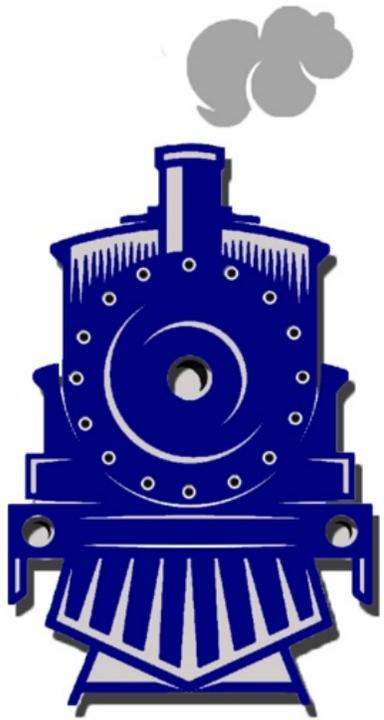
- Approval of Early Literacy Plan – Keri Greener
- Construction Report – Corey Thompson
- Policy Review

September 8, 2021 – (tentative)

- Walmart Grants Presentation
- Swearing in of Student Board Member
- Construction Report – Corey Thompson
- Policy Review

October 13, 2021 – (tentative)

- October 1 Enrollment Report – Keith Meham
- Exemption from Compulsory Attendance (Home School) – Steve Carlsen
- DLI Achievement Data – Jeremy Young
- School/District Report Cards – Jeremy Young
- Construction Report – Corey Thompson
- Policy Review



**BOX ELDER
SCHOOL DISTRICT**

Learning is Everything

BOX ELDER SCHOOL DISTRICT
BOARD OF EDUCATION
HANDBOOK

REVISED
OCTOBER 9, 2019
BOX ELDER SCHOOL DISTRICT

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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 § 53G-4-402](#). 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

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- 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.