



BOARD OF EDUCATION  
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

**Wednesday, March 10, 2021**

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

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

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

**1. Principal Reports to the Board:**

Eldon Petersen, Melissa Morris

**2. Review of New School Board President and Vice President Training**

Julie Taylor, Board President and Tiffani Summers, Board Vice-President

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

**1. Call to Order**

President Julie Taylor

**2. Reverence**

Tiffani Summers, Board Member

**3. Flag Salute/Pledge of Allegiance**

Steve Carlsen, Superintendent

**C. Approval of Agenda - 6:45 p.m.**

**D. Public Comment - 6:50 p.m.**

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

**E. Action Items - 7:00 p.m.**

**1. Negotiations Team Approval**

Keith Mecham, Assistant Superintendent

3

**2. Approval of Amendment to ACYI 2020-21 School Land Trust Plan**

Gary Allen, Assistant Superintendent

4

**3. Approval of FY 2022 Capital Improvement Plan**

Corey Thompson, Director of Facilities

12

**4. Approval of Supplementing Funds for Employee Bonus**

Steve Carlsen, Superintendent

30

**F. Information Items - 7:20 p.m.**

**1. Acadience Middle of Year Data (15 min.)**

Jeremy Young, Director of Assessment

32

**2. Canvas (5 min.)**

David Blake, Ed Tech and Appel Coordinator

36

**3. Local Board Training for School LAND Trust Program**

Gary Allen, Assistant Superintendent

<https://youtu.be/waQYwIWCAYI>

<https://youtu.be/zk0o5LayAdU>

**4. Legislative Update**

Steve Carlsen, Superintendent

41

**5. Monthly Financial Report**

Rod Cook, Business Administrator

**G. Policy Review - 8:00 p.m.**

**1. Policies with No Changes**

a. Policy 2200 Vandalism, Destruction, or Loss of School Property

49

b. Policy 2211 Transportation - Bus Routes and Stops	50
c. Policy 2212 Transportation - Transportation of Students by Private Vehicle	51
d. Policy 2213 Transportation - Kindergarten	52
e. Policy 2214 Transportation - "In Lieu of" Allowance	53
f. Policy 2215 Transportation - Living and Transportation Allowances	54
g. Policy 2219 Transportation - Substitute Bus Drivers	56
h. Policy 2221 Transportation - Special Education/Pre-School	57
i. Policy 4075 Earning Credit	58
j. Policy 5025 Student Transfers: Enrollment Options Program	61
k. Policy 5040 Transfer and Assignment of Students	64
l. Policy 5220 Student Safety Patrols	68
<b>2. First Reading</b>	
a. Policy 2218 Transportation - District Owned Vehicles	69
b. Policy 5006 Safe Schools - Discipline of Students with Disabilities	71
c. Policy 6060 Conduct on School Premises	77
<b>3. Second Reading</b>	
a. Policy 1150 Superintendent Evaluation	83
b. Policy 1180 Business Administrator	84
c. Policy 1185 Business Administrator Termination	86
d. Policy 3020 Employment: Requirements and Restrictions	89
e. Policy 3097 Employee Suggestions	93
f. Policy 4200 Term of Instruction: School Year & School Day	94
g. Policy 5050 Immunization Requirements	96
h. Policy 5053 School Breakfast Program	103
<b>H. Board Discussion Items 8:10 p.m.</b>	
1. Board Committee Assignments	105
2. Return to Learn Plan	
Steve Carlsen, Superintendent	
3. "Learning by Doing" Schedule	108
<b>I. Consent Items 8:25 p.m.</b>	
1. Minutes	109
2. Claims	114
3. Personnel	129
4. Travel Requests	130
<b>J. Suggestions for Future Board Meetings 8:30 p.m.</b>	143
<b>K. Upcoming Events</b>	
1. <b>Box Elder High School Graduation</b> - Tuesday, June 1, 2021 6:00 at Weber State University (time and venue may change)	
2. <b>Bear River High School Graduation</b> - Wednesday, June 2, 2021 at the BRHS Football Field 8:00 - 9:00 p.m. (based upon weather)	
Wednesday, June 2, 2021 Motorcade at the end of the school day (based upon weather)	
Thursday, June 3, 2021 - Video to be recorded 6:00 - 9:00 p.m.	
3. <b>Sunrise High School Graduation</b> - Thursday, June 17, 2021 at 6:00 p.m. at Sunrise High School	
<b>L. Board Handbook</b>	145
<b>M. Adjournment 8:35 p.m.</b>	
The next meeting of the Board of Education will be held on Wednesday, April 14, 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.	

**Recommendation to approve:**

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

It is recommended that the BESD Board of Education approve the 2021-2022 Negotiation Team members for the BESD, BEEA, and BEESPA teams listed below. Negotiations will begin in the latter part of April, 2021.

<b>BESD</b>	<b>BEEA</b>	<b>BEESPA</b>
Keith Mecham	Steve Littlefield	Phillip Albright
Rodney Cook	Deatra Fawcett	Melissa Lemon
Steve Carlsen	Michele Bowden	Ronda Shafer
Gloria Dabb	Mack Esplin	Noelle Christensen
Gerald Jackman	Pamela Hawkes	David Cook
	Robyn Smith	Irlanda Stevens
	Mark Holland	Damian Portillo
	Curtis Benjamin (Uniserve)	LeAnn Nelson
		Kisha Collom
		Lorica Pilivi

**Recommended Motion:**

I move that we approve the 2021-2022 Negotiation Team members for BESD, BEEA, and BEESPA as presented.

**Recommendation for Adele C. Young Intermediate School Trustland Amendment**  
**Submitted by: Gary Allen, Assistant Superintendent – Secondary Curriculum**

**Recommendation: It is recommended that the Box Elder School District Board of Education approve Adele C. Young Intermediate School Land Trust Amendment**

**Recommended Motion:**

*I move that the BESD Board of Education approve Bear River High Schools Land Trust Amendment as submitted.*

**Background:**

Amendment to 2020-2021 plan

**Policy Implications:**

This action will have no policy implications.

**Financial Implications:**

There are no known negative consequences.

**Staff Implications**

N/A at the district level

School LAND Trust Plan Amendment Form  
for Current School Plan 2020-2021:

District: Box Elder School District  
School: Adele C. Young Intermediate School  
Principal: Randall Rasmussen  
Email: Randall.rasmussen@besd.net  
Phone Number: (435) 734-4940

Explanation for Amendment:

Please identify each goal that the proposed amendment will change, with the proposed reallocation of funding and the funding category. If it is a new goal, please state the goal, measurement, and the funding source. *Enter text below.*

Due to program changes resulting from Covid-19, funds allocated in the 2020-2021 School Lands Trust Plan were not spent. These are:

Salary for Intervention Aide.....\$11,940  
Professional Learning Costs.....\$13,000

Additional savings were realized when budget items were less than planned for:

Printing Costs for “6<sup>th</sup> Grade Grammar Booklets for 550 students was budgeted at \$2800 and this printing was accomplished for a cost of \$130, resulting in a excess balance of .....\$2670.  
The renewal license fee for “Second Step Middle School Program” was paid by district funds Resulting in a savings of .....\$2500.

Funds carrying over from the 2019-2020 School Lands Trust Plan.....\$15,547

Combining the above amounts, this would leave an anticipated carry over of \$45, 657 to the 2021-2022 School Land Trust Plan. In order to reduce the carry over and support existing goals in the Trust Lands Plan, we propose the following:

Two Sets of 36 Chromebooks with charging carts.....\$21,253.50  
Headphones with Microphones (240).....\$4,555.44  
Headphones without Microphones (200).....\$1,600.00  
Computer mice for Chromebooks (510).....\$3,046.23

These expenditures support the Goals and Action Plan Steps of the Adele C. Young Intermediate School in the 2020-2021 School Lands Trust plan as listed below:

Goal #1: By the end of the 2020-2021 school year, 85% of students at ACYI will demonstrate grade-level proficiency in literacy as measured by end-of-level assessments created and administered by the school's ELA PLC teams.

Action Plan Steps: Access to Technology: Two carts of Chromebooks will be purchased to increase student access to technology. The Chromebooks will be included in the existing technology pool in the school and will be made available to teachers daily. Students will use the Chromebooks to practice writing, access online curriculum, and take assessments.

Purchasing the additional Chromebooks, Headphones, and Mice will bring Young Intermediate school close to being a One-to-One school, with a device available to all students in each class. This will allow teachers and students to maximize the use of computer based curriculum delivery systems, including the Study Synch and Language Live programs being implemented in the sixth and seventh grade ELA classes. The purchase of headphones and mice will allow students to use these tools more effectively and will reduce technology concerns while students are testing.

Approval Dates:

Council Approval:

Number Voting to Approve: 10

Number Voting Not to Approve: 0

Absent: 4

Date of Vote: February 18, 2021

School Board Approval

Date of Vote:

School Children's Trust

Date of Review:

Please enter the information, save and forward to the next approving entity. When the School Children's Trust has completed our review, we will forward the copy as a PDF to the district and principal. Thank you for your patience as we bring the new website online. Please contact us if you have questions.

School Children's Trust Section  
Utah State Board of Education

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# School Trustlands Plan 2020-2021 - Young IN

## Goal #1

### Goal

By the end of the 2020-2021 school year, 85% of students at ACYI will demonstrate grade-level proficiency in literacy as measured by end-of-level assessments created and administered by the school's ELA PLC teams.

### Academic Areas

- Reading
- Writing
- Technology

### Measurements

According to data collected during the 2019-2020 school year, 83% of students at ACYI can demonstrate grade-level proficiency in literacy as measured by end-of-level assessments. This level of proficiency indicates that the goal of 85% proficiency is attainable. Data will be collected through common formative and summative assessments throughout the course of the school year. Teacher and team intervention will be based on the measurement data received from these assessments. Teams will also use fluency data that will be coupled with the other assessment data to measure progress and inform instruction.

### Action Plan Steps

**Accommodation Aides:** Five (5) Accommodation Aides will be hired to provide in-class support for at-risk and struggling students. The aides will work with ELA teachers to provide support, instruction, and intervention for students in remedial, team taught, and general education classes.

**Intervention Aide:** An Intervention Aide will be hired to assist teachers, students, and administrators in coordinating the daily academic intervention program (SOAR). The aide will access and gather data from the school gradebook program and assign students intervention from one of their teachers.

**Intervention Time Supplies:** Supplies to be used during the school-wide intervention time (SOAR) will be purchased. Some of these are consumable supplies and others are playground equipment that will supplement and replace existing equipment.

**PLC Team Leaders:** All teachers will be a part of a PLC team that meets weekly to review learning standards and curriculum, create common formative assessments, review assessment data, and/or plan enrichment/intervention activities for students based on the data. PLC Team Leaders conduct these weekly meetings as well as attend regular leadership meetings to discuss the effectiveness of school-wide intervention efforts and the planning of strategies and program changes to improve their effectiveness. A stipend will be paid to each PLC Team Leader for this additional responsibility.

**Access to Technology:** Two carts of Chromebooks will be purchased to increase student access to technology. The Chromebooks will be included in the existing technology pool in the school and will be made available to teachers daily. Students will use the Chromebooks to practice writing, access online curriculum, and take assessments.

**Technology Devices Aide:** An Aide will be hired to oversee the scheduling, distribution, and maintenance of the school technology pool as well as an existing computer lab. Such management will extend the life of the technology as well as ensure its effective distribution and use.

**Teacher Professional Development:** Professional Development opportunities will be funded for teachers to attend conferences, develop curriculum, and learn/refine instructional practices. This will include admission to conferences,

substitute teachers to cover classes, and payment for additional time outside of teaching contracts. This expense will be used for all three goals and span multiple content areas.

Grammar Booklets: Students will use grammar booklets Monday-Thursday of each school week to practice critical grammar skills noted as grammar BELS for Box Elder School District 6th grade language arts classes.

## Expenditures

Category	Description	Estimated Cost
	Total:	\$144,915
Salaries and Employee Benefits (100 and 200)	Intervention Aide: \$11,940; Accommodation Aides: \$59,700; PLC Team Leaders: \$9,800; Technology Devices Aide: \$14,775	\$96,215
Transportation/Admission/Per Diem/Site Licenses (510, 530 and 580)	Professional Learning Costs (registration fees, transportation, substitute costs, guest presenters, etc.) \$13,000	\$13,000
General Supplies (610)	SOAR Supplies & Equipment: \$2,000	\$2,000
Software (670)	108 Chromebooks: \$28,500; Charging Cart: \$2,400	\$30,900
Printing (550)	6th Grade Grammar Booklets for 550 students - \$2,800	\$2,800

## Goal #2

### Goal

By the end of the 2020-2021 school year, 93% of students at ACYI will demonstrate grade-level proficiency in mathematics as measured by end-of-level assessments created and administered by the school's Math PLC teams.

### Academic Areas

- Mathematics

### Measurements

According to data collected during the 2019-2020 school year, 90% of students at ACYI can demonstrate grade-level proficiency in mathematics as measured by end-of-level assessments. This level of proficiency indicates that the goal for 93% proficiency is attainable. Data will be collected through common formative and summative assessments throughout the course of the school year. Teacher and team intervention will be based on the measurement data received from these assessments.

### Action Plan Steps

Daily Practice Sheets: Throughout the past two years, Math PLC Teams have developed and refined curriculum that aligns with State Standards and District Essentials. The materials provide practice, spiral review, and assessment of content taught during the course of the school year. This curriculum will be printed for consumable student use and also inform instruction, intervention, and remediation.

### Behavioral Component

Category	Description
Behavioral/Character Education/Leadership Component	Character Ed. Curriculum: It is critical to student success that students develop positive peer-peer and student-teacher relationships as well as acquire skills and knowledge in the areas of emotional well-being, conflict resolution, effective communication, decision-making, resiliency, planning, and caring for others. In an effort to provide students with instruction and support in this area, weekly character education lessons will be taught to students using the Second Step program. A school-wide license of the web-based Second Step program will be purchased for teachers to use in this instruction (\$2,500). This will help students remain in classes in a frame of mind and emotional state that is conducive to learning and achievement. Research strongly correlates this type of instruction with academic gains across all subject areas.

### Expenditures

Category	Description	Estimated Cost
		Total: \$6,000
Software (670)	Second Step Middle School Program: \$2,500	\$2,500
Printing (550)	Printing of Consumable Math Materials: \$3,500	\$3,500

## Goal #3

### Goal

By the end of the 2020-2021 school year, 85% of students at ACYI will demonstrate grade-level proficiency in science as measured by end-of-level assessments created and administered by the school's Science PLC teams.

### Academic Areas

- Technology
- Science

### Measurements

According to data collected during the 2019-2020 school year, 81% of students at ACYI can demonstrate grade-level proficiency in science as measured by end-of-level assessments. This level of proficiency indicates that the goal for 85% proficiency is attainable. Data will be collected through common formative and summative assessments throughout the course of the school year. Teacher and team intervention will be based on the measurement data received from these assessments.

### Action Plan Steps

**Consumable Science Lab Supplies:** Hands on Science labs will be conducted throughout the school year in both 6th and 7th grade science classes. Consumable supplies will be purchased to facilitate these labs.

**Lab Equipment:** Lab equipment will be purchased that will remain in each science class and used from year to year. Equipment including, but not limited to, Life Science equipment (microscopes, carts, cell models, scissors, pans, tweezers, and pipettes), Earth History equipment (lamps, hot plates, and wood sticks), Physical Science equipment (magnets and iron filings), Solar System models, and Climate/Weather Pattern Measurement equipment will be purchased.

**OER Textbooks:** To accommodate and enrich the learning of students in Science, an Open Educational Resource (OER) textbook will be purchased. This textbook contains a wealth of information for students and serves as a resource for teachers as they teach lessons, perform lab experiments, and give assessments with the new Utah Science Standards.

**Technology Updates:** Two colored printers and ink will be purchased to facilitate science labs and graphics and electronic mice and headphones will be purchased to use with Chromebooks that are already in place in the classrooms.

### Expenditures

Category	Description	Estimated Cost
	Total:	\$6,800
General Supplies (610)	Consumable Science Supplies: \$5,000	\$5,000
Textbooks (Online Curriculum or Subscriptions) (642)	6th Grade OER Science Textbook: \$1,800	\$1,800

## Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)	
Total:		\$157,715
Salaries and Employee Benefits (100 and 200)	\$96,215	
Printing (550)	\$6,300	
Transportation/Admission/Per Diem/Site Licenses (510, 530 and 580)	\$13,000	
General Supplies (610)	\$7,000	
Textbooks (Online Curriculum or Subscriptions) (642)	\$1,800	
Software (670)	\$33,400	

## Funding Estimates

Estimates	Totals
Estimated Carry-over from the 2019-2020 Progress Report	\$13,935
Estimated Distribution in 2020-2021	\$143,961
Total ESTIMATED Available Funds for 2020-2021	\$157,896
Summary of Estimated Expenditures For 2020-2021	\$157,715
<b>This number may not be a negative number</b> Total ESTIMATED Carry Over to 2021-2022	\$181

## Funding Changes

*There are times when the planned expenditures in the goals of a plan are provided by the district, a grant, or another unanticipated funding source leaving additional funds to implement the goals. If additional funds are available, how will the council spend the funds to implement the goals in this plan?*

Any increased distribution of funds will be spent on acquiring additional technology in an effort to update failing and outdated items. This can include, but is not limited to, projectors, mobile Chromebook labs and components, audio enhancement systems and components, and interactive whiteboard systems and components. This technology will continue to support all academic goals as the technology is used across multiple content areas and in every classroom in the school. Additional funds may also be used to expand upon previously funded Professional Development.

## Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
12	0	1	2020-03-25

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

Submitted by Corey Thompson, Facilities Director

10 March, 2020

### **Recommendation:**

Each year a budget is established for capital improvement projects throughout the school district. Working with Rod Cook, Business Administrator, I have compiled a budget of just under \$2.6 million.

### **Recommended Motion:**

*I move the proposed fiscal year 2022 budget for capital improvement projects be approved.*

### **Background:**

Each year a budget is proposed for approval by the Box Elder School District Board of Education as a way to fund the ongoing repair and improvement needs throughout the school district. The proposed budget is attached in Board Book and broken down according to categories of prioritization.

### **Procedural Implications:**

District Policy 2010, 2150

### **Staff Implications:**

None

**BESD - FY 2022 Proposal for Capital Improvement Projects**

PRIORITY LEVEL		DECIDING FACTORS			PRIORITY LEVEL
E = Extreme		Facility safety and prevent building/property damage			E = Extreme
H = High Priority		Critical Repairs for building, property, and systems longevity			H = High
M = Medium Priority		High effect on the greatest number of students			M = Medium
L = Low Priority		Improve situations			L = Low
Contracted to Construction Manage		CM			TOTAL
Location	Priority	CM	Project Description	Estimated \$	
BRHS	E	CM	Add Glycol to LA wing HVAC	\$ 115,500.00	
BRHS	L	CM	Baseball foul ball netting	\$ 36,500.00	
BEHS	E	CM	Re-roof over coaches hall	\$ 28,152.00	
BEHS	M	CM	Infill courtyard with concrete to make more usable space	\$ 46,350.00	
BEHS	L		Tile flooring in classroom hallway(s)	\$ 50,000.00	
Sunrise	H	CM	Seal Coat new asphalt, need to do within the first year	\$ 7,750.00	
BRMS	E		Replace old leaking sky lights	\$ 30,000.00	
BRMS	E	CM	Replace built-up roofing	\$ 378,000.00	
BEMS	L	CM	Railing at sidewalk west of gym	\$ 6,975.00	
BEMS	M	CM	Increase width of stairs in east hallway	\$ 33,151.00	
BEMS	M	CM	Ramp in east hallway into cafeteria	\$ 20,046.00	
ACHI	E		Secure Vestibule	\$ 10,000.00	
ACHI	H		Replace Entrance Store Fronts	\$ 15,000.00	
ACHI	H		Replace cafeteria/gym flooring	\$ 33,000.00	
ACHI	L	CM	Continue fencing playfield	\$ 15,000.00	
ACYI	L	CM	Counseling area remodel to add office	\$ 60,000.00	
ACYI	E		Secure Vestibule	\$ 10,000.00	
ACYI	H		Replace cafeteria/gym flooring	\$ 33,000.00	
Grouse Creek	H		Replace cafeteria/gym flooring	\$ 33,000.00	
Park Valley	M	CM	Install Greenhouse	\$ 15,000.00	
Park Valley	H		Replace cafeteria/gym flooring	\$ 33,000.00	
Garland	H	CM	Crack Seal and Seal Coat Playground	\$ 12,960.00	
Garland	H	CM	Crack Seal and Seal Coat Parking Lot	\$ 8,600.00	
Lake View	L		Enclose kitchen dock	\$ 10,000.00	
Willard	E	CM	Replace original boiler with two new boilers for redundancy	\$ 256,000.00	
Willard	H	CM	Remove trees too close to building, potential hazard and damage	\$ 6,000.00	
Willard	H		Replace cafeteria/gym flooring	\$ 33,000.00	
Support Services	L	CM	Prep Kitchen Phase 1, floor and infrastructure	\$ 156,000.00	
Transportation	L	CM	Repave asphalt	\$ 668,305.00	
Transportation	E	CM	Replace rain gutters, industrial size due to roof type	\$ 6,688.00	
Transportation	E	CM	Snow Guards	\$ 9,085.00	
District Office	L	CM	Window replacement for efficiency	\$ 250,000.00	
District Office	L	CM	New Drip Edge, south wing	\$ 8,716.00	
District Wide	H		O3 Generators, Empowered Water for cleaning/sanitizing, \$2,500/unit	\$ 50,000.00	
Vacant Prop.	L	CM	West of ACYI, West of BEHS	\$ 40,000.00	
Mantua Land	L	CM	Contingency	\$ 15,000.00	
				<b>TOTAL: \$</b>	<b>2,539,778.00</b>



**BESD - FY 2022 Proposal for Capital Improvement Projects**

PRIORITY LEVEL	DECIDING FACTORS			PRIORITY LEVEL
E = Extreme	Facility safety and prevent building/property damage			E = Extreme
H = High Priority	Critical Repairs for building, property, and systems longevity			H = High
M = Medium Priority	High effect on the greatest number of students			M = Medium
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Contracted to Construction Manager	CM			TOTAL
Location	Priority	CM	Project Description	Estimated \$
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BEHS	E	CM	Re-roof over coaches hall	\$ 28,152.00
BRMS	E		Replace old leaking sky lights	\$ 30,000.00
BRMS	E	CM	Replace built-up roofing	\$ 378,000.00
ACHI	E		Secure Vestibule	\$ 10,000.00
ACYI	E		Secure Vestibule	\$ 10,000.00
Willard	E	CM	Replace original boiler with two new boilers for redundancy	\$ 256,000.00
Transportation	E	CM	Replace rain gutters, industrial size due to roof type	\$ 6,688.00
Transportation	E	CM	Snow Guards	\$ 9,085.00
Sunrise	H	CM	Seal Coat new asphalt, need to do within the first year	\$ 7,750.00
ACHI	H		Replace Entrance Store Fronts	\$ 15,000.00
ACHI	H		Replace cafeteria/gym flooring	\$ 33,000.00
ACYI	H		Replace cafeteria/gym flooring	\$ 33,000.00
Grouse Creek	H		Replace cafeteria/gym flooring	\$ 33,000.00
Park Valley	H		Replace cafeteria/gym flooring	\$ 33,000.00
Garland	H	CM	Crack Seal and Seal Coat Playground	\$ 12,960.00
Garland	H	CM	Crack Seal and Seal Coat Parking Lot	\$ 8,600.00
Willard	H	CM	Remove trees too close to building, potential hazard and damage	\$ 6,000.00
Willard	H		Replace cafeteria/gym flooring	\$ 33,000.00
District Wide	H		O3 Generators, Empowered Water for cleaning/sanitizing, \$2,500/unit	\$ 50,000.00
BEHS	M	CM	Infill courtyard with concrete to make more usable space	\$ 46,350.00
BEMS	M	CM	Increase width of stairs in east hallway	\$ 33,151.00
BEMS	M	CM	Ramp in east hallway into cafeteria	\$ 20,046.00
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BEMS	L	CM	Railing at sidewalk west of gym	\$ 6,975.00
ACHI	L	CM	Continue fencing playfield	\$ 15,000.00
ACYI	L	CM	Counseling area remodel to add office	\$ 60,000.00
Lake View	L		Enclose kitchen dock	\$ 10,000.00
Support Services	L	CM	Prep Kitchen Phase 1, floor and infrastructure	\$ 156,000.00
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District Office	L	CM	New Drip Edge, south wing	\$ 8,716.00
Transportation	L	CM	Repave asphalt	\$ 668,305.00
Vacant Prop.	L	CM	West of ACYI, West of BEHS	\$ 40,000.00
Mantua Land	L	CM	Contingency	\$ 15,000.00
<b>TOTAL:</b>				<b>\$ 2,539,778.00</b>



**BEST**

<b>PRIORITY LEVEL</b>	<b>DECIDING FACTOR</b>	
<b>E = Extreme</b>	Facility safety and pr	
<b>Contracted to Construction Manage</b>		<b>CM</b>
<b>Location</b>	<b>Priority</b>	
<b>BRHS</b>	<b>E</b>	<b>CM</b>
<b>BEHS</b>	<b>E</b>	<b>CM</b>
<b>BRMS</b>	<b>E</b>	
<b>BRMS</b>	<b>E</b>	<b>CM</b>
<b>ACHI</b>	<b>E</b>	
<b>ACYI</b>	<b>E</b>	
<b>Willard</b>	<b>E</b>	<b>CM</b>
<b>Transportation</b>	<b>E</b>	<b>CM</b>
<b>Transportation</b>	<b>E</b>	<b>CM</b>

**D - FY 2022 Proposal for Capital Improvement Projects**

RS	
revent building/property damage	
Project Description	Estimated \$
Add Glycol to LA wing HVAC	\$ 115,500.00
Re-roof over coaches hall	\$ 28,152.00
Replace old leaking sky lights	\$ 30,000.00
Replace built-up roofing	\$ 378,000.00
Secure Vestibule	\$ 10,000.00
Secure Vestibule	\$ 10,000.00
Replace original boiler with two new boilers for redundancy	\$ 256,000.00
Replace rain gutters, industrial size due to roof type	\$ 6,688.00
Snow Guards	\$ 9,085.00
<b>TOTAL \$</b>	<b>843,425.00</b>



**BEST**

<b>PRIORITY LEVEL</b>	<b>DECIDING FACTOR</b>	
<b>H = High Priority</b>	Critical Repairs for b	
<b>Contracted to Construction Manage</b>		<b>CM</b>
<b>Location</b>	<b>Priority</b>	
<b>Sunrise</b>	<b>H</b>	<b>CM</b>
<b>ACHI</b>	<b>H</b>	
<b>ACHI</b>	<b>H</b>	
<b>ACYI</b>	<b>H</b>	
<b>Grouse Creek</b>	<b>H</b>	
<b>Park Valley</b>	<b>H</b>	
<b>Garland</b>	<b>H</b>	<b>CM</b>
<b>Garland</b>	<b>H</b>	<b>CM</b>
<b>Willard</b>	<b>H</b>	<b>CM</b>
<b>Willard</b>	<b>H</b>	
<b>District Wide</b>	<b>H</b>	

## D - FY 2022 Proposal for Capital Improvement Projects

RS	
Building, property, and systems longevity	
Project Description	Estimated \$
Seal Coat new asphalt, need to do within the first year	\$ 7,750.00
Replace Entrance Store Fronts	\$ 15,000.00
Replace cafeteria/gym flooring	\$ 33,000.00
Crack Seal and Seal Coat Playground	\$ 12,960.00
Crack Seal and Seal Coat Parking Lot	\$ 8,600.00
Remove trees too close to building, potential hazard and damage	\$ 6,000.00
Replace cafeteria/gym flooring	\$ 33,000.00
O3 Generators, Empowered Water for cleaning/sanitizing, \$2,500/unit	\$ 50,000.00
<b>TOTAL:</b>	<b>\$ 265,310.00</b>



**BEST**

<b>PRIORITY LEVEL</b>	<b>DECIDING FACTOR</b>	
<b>M = Medium Priority</b>	High effect on the g	
<b>Contracted to Construction Manage</b>		<b>CM</b>
<b>Location</b>	<b>Priority</b>	
<b>BEHS</b>	<b>M</b>	<b>CM</b>
<b>BEMS</b>	<b>M</b>	<b>CM</b>
<b>BEMS</b>	<b>M</b>	<b>CM</b>
<b>Park Valley</b>	<b>M</b>	<b>CM</b>

**D - FY 2022 Proposal for Capital Improvement Projects**

**RS**

reatest number of students

<b>Project Description</b>	<b>Estimated \$</b>
Infill courtyard with concrete to make more usable space	\$ 46,350.00
Increase width of stairs in east hallway	\$ 33,151.00
Ramp in east hallway into cafeteria	\$ 20,046.00
Install Greenhouse	\$ 15,000.00
<b>TOTAL:</b>	<b>\$ 114,547.00</b>



**BEST**

<b>PRIORITY LEVEL</b>	<b>DECIDING FACTOR</b>	
<b>L = Low Priority</b>	Improve situations	
<b>Contracted to Construction Management</b>		<b>CM</b>
<b>Location</b>	<b>Priority</b>	
<b>BRHS</b>	<b>L</b>	<b>CM</b>
<b>BEHS</b>	<b>L</b>	
<b>BEMS</b>	<b>L</b>	<b>CM</b>
<b>ACHI</b>	<b>L</b>	<b>CM</b>
<b>ACYI</b>	<b>L</b>	<b>CM</b>
<b>Lake View</b>	<b>L</b>	
<b>Support Services</b>	<b>L</b>	<b>CM</b>
<b>District Office</b>	<b>L</b>	<b>CM</b>
<b>District Office</b>	<b>L</b>	<b>CM</b>
<b>Transportation</b>	<b>L</b>	<b>CM</b>
<b>Vacant Prop.</b>	<b>L</b>	<b>CM</b>
<b>Mantua Land</b>	<b>L</b>	<b>CM</b>

**D - FY 2022 Proposal for Capital Improvement Projects**

<b>RS</b>	
<b>Project Description</b>	<b>Estimated \$</b>
Baseball foul ball netting	\$ 36,500.00
Tile flooring in classroom hallway(s)	\$ 50,000.00
Railing at sidewalk west of gym	\$ 6,975.00
Continue fencing playfield	\$ 15,000.00
Counseling area remodel to add office	\$ 60,000.00
Enclose kitchen dock	\$ 10,000.00
Prep Kitchen Phase 1, floor and infrastructure	\$ 156,000.00
Window replacement for efficiency	\$ 250,000.00
New Drip Edge, south wing	\$ 8,716.00
Repave asphalt	\$ 668,305.00
West of ACYI, West of BEHS	\$ 40,000.00
Contingency	\$ 15,000.00
<b>TOTAL:</b>	<b>\$ 1,316,496.00</b>



**BESD - FY 2022 Proposal for Capital Improvement Projects**

PRIORITY LEVEL		DECIDING FACTORS			PRIORITY LEVEL	COST FOR EACH LEVEL
E = Extreme		Facility safety and prevent building/property damage			E = Extreme	\$ 537,425.00
H = High Priority		Critical Repairs for building, property, and systems longevity			H = High	\$ 35,310.00
M = Medium Priority		High effect on the greatest number of students			M = Medium	\$ 114,547.00
L = Low Priority		Improve situations			L = Low	\$ 1,201,496.00
Contracted to Construction Management CM					<b>TOTAL</b>	<b>\$ 1,888,778.00</b>
Location	Priority	CM	Project Description	Estimated \$		
BRHS	E	CM	Add Glycol to LA wing HVAC	\$ 115,500.00		
BRHS	L	CM	Baseball foul ball netting	\$ 36,500.00		
BEHS	E	CM	Re-roof over coaches hall	\$ 28,152.00		
BEHS	M	CM	Infill courtyard with concrete to make more usable space	\$ 46,350.00		
Sunrise	H	CM	Seal Coat new asphalt, need to do within the first year	\$ 7,750.00		
BRMS	E	CM	Replace built-up roofing	\$ 378,000.00		
BEMS	L	CM	Railing at sidewalk west of gym	\$ 6,975.00		
BEMS	M	CM	Increase width of stairs in east hallway	\$ 33,151.00		
BEMS	M	CM	Ramp in east hallway into cafeteria	\$ 20,046.00		
ACHI	L	CM	Continue fencing playfield	\$ 15,000.00		
ACYI	L	CM	Counseling area remodel to add office	\$ 60,000.00		
Park Valley	M	CM	Install Greenhouse	\$ 15,000.00		
Garland	H	CM	Crack Seal and Seal Coat Playground	\$ 12,960.00		
Garland	H	CM	Crack Seal and Seal Coat Parking Lot	\$ 8,600.00		
Willard	H	CM	Remove trees too close to building, potential hazard and damage	\$ 6,000.00		
Support Services	L	CM	Prep Kitchen Phase 1, floor and infrastructure	\$ 156,000.00		
Transportation	L	CM	Repave asphalt	\$ 668,305.00		
Transportation	E	CM	Replace rain gutters, industrial size due to roof type	\$ 6,688.00		
Transportation	E	CM	Snow Guards	\$ 9,085.00		
District Office	L	CM	Window replacement for efficiency	\$ 250,000.00		
District Office	L	CM	New Drip Edge, south wing	\$ 8,716.00		
				<b>TOTAL:</b>	<b>\$ 1,888,778.00</b>	

## **Recommendation to approve**

Submitted by: Superintendent Steve Carlsen

### **Recommendation:**

It is recommended that the Board of Education approve a supplement bonus for the members of the Box Elder School District Office Employees. The amount of the Bonus is \$1500 for Certificated and \$1,000 for ESP. The total amount of this adds up to be \$96,833.75.

### **Recommended Motion:**

I move that Board approve \$96,833.75 (from Covid Reserve) to give the members of the District Office staff a \$1500 bonus for certificated and a \$1,000 bonus for ESP staff. This bonus excludes the Superintendent and the Business Administrator.

### **Background:**

As you may or may not know the Legislature passed SB 1 during the first week of the legislative session some 48 or so days ago. In that bill was passage of a bonus for teachers and para educators. Certificated employees in school buildings are to receive a \$1500 bonus and ESP staff are to get a \$1,000 bonus. The USBE has been working with all school districts to make this happen as soon as possible. In working with Michelle Westley and Sheri Harper the state is sending BESD \$1,880,757 to pay all school building level certificated people (teachers, counselors, administrators) that \$1500 bonus and ESPs the \$1,000 bonus. The ESPs bonus is calculated on 8 hours/day. So whatever an ESP works it will be paid in that way. Example: if they work 7 hours a day they will get 7/8ths of \$1,000 or 4/8s or half they will get \$500 all the way down to the lowest that we have. Not sure how low we go of hours per day.

The USBE wanted to make sure that people get the \$1500 or \$1,000 so they sent that amount per employee plus 22% that it takes to cover benefits (health insurance, social security, URS retirement). So the USBE sent \$1,500,757 for the bonus and an estimated \$380,000 for those benefits. For a total of \$1,880,757.

I went to Rod and told him I felt like it was unfortunate that the legislature did not see that at the district level deserved the bonus. As with building level employees our people in this office have had to carry a much bigger load than ever before. Both Rod and Keith reached out to other school districts and found that most (much more than half) of the school districts are using district funds to provide the same bonus for district level people. So I asked Rod to do the math and let me know how much it would be to give the members of the district office the bonus. In order to follow the same process as the USBE used to come up with the bonus numbers Rod found that it would take \$74,487 for the bonuses of \$1,500 and \$1,000 plus \$22,346 for the benefits. So a total of \$96,833. Last spring during the negotiations time Rod budgeted a large sum of money to help us through the pandemic (reserve). Because of the CARES and ESSER grants we haven't had to use hardly any of that reserve. So the \$96K would be insignificant to the budget. I believe the people in the district office deserve the bonus.

Rod and I both felt strongly enough about it that we agreed we did not want to get the bonus so it looked as if we were trying to line our own pockets. So Rod and I are not getting the bonus. At our Board Meeting Agenda review with Julie and Tiffani I asked them if it was okay to bring this to the entire Board. I do not know any other way to handle this other than the Board approving or disapproving of this expenditure in an open Board Meeting.

**Policy Implications: None**

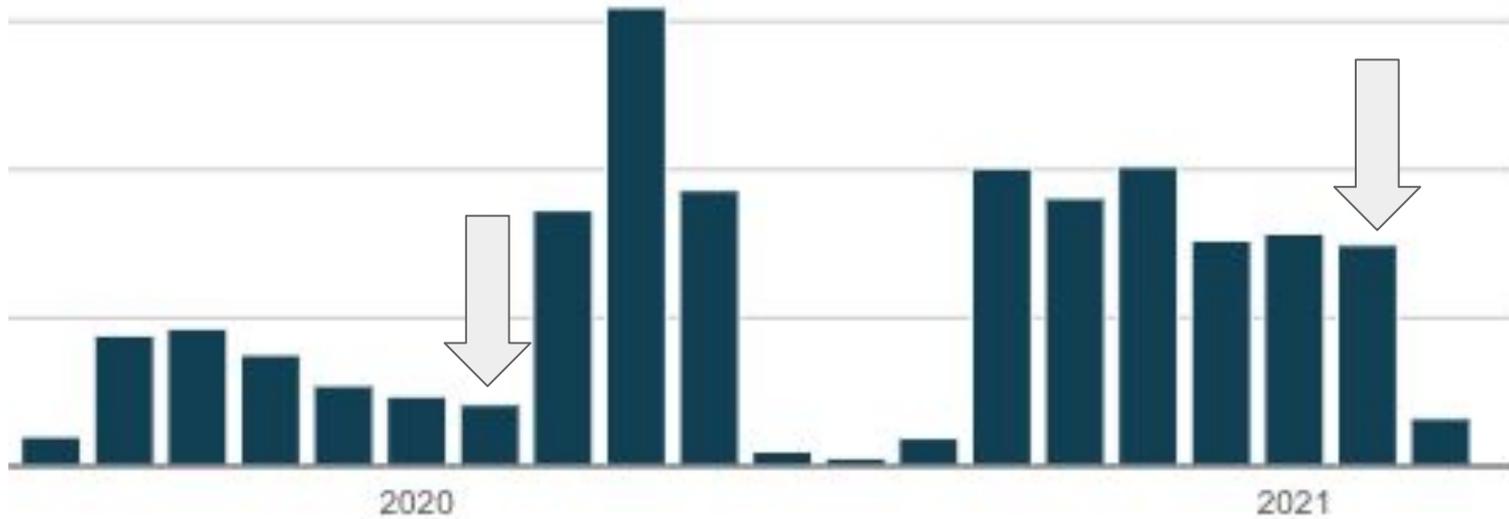
**Financial Implications: \$96,833.75 from the Covid reserve fund.**

**Staff Implications: Reward staff for a job well done during a very trying year.**

# CANVAS USAGE

**2020-2021**

# USAGE BY STUDENTS



Feb 2020 - 17,000 participations

419,000 pages viewed

Feb 2021 - 43,000 participations

1,495,000 pages viewed

# ONLINE PD THROUGH BESD

FEB 2020 - FEB 2021

**1,674**

Enrollments

**523**

Completions

## Courses offered:

Canvas 101

Classroom management El/Sec

SchoolCity

Canvas 201

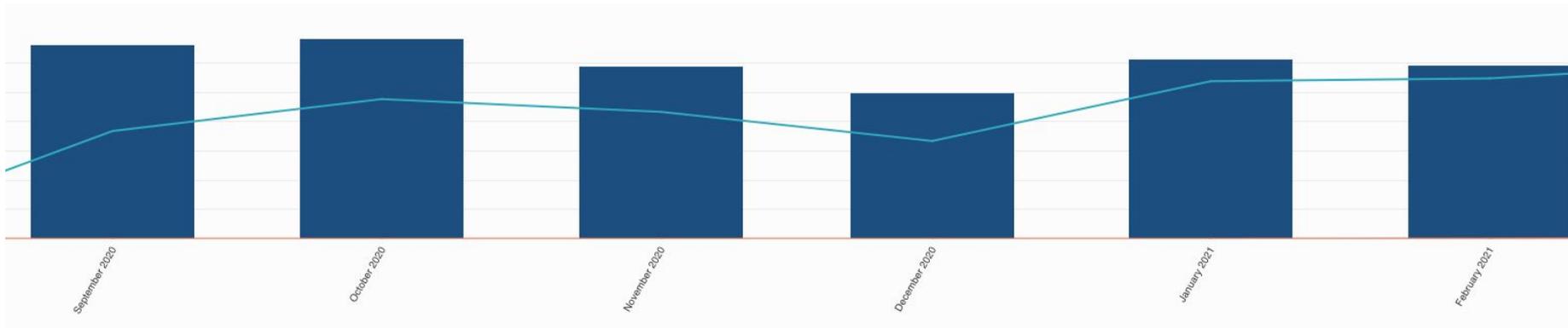
Nearpod 101

Suicide Prevention

Trauma informed

Nearpod 201

# CLASSLINK LOGIN



## APP LAUNCHES THIS YEAR

**2.4M** ↗ 25%

1.9M This Time Last Year

## AVG. LAUNCHES / USER THIS YEAR

**183** ↗ 97%

93 This Time Last Year

# Leading School Community Councils: Responsibilities of Local School Boards

## LAND Trust Plan Approval Guidelines

A LAND Trust Plan must have at least one goal and all goals must be academic and student focused. Goals with the same measurements may be combined. The district may choose to limit the number of goals. Too many goals may make implementation and reporting more difficult.

- Does the plan address the academic priorities of the board? Will plan expenditures have a direct impact on the instruction of students in math, science, language arts, or other board priorities? If other core subjects are addressed, has the school demonstrated appropriate progress in the above areas?
- Is the goal measurable, student-focused, and academic?
- Does each goal clearly address a school's greatest academic need, enhance and improve academic excellence at the school, and implement a component of the school's teacher and student success plan?
- Is it apparent that the goals have been written to address an academic need identified through a data review, including an action plan to implement the goal?
- Goals must include a measurement to evaluate progress towards the goal. Does each goal specify measurable outcomes and how the council will monitor progress towards achieving the goal?
- If behavioral interventions are included as part of a measurable academic goal, is it clear how they are a necessary component of the action plan?
- Are each of the action plan steps mirrored in the expenditure list?
- Components of academic goals that incorporate digital citizenship training and/or safety principles as a component of the action plan, may not exceed a total of \$7,000 for a single plan.
- School LAND Trust funds should benefit the students the same year they are allotted.
- Schools may carryover up to 10% of funds. Carryover greater than 10% requires explanation and local board approval. Will this school have carryover? Is it under 10%? If the plan has a large carry-over without a valid reason, the goals and expenditures should be reconsidered and edited to spend the funds for the upcoming year students.
- All expenditures must be accounted for in each goal. Are expenditures specifically identified in the action plan?
- The signature page is designed to show school boards that council members are participating in the development of the School LAND Trust plan. Signature pages include the language, *"I fully participated in the development and creation of my School LAND Trust Plan."* Does a signature page accompany the LAND Trust Plan?

## School LAND Trust Program - Appropriate Expenditures

February 2021

The requirements of the School LAND Trust Program have changed over time as distributions have increased and emerging student needs are identified. We have provided the current Utah State Code and State Board Rule defining appropriate expenditures with funds from the School LAND Trust program. All expenditure discussions should begin by defining a school's most critical academic need by reviewing school-wide assessment data. The council then makes a goal for measurable student improvement and makes plans to expend funds on allowable research-based programs and interventions to meet the goal. Positive behavioral interventions are no longer limited to \$7,000 and must be used as a strategy to meet an academic goal.

### [Utah Code 53G-7-1206](#) School LAND Trust Program

4(a) A council shall create a program to use its allocation...to implement a component of the school's (Teacher and Student) success plan, including:

- (i) The school's identified most critical academic needs;
- (ii) A recommended course of action to meet the identified academic needs;
- (iii) A specific listing of any programs, practices, materials, or equipment which the school will need to implement a component of its school improvement plan to have a direct impact on the instruction of students and result in measurable increased student performance; and
- (iv) How the school intends to spend its allocation of funds under this section to enhance or improve academic excellence at the school.

### [State Board Rule R277-477-4](#) Appropriate Use of School LAND Trust Program Funds

(1) Parents, teachers, and the principal, in collaboration with an approving entity, shall review school-wide assessment data annually and use School LAND Trust Program funds in data-driven and evidence-based ways to improve educational outcomes, consistent with the academic goals of the school's teacher and student success plan (success plan) framework under Subsection 53G-7-1304(1)(a) and the priorities of the LEA governing board, including:

- (a) strategies that are measurable and show academic outcomes with multi-tiered systems of support; and
- (b) counselors and educators working with students and families on academic and behavioral issues when a direct impact on academic achievement can be measured.

(2) A school's School LAND Trust Program expenditures shall have a direct impact on the instruction of students in the particular school's areas of most critical academic need and consistent with the academic priorities of the LEA's governing board:

- (a) to increase achievement in:
  - (i) English;

- (ii) language arts;
  - (iii) mathematics; and
  - (iv) science; and
- (b) for high schools to:
- (i) increase graduation rates; and
  - (ii) promote college and career readiness.

(3) A school may not use School LAND Trust Program funds for the following:

- (a) costs related to district or school administration, including accreditation;
- (b) expenses for:
  - (i) construction;
  - (ii) maintenance;
  - (iii) facilities;
  - (iv) overhead;
  - (v) furniture;
  - (vi) security; or
  - (vii) athletics; or
- (c) expenses for non-academic in-school, co-curricular, or extracurricular activities.

(4) A school that demonstrates appropriate progress and achievement consistent with the academic priorities of the LEA governing board outlined in Subsection (2) may request local board approval of a plan to address other academic goals if the plan includes:

- (a) how the goal is in accordance with the core standards established in Rule R277-700
- (b) how the action plan for the goal is:
  - (i) data driven;
  - (ii) evidence based; and
  - (iii) has a direct impact on the instruction of students consistent with Subsections (1) and (2);
- (c) the data driving the decision to spend School LAND Trust funds for academic needs outlined in this Subsection (4); and
- (d) the anticipated data source the school will use to measure progress.

(5) A council may budget and spend no more than \$7,000 for an academic goal or component of an academic goal than incorporates any combination of the following:

- (a) digital citizenship training under Subsection 53G-7-1202(3)(a)(iii); or
- (b) safety principles consistent with Subsection 53G-7-1202(1)(d)

(6) A school district or local school board may not require a council or school to spend the school's School LAND Trust Program funds on a specific use or set of uses.

(7) Student incentives implemented as part of an academic goal in the School LAND Trust Program may not exceed \$2 per awarded student in an academic school year.

## School Land Trust Plan Review by School Board Members

School	Primary	Secondary	School	Primary
1 Willard Elementary	Karen	Wade	Foothill Elementary	Bryan
2 Three Mile Creek Elementary	Karen	Wade	Grouse Creek	Bryan
3 Lake View Elementary	Julie	Tiffani	Young Intermediate	Bryan
4 Mountain View Elementary	Julie	Tiffani	McKinley Elementary	Connie
5 Foothill Elementary	Bryan	Connie	North Park Elementary	Connie
6 Discovery Elementary	Nancy	Karen	BRHS	Connie
7 Century Elementary	Wade	Nancy	Lake View Elementary	Julie
8 McKinley Elementary	Connie	Bryan	Mountain View Elementary	Julie
9 North Park Elementary	Connie	Bryan	BEMS	Julie
10 Garland Elementary	Wade	Karen	Willard Elementary	Karen
11 Fielding Elementary	Tiffani	Julie	Three Mile Creek Elementary	Karen
12 Snowville Elementary	Tiffani	Nancy	BEHS	Karen
13 Park Valley	Nancy	Julie	Discovery Elementary	Nancy
14 Grouse Creek	Bryan	Connie	Park Valley	Nancy
15 Young Intermediate	Bryan	Connie	Sunrise	Nancy
16 BEMS	Julie	Bryan	Fielding Elementary	Tiffani
17 BEHS	Karen	Nancy	Snowville Elementary	Tiffani
18 Harris Intermediate	Wade	Julie	BRMS	Tiffani
19 BRMS	Tiffani	Karen	Century Elementary	Wade
20 BRHS	Connie	Tiffani	Garland Elementary	Wade
21 Sunrise	Nancy	Wade	Harris Intermediate	Wade

**Secondary**

Connie

Connie

Connie

Bryan

Bryan

Tiffani

Tiffani

Tiffani

Bryan

Wade

Wade

Nancy

Karen

Julie

Wade

Julie

Nancy

Karen

Nancy

Karen

Julie

**MONTHLY FINANCIAL REPORT**

February 28, 2021

				<b>Current Bud vs Actual</b>	<b>Prev Bud vs Actual</b>		
	<b>2020-21 Preliminary</b>	<b>2020-21 YTD</b>	<b>%</b>	<b>%</b>	<b>2019-20 YTD</b>	<b>2019-20 Actual</b>	
<b>Description</b>							
				<b>66.6%</b>	<b>66.6%</b>		
				<b>58.3%</b>	<b>58.3%</b>		
<b>1</b>	<b>GENERAL FUND (M&amp;O) FUND (10)</b>						
<b>2</b>							
<b>3</b>	<b>REVENUE:</b>						
<b>4</b>	<b>Local</b>						
<b>5</b>	<b>Property</b>	22,255,309	19,541,999	87.8%	84.8%	18,924,101	22,305,024
<b>6</b>	<b>Tuitions</b>	645,000	96,261	14.9%	24.9%	90,819	364,677
<b>7</b>	<b>Inv Earnings</b>	445,000	79,822	17.9%	100.6%	585,208	581,592
<b>8</b>	<b>Indr. Costs-SL</b>	680,000	0	0.0%	0.0%	0	670,342
<b>9</b>	<b>Rental Fees/Building/Tra</b>	230,000	35,279	15.3%	63.1%	67,753	107,313
<b>10</b>	<b>Other</b>	790,000	1,691,699	214.1%	69.5%	886,276	1,274,591
<b>11</b>	<b>State</b>	69,695,271	47,728,607	68.5%	67.9%	44,591,287	65,646,170
<b>12</b>	<b>Federal</b>	4,525,000	1,879,070	41.5%	7.3%	403,634	5,526,002
<b>13</b>	<b>Misc./ Fund Bal</b>	0					890,181
<b>14</b>	<b>TOTAL M &amp; O</b>						
<b>15</b>	<b>REVENUE</b>	<b>99,265,580</b>	<b>71,052,737</b>	<b>71.6%</b>	<b>67.3%</b>	<b>65,549,078</b>	<b>97,365,892</b>
<b>16</b>	<b>Beg Balance</b>	<b>1,809,180</b>					<b>1,892,331</b>
<b>17</b>	<b>Less:</b>						
<b>18</b>	<b>Ending Balance</b>	<b>2,249,988</b>					<b>1,809,180</b>
<b>19</b>	<b>TOTAL M &amp; O FUNDS</b>						
<b>20</b>	<b>available</b>	<b>98,824,772</b>	<b>71,052,737</b>	<b>71.9%</b>	<b>67.3%</b>	<b>65,549,078</b>	<b>97,449,043</b>
<b>21</b>	<b>EXPENDITURES:</b>						
<b>22</b>	<b>Instruction (1000)</b>						
<b>23</b>	<b>Salaries</b>	45,233,157	26,603,567	58.8%	57.5%	24,632,522	42,865,703
<b>24</b>	<b>Benefits</b>	17,153,955	11,200,624	65.3%	58.2%	10,808,295	18,579,465
<b>25</b>	<b>Purchased Serv.</b>	2,070,500	1,640,824	79.2%	64.7%	1,329,258	2,055,437
<b>26</b>	<b>Supplies/Textbooks</b>	2,503,086	3,630,427	145.0%	57.8%	1,721,959	2,976,899
<b>27</b>	<b>Equipment</b>	300,000	305,461	101.8%	138.0%	386,745	280,281
<b>28</b>	<b>Other</b>	400,000	376,697	94.2%	0.2%	641	377,643
<b>29</b>	<b>Total</b>	<b>67,660,698</b>	<b>43,757,600</b>	<b>64.7%</b>	<b>57.9%</b>	<b>38,879,420</b>	<b>67,135,428</b>
<b>30</b>							
<b>31</b>	<b>Student Services (2100)</b>						
<b>32</b>	<b>Salaries</b>	3,189,715	1,771,770	55.5%	58.2%	1,672,126	2,873,187
<b>33</b>	<b>Benefits</b>	1,045,807	718,906	68.7%	58.4%	687,443	1,178,088
<b>34</b>	<b>Other</b>	350,000	130,730	37.4%	77.4%	266,200	343,879
<b>35</b>	<b>Total</b>	<b>4,585,522</b>	<b>2,621,406</b>	<b>57.2%</b>	<b>59.7%</b>	<b>2,625,769</b>	<b>4,395,154</b>
<b>36</b>							
<b>37</b>	<b>Instructional Staff (2200)</b>						
<b>38</b>	<b>Salaries</b>	1,396,821	963,550	69.0%	64.4%	819,770	1,272,055
<b>39</b>	<b>Benefits</b>	495,096	386,889	78.1%	65.1%	306,696	470,801
<b>40</b>	<b>Other</b>	450,000	188,320	41.8%	73.7%	271,007	367,518
<b>41</b>	<b>Total</b>	<b>2,341,917</b>	<b>1,538,759</b>	<b>65.7%</b>	<b>66.2%</b>	<b>1,397,473</b>	<b>2,110,374</b>

**MONTHLY FINANCIAL REPORT**

February 28, 2021

				<b>Current Bud vs Actual</b>	<b>Prev Bud vs Actual</b>		
	<b>2020-21 Preliminary</b>	<b>2020-21 YTD</b>	<b>%</b>	<b>%</b>	<b>2019-20 YTD</b>	<b>2019-20 Actual</b>	
<b>Description</b>							
<b>Percent of Year completed to date</b>			<b>66.6%</b>	<b>66.6%</b>			
<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>			
<b>42 District Administration (2300)</b>							
<b>43 Salaries</b>	<b>479,554</b>	<b>225,759</b>	<b>47.1%</b>	<b>63.2%</b>	<b>212,271</b>	<b>336,104</b>	
<b>44 Benefits</b>	<b>219,134</b>	<b>105,721</b>	<b>48.2%</b>	<b>67.5%</b>	<b>107,045</b>	<b>158,633</b>	
<b>45 Purch Services</b>	<b>178,000</b>	<b>59,417</b>	<b>33.4%</b>	<b>79.0%</b>	<b>98,078</b>	<b>124,215</b>	
<b>46 Liability Insurance</b>	<b>250,235</b>	<b>223,473</b>	<b>89.3%</b>	<b>100.0%</b>	<b>235,235</b>	<b>235,235</b>	
<b>47 Supplies</b>	<b>35,000</b>	<b>22,724</b>	<b>64.9%</b>	<b>71.2%</b>	<b>28,752</b>	<b>40,407</b>	
<b>48 Other</b>	<b>25,000</b>	<b>22,648</b>	<b>90.6%</b>	<b>89.2%</b>	<b>22,103</b>	<b>24,786</b>	
<b>49 Total</b>	<b>1,186,923</b>	<b>659,742</b>	<b>55.6%</b>	<b>76.5%</b>	<b>703,484</b>	<b>919,380</b>	
<b>50 School Administration (2400)</b>							
<b>51 Salaries</b>	<b>3,854,303</b>	<b>2,587,609</b>	<b>67.1%</b>	<b>10.6%</b>	<b>2,524,687</b>	<b>3,842,404</b>	
<b>52 Benefits</b>	<b>1,641,487</b>	<b>1,059,141</b>	<b>64.5%</b>	<b>10.0%</b>	<b>1,078,505</b>	<b>1,654,266</b>	
<b>53 Prof Serv/Travel</b>	<b>88,000</b>	<b>40,019</b>	<b>45.5%</b>	<b>135.6%</b>	<b>57,165</b>	<b>74,986</b>	
<b>54 Other</b>	<b>15,000</b>	<b>10,170</b>	<b>67.8%</b>	<b>89.1%</b>	<b>11,685</b>	<b>11,685</b>	
<b>55 Total</b>	<b>5,598,790</b>	<b>3,696,939</b>	<b>66.0%</b>	<b>65.8%</b>	<b>3,672,042</b>	<b>5,583,341</b>	
<b>56</b>							
<b>57 Business &amp; Support (2500)</b>							
<b>58 Salaries</b>	<b>689,377</b>	<b>431,667</b>	<b>62.6%</b>	<b>66.7%</b>	<b>406,897</b>	<b>610,071</b>	
<b>59 Benefits</b>	<b>247,312</b>	<b>165,328</b>	<b>66.8%</b>	<b>67.0%</b>	<b>164,738</b>	<b>245,993</b>	
<b>60 Purchased Services</b>	<b>159,665</b>	<b>121,033</b>	<b>75.8%</b>	<b>101.9%</b>	<b>101,652</b>	<b>99,792</b>	
<b>61 Other</b>	<b>25,000</b>	<b>8,590</b>	<b>34.4%</b>	<b>59.7%</b>	<b>10,416</b>	<b>17,457</b>	
<b>62 Total</b>	<b>1,121,354</b>	<b>726,618</b>	<b>64.8%</b>	<b>70.2%</b>	<b>683,703</b>	<b>973,313</b>	
<b>63</b>							
<b>64 Operation &amp; Maintenance (2600)</b>							
<b>65 Salaries</b>	<b>5,039,094</b>	<b>3,218,005</b>	<b>63.9%</b>	<b>66.9%</b>	<b>3,083,684</b>	<b>4,606,135</b>	
<b>66 Benefits</b>	<b>2,068,328</b>	<b>1,325,950</b>	<b>64.1%</b>	<b>67.9%</b>	<b>1,302,772</b>	<b>1,918,760</b>	
<b>67 Electricity</b>	<b>959,212</b>	<b>509,420</b>	<b>53.1%</b>	<b>63.6%</b>	<b>550,357</b>	<b>864,951</b>	
<b>68 Purchased Service</b>	<b>420,000</b>	<b>374,089</b>	<b>89.1%</b>	<b>75.9%</b>	<b>540,158</b>	<b>711,830</b>	
<b>69 Telephone</b>	<b>162,750</b>	<b>151,979</b>	<b>93.4%</b>	<b>55.4%</b>	<b>175,670</b>	<b>317,094</b>	
<b>70 Natural Gas</b>	<b>513,838</b>	<b>295,674</b>	<b>57.5%</b>	<b>61.4%</b>	<b>293,545</b>	<b>478,061</b>	
<b>71 Prop Insurance</b>	<b>250,329</b>	<b>189,052</b>	<b>75.5%</b>	<b>98.2%</b>	<b>236,456</b>	<b>240,698</b>	
<b>72 Repair</b>	<b>270,000</b>	<b>106,491</b>	<b>39.4%</b>	<b>82.7%</b>	<b>135,800</b>	<b>164,237</b>	
<b>73 Supplies</b>	<b>660,300</b>	<b>586,131</b>	<b>88.8%</b>	<b>84.9%</b>	<b>634,507</b>	<b>747,344</b>	
<b>74 Other</b>	<b>2,500</b>	<b>175</b>	<b>7.0%</b>	<b>59.7%</b>	<b>465</b>	<b>779</b>	
<b>75</b>	<b>0</b>					<b>0</b>	
<b>76 Total</b>	<b>10,346,350</b>	<b>6,756,966</b>	<b>65.3%</b>	<b>69.2%</b>	<b>6,953,414</b>	<b>10,049,889</b>	
<b>77</b>							

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		<b>2020-21</b>	<b>2020-21</b>	<b>Bud vs</b>	<b>Actual</b>	<b>2019-20</b>	<b>2019-20</b>
	<b>Description</b>	<b>Preliminary</b>	<b>YTD</b>	<b>Actual</b>	<b>Actual</b>	<b>YTD</b>	<b>Actual</b>
				<b>%</b>	<b>%</b>		
	<b>Percent of Year completed to date</b>			<b>66.6%</b>	<b>66.6%</b>		
	<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>		
<b>78</b>	<b>Transportation (2700)</b>						
<b>79</b>	<b>Salaries</b>	<b>2,866,953</b>	<b>1,589,964</b>	<b>55.5%</b>	<b>61.5%</b>	<b>1,636,766</b>	<b>2,661,172</b>
<b>80</b>	<b>Benefits</b>	<b>835,777</b>	<b>485,905</b>	<b>58.1%</b>	<b>62.7%</b>	<b>498,601</b>	<b>794,972</b>
<b>81</b>	<b>Purch Serv</b>	<b>280,000</b>	<b>151,065</b>	<b>54.0%</b>	<b>76.9%</b>	<b>158,328</b>	<b>205,828</b>
<b>82</b>	<b>Fuel</b>	<b>590,000</b>	<b>237,614</b>	<b>40.3%</b>	<b>76.1%</b>	<b>310,785</b>	<b>408,263</b>
<b>83</b>	<b>Supplies</b>	<b>357,565</b>	<b>185,348</b>	<b>51.8%</b>	<b>67.0%</b>	<b>225,568</b>	<b>336,424</b>
<b>84</b>	<b>Other/Property</b>	<b>1,010,000</b>	<b>1,008,680</b>	<b>99.9%</b>	<b>99.9%</b>	<b>1,074,262</b>	<b>1,074,892</b>
<b>85</b>	<b>Total</b>	<b>5,940,295</b>	<b>3,658,576</b>	<b>61.6%</b>	<b>71.2%</b>	<b>3,904,310</b>	<b>5,481,551</b>
<b>86</b>	<b>Community Services (3300)</b>						
<b>87</b>	<b>Salary</b>	<b>627,250</b>	<b>333,556</b>	<b>53.2%</b>	<b>61.0%</b>	<b>311,084</b>	<b>510,143</b>
<b>88</b>	<b>Benefits</b>	<b>169,818</b>	<b>103,267</b>	<b>60.8%</b>	<b>61.8%</b>	<b>99,643</b>	<b>161,292</b>
<b>89</b>	<b>Purchased Serv</b>	<b>347,727</b>	<b>7,174</b>	<b>2.1%</b>	<b>96.6%</b>	<b>43,586</b>	<b>45,140</b>
<b>90</b>	<b>Supplies/Util</b>	<b>168,872</b>	<b>39,212</b>	<b>23.2%</b>	<b>64.4%</b>	<b>33,197</b>	<b>51,553</b>
<b>91</b>	<b>Property</b>	<b>87,105</b>	<b>4,055</b>	<b>5%</b>	<b>89.5%</b>	<b>1,992</b>	<b>2,225</b>
<b>92</b>	<b>Other Objects</b>	<b>30,756</b>	<b>4,960</b>	<b>16.1%</b>	<b>94.8%</b>	<b>28,687</b>	<b>30,259</b>
<b>93</b>	<b>Desig. Fund Bal</b>						
<b>94</b>	<b>Total</b>	<b>1,431,528</b>	<b>492,224</b>	<b>34.4%</b>	<b>64.7%</b>	<b>518,189</b>	<b>800,612</b>
<b>86</b>	<b>Total Expenditures</b>	<b>100,213,377</b>	<b>63,908,830</b>	<b>5</b>	<b>6</b>	<b>59,337,804</b>	<b>97,449,042</b>
<b>95</b>	<b>Interfund Trans</b>	<b>0</b>	<b>1</b>			<b>1</b>	<b>1</b>
<b>96</b>	<b>Change Desig Fund Bal</b>	<b>0</b>	<b>1</b>			<b>1</b>	<b>0</b>
<b>97</b>	<b>Other/Budget Cuts</b>	<b>0</b>	<b>0</b>			<b>23,739</b>	<b>0</b>
<b>98</b>	<b>TOTAL EXPENDITURERS</b>	<b>0</b>	<b>0</b>				<b>0</b>
<b>99</b>	<b>M &amp; O</b>	<b>100,213,377</b>	<b>63,908,832</b>	<b>63.77%</b>	<b>60.9%</b>	<b>59,361,545</b>	<b>97,449,043</b>

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		<b>2020-21</b>	<b>2020-21</b>	<b>Bud vs</b>	<b>Actual</b>	<b>2019-20</b>	<b>2019-20</b>
	<b>Description</b>	<b>Preliminary</b>	<b>YTD</b>	<b>Actual</b>	<b>Actual</b>	<b>YTD</b>	<b>Actual</b>
				<b>%</b>	<b>%</b>		
	<b>Percent of Year completed to date</b>			<b>66.6%</b>	<b>66.6%</b>		
	<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>		
<b>100</b>	<b>School Activity Fund (21)</b>						
<b>101</b>							
<b>102</b>	<b>REVENUE:</b>						
<b>103</b>	<b>School Deposits</b>	<b>4,400,000</b>	<b>2,273,941</b>	<b>51.7%</b>	<b>77.9%</b>	<b>2,758,535</b>	<b>3,539,857</b>
<b>104</b>							
<b>105</b>	<b>Other</b>		<b>0</b>			<b>0</b>	
<b>106</b>	<b>Total Revenue</b>	<b>4,400,000</b>	<b>2,273,941</b>	<b>51.7%</b>	<b>77.9%</b>	<b>2,758,535</b>	<b>3,539,857</b>
<b>107</b>	<b>EXPENDITURES:</b>						
<b>108</b>	<b>Purchased Services</b>	<b>902,150</b>	<b>139,842</b>	<b>15.5%</b>	<b>72.2%</b>	<b>414,056</b>	<b>573,713</b>
<b>109</b>	<b>Supplies</b>	<b>2,882,850</b>	<b>1,509,440</b>	<b>52.4%</b>	<b>62.9%</b>	<b>1,648,982</b>	<b>2,621,259</b>
<b>110</b>	<b>Equipment</b>	<b>290,000</b>	<b>11,814</b>	<b>4.1%</b>	<b>88.6%</b>	<b>66,497</b>	<b>75,067</b>
<b>111</b>	<b>Desig/Other/Adm</b>	<b>325,000</b>	<b>92,497</b>	<b>28.5%</b>	<b>68.4%</b>	<b>149,729</b>	<b>218,803</b>
<b>112</b>	<b>Total Expenditures</b>						
<b>113</b>	<b>School Activity</b>	<b>4,400,000</b>	<b>1,753,593</b>	<b>39.9%</b>	<b>65.3%</b>	<b>2,279,264</b>	<b>3,488,842</b>
<b>114</b>	<b>DEBT SERVICE FUND (31)</b>						
<b>115</b>							
<b>116</b>	<b>REVENUE:</b>						
<b>117</b>	<b>Property Tax</b>	<b>2,805,364</b>	<b>2,224,163</b>	<b>79.3%</b>	<b>84.8%</b>	<b>2,153,506</b>	<b>2,538,246</b>
<b>118</b>	<b>Interest</b>	<b>105,750</b>	<b>23,576</b>	<b>22.3%</b>	<b>3.3%</b>	<b>3,928</b>	<b>120,634</b>
<b>119</b>	<b>Other</b>		<b>634</b>				<b>0</b>
<b>120</b>	<b>Total</b>	<b>2,911,114</b>	<b>2,248,373</b>	<b>77.2%</b>	<b>81.1%</b>	<b>2,157,434</b>	<b>2,658,880</b>
<b>121</b>	<b>Begining Bal</b>	<b>5,696,268</b>	<b>6,535,160</b>			<b>7,800,099</b>	<b>7,167,630</b>
<b>122</b>	<b>LESS:</b>						
<b>123</b>	<b>Ending Balance</b>	<b>6,034,982</b>	<b>7,167,630</b>			<b>6,666,183</b>	<b>6,535,160</b>
<b>124</b>	<b>Funds Available</b>	<b>4,530,220</b>	<b>5,508,783</b>	<b>121.6%</b>	<b>152.4%</b>	<b>9,957,533</b>	<b>6,535,160</b>
<b>125</b>	<b>EXPENDITURE:</b>						
<b>126</b>	<b>Bond Debt</b>	<b>3,927,162</b>	<b>3,269,750</b>	<b>83.3%</b>	<b>100.0%</b>	<b>3,286,350</b>	<b>3,286,350</b>
<b>127</b>	<b>Fees</b>	<b>150,000</b>	<b>5,000</b>	<b>0.0%</b>	<b>100.0%</b>	<b>5,000</b>	<b>5,000</b>
<b>128</b>	<b>Other Uses</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>
<b>129</b>	<b>Total</b>	<b>4,077,162</b>	<b>3,274,750</b>	<b>80.3%</b>	<b>100.0%</b>	<b>3,291,350</b>	<b>3,291,350</b>

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		<b>2020-21</b>	<b>2020-21</b>	<b>Bud vs</b>	<b>Actual</b>	<b>2019-20</b>	<b>2019-20</b>
	<b>Description</b>	<b>Preliminary</b>	<b>YTD</b>	<b>Actual</b>	<b>Actual</b>	<b>YTD</b>	<b>Actual</b>
				<b>%</b>	<b>%</b>		
	<b>Percent of Year completed to date</b>			<b>66.6%</b>	<b>66.6%</b>		
	<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>		
<b>130</b>	<b>CAPITAL OUTLAY FUND (32)</b>						
<b>131</b>							
<b>132</b>	<b>REVENUE:</b>						
<b>133</b>	<b>Property Tax</b>	<b>11,105,000</b>	<b>10,071,906</b>	<b>90.7%</b>	<b>84.8%</b>	<b>9,749,041</b>	<b>11,490,775</b>
<b>134</b>	<b>Interest</b>	<b>500,000</b>	<b>183,378</b>	<b>36.7%</b>	<b>43.2%</b>	<b>264,806</b>	<b>612,447</b>
<b>135</b>	<b>Other</b>	<b>168,000</b>	<b>138,981</b>	<b>82.7%</b>	<b>71.0%</b>	<b>52,659</b>	<b>74,131</b>
<b>136</b>	<b>State</b>	<b>120,000</b>	<b>54,669</b>	<b>45.6%</b>	<b>66.7%</b>	<b>75,086</b>	<b>112,629</b>
<b>137</b>	<b>Federal /MBA</b>	<b>0</b>	<b>30,058</b>		<b>49.9%</b>	<b>34,940</b>	<b>69,992</b>
<b>138</b>	<b>Ins./Prop.Recry</b>	<b>180,000</b>	<b>46,998</b>	<b>26.1%</b>	<b>100.3%</b>	<b>36,367</b>	<b>36,263</b>
<b>139</b>	<b>Total Revenue</b>	<b>12,073,000</b>	<b>10,525,990</b>	<b>87.2%</b>	<b>82.4%</b>	<b>10,212,899</b>	<b>12,396,237</b>
<b>140</b>	<b>Lease Revenue MBA</b>		<b>15,000,000</b>			<b>0</b>	<b>0</b>
<b>141</b>	<b>Other Sources(F50)</b>	<b>345,580</b>	<b>0</b>			<b>0</b>	<b>345,580</b>
<b>142</b>	<b>Desig. Fund Bal</b>	<b>0</b>					<b>1,621,006</b>
<b>143</b>	<b>TOTAL REVENUE CAPITAL</b>						
<b>144</b>	<b>OUTLAY</b>	<b>12,418,580</b>	<b>25,525,990</b>	<b>205.5%</b>	<b>71.1%</b>	<b>10,212,899</b>	<b>14,362,823</b>
<b>145</b>	<b>Beg. Balance</b>	<b>16,120,809</b>					<b>14,806,096</b>
<b>146</b>	<b>Less:</b>						
<b>147</b>	<b>Ending Balance</b>	<b>15,794,388</b>					<b>16,120,809</b>
<b>148</b>	<b>Capital Outlay Funds</b>						
<b>149</b>	<b>available</b>	<b>12,745,001</b>	<b>25,525,990</b>	<b>200.3%</b>	<b>78.3%</b>	<b>10,212,899</b>	<b>13,048,110</b>

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	<b>Description</b>	<b>Preliminary</b>	<b>YTD</b>	<b>Actual</b>	<b>Actual</b>	<b>YTD</b>	<b>Actual</b>
				<b>%</b>	<b>%</b>		
	<b>Percent of Year completed to date</b>			<b>66.6%</b>	<b>66.6%</b>		
	<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>		
<b>150</b>	<b>EXPENDITURES:</b>						
<b>151</b>	<b>Oper/Maint</b>	<b>0</b>	<b>0</b>			<b>8,969</b>	
<b>152</b>	<b>Other Equipment</b>		<b>3,000</b>			<b>0</b>	<b>6,814</b>
<b>153</b>	<b>Purchased Services</b>	<b>55,000</b>	<b>250</b>	<b>0.5%</b>	<b>90.0%</b>	<b>4,500</b>	<b>5,000</b>
<b>154</b>	<b>Technology/Software</b>	<b>810,000</b>	<b>952,910</b>	<b>117.6%</b>	<b>64.3%</b>	<b>859,212</b>	<b>1,336,297</b>
<b>155</b>	<b>Improvement</b>	<b>1</b>	<b>0</b>	<b>Cares Funds</b>			<b>1</b>
<b>156</b>	<b>Buildings Maint</b>	<b>2,300,000</b>	<b>1,182,968</b>	<b>51.4%</b>	<b>99.9%</b>	<b>1,077,606</b>	<b>1,078,986</b>
<b>157</b>	<b>Vehicles</b>	<b>1,180,000</b>	<b>313,897</b>	<b>26.6%</b>	<b>100.0%</b>	<b>109,058</b>	<b>109,058</b>
<b>158</b>	<b>Furniture/Equip</b>	<b>1,424,998</b>	<b>979,885</b>	<b>68.8%</b>	<b>84.8%</b>	<b>1,629,076</b>	<b>1,920,105</b>
<b>159</b>	<b>Other Objects</b>	<b>1</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>
<b>160</b>	<b>Vehicle charges</b>	<b>1</b>	<b>0</b>			<b>0</b>	<b>1</b>
<b>161</b>	<b>Total Capital</b>	<b>5,770,001</b>	<b>3,432,910</b>	<b>59.5%</b>	<b>82.8%</b>	<b>3,688,421</b>	<b>4,456,262</b>
<b>162</b>	<b>West Tremonton Elem/Ot</b>	<b>1,000</b>	<b>0</b>	<b>0.0%</b>		<b>2,455</b>	<b>2,455</b>
<b>163</b>	<b>Other Proj</b>	<b>150,000</b>	<b>102,793</b>	<b>68.5%</b>	<b>6.4%</b>	<b>14,728</b>	<b>229,750</b>
<b>164</b>	<b>Sunrise High School</b>	<b>4,500,000</b>	<b>3,879,100</b>	<b>86.2%</b>	<b>35.4%</b>	<b>2,138,678</b>	<b>6,038,361</b>
<b>165</b>	<b>Brigham East Elem</b>	<b>1,300,000</b>	<b>1,673,065</b>	<b>128.7%</b>	<b>0.0%</b>	<b>0</b>	<b>114,075</b>
<b>166</b>	<b>HS Athletic Facilities</b>	<b>209,000</b>	<b>201,563</b>	<b>96.4%</b>	<b>89.0%</b>	<b>1,707,281</b>	<b>1,918,411</b>
<b>167</b>	<b>Property Purchase</b>	<b>490,000</b>	<b>0</b>			<b>298</b>	<b>0</b>
<b>168</b>	<b>Total Construction</b>	<b>6,650,000</b>	<b>5,856,521</b>	<b>88.1%</b>	<b>46.5%</b>	<b>3,863,440</b>	<b>8,303,052</b>
<b>169</b>	<b>Desig. F Bal</b>						
<b>170</b>	<b>MBA/Bond Fee/Fund 50</b>	<b>325,000</b>	<b>61,998</b>	<b>19.1%</b>	<b>12.9%</b>	<b>37,250</b>	<b>288,499</b>
<b>171</b>	<b>Other</b>	<b>0</b>	<b>97</b>			<b>0</b>	<b>297</b>
<b>172</b>	<b>TOTAL EXPENDITURES CAPITAL</b>			<b>Costs underestimated</b>			
<b>173</b>	<b>OUTLAY</b>	<b>12,745,001</b>	<b>9,351,526</b>	<b>73.4%</b>	<b>58.2%</b>	<b>7,589,111</b>	<b>13,048,110</b>

**MONTHLY FINANCIAL REPORT**

February 28, 2021

				<b>Current Bud vs Actual</b>	<b>Prev Bud vs Actual</b>		
		<b>2020-21 Preliminary</b>	<b>2020-21 YTD</b>	<b>%</b>	<b>%</b>	<b>2019-20 YTD</b>	<b>2019-20 Actual</b>
	<b>Description</b>						
	<b>Percent of Year completed to date</b>			<b>66.6%</b>	<b>66.6%</b>		
	<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>		
<b>174</b>	<b>SCHOOL FOOD SERVICE FUND (49)</b>						
<b>175</b>							
<b>176</b>	<b>REVENUE:</b>						
<b>177</b>	<b>Lunch Sales</b>	<b>1,395,000</b>	<b>177,105</b>	<b>12.7%</b>	<b>76.5%</b>	<b>806,966</b>	<b>1,055,208</b>
<b>178</b>	<b>Other Local</b>	<b>6,100</b>	<b>554</b>	<b>9.1%</b>	<b>36.2%</b>	<b>1,467</b>	<b>4,049</b>
<b>179</b>	<b>State</b>	<b>1,075,000</b>	<b>408,725</b>	<b>38.0%</b>	<b>40.9%</b>	<b>429,024</b>	<b>1,049,598</b>
<b>180</b>	<b>Federal</b>	<b>2,872,000</b>	<b>2,671,255</b>	<b>93.0%</b>	<b>46.8%</b>	<b>1,464,900</b>	<b>3,130,278</b>
<b>181</b>	<b>Other/Inventory Adj</b>	<b>0</b>	<b>0</b>		<b>0.0%</b>	<b>0</b>	<b>1</b>
<b>182</b>	<b>TOTAL REVENUE SCHOOL</b>						
<b>183</b>	<b>FOODS</b>	<b>5,348,100</b>	<b>3,257,639</b>	<b>60.9%</b>	<b>51.6%</b>	<b>2,702,357</b>	<b>5,239,134</b>
<b>184</b>	<b>Beg. Balance</b>	<b>938,697</b>					<b>690,707</b>
<b>185</b>	<b>Less:</b>						
<b>186</b>	<b>Ending Balance</b>	<b>734,741</b>					<b>938,697</b>
<b>187</b>	<b>School Food Service Funds</b>						
<b>188</b>	<b>available</b>	<b>5,552,056</b>	<b>3,257,639</b>	<b>58.7%</b>	<b>54.1%</b>	<b>2,702,357</b>	<b>4,991,144</b>
<b>189</b>	<b>EXPENDITURES:</b>						
<b>190</b>	<b>Salaries</b>	<b>2,190,899</b>	<b>1,077,345</b>	<b>49.2%</b>	<b>59.4%</b>	<b>1,073,870</b>	<b>1,806,721</b>
<b>191</b>	<b>Benefits</b>	<b>657,157</b>	<b>343,437</b>	<b>52.3%</b>	<b>60.6%</b>	<b>352,371</b>	<b>581,672</b>
<b>192</b>	<b>Food/Supplies</b>	<b>2,294,000</b>	<b>1,398,873</b>	<b>61.0%</b>	<b>65.3%</b>	<b>1,414,098</b>	<b>2,164,840</b>
<b>193</b>	<b>Equipment</b>	<b>60,000</b>	<b>61,154</b>	<b>101.9%</b>	<b>94.0%</b>	<b>13,026</b>	<b>13,864</b>
<b>194</b>	<b>Other Costs</b>	<b>50,000</b>	<b>12,972</b>	<b>25.9%</b>	<b>24.0%</b>	<b>13,769</b>	<b>57,354</b>
<b>195</b>	<b>Dir/Indirect Costs</b>	<b>300,000</b>	<b>278</b>	<b>0.1%</b>	<b>0.1%</b>	<b>236</b>	<b>293,344</b>
<b>196</b>	<b>TOTAL EXPENDITURES SCHOOL</b>						<b>73,349</b>
<b>197</b>	<b>FOODS</b>	<b>5,552,056</b>	<b>2,894,059</b>	<b>52.1%</b>	<b>57.4%</b>	<b>2,867,370</b>	<b>4,991,144</b>

**MONTHLY FINANCIAL REPORT**

February 28, 2021

				<b>Current Bud vs Actual</b>	<b>Prev Bud vs Actual</b>		
		<b>2020-21 Preliminary</b>	<b>2020-21 YTD</b>	<b>%</b>	<b>%</b>	<b>2019-20 YTD</b>	<b>2019-20 Actual</b>
<b>Description</b>							
	<b>Percent of Year completed to date</b>			<b>66.6%</b>	<b>66.6%</b>		
	<b>Percent of 9 month contract complete</b>			<b>58.3%</b>	<b>58.3%</b>		
<b>198</b>	<b>Foundation Fund (75)</b>						
<b>199</b>							
<b>200</b>	<b>REVENUE:</b>				<b>Budget underestimated</b>		
<b>201</b>	<b>Total Revenue</b>	<b>80,000</b>	<b>161,136</b>	<b>201.4%</b>	<b>19.1%</b>	<b>34,454</b>	<b>180,142</b>
<b>202</b>	<b>Avallable Revenue</b>	<b>80,000</b>	<b>161,136</b>	<b>201.4%</b>	<b>19.1%</b>	<b>34,454</b>	<b>180,142</b>
<b>203</b>	<b>EXPENDITURE:</b>				<b>Budget underestimated</b>		
<b>204</b>	<b>Expenses</b>	<b>80,000</b>	<b>61,963</b>	<b>77.5%</b>	<b>56.1%</b>	<b>91,168</b>	<b>162,544</b>
<b>205</b>	<b>Changes/Desg Fund Bal</b>	<b>0</b>					<b>0</b>
<b>206</b>	<b>TOTAL EXPENDITURE</b>	<b>80,000</b>	<b>61,963</b>	<b>77.5%</b>	<b>56.1%</b>	<b>91,168</b>	<b>162,544</b>
<b>207</b>	<b>Agency Fund (76)</b>						
<b>208</b>							
<b>209</b>	<b>REVENUE:</b>						
<b>210</b>	<b>Agent Services</b>	<b>105,000</b>	<b>3,835</b>	<b>3.7%</b>	<b>100.0%</b>	<b>19,400</b>	<b>19,400</b>
<b>211</b>	<b>State</b>	<b>0</b>	<b>4,359</b>			<b>0</b>	<b>0</b>
<b>212</b>	<b>Federal</b>	<b>0</b>					<b>0</b>
<b>213</b>	<b>Other</b>	<b>7,000</b>	<b>0</b>	<b>0.0%</b>	<b>99.8%</b>	<b>14,346</b>	<b>14,372</b>
<b>214</b>	<b>TOTAL REVENUE/BB</b>						
<b>215</b>	<b>AGENCY FUND</b>	<b>112,000</b>	<b>8,194</b>	<b>7.3%</b>	<b>99.9%</b>	<b>33,746</b>	<b>33,772</b>
<b>216</b>	<b>EXPENDITURE:</b>						
<b>217</b>	<b>Instruction</b>	<b>0</b>	<b>6,165</b>			<b>2,515</b>	<b>4,150</b>
<b>218</b>	<b>NUCC</b>	<b>105,000</b>	<b>963</b>	<b>0.9%</b>	<b>71.1%</b>	<b>22,412</b>	<b>31,538</b>
<b>219</b>	<b>Other</b>	<b>7,000</b>	<b>2,052</b>	<b>29.3%</b>	<b>59.6%</b>	<b>2,435</b>	<b>4,089</b>
<b>220</b>	<b>Changes/Desg Fund Bal</b>	<b>0</b>					<b>0</b>
<b>221</b>	<b>TOTAL EXPENDITURES</b>						
<b>222</b>	<b>AGENCY FUND</b>	<b>112,000</b>	<b>9,180</b>	<b>8.2%</b>	<b>68.8%</b>	<b>27,362</b>	<b>39,777</b>
<b>223</b>							
<b>224</b>							
<b>225</b>			<b>SUMMARY</b>			<b>SUMMARY</b>	
<b>226</b>							
<b>227</b>	<b>GRAND TOTAL FUNDS AVAILABLE</b>						
<b>228</b>	<b>ALL FUNDS</b>	<b>126,244,049</b>	<b>104,528,010</b>	<b>82.8%</b>	<b>66.3%</b>	<b>83,448,503</b>	<b>125,777,228</b>
<b>229</b>	<b>GRAND TOTAL EXPENDITURE</b>						
<b>230</b>	<b>ALL FUNDS</b>	<b>127,179,596</b>	<b>81,253,903</b>	<b>63.9%</b>	<b>61.7%</b>	<b>75,507,170</b>	<b>122,470,810</b>

## POLICY 2200

### Vandalism, Destruction, or Loss of School Property

- A. Because incidents of willful or malicious abuse, destruction, defacing, and/or theft of school district property are injurious to the rights and welfare of the entire community, it is the policy of the Board to retain the right to seek all legal redress against persons found to have committed such acts.
- B. Full restitution for the damage caused will be sought from such persons--or, in the case of minors, from their parents consistent with Utah law.
- C. All thefts, break-ins and other acts of vandalism on or to Box Elder School district property should be reported immediately, with all known information about the incident(s) of the case, to the Superintendent's office and to the local police or sheriff's department.
- D. Box Elder School District reserves the right to seek restitution, consistent with Utah law, for all school property lost, vandalized, destroyed, rendered unusable or otherwise defaced. Such legal means may include academic or citizenship penalties consistent with [Utah Code § 53G-8-212](#) and [§ 78A-6-1113](#) until appropriate restitution is complete.
- E. If the student and the student's parent is unable to pay for the lost or damaged property, the school may consult with parents and assign a student an appropriate work project in lieu of paying for the damaged property or materials.
- F. Nothing herein prevents the school and parent from mutually agreeing for all or a part of the payment for lost or damaged property to be done as an appropriate work project at the school even when parents or student have the ability to pay financially.

## POLICY 2211

### Transportation - Bus Routes and Stops

- A. Bus routes shall be established where deemed necessary and advisable by the Board of Education for the purpose of transporting those students who are eligible under Board rules and regulations. All bus routes must conform to state regulations and be approved by the State.

[Utah Admin. Rules R277-600-6 \(January 9, 2019\)](#)

- B. Buses will not travel down private lanes or roads, (unless specifically approved by the Board of Education) nor those lanes or roads which are not regularly maintained by County or State road equipment, nor those lanes or roads which are determined by the Board to be unsafe for school bus travel.

## POLICY 2212

### Transportation - Transportation of Students by Private Vehicle

- A. All transporting of students for any school related purpose will be done by school bus, except in cases which may warrant special consideration. Bus drivers and all other personnel are cautioned not to use their own automobiles for transporting students. School employees and students who drive their own cars or accept transportation other than that provided by the Board assume their own liability.
- B. Employees may transport students in their private automobile only if prior permission has been received from the principal.
- C. Employees transporting students in any situation shall not receive pay or other consideration from students transported.
- D. In no case will the Board of Education sanction students transporting other students on school business.

## POLICY 2213

### Transportation - Kindergarten

- A. Students attending Kindergarten, who are eligible for transportation under regular Board of Education policies, will be transported to school in the morning and home at the end of the school day on the regular school bus serving the area. At noon, a special bus will transport students home or bring them to school in areas where ten or more students can be grouped together to make a State approved route. In areas where noon bus routes are not feasible, parents will be paid transportation allowance according to the established board policy and be responsible for their own mid-day transportation.
- B. Kindergarten students being transported one way only, on other than district carriers, shall receive one-half of the regular transportation allowance, if they meet the eligibility requirements of [Policy 2210 Transportation Eligibility](#).

## POLICY 2214

### Transportation - "In Lieu of" Allowance

- A. Parents of students in grades K through 6 living 1.5 miles or more from their assigned school, and students in grades 7 through 12 living 2.0 miles or more from their assigned school are eligible to be paid a transportation allowance when school bus transportation is not provided. (See distance definition in [Policy 2210 Transportation Eligibility](#))

#### [Utah Admin. Rules R277-600-7](#)

1. The rate per mile will be the lesser of the IRS approved rate or any reimbursement rate that may be set by the State of Utah. The board may approve payment for two round trips per day per family for days the student attends school. If the family has a Kindergarten student in addition to other student(s), a third trip may be approved.
2. Reimbursement will be paid for the distance between the student's home and the nearest point to which bus service is provided, less one and one-half miles for students K-6 and two miles for students 7-12.

## POLICY 2215

### Transportation - Living and Transportation Allowances

- A. Parents whose high school aged (10–12) students do not have school facilities and/or appropriate grade level educational programs (as determined by the Superintendent) available within 60 miles of their regularly established homes and are not provided bus transportation, are eligible to be paid a living and transportation allowance according to the following guidelines:
1. The parents of the student(s) must be residents of Box Elder County and maintain their residency within the county throughout the school year.
  2. The amount of the living allowance will be the same as the daily rate established by The Division of Family Services for foster or substitute care. The number of days available for allowance is 222 days annually. This equals 180 school days plus 42 weekend days. In a typical year school is held for 39 weeks and students are reimbursed to travel home 18 times (see item 4 below). This results in living allowance paid for 21 weeks or 42 weekend days.
  3. The amount of transportation allowance will be based on one of the two following criteria, which ever is the least distance:
    - a. Highway mileage over the most direct route from home to the chosen school, or
    - b. Highway mileage over the most direct route to the secondary school within the district located the least distance from home.

(Reference [Policy 2214 Transportation – “In Lieu of” Allowance](#))
  4. A maximum of eighteen (18) actual round trips from home to the assigned school are eligible for payment per school year. The number of trips will be prorated if the student attends less than a full year.
  5. If more than one child per family qualifies for living and transportation allowances, the first child will receive full reimbursement for the living and transportation allowance as noted above. However, each additional child may have a reduced benefit as follows:
    - a. If living in the same household, each additional child will receive a living allowance that is equal to one-half of the living allowance given to the first child.

- b. If living in the same community as the first child but in a different household, each additional child will receive the full living allowance and a transportation allowance for one-half the eligible round trips (nine for an entire year) annually up to a maximum of thirty-six trips.
  - c. If living in a different community and attending a different high school than the first child, an additional child would receive the full living and transportation allowance.
6. The rate per mile will be the same as the IRS rate unless the State establishes a reimbursement rate less than the IRS rate. If this happens, the rate will be the State reimbursement rate.
7. Subsistence allowance is not applicable to a parent who maintains a separate home during the school year for any other primary reason than for the student to attend school.

[\(Utah Admin. Rules R277-600-7\(9\)\(b\)\(i\)\)](#)

## POLICY 2219

### Transportation - Substitute Bus Drivers

- A. The bus route supervisor or director of transportation will be responsible for employing substitute bus drivers from a list approved by the board. Except in cases of emergency, the bus driver must request absence from one of the above individuals. In emergency cases, the driver may arrange for a qualified substitute. Such action must be reported to the office of transportation at once. In all cases, only approved substitutes are to be used.
- B. All substitutes are to be paid by the district and will be paid the current approved substitute bus driver salary.

## POLICY 2221

### Transportation – Special Education/Pre-School

- A. Transportation will be provided to Special Education, 504, and pre-school students as outlined in their IEP, 504 Plan, or other accommodation or special services document. A reasonable amount of time (generally 2-3 days) may be needed to assure proper scheduling and bus arrangements. Any variation from regularly established transportation policies must be included in this plan/document.
- B. At the beginning of the school year and as new students are added, a single load and unload point will be established for each student. It is anticipated that these points will be used on a daily basis. Parents should contact the Transportation Office when their student is not going to attend school.
- C. Students are expected to be ready to load the bus upon its arrival. (See [Policy 2216 transportation – Conduct on Buses, B](#)) The bus will wait one (1) minute at the load/unload point. If no one appears in that time, the bus will proceed upon its route to school.
- D. As needed, it is the responsibility of the parent to assure that someone is available at the designated unload points. When no one is available, the driver will make reasonable efforts to locate someone at home or a designated neighbor. If no one can be located to assume responsibility of the student, the driver will contact the transportation supervisor who will make efforts to contact student's school or someone else to supervise the student. If no one is available at the school, the transportation office will contact local law enforcement or the Division of Family Services and the student will be placed under the supervision of an officer or caseworker. Transportation will then make reasonable efforts to notify the parent of the action taken.

## POLICY 4075

### Earning Credit

- A. All students awarded a high school diploma from Box Elder School District schools must complete all credit requirements listed in [Policy 4060 High School Graduation Requirements](#). Units of credit shall be awarded to students and be recorded on student transcripts for satisfaction of district-approved graduation requirements.
- B. Schools shall accept credits and grades awarded to students from schools or providers accredited by the AdvancED or approved by the Utah State Board of Education without altering the grade awarded or the graduation course requirement filled. However, some equating of the amount of credit earned will take place based on variations in school schedules.
- C. School policies may establish reasonable timelines and may require adequate and timely documentation of authenticity of credits and grades submitted.
- D. Students may earn credit from non-accredited sources in the following ways ([Utah Admin. Rules R277-705-3](#)):
  - 1. Satisfaction of coursework by demonstrated competency, as evaluated at the District or school level;
  - 2. Assessment, as proctored and determined by the District or school;
  - 3. Review of student work or projects by school or District administrators; and
  - 4. Satisfaction of electronic or correspondence coursework, as approved at the school or District level.
- E. Prior to reviewing student home school competency work, testing, or materials, the District requires compliance with the home school application process as outlined in [Policy 5031 Attendance – Exemption from Compulsory Attendance](#).
- F. College credit for college course work that is posted to an official transcript will be accepted for high school credit using the formula below. Only credit from colleges and universities accredited through the Northwest Commission on Colleges and Universities (or the region affiliate) will be accepted. College CLEP credit may also be considered for high school credit if it is posted to an official, accredited college transcript. Requests and approval for college credit to be accepted as high school credit must be made

during the CCRP process and must meet graduation credit deadlines. Advanced Placement testing credit will not be posted to a high school transcript.

<u>High School Credit</u>	<u>University Semester Hours</u>
.25	1
.50	2
1.0	3
1.25	4
1.50	5

1. Students enrolled in concurrent enrollment courses will have the option to complete the course for both college and high school credit or to complete the course for high school credit only.
  2. If enrolling for college credit, concurrent enrollment will begin a student's college experience and a permanent college transcript. University add/drop procedures may differ from high school requirements and must be adhered to closely after enrollment in the course. Failure to do so may negatively impact a student's permanent college transcript and academic standing.
  3. Students completing the concurrent enrollment course for college credit will receive high school credit following the university credit formula above (example: 1 high school credit for 3 university semester hours.)
  4. Students who do not enroll in the college credit option or who drop the College enrollment during the trimester will receive .5 of high school credit for each trimester of the class.
- G. Graduation requirements may be modified for individual students to achieve an appropriate route to student success when such modifications: 1) are consistent with the student's IEP or CCRP or both; 2) are maintained in the student's file and include the parent's signature and 3) maintain the integrity and rigor expected for high school graduation, as determined by the Board.
- H. Students will be required to earn citizenship credit for each class in which they are registered. The school administration may also issue citizenship grades for students who are released to attend other programs and for time on campus before and after school as well as regular school activities. If a student receives a "U" or unsatisfactory citizenship grade for any class or activity, the citizenship credit must be made up prior to the student's participation in the commencement exercise. Schools will develop and publicize their citizenship credit policy and remediation procedures in their respective student handbooks.

- I. School and District policies for participation in extracurricular activities, awards, recognitions, and enhanced diplomas may be determined locally consistent with State Law and Utah Board of Education Rule.
- J. The District or school has the final decision-making authority for the awarding of credit and grades from non-accredited sources consistent with state law due process, and Utah State Board of Education Rule.

## POLICY 5025

### Student Transfers: Enrollment Options Program

- A. The “Enrollment Options Program” enables a student to attend a school in a district in which a student does not reside. The procedures for students from other Utah school districts to attend Box Elder School District have been established and comply with the standards of the “Enrollment Options Program” as outlined in [Utah Code §§ 53G-6-401 through 407](#).
- B. The Director of Student Services shall make information about the district, its schools, programs, policies and procedures available to all students who are residents of the state and express an interest in transferring into the district. Application forms will be provided by the Student Services Office.
- C. A list of available programs may be requested from the district office beginning November 30. Availability will be based on capacity by school, grade level, classes, and programs. If a student requires a program that is not available, the application will be denied.
- D. The Application form must be completed and returned to the Student Services Office between December 1 and the third Friday in February, of the year preceding the school year in which admission is sought. A special individual need period begins March 1 for the forthcoming year and any time during the current school year.
  1. Each application will be screened and considered on an individual basis based on available space by building, grade, class or program. Applications may be denied to those who have committed serious infractions of the law or school rules, or have been guilty of chronic misbehavior which would, if it were to continue, endanger persons or property, cause serious disruption in school, or place unreasonable burdens on school staff. Academic standing cannot be used for exclusion. Exceptions may be made by provisional agreement entered into by the parent, student, and school establishing conditions and consequences for continued enrollment.
  2. If the application is approved, the student will be expected to honor that commitment for the requested school year. This is required so as not to disrupt staffing and scheduling plans at the requested school and the home school.
  3. Box Elder School District students will be given first priority for placement in choice schools.

4. All other non-resident applicants will be processed on a first come, first served basis, according to receipt of time and date, and based on available space and program capacity.
5. Falsification or intentional misrepresentation of information on the application will result in cancellation of the application.
6. Parent/student requests during the period DO NOT require a release from their home school or district. Applications are initiated at the district office.
  - a. The application form needs to be completed and returned to the requested school district as soon as possible before the third Friday in February. Parent/student will be notified in writing on or before April 1, of their acceptance or rejection to the requested school. The confirmation of intent to attend the requested school will be assumed upon completion of the school registration materials.
  - b. The application shall identify the reasons for enrolling in the non-resident district.
- E. Once enrolled, the student may remain enrolled, subject to compliance with rules and standards established for all students including those established by individual agreement and subject to space availability as provided below (see item H). Revocation requires returning to the home school or district.
- F. Parent/student is responsible for their own transportation to and from school except as provided in [Utah Code §§ 53G-6-405](#) and [53G-6-407\(2\)\(b\)](#) which allows students to ride on established routes on a space available basis and providing no additional costs will be incurred by the district.
- G. Applications are considered and granted on an individual basis with no stated or implied guarantee to siblings. However, Box Elder School District will consider and make an effort to accommodate applicants who have a sibling in the requested school.
- H. Once enrolled, a student may be excluded from continued enrollment if the school they are attending will exceed 90% of capacity for the next school year. If exclusion is necessary for the next school year, parents will be notified by March 15. An effort will be made to place excluded students in another school where space is available before new applicants are placed. Relocatables are not used determining building capacity. The law calls for the most recently enrolled to be the first excluded ([Utah Code § 53G-6-402\(7\)\(a\) and \(b\)](#)).
- I. Other than exclusion for cause, non-resident students who choose to return to their home school for the next year need to notify the school they're attending on or before March 15.
- J. A nonresident student may graduate with one trimester of attendance and meeting requirements generally applicable to all students.

- K. Utah High School Activities Association guidelines/policies will be followed for students who want to participate in interscholastic competitions.
- L. Any decision or action taken upon provisions of this law may be appealed to the School Board through the Director of Student Services.
- M. Guidelines for participation of individual special need applicants during the period after March 1, for the forthcoming school year and anything during the current school year in school, and grade levels where space is available:
  - 1. Parent/student requests during this period require a release from the home district. Changing the student's enrollment during the current school year requires the approval of both the district of attendance and the district in which enrollment is sought ([Utah Code § 53G-6-402\(8\)](#)). The form is available in the district of residence.
  - 2. Applications will be handled on a first-come first-served basis. Each applicant should have an individual special need that is identifiable beyond personal preference.
  - 3. Applications will be considered and processed as soon as possible after submission.
- N. Guidelines for Out-of-State Students – Transfers In, Parents Remain Out-of-State.
  - 1. Obtain and fill out special individual need application form.
  - 2. If application is accepted, pay tuition fees as set by the Board of Education.
- O. Definition of Student Residence: A student's residence is the same as that of his/her parents.

## POLICY 5040

### Transfer and Assignment of Students

- A. Any student may attend any school in the District subject to:
1. Limitations of the [Utah Code §§ 53G-6-401 through 53G-6-407](#) and [Utah Admin Rules R277-437](#);
  2. the capacity of the program, class, grade level, or school building;
  3. the willingness of the prospective student to comply with District and school rules;
  4. Willingness of the parents to provide transportation.
    - a. The District may provide transportation if space is available on existing bus runs. Bus stops will not be added and existing routes will not be altered to accommodate students attending other than their neighborhood/resident school.
- B. Prior to December 1st of each year the Board of Education will designate open enrollment schools as per the guidelines established in [Utah Code § 53G-6-401](#).
- C. Parents desiring to have their children attend a designated open enrollment school for the following school year will make application prior to the third Friday in February as per Section “G” of this Policy.
- D. The District/School shall notify the parents in writing of the acceptance or rejection of an application within six weeks or by March 31, whichever is later. The “early enrollment” criteria in [Utah Code § 53G-6-401](#) will be used to establish capacity thresholds for those applying prior to the third Friday in February.
- E. Applications made after the third Friday in February will use the process outlined in Section “G” of this Policy and will be considered on an individual basis. The “late enrollment” criteria in [Utah Code § 53G-6-401](#) will be used to establish capacity thresholds for those who fail to meet the third Friday in February deadline in applying for the following school year.
- F. Once capacity thresholds have been established for either “early” or “late” enrollment, the following criteria, listed in order of preference, will be used to determine acceptance of applicants.

1. Parent as an employee in the school of desired attendance.
  2. Current registration in the school of desired attendance.
  3. Previous enrollment in school of desired attendance.
  4. Sibling/step-sibling enrollment in school of desired attendance.
  5. Date of application meaning the date the completed form is accepted at the District office. Students will be accepted in the chronological order the applications were received.
- G. Students desiring to attend a Box Elder School District school other than the school within the boundary where they reside must file a completed Standard Open Enrollment Application form.
1. Forms may be obtained at the District Office or at any school.
  2. Forms must be completed and submitted to the District Office. Application deadlines are at 4:00 p.m. on the dates on the forms.
  3. Incomplete forms will be returned to applicants. Applications will not be considered until forms are complete. Complete forms are required prior to any deadlines.
  4. Information used to determine preference (see Section “F” above) must be provided with the application and is the responsibility of the applicant.
  5. Decisions on approval or denial of applications will be made by District officials in consultation with building administrators. Decisions will be consistent with provisions contained in [Utah Code § 53G-6-403](#).
- H. Applications may be denied from students who:
1. Have committed serious infractions of the law or school rules, including Box Elder School District rules;
  2. Have been guilty of chronic misbehavior which would, if it were to continue after the student was admitted:
    - a. Endanger persons or property

- b. Cause serious disruptions in the school; or
  - c. Place unreasonable burdens on school staff.
- I. The District may provide for provisional enrollment of students with prior behavior problems, establishing conditions under which enrollment of a nonresident student would be permitted or continued.
- J. The Board or its designee shall not include as a factor in arriving at any decision regarding assignments any matter relating to the race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status of the student.
- K. Appeals of requests for transfers will follow the resolution process outlined in [Policy 5350 Students Complaints – Resolutions](#) and [Utah Code § 53G-6-404](#).
- L. Homeless Students. The Board recognizes the importance of requiring and maintaining necessary records for all students. However, the Board also recognizes the importance of removing barriers for homeless students to enroll and participate in school. Under the [McKinney-Vento Act](#), homeless students are entitled to immediate enrollment and full participation even if they are unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, birth certificate, or other documentation. [42 U.S.C. 11432 \(g\)\(3\)\(C\) and \(g\)\(1\)\(H\), \(I\)](#)
- 1. Homeless students shall be enrolled immediately.
  - 2. Homeless students will be granted full participation in school activities and programs. They cannot be excluded based on their inability to present the following information:
    - a. Immunization records
    - b. Medical records
    - c. Birth certificate
    - d. Previous school records or transcripts
    - e. Guardianship records
    - f. Proof of residency

- g. Other required documentation
3. Homeless students have three options for choice of school to attend:
    - a. School of origin (the school the child has attended when permanently housed)
    - b. School of origin (the school last attended)
    - c. The school closest to the shelter or other temporary housing
  4. The school will continue efforts to assist the student in completing necessary and important records especially all immunization information.
  5. The school will work closely with the District Homeless Liaison

## POLICY 5220

### Student Safety Patrols

- A. Schools may organize student safety patrols. All individual school plans for safety patrols must be approved by the superintendent.
- B. A student appointed to a safety patrol shall be at least ten years old and have written parental consent for the appointment.
- C. Safety patrol members may not direct vehicular traffic or be stationed in a portion of a highway intended for vehicular traffic use.
- D. As approved by state law, no liability may be attached to the school district, its employees, officers, or agents or to a safety patrol member, a parent of a safety patrol member, or an authorized volunteer assisting the program by virtue of the organization, maintenance, or operation of a school safety patrol.

## POLICY 2218

### Transportation - District Owned Vehicles

- A. District employees approved to travel on official district business may be furnished a district owned vehicle. If a district owned vehicle is unavailable or other extenuating circumstances exist which require the use of a privately owned vehicle, reimbursement will be made at the current district approved rate. (Reference [Policy 2220 Transportation – Per Diem and Travel Allowances](#)) Reimbursement will occur only if permission has been obtained in advance from the-immediate director or supervisor.
- B. The District Director of Transportation will be responsible for scheduling the use of district vehicles and will oversee maintaining the vehicles in safe and reliable condition. Work repairs, regular servicing and warranty work is the responsibility of the school district transportation mechanics.
- C. District-owned vehicles are held and used for designated purposes. For example, the designated purpose of a school bus is to transport children to and from school, and under the direction of an authorized district employee to transport children to and from school sponsored events such as field trips and travel to school extracurricular activities. Vehicles may be assigned to employees on a long term basis for the convenience of the district. Vehicles are only to be used by the employee within the scope of their job assignment. Personal use of vehicles is prohibited. Employees with assigned vehicles will have their income adjusted per IRS rules to record the benefit. The employee is responsible for any added tax liability associated with the adjustment.
- D. School vehicles should be driven only by drivers approved by the district. The district shall approve as drivers only those persons who have driving credentials issued by the State of Utah sufficient to operate the vehicle in the designated application and whose driving record meets district standards. Drivers of school vehicles will complete the on-line Utah Safety Council Defensive Driving course as required by Risk Management. Video and Test located on their web page at <http://www.risk.utah.gov/>. Test results to be sent to employee's immediate supervisor and a copy to the Transportation Department. This program must be completed every two years. Administrators or supervisors of work assignments, which include the use of vehicles, shall expressly assign drivers as needed to perform driving assignments. When returning a district vehicle: Re-fuel if less than ½ full and include receipt if envelope provided. Clean up trash and check for fallen articles under the seats. Report any spills or damage inside the vehicle. The identifying fuel card must remain with the vehicle keys. Report notification of needed service. If the vehicle is involved in an accident, the local law enforcement MUST be contacted no matter how minor the incident may appear.

- E. District owned vehicles are not to be driven by students except as part of the regular instructional program in driver's education. District vehicles driven as part of the driver's education program are to be properly marked as student driven vehicles. Other passengers, not employed by the Box Elder School District, need documented verbal approval by the employee's immediate supervisor, before being transported in a district vehicle. No pets will be allowed in the district vehicles, unless used as a service animal.
- F. The district may disqualify an employee from operating district vehicles because of a poor driving record notwithstanding that the employee has state driving credentials in good standing.
- ~~G. Employees attending conferences, training forums, etc. which are outside the Utah state lines, are required to use their personal vehicle and apply for mileage/fuel compensation. When returning a district vehicle: Re-fuel if less than ½ full and include receipt if envelope provided. Clean up trash and check for fallen articles under the seats. Report any spills or damage inside the vehicle. The identifying fuel card must remain with the vehicle. Report notification of needed service. If the vehicle is involved in an accident, the local law enforcement MUST be contacted no matter how minor the incident may appear.~~
- H. A district-owned vehicle should be parked at the district garage nearest the place of regular work assignment after hours unless the designated purpose of the vehicle expressly authorizes the vehicle to be parked elsewhere or unless the designated purpose of the vehicle includes expected 24-hour emergency use of the vehicle.
- I. In an emergency, a district owned vehicle may be used by law enforcement personnel or other persons for the purpose of saving life to the extent made necessary by exigent circumstances, but all reasonable efforts shall be made to comply with district policy governing vehicles and the operation of such vehicles and to protect district vehicles and other district property from harm.
- J. School district vehicles assigned to an employee:
  - a. Each department supervisor/director should keep a list of the vehicles used within their department and the employee assigned to each vehicle. The driver is responsible for a quick observation of the vehicle, tires, working lights, windshield wipers and washers, etc. Any servicing must be scheduled with the district mechanics on a regular basis. Work repairs/warranty work, must be authorized by the district mechanics.

## POLICY 5006

### Safe Schools Discipline of Students with Disabilities

- A. Federal and state laws preclude disciplining a student for conduct which is a manifestation of a disability. Therefore, where a student who has been identified as eligible for special education services engages in conduct which is a violation of school rules or in conduct subject to discipline under this general policy, additional procedures will apply. If the student has not previously been identified as eligible for special education, but asserts that he or she should receive the procedural protections, application of the procedural protections will depend on the criteria set forth below.
1. For purposes of removals of a student with a disability from the student's current educational placement, a change of placement occurs if:
    - a. The removal is for more than ten (10) consecutive school days.
    - b. The student is subjected to a series of removals that constitute a pattern because they cumulate to more than ten (10) school days in a school year, because the student's behavior is substantially similar to behavior in prior incidents resulting in removal, and because of additional factors such as the length of each removal, the total amount of time each student is removed, and the proximity of the removals to one another. The District shall determine whether a pattern of removals constitutes a change in placement on a case-by-case basis.

[34 CFR § 300.536](#)

[State Board of Education Special Education Rules V.D.](#)

2. Identified ~~Special Education~~ Eligible Students with a Disability – Short Term Suspension
  - a. The school District may suspend students with disabilities from school for a period not to exceed ten (10) official school days if it is determined that:
    - 1) Maintaining the student in a current placement is substantially likely to result in injury to self or to other persons.
    - 2) The student has engaged in conduct which would otherwise warrant suspension or removal for a non-handicapped student.

- b. The ten (10) days suspension is considered on a cumulative basis within one school year. The number of days should be only as many as are necessary in the specific case. Other options should be considered before using out-of-school suspension with a disabled student. Any suspension should consider the least restrictive environment.

[State Board of Education Special Education Rules V.B.2](#)

[34 CFR § 300.530](#)

[20 U.S.C. § 1415\(k\)\(1\)\(B\)](#)

### 3. Change in Placement - Long-Term Suspension or Expulsion

- a. Any suspension of a student with disabilities for more than 10 days constitutes a change in placement, as does a change in the student's educational program (classroom assignment). Prior to a change in placement, parents of the student must be notified of the proposed change and a group of persons' knowledgeable about the student must conduct a Manifestation Determination meeting in order to establish whether the behavior is related to the student's disability.
- b. A student with disabilities may not be expelled. However, the student may be otherwise disciplined if the student's conduct is not a manifestation of the disability, and the student's educational placement may be changed by the IEP Team after a hearing under this policy.
- c. If the parent contests the change in placement, notice of due process right must be given to the parent and the student shall "stay put" in the educational placement at the time the parents contest the placement change pending completion of the due process hearing.

[34 CFR § 300.530](#)

### 4. Manifestation Determination

- a. A student with a disability may be disciplined for engaging in conduct that would warrant such action for a non-handicapped student only if the IEP Team determine the misconduct is not a manifestation of the disability or the result of inappropriate placement.
- b. In determining whether a student's behavior is a manifestation of a student's disability, the IEP Team shall base its decision on current evaluation and assessment data as well as on the current IEP documentation. The IEP Team shall consider whether the student's behavior indicates the need for new assessment or evaluation data. Unless the parents agree otherwise, the student

must be returned to his current placement or an interim alternative placement after ten days while additional assessments are being conducted.

- c. If the IEP Team determines that the student's disruptive behavior is a manifestation of the disability or the result of inappropriate placement, the student may not be disciplined for the conduct, however the student may be placed in an appropriate interim alternative setting for not more than 45 days. If the student's behavior indicates an inappropriate placement, the IEP Team shall review the placement and recommend alternatives. If the IEP Team determines that the behavior was a manifestation of the disability, it shall either rewrite the IEP to address the student's behavioral and educational needs or, when appropriate, consider the extension of an emergency removal.
- d. If the IEP Team determines that the conduct is not a manifestation of the disability or a result of inappropriate placement, then the student may be disciplined under the same standards as are applied to non-disabled students. However, if the student is suspended for more than 10 days in a given school year, the District still must provide services to the disabled student to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP. The IEP Team shall determine the instructional and related services to be provided during the time of suspension. The student's IEP shall include goals and objectives designed to assist in returning the student to school and preventing significant regression.
- e. If the student's parent disagrees with the IEP Team's manifestation determination, or regarding decisions for the student's placement, the parents may request a due process hearing pursuant to the policies governing students with disabilities.

[34 CFR § 300.121](#)

[34 CFR § 300.530\(e\)](#)

[State Board of Education Special Education Rules V.E.](#)

## 5. Students Not Identified as Eligible for Special Education

- a. If a student has not been previously identified as eligible for special education services, or the student's parents assert that the student is entitled to the special discipline procedures applicable to students with disabilities, then those procedures shall apply to the student if any of the following conditions are satisfied, subject to paragraph (5 4) below.

- 1) The student's parent has previously expressed in writing to the ~~student's teacher or to supervisory or administrative personnel or the~~ District that the student needs special education services.
  - ~~2) The student's previous behavior or performance demonstrates the need for special education services.~~
  - 3) The student's parent has previously requested that the student be evaluated for eligibility for special education services.
  - 4) The student's teacher or other school personnel have previously expressed ~~specific concerns about a pattern of the student's behavior demonstrated by the student or performance~~ to the special education director of the school ~~or to other supervisory personnel.~~
  - 5) If, prior to the conduct for which discipline is contemplated, ~~(a) the student's parent has not allowed an evaluation of the student for eligibility for special education services, (b) the student's parent refused special education services for the student, or (c) the District, either in response to information from any of the sources listed in paragraphs (1) and (4) above, either (a) evaluated the student and determined that the student was not a child with a disability or (b) determined that an evaluation was not necessary, and provided notice to the parent of the determination,~~ then the special discipline procedures for students with disabilities shall not apply to the student, and the student shall be disciplined in accordance with the procedures for non-disabled students.
- b. If, during the period of time in which a student is subject to disciplinary sanctions, the student's parent requests that the student be evaluated for eligibility for special education services, an evaluation shall be conducted on an expedited basis. Until the evaluation is complete, the student's educational placement shall remain the same (if the child has been suspended or expelled, for example, the suspension or expulsion shall remain in effect).

[34 CFR § 300.534](#)  
[State Board of Education Special Education Rules V.J.](#)

6. Removal of Disabled Students for ~~Specific Conduct Weapon or Risk of Immediate Harm~~
  - a. ~~Removal for bringing weapon to school.~~ In the following circumstances, regardless of whether the student's ~~If a disabled student brings a weapon to school and that~~ action was a manifestation of the student's disability, then ~~that~~

student may be placed in an interim alternative educational setting for a period to be determined but not to exceed 45 days.

- 1) The student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the District;
  - 2) The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the District;
  - 3) The student has inflicted serious bodily injury on another person while at school, on school premises, or at a school function under the jurisdiction of the District.
- b. For purposes of determining if the applicable circumstances are present, the following definitions apply:
- 1) “Controlled substance” means a drug or other substance that cannot be distributed without a prescription, identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act ([21 USC 812\(c\)](#)).
  - 2) “Illegal drug” means a controlled substance but does not include a drug controlled, possessed, or used under the supervision of a licensed health-care professional or one legally possessed or used under state or federal law.
  - 3) “Serious bodily injury” means bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. It excludes a cut, abrasion, bruise, burn, disfigurement, physical pain, illness, or a temporary impairment of the function of a bodily member, organ or mental faculty.
  - 4) “Weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for or is readily capable of, causing death or serious bodily injury.
- [34 CFR § 300.530\(g\)](#)  
[State Board of Education Special Education Rules V.E.5.](#)
- c. If the circumstances warranting an interim alternative educational setting are present, then:
- 1) The appropriate interim alternative education setting shall be determined by the IEP Team.

- 2) If the student's parent requests a due process hearing, the student shall remain in the alternative educational setting during the phase of any due process proceedings unless the parents and the special educational director agree otherwise.
  - 3) The IEP Team must convene prior to the end of the period of removal to the alternative educational setting to determine the least restrictive environment in which the student may be placed when the period of removal is concluded.
- ~~7. Removal for Immediate Risk of Harm — The educational placement of a student with a disability may be changed to an appropriate interim alternative placement for a period of time up to 45 days following an expedited due process hearing by a due process hearing officer if the hearing officer:~~
- ~~a. Determines that the District has shown by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to the student or to others.~~
  - ~~b. Considers the appropriateness of the student's current placement.~~
  - ~~c. Considers whether the District has made reasonable efforts to minimize the risk of harm in the student's current placement, including by use of supplementary aids and services.~~
  - ~~d. Determines that the proposed interim alternative educational placement is proposed by school personnel who have consulted with the student's special education teacher.~~
  - ~~e. Determines that the placement is selected to enable the student to progress in the general curriculum and to progress toward the goals in the IEP, and includes services and modifications designed to prevent recurrence of the behavior prompting the change in placement.~~
  - ~~f. On the date which the decision is made to make a removal that constitutes a change of placement, the LEA must notify the parents of that decision, and provide the parents the procedural safeguards notice.~~

~~For purposes of this interim alternative placement hearing, "substantial evidence" means "beyond a preponderance of evidence."~~

## Policy 6060

### Conduct on School Premises

#### A. Modified public forum

1. All school buildings have been designated as modified public forums after school hours. However, during school hours all school buildings are dedicated to the sole and exclusive purpose of providing education to school students then attending school. No visitor, whether a student's parents or other persons, shall have access to a school unless express permission is granted as provided below.

#### B. Campus visitors

1. All persons who are not students or district employees who visit or enter upon district property shall report immediately to the school administrative offices for authorization by the Principal or his or her designee to be present at the school.
2. Authorization shall not be given if the Principal or his or her designee determines in his or her discretion that one of the following is true:
  - a. The person's presence will likely cause fear for the safety of another.
  - b. The person intends to cause annoyance or injury to a person or damage to property on the district property.
  - c. The person intends to participate in or instigate conduct or activity which constitutes a crime.
3. Each school shall, through the use of signs and fences or other enclosures, exclude trespassers from district property.
4. In the absence of express permission, all visitors to the school shall be deemed to be trespassers on school property and subject to immediate removal by the school district.

#### C. Definitions

1. For purposes of this provision, "school property" means real property owned or occupied by the school district, including real property temporarily occupied for a school activity or program.

[Utah Code § 53G-8-603\(2\)\(c\) \(2018\)](#)

D. Trespassing

1. The Board, a school official, or an individual with apparent authority to act for a school official may refuse to allow persons having no legitimate business to enter on property under the Board's control and may eject any undesirable person from the property on his or her refusal to leave peaceably on request. Identification may be required of any person on the property.
2. An individual is guilty of criminal trespass upon district property if the individual does either of the following:
  - a. Enters or remains without authorization on district property if notice against such entry or remaining has been given by (a) personal communication by a school official or an individual with apparent authority to act for a school official, or (b) the posting of signs reasonably likely to come to the attention of a trespasser, or (c) fencing or other enclosure obviously designed to exclude trespassers, or (d) a current order of suspension or expulsion.
  - b. Enters or remains unlawfully upon district property and (a) intends to cause injury or annoyance to a person or damage to property, or (b) intends to commit a crime, or (c) is reckless as to whether the person's presence will cause fear for the safety of another.
    - 1) Criminal trespass on district property is a class B misdemeanor.

[Utah Code § 53G-8-603 \(2018\)](#)

E. Disruption of classes

1. No person shall be permitted, on district property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities.

[Utah Code § 53G-8-603 \(2018\)](#)

2. Conduct which disrupts the educational activities of a school includes:
  - a. Emissions by any means of noise of an intensity which prevents or hinders classroom instruction.
  - b. Enticement or attempted enticement of students away from classes or other school activities which students are required to attend.

- c. Prevention or attempted prevention of students from attending classes or other school activities which students are required to attend.
- d. Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities.

F. Disruption of school operation

- 1. No person may disrupt the operation of a school. A person is guilty of disrupting the operation of a school if the person, after being asked to leave by a school official, remains on district property for the purpose of encouraging or creating an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of a school.

[Utah Code § 76-9-106 \(1992\)](#)

- 2. Examples of disrupting operation of a school include:

- a. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building, or while on school property, without authorization from school administration.
- b. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.

G. Disruption of meeting or gathering

- 1. No person may disrupt a lawful meeting or gathering on any district property. A person is guilty of disrupting a meeting if, intending to prevent or disrupt a lawful meeting or gathering, he or she obstructs or interferes with the meeting or gathering by physical action, verbal utterance, or any other means.

[Utah Code § 76-9-103 \(1973\)](#)

H. Disorderly Conduct at Official Meeting

- 1. "Official meeting" includes a meeting of the Board of Education or of a school community council. No person may, with intent to cause or recklessly creating a risk of causing public inconvenience, annoyance, or alarm, make unreasonable noises in a public meeting, or in a private place which can be heard in an official meeting. No person may, with intent to cause or recklessly creating a risk of causing public inconvenience, annoyance, or alarm, obstruct pedestrian traffic in an official meeting. No person may refuse to comply with the lawful order of a law enforcement

officer to move from an official meeting. Such actions constitute disorderly conduct and may be reported to law enforcement.

[Utah Code § 76-9-102\(1\), \(2\) \(2020\)](#)

I. Intoxicants

1. Except as approved by the Board as part of the curriculum, no person may possess any intoxicating beverage for consumption, sale, or distribution, or be under the influence of alcohol while on the grounds or in a building of any district property or while entering or inside any building, park or stadium which are being used for an activity sponsored by or through any part of the district.

[Utah Code § 53G-8-602 \(2018\)](#)

[Utah Code § 76-9-701 \(2018\)](#)

J. Weapons or dangerous materials

1. No person shall possess a dangerous weapon that in the manner of its use or intended use is capable of causing death or serious bodily injury or a firearm on or about district premises except:
  - a. Persons exempt from weapons laws by state statute (law enforcement officers and others). (Persons under age 21 with a concealed firearm permit are not permitted to carry a concealed firearm on or about school premises.)

[Utah Code § 76-10-523 \(2019\)](#)

- b. Persons authorized to possess a concealed firearm by state statute (concealed weapons permit holders).

[Utah Code § 53-5-704 \(2013\)](#)

[Utah Code § 53-5-705 \(2010\)](#)

[Utah Code § 53-5-710\(2\) \(2017\)](#)

- c. Persons whose possession has been previously approved by the responsible school administrator, or where the person responsible for the possession or use of the weapon is in possession or control of the weapon and it is present or to be used in connection with a lawful, approved activity.
2. "On or about school premises" means in or on the grounds of any district property. However, possession on or about school premises is permissible if the possession is at the person's place of residence, on the person's real property, or in a vehicle

lawfully under the person's control (other than a vehicle owned by the district or used for the transport of students).

3. Possession of a dangerous weapon on or about school premises is a class B misdemeanor. Possession of a firearm on or a about school premises is a class A misdemeanor.

[Utah Code § 76-10-505.5 \(2013\)](#)

4. No person shall possess an explosive, chemical, or incendiary device or parts, as defined in [Utah Code § 76-10-306](#), dangerous to persons or property on any district property or in those parts of a building, park, stadium or other structure which are being used for an activity sponsored by or through the district. Unlawful possession of the items or materials in the circumstances prohibited by this section is a criminal offense punishable under state law.

[Utah Code § 76-10-306 \(2010\)](#)

K. Restrictions on use of electronic devices

1. The following definitions apply for this section.

- a. "Electronic device" means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including:
  - 1) A smart phone;
  - 2) A smart or electronic watch;
  - 3) A tablet; or
  - 4) A virtual reality device.
- b. "Guest" means an individual who is not a student, employee, or designated volunteer of a District school who is on school property or at the site of a school-sponsored activity or event.
- c. "Inappropriate matter" means pornographic or indecent material as defined in [Utah Code § 76-10-1235\(1\)\(a\)](#).

[Utah Admin. Rules R277-495-2\(2\), \(3\), \(4\) \(April 8, 2019\)](#)

[Utah Admin. Rules R277-495-4\(1\)\(a\) \(April 8, 2019\)](#)

2. Guest use of an electronic device on school premises, at a school sponsored activity, or by use of school connectivity to access inappropriate matter is prohibited. It is also illegal, may have criminal consequences, and shall be reported to law enforcement.

[Utah Admin. Rules R277-495-4\(1\)\(c\), \(3\)\(a\) \(April 8, 2019\)](#)  
[Utah Code § 76-10-1235 \(2007\)](#)

3. Guests are prohibited from using any electronic device on school premises or at a school-sponsored event in any way which would cause invasions of the reasonable privacy expectations of others. Guests are specifically prohibited from making any type of recording (still photo, video, or audio) in private areas such as locker rooms, washrooms, dressing areas. The prohibition against using an electronic device in a way that invades the reasonable privacy interests of others also includes using an electronic device carried by a student that allows a guest or parent to monitor the student and those around the student through audio or video means. Such monitoring is prohibited.

[Utah Admin. Rules R277-495-4\(4\)\(a\) \(April 8, 2019\)](#)  
[Utah Code § 77-23a-4 \(2011\)](#)

4. While on school premises, at a school-sponsored activity, or when using school connectivity, guests are prohibited from using an electronic device to bully, humiliate, harass, or intimidate students, school employees, or other guests, and from using electronic devices in any way which violates local, state, or federal laws.

[Utah Admin. Rules R277-495-4\(1\)\(b\) \(April 8, 2019\)](#)

## 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 **Local Education Agency (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. 7<sup>th</sup> 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 7<sup>th</sup> grade, the current exemption will be valid until the student turns 12 year old, or enters 7<sup>th</sup> grade, whichever comes first.
  3. The exemption obtained at 12 years of age, or at 7<sup>th</sup> grade will be valid through 12<sup>th</sup> 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 6<sup>th</sup> grad, the student will not be asked to provide a new exemption until 8<sup>th</sup> grade.~~

~~**NOTE:** Legally responsible individual who enroll their child in pre-k, kindergarten, or 7<sup>th</sup>-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 students 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\(2\) \(2020\)](#)

<b>Box Elder School Board 2021 Committee Assignments</b>			
<b>In Alphabetical Order</b>			
<b>Audit Committee</b>		Connie Archibald Wade Hyde Tiffani Summers	
<b>BESD Foundation Board</b>		Wade Hyde	
<b>Boys &amp; Girls Club Board</b>		Karen Cronin	
<b>Bridgerland ATC Board</b>		Nancy Kennedy	
<b>Capital Improvement Committee</b>		Connie Archibald Nancy Kennedy Julie Taylor Alt Karen Cronin*	During discussions of Golden Spike
<b>Community Engagement Committee</b>		Karen Cronin Julie Taylor Tiffani Summers	Past President President Vice President
<b>District Technology Committee</b>		Karen Cronin Julie Taylor	
<b>Increment Financing Committee</b>		Karen Cronin Wade Hyde Tiffani Summers	
<b>Policy Review Committee</b>		Nancy Kennedy Julie Taylor	
<b>Recognitions</b>		Tiffani Summers	
<b>STEM Committee</b>		Karen Cronin Bryan Smith	
<b>August 2020 USBA Legislative Priorities Delegate</b>		Connie Archibald Nancy Kennedy	District Appointed Region Appointed

## 2021 Board Member Committee Assignments

Connie Archibald	Audit Committee Capital Improvement Committee
Karen Cronin	Boys & Girls Club Board Community Engagement Committee District Technology Committee Increment Financing Committee STEM Committee
Wade Hyde	Audit Committee BESD Foundation Board Increment Financing Committee
Nancy Kennedy	Bridgerland ATC Board Capital Improvement Committee Policy Review Committee
Bryan Smith	STEM Committee
Tiffani Summers	Audit Committee Community Engagement Committee Increment Financing Committee Recognitions
Julie Taylor	Capital Improvement Committee Community Engagement Committee District Technology Committee Policy Review Committee



## ***Learning by Doing***

3<sup>rd</sup> 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 went into closed session to discuss the character and professional competence of individuals with a motion by Karen Cronin and a second by Wade Hyde. Bryan Smith was excused. A roll call vote was unanimous in the affirmative.

The Board then discussed the evaluation, qualifications, and contracts of the Business Administrator and the Superintendent.

Connie Archibald made the motion to move back into an open meeting. Nancy Kennedy seconded the motion which passed unanimously by roll call vote.

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder School District, held virtually Wednesday evening February 10, 2021 at 6:30 p.m. The meeting was held virtually using Webex.

Those in attendance at the meeting included Board President Julie Taylor, Vice President Tiffani Summers, Connie Archibald, Karen Cronin, Wade Hyde, Nancy Kennedy, 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 Taylor welcomed those in attendance and conducted the business of the meeting.

After the reverence, which was offered by Keri Greener, Julie Taylor led the audience in the pledge of allegiance.

**Recognitions**

Tiffani Summers presented the following for recognition:

**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

Past Board President Karen Cronin was recognized for her service as a Board President.

**Approval of Agenda**

Nancy Kennedy made the motion to approve the agenda. Bryan Smith seconded the motion, which passed unanimously.

**Public Comment**

Public Comment was received via survey which closed at 4:00 p.m. February 9, 2021.

Zach Davis asked if our district is teaching Critical Race Theory or anything that relates to these ideas.

**Action Items**

**Approval of Business Administrator Contract**

Keith Mecham, Assistant Superintendent of Human Resource recommended to the Board that the contract for Rod Cook, Business Administrator be renewed for two more years through the 2022-23 fiscal year.

Karen Cronin made the motion to approve the contract for the Business Administrator through 2022-23 as recommended. Connie Archibald seconded the motion which passed unanimously.

**New Course Approval**

Gary Allen, Assistant Superintendent for Secondary Teaching and Learning, presented the following course additions to the Board.

- Creative Coding BEMS
- Trade Careers Exploration Sunrise High
- Cloud Computing 1
- Cloud Computing 2

Karen Cronin made the motion to approve the above course offerings as presented. Nancy Kennedy seconded the motion which passed unanimously.

**Committee Approval for Golden Spike Elementary Mascot, Theme, and Colors**

Superintendent Steve Carlsen recommended the Board approve a committee for the selection of the Mascot, Theme, and Colors of Golden Spike Elementary.

Wade Hyde made the motion to appoint a committee for the selection of a Mascot, Theme, and Colors for Golden Spike Elementary. Bryan Smith seconded the motion which passed unanimously.

**Turf Field at BRHS**

Superintendent Steve Carlsen recommended Board action on a Turf Field at Bear River High School and the criteria for donations and School District match.

Jared Fronk spoke in the affirmative for the field and as a donor is interested in Board participation.

Jeff Reese representing Cody Reese from Crump motors in support of Turf. There are significant donors willing to donate to the cause.

Bryan Smith made the motion to table the issue Karen Cronin seconded the motion which failed with Wade Hyde, Nancy Kennedy, Julie Taylor, Tiffani Summers and Connie Archibald voting no.

Nancy Kennedy made the motion to move forward with the Turf project with donors paying 60% and the District 40%. Wade Hyde seconded the motion which passed on a vote of 5 to 2 with Karen Cronin and Bryan Smith voting no.

#### Approval of Nucor Increment Financing Request

Superintendent Steve Carlsen presented the Brigham City Community Redevelopment proposal for participation in a project by Nucor Steel division Truecore in Northwest Brigham.

Karen Cronin made the motion to approve the Truecore project conditional agreement pending approval of legal counsel, recommendations from the consultant, and final negotiations on points of the school district policy. Bryan Smith seconded the motion which passed unanimously.

#### **Information/Discussion Items**

##### Master Boards Award

The Board was recognized for participating in the Master School Boards Award

##### Monthly Financial Report

Business Administrator, Rod Cook presented the Monthly Financial Report

#### **Policy Review**

##### No Changes

Policy 2110 Solicitation of Employees  
Policy 2120 School Merchandising  
Policy 2130 Capitalization  
Policy 2135 Capital Outlay Reporting: New School Building Project or Significant School Remodel  
Policy 2140 Inventory  
Policy 2150 Buildings and Grounds Security

Policy 3030 Employment – Personnel Records  
Policy 3084 Educational Appropriate Postings  
Policy 5061 Do Not Resuscitate Directives  
Policy 5063 Automated External Defibrillator (AED)

Bryan Smith made the motion to accept all of the above policies with no changes. Karen Cronin seconded the motion which passed unanimously.

### First Reading

Policy 1150 Superintendent Evaluation  
Policy 1180 Business Administrator  
Policy 1185 Business Administrator Termination  
Policy 3020 Employment – Requirements & Restrictions  
Policy 3097 Employee Suggestions  
Policy 4200 Term of Instruction: School Year & School Day  
Policy 5050 Immunization Requirements  
Policy 5053 School Breakfast Program

Karen Cronin made the motion to approve the above policies on first reading with acronyms clarified. Connie Archibald seconded the motion which passed unanimously.

### Second 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 second reading. Wade Hyde seconded the motion which passed unanimously.

### **Board Discussion Items**

#### Board Committee Assignments

Board President Julie Taylor suggested that the Board let her know their feelings on assignments and she will bring them to the next Board Meeting.

#### Return to Learn

Superintendent Steve Carlsen reported on the Covid 19 plan and status in the school district.

**Dual Language Emersion**

Assistant Superintendent of Elementary Teaching and Learning, Keri Greener reported on the potential increase of another Dual Language Emersion class with Garland increasing by 1 class yearly it will bring it back up to 750 to 800 students. She wondered if it should be moved to North Park where there is more room.

**Learn by Doing Reading**

The Board discussed the reading assignment.

**Consent Calendar**

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

The Consent Calendar included the following items:

Approval of the minutes of the working and regular meetings of January 13, 2021.

Approval of claims numbered 34978, 35673-36072, 02123120, 05011121, 07012921, 0812921, 09012021, 09012921, and the District Foundation and ACH payments as well as School Activity checks for the month of January.

**Personnel Items**

As detailed in agenda.

**Adjournment**

Karen Cronin made the motion to adjourn the meeting. Bryan Smith seconded the motion which passed by unanimous vote.

With the announcement that the next meeting will be held on Wednesday, March 10, 2021 at Independent Life Skills Center 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 10:00 p.m.

APPROVED: February 10, 2021

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	00036043	30.85	02/04/21	1 CAROLYN TAYLOR	C
01	00036044	14.00	02/04/21	1 MARIA LOERA	C
01	00036045	5,902.92	02/04/21	25909 AMERIGAS PROPANE	C
01	00036046	255.50	02/04/21	85768 BEAR RIVER SEWER DEPT	C
01	00036047	1,067.20	02/04/21	104132 BEAZER LOCK & KEY	C
01	00036048	258.40	02/04/21	87120 BEEHIVE TELEPHONE CO	C
01	00036049	11.00	02/04/21	110782 BETTER HOMES AND GARDENS	C
01	00036050	2,828.22	02/04/21	104320 BOX ELDER COUNTY TREASURER	C
01	00036051	115.28	02/04/21	40410 KAREN BRAITHWAITE	C
01	00036052	750.52	02/04/21	44342 MICHELLE BREIDER	C
01	00036053	2,698.04	02/04/21	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00036054	870.98	02/04/21	43907 BRIGHAM GLASS	C
01	00036055	170.52	02/04/21	38997 SABRINA BURMESTER	C
01	00036056	55.10	02/04/21	1295 ELISE BURT	C
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01	00036058	9,192.75	02/04/21	38091 DATAIO LLC	C
01	00036059	3.91	02/04/21	53783 ALLYSON ELIASON	C
01	00036060	604.29	02/04/21	304217 GARLAND CITY	C
01	00036061	1,487.47	02/04/21	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00036062	539.98	02/04/21	111431 T DANIELLE HAWKES	C
01	00036063	144.00	02/04/21	3514 LARRY HESS	C
01	00036064	931.51	02/04/21	367473 HOBART	C
01	00036065	725.03	02/04/21	111125 IML SECURITY SUPPLY	C
01	00036066	10,497.15	02/04/21	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00036067	41,874.40	02/04/21	27243 KELLY SERVICES INC	C
01	00036068	7,906.00	02/04/21	48879 KREMEDY LLC / KANNACT	C
01	00036069	33.06	02/04/21	21733 HALLIE KUNZLER	C
01	00036070	673.27	02/04/21	94170 KELLY J KUNZLER	C
01	00036071	661.67	02/04/21	107207 RACHEALE KUNZLER	C
01	00036072	3,966.30	02/04/21	110561 MAXIM HEALTHCARE SERVICES INC	C
01	00036073	127.35	02/04/21	43982 MIKE MOORE	C
01	00036074	2,136.83	02/04/21	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00036075	672.22	02/04/21	54330 KALLEE MUNNS	C
01	00036076	4,876.54	02/04/21	111273 NUCO2 LLC	C
01	00036077	229.00	02/04/21	700077 PERRY CITY	C
01	00036078	14,888.65	02/04/21	109484 PUBLIC CONSULTING GROUPS INC	C
01	00036079	73.08	02/04/21	53805 AMY PUGSLEY	C
01	00036080	46.40	02/04/21	53813 QUIRT PUGSLEY	C
01	00036081	210.70	02/04/21	54640 PURCELL TIRE AND SERVICE CENTER	C
01	00036082	5,948.96	02/04/21	892645 ROCKY MOUNTAIN POWER	C
01	00036083	661.67	02/04/21	21130 AMBER ROSE	C
01	00036084	9,800.00	02/04/21	48470 SCHOOLS CUBED	C
01	00036085	39.95	02/04/21	110789 SECURE INSTANT PAYMENTS LLC	C
01	00036086	64.24	02/04/21	44040 LISA SMITH	C
01	00036087	40,738.76	02/04/21	110873 SOLUTION TREE	C
01	00036088	328.31	02/04/21	12793 SONYA SPACKMAN	C
01	00036089	28.66	02/04/21	806685 MARLENE SPENDLOVE	C
01	00036090	35.95	02/04/21	110914 SUPERIOR WATER AND AIR INC	C
01	00036091	10.00	02/04/21	15407 TASTE OF HOME BOOKS/ MAGAZINES	C
01	00036092	41.76	02/04/21	53791 ELIZABETH TAYLOR	C
01	00036093	70.00	02/04/21	111077 UTAH HEALTH INFORMATION NETWORK, INC	C
01	00036094	6,327.81	02/04/21	110040 WALL 2 WALL	C
01	00036095	6,055.09	02/04/21	924155 WASTE MGMT OF UTAH INC	C
01	00036096	661.67	02/04/21	12939 EMILIE WESTMORELAND	C
01	00036097	1,380.00	02/04/21	40223 MARGARET SAM YATES	C

## A/P Summary Check Register

FPREG01A

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01	00036103	450.50	02/04/21	31658 BSN SPORTS	C
01	00036104	1,903.50	02/04/21	51055 BULK BOOKSTORE	C
01	00036105	1,440.00	02/04/21	164255 CUMMINS ROCKY MOUNTAIN LLC	C
01	00036106	9,148.00	02/04/21	15660 DAKTRONICS	C
01	00036107	5,650.94	02/04/21	100293 DELL COMPUTER	C
01	00036108	113.67	02/04/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00036109	1,600.14	02/04/21	386370 HYKO SUPPLY CO	C
01	00036110	273.66	02/04/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00036111	3,378.20	02/04/21	455120 JACKS TIRE & OIL INC	C
01	00036112	63.98	02/04/21	33430 LEADING EDGE LAMINATING	C
01	00036113	392.33	02/04/21	11894 LIBRARY STORE	C
01	00036114	589.00	02/04/21	590870 MURPHY'S APPLIANCE & TV	C
01	00036115	7,156.98	02/04/21	633340 OFFICE DEPOT	C
01	00036116	1,187.20	02/04/21	699420 PERMA BOUND BOOKS	C
01	00036117	196.75	02/04/21	28282 READING WAREHOUSE	C
01	00036118	266.48	02/04/21	32590 RELYCO SALES INC	C
01	00036119	3,737.50	02/04/21	54267 ROLLERBLADE USA	C
01	00036120	215.28	02/04/21	759360 ROTO AIRE	C
01	00036121	202.64	02/04/21	103604 SCHOLASTIC EDUCATION	C
01	00036122	474.00	02/04/21	101706 SCHOLASTIC STORE ONLINE	C
01	00036123	340.00	02/04/21	101816 SCHOOL SPECIALTY	C
01	00036124	244.59	02/04/21	157371 STAPLES	C
01	00036125	187.66	02/04/21	16535 VEX ROBOTICS	C
01	00036126	327.37	02/04/21	53252 WORKSPACE ELEMENTS	C
01	00036127	59.80	02/11/21	1 EREIN STEWART	C
01	00036128	212.00	02/11/21	1 JODI LOSEE	C
01	00036129	66.90	02/11/21	1 KYLEE WYATT	C
01	00036130	491.19	02/11/21	10260 ADELE C YOUNG INTERM SCH	C
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01	00036133	198.00	02/11/21	110509 AUDIO ENHANCEMENT	C
01	00036134	565.25	02/11/21	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
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01	00036137	55.44	02/11/21	34045 VONDA BLANTHORN	C
01	00036138	91.38	02/11/21	104338 BOX ELDER HIGH SCHOOL	C
01	00036139	45,895.40	02/11/21	108217 BRIGHAM CITY CORPORATION	C
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01	00036141	111.00	02/11/21	107994 CERTIFIED SHRED	C
01	00036142	1,575.89	02/11/21	53473 CHARLIE'S PRODUCE	C
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01	00036144	600.00	02/11/21	111223 COUNTRY CARPET CLEANING LLC	C
01	00036145	66.80	02/11/21	14958 CULLIGAN	C
01	00036146	3,672.00	02/11/21	55018 DAVIS CONFERENCE CENTER	C
01	00036147	325.95	02/11/21	102017 DAVIS SCHOOL DISTRICT	C
01	00036148	60.00	02/11/21	109652 DREWES FLORAL & GIFTS	C
01	00036149	4,067.67	02/11/21	729332 ECONO WASTE INC	C
01	00036150	4,099.70	02/11/21	143160 FRONTIER COMMUNICATION	C
01	00036151	9,818.96	02/11/21	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00036152	721.90	02/11/21	467700 JOHNSON ELECTRIC MOTORS	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00036155	242.34	02/11/21	543168 MADDOX RANCH HOUSE	C
01	00036156	491.04	02/11/21	54968 LELANA MANSHIP	C
01	00036157	807.30	02/11/21	44237 MOUNTAIN STAINLESS, INC.	C
01	00036158	106.49	02/11/21	4960 OLD GRIST MILL BREAD	C
01	00036159	400.00	02/11/21	49069 MATTHEW PATTERSON	C
01	00036160	203.31	02/11/21	100987 PEARSON EDUCATION CENTER	C
01	00036161	2,364.88	02/11/21	937851 PRAXAIR DISTRIBUTION INC	C
01	00036162	2,264.34	02/11/21	732367 RAFT RIVER RURAL	C
01	00036163	2,474.85	02/11/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
01	00036164	1,310.43	02/11/21	10731 SMITH'S CUSTOMER CHARGES	C
01	00036165	37.00	02/11/21	802087 SNOWVILLE WATERWORKS INC	C
01	00036166	6,208.14	02/11/21	48135 SPRINKLER SUPPLY COMPANY	C
01	00036167	487.55	02/11/21	5223 SWIRE COCA-COLA	C
01	00036168	182,398.40	02/11/21	12688 SYSCO	C
01	00036169	35,539.83	02/11/21	102558 UTAH DEPARTMENT OF HEALTH	C
01	00036170	39,389.76	02/11/21	892916 STATE OF UTAH FUEL NETWORK	C
01	00036171	2,839.06	02/11/21	891181 LB 410027	C
01	00036172	176.75	02/11/21	941217 WILLARD CITY CORP	C
01	00036173	14,061.06	02/11/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00036174	1,516.00	02/11/21	106497 APPLE STORE	C
01	00036175	1,292.76	02/11/21	107488 ARCHIBALD & SONS INC	C
01	00036176	9,392.20	02/11/21	104132 BEAZER LOCK & KEY	C
01	00036177	4,500.00	02/11/21	3271 CANON SOLUTIONS AMERICA	C
01	00036178	101.35	02/11/21	180241 DEMCO INC	C
01	00036179	121.61	02/11/21	103155 EAI EDUCATION	C
01	00036180	1,056.26	02/11/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00036181	151.80	02/11/21	100148 HIGH NOON BOOKS	C
01	00036182	817.85	02/11/21	386370 HYKO SUPPLY CO	C
01	00036183	2,516.85	02/11/21	457370 JAMES STANFIELD PUB CO	C
01	00036184	1,327.28	02/11/21	100550 JOSTENS INC	C
01	00036185	2,460.77	02/11/21	633340 OFFICE DEPOT	C
01	00036186	259.77	02/11/21	664141 ORIENTAL TRADING COMPANY INC	C
01	00036187	1,599.76	02/11/21	699420 PERMA BOUND BOOKS	C
01	00036188	296.69	02/11/21	13625 PLANK ROAD PUBLISHING INC	C
01	00036189	1,153.90	02/11/21	719580 PRO ED	C
01	00036190	690.00	02/11/21	105361 READ NATURALLY INC	C
01	00036191	983.12	02/11/21	759360 ROTO AIRE	C
01	00036192	500.10	02/11/21	103604 SCHOLASTIC EDUCATION	C
01	00036193	1,268.82	02/11/21	54313 SCHOOL SPECIALTY, LLC	C
01	00036194	2,066.68	02/11/21	157371 STAPLES	C
01	00036195	707.90	02/11/21	108299 STEVE WEISS MUSIC	C
01	00036196	900.00	02/11/21	820521 STYLISH FABRICS/BERNINA	C
01	00036197	2,115.00	02/11/21	866716 UTAH CORRECTIONAL INDUSTRIES	C
01	00036198	44.24	02/11/21	477 WEIDENHAMMER	C
01	00036199	2,081.25	02/11/21	109463 WOODWIND AND BRASSWIND	C
01	00036200	1,551.68	02/11/21	53252 WORKSPACE ELEMENTS	C
01	00036201	69.15	02/18/21	1 CELESTE PATTERSON	C
01	00036202	9.45	02/18/21	1 ISAAC WILSON	C
01	00036203	80.00	02/18/21	6617 ACME WATER CO	C
01	00036204	139.72	02/18/21	110727 ANGELA ALLEN	C
01	00036205	61.47	02/18/21	110066 NANCY ANDERSON	C
01	00036206	316.22	02/18/21	102956 BEAR RIVER MENTAL HEALTH	C
01	00036207	20.00	02/18/21	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C

## A/P Summary Check Register

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Bank	Check No	Amount	Date	Vendor	Type
01	00036208	376.26	02/18/21	108217 BRIGHAM CITY CORPORATION	C
01	00036209	1,808.59	02/18/21	55093 DAN CARSTENS	C
01	00036210	1,307.96	02/18/21	53473 CHARLIE'S PRODUCE	C
01	00036211	61.60	02/18/21	55085 MARIA DABELL	C
01	00036212	10,500.00	02/18/21	361 INTERMOUNTAIN HEALTHCARE	C
01	00036213	9,862.13	02/18/21	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00036214	1,000.00	02/18/21	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00036215	6,640.32	02/18/21	110561 MAXIM HEALTHCARE SERVICES INC	C
01	00036216	2,894.94	02/18/21	892645 ROCKY MOUNTAIN POWER	C
01	00036217	16.05	02/18/21	27324 MICHELLE SMITH	C
01	00036218	668.81	02/18/21	852617 TREMONTON CITY CORP	C
01	00036219	300.00	02/18/21	999031 UNITED WAY OF NO UTAH	C
01	00036220	10,313.55	02/18/21	55034 UTAH PARENT CENTER, INC	C
01	00036221	211.40	02/18/21	924155 WASTE MGMT OF UTAH INC	C
01	00036222	33.71	02/18/21	32824 YES PRINT COPY N MORE, LLC	C
01	00036223	154.00	02/18/21	31364 95 PERCENT GROUP	C
01	00036224	6,018.81	02/18/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00036225	19.00	02/18/21	106497 APPLE STORE	C
01	00036226	1,350.00	02/18/21	110509 AUDIO ENHANCEMENT	C
01	00036227	515.99	02/18/21	108543 B & H PHOTO VIDEO	C
01	00036228	398.32	02/18/21	109415 BEAR RIVER CO-OP	C
01	00036229	600.00	02/18/21	3271 CANON SOLUTIONS AMERICA	C
01	00036230	2,296.00	02/18/21	779 GOVCONNECTION INC	C
01	00036231	240.06	02/18/21	100293 DELL COMPUTER	C
01	00036232	964.32	02/18/21	180241 DEMCO INC	C
01	00036233	28.78	02/18/21	107387 DESERET BOOK	C
01	00036234	106.44	02/18/21	103155 EAI EDUCATION	C
01	00036235	1,441.56	02/18/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00036236	1,768.40	02/18/21	386370 HYKO SUPPLY CO	C
01	00036237	208.25	02/18/21	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00036238	135.00	02/18/21	54607 ITCHY'S ALPHABET	C
01	00036239	2,731.12	02/18/21	455120 JACKS TIRE & OIL INC	C
01	00036240	779.76	02/18/21	1104 KELVIN	C
01	00036241	368.76	02/18/21	664141 ORIENTAL TRADING COMPANY INC	C
01	00036242	1,084.39	02/18/21	699420 PERMA BOUND BOOKS	C
01	00036243	40.15	02/18/21	102477 SCHOOL NURSE SUPPLY	C
01	00036244	116.18	02/18/21	54313 SCHOOL SPECIALTY, LLC	C
01	00036245	100.50	02/18/21	157371 STAPLES	C
01	00036246	413.00	02/18/21	108299 STEVE WEISS MUSIC	C
01	00036247	37,966.00	02/18/21	102737 YOUNG CHEVROLET CO	C
01	00036248	44,684.00	02/18/21	106881 HANSEN CHEVROLET	C
01	00036249	1,392.27	02/24/21	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00036250	4,725.52	02/24/21	999014 AMERICAN FAMILY LIFE COMP	C
01	00036251	70.00	02/24/21	999027 B E SCHOOL BOARD FUND	C
01	00036252	104.40	02/24/21	999030 BENEFICIAL LIFE INSURANCE CO.	C
01	00036253	345.43	02/24/21	999110 BONNEVILLE BILLING & COLLECTIONS	C
01	00036254	936.05	02/24/21	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00036255	9,346.83	02/24/21	999021 BOX ELDER CREDIT UNION	C
01	00036256	176.00	02/24/21	999055 BOX ELDER FOUNDATION	C
01	00036257	1,870.75	02/24/21	999033 BUREAU CHILD SUPPORT SERV	C
01	00036258	28,108.88	02/24/21	999077 DENTAL SELECT	C
01	00036259	531.09	02/24/21	999054 U.I.E.B.T.	C
01	00036260	532.17	02/24/21	999019 EDUCATORS MUTUAL	C
01	00036261	69.12	02/24/21	999017 GLOBE LIFE INSURANCE CO	C
01	00036262	22,185.71	02/24/21	999035 HORACE MANN INSURANCE COMPANY	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00036263	451.00	02/24/21	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00036264	225.06	02/24/21	999111 MEADE RECOVERY SERVICES LLC	C
01	00036265	1,141.03	02/24/21	54615 MOUNTAIN LOAN CENTERS, INC	C
01	00036266	8,550.00	02/24/21	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00036267	7,663.20	02/24/21	999081 NATIONAL BENEFITS SERVICES LLC	C
01	00036268	117.38	02/24/21	999156 OLSON SHANER	C
01	00036269	3,049.28	02/24/21	999008 OPTICARE	C
01	00036270	727,440.24	02/24/21	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00036271	1,778.45	02/24/21	999032 PRE-PAID LEGAL SERVICES	C
01	00036272	1,133.16	02/24/21	54348 SIERRA RESTORATION, LLC	C
01	00036273	19,412.17	02/24/21	999018 THE HARTFORD	C
01	00036274	445.46	02/24/21	48119 TITANIUM FUNDS	C
01	00036275	440.00	02/24/21	999012 UESP	C
01	00036276	15,134.92	02/24/21	999007 UTAH EDUCATION ASSOCIATION	C
01	00036277	6,945.25	02/24/21	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00036278	194,803.81	02/24/21	999003 UTAH STATE TAX COMMISSION	C
01	00036279	59.45	02/25/21	1 LEE DRAUS	C
01	00036280	59.10	02/25/21	14010 AED EVERYWHERE	C
01	00036281	1,228.66	02/25/21	85738 BEAR RIVER HIGH SCHOOL	C
01	00036282	56,641.76	02/25/21	111004 BRIDGERLAND APPLIED TECH/BATC	C
01	00036283	188.13	02/25/21	108217 BRIGHAM CITY CORPORATION	C
01	00036284	34,453.97	02/25/21	123130 CACHE COUNTY SCHOOL DISTRICT	C
01	00036285	1,773.10	02/25/21	890740 CENTURYLINK	C
01	00036286	651.74	02/25/21	890740 CENTURYLINK LONG DISTANCE	C
01	00036287	1,323.89	02/25/21	53473 CHARLIE'S PRODUCE	C
01	00036288	671.00	02/25/21	40363 CIO MEDICAL SERVICES	C
01	00036289	112.00	02/25/21	51543 BELINDA COFFEY	C
01	00036290	1,012.50	02/25/21	109704 FOLLETT SOFTWARE COMPANY	C
01	00036291	88.00	02/25/21	4502 HIGH COUNTRY TECHNOLOGY CONSULTANTS	C
01	00036292	27,981.02	02/25/21	49026 IVY LANE PEDATRICS	C
01	00036293	10,168.95	02/25/21	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00036294	4,284.98	02/25/21	55158 DON BURKE JOLLEY	C
01	00036295	49,609.40	02/25/21	27243 KELLY SERVICES INC	C
01	00036296	8,035.00	02/25/21	48879 KREMEDY LLC / KANNACT	C
01	00036297	39,436.63	02/25/21	530755 LOGAN SCHOOL DISTRICT	C
01	00036298	15,594.62	02/25/21	3050 OBSERVERTAB, LLC	C
01	00036299	1,000.00	02/25/21	55140 PATRICK JOSEPH PEREIRA	C
01	00036300	385.00	02/25/21	106641 PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC	C
01	00036301	42.48	02/25/21	25976 SHERWIN-WILLIAMS	C
01	00036302	237.21	02/25/21	44512 TREMONTON LEADER	C
01	00036303	36.44	02/25/21	8613 ANNE TURNER	C
01	00036304	31,380.24	02/25/21	891181 LB 410027	C
01	00036305	8,047.97	02/25/21	24580 VERIZON WIRELESS	C
01	00036306	43,762.94	02/25/21	477 WEIDENHAMMER	C
01	00036307	187.05	02/25/21	17558 ACADIENCE LEARNING INC	C
01	00036308	5,667.76	02/25/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00036309	2,414.00	02/25/21	106497 APPLE STORE	C
01	00036310	38,648.89	02/25/21	779 GOVCONNECTION INC	C
01	00036311	1,601.92	02/25/21	162470 CRUS OIL INC	C
01	00036312	6,298.05	02/25/21	100293 DELL COMPUTER	C
01	00036313	255.42	02/25/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00036314	127.81	02/25/21	105298 FREE SPIRIT PUBLISHING INC	C
01	00036315	10,896.49	02/25/21	386370 HYKO SUPPLY CO	C
01	00036316	818.24	02/25/21	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00036317	1,047.56	02/25/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00036318	210.65	02/25/21	1104 KELVIN	C
01	00036319	161.94	02/25/21	33430 LEADING EDGE LAMINATING	C
01	00036320	2,154.16	02/25/21	633340 OFFICE DEPOT	C
01	00036321	665.48	02/25/21	699420 PERMA BOUND BOOKS	C
01	00036322	796.32	02/25/21	759360 ROTO AIRE	C
01	00036323	215.80	02/25/21	54313 SCHOOL SPECIALTY, LLC	C
01	00036324	2,485.93	02/25/21	157371 STAPLES	C
01	00036325	748.53	02/25/21	38601 SUMMIT PARTNERS UTAH LLC	C
01	00036326	1,500.00	02/25/21	109355 VOYAGER SOPRIS LEARNING	C
01	02013121	987.47	02/16/21	109177 UTAH DEPARTMENT OF WORKFORCE SERVICES	M
01	05021021	169,127.09	02/10/21	888540 US BANK	M
01	07022621	128,908.74	02/24/21	999070 HEALTH EQUITY INC	M
01	08022621	1,138,369.73	02/24/21	999005 UTAH STATE RETIREMENT FUND	M
01	09021921	141,214.10	02/24/21	999140 BANK OF UTAH	M
01	09022621	955,567.85	02/24/21	999140 BANK OF UTAH	M
<b>Total Bank No 01</b>		<b>4,850,224.13</b>			
02	00100824	246.00	02/04/21	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100825	28.00	02/04/21	100293 DELL COMPUTER	C
02	00100826	200.00	02/11/21	14575 AIRMOTIVE SERVICE	C
02	00100827	149.70	02/18/21	53260 EIDENS, INC	C
02	00100828	154.57	02/25/21	38032 AMAZON CAPITAL SERVICES INC	C
02	00100829	10,395.00	02/25/21	54593 LYNX SYSTEM DEVELOPERS, INC	C
<b>Total Bank No 02</b>		<b>11,173.27</b>			
07	00020321	114,929.95	02/01/21	102931 ZIONS BANK NATIONAL BANK	M
07	77021121	14,310.00	02/08/21	102931 ZIONS BANK NATIONAL BANK	M
07	77021721	484,496.00	02/16/21	102931 ZIONS BANK NATIONAL BANK	M
07	77022421	237,342.55	02/22/21	102931 ZIONS BANK NATIONAL BANK	M
<b>Total Bank No 07</b>		<b>851,078.50</b>			
11	01102840	297.75	02/04/21	27561 A & Z PRODUCE	A
11	01102841	60.00	02/04/21	29785 HENRY BAKER	A
11	01102842	1,190.15	02/04/21	101520 BELL JANITORIAL	A
11	01102843	94.80	02/04/21	48011 GAILE BINGHAM	A
11	01102844	38.40	02/04/21	107376 KAYLENE BOND	A
11	01102845	56.00	02/04/21	103650 JILL BRAEGGER	A
11	01102846	90.00	02/04/21	110766 TRICIA BURBIDGE	A
11	01102847	30.00	02/04/21	31380 JOSE M CEDILLO	A
11	01102848	148.79	02/04/21	134250 CEM SALES & SERVICE	A
11	01102849	40.40	02/04/21	32247 ANGELA CHRISTIANSEN	A
11	01102850	64.40	02/04/21	103095 KISHA C COLLOM	A
11	01102851	34,682.31	02/04/21	728870 DOMINION ENERGY UTAH	A
11	01102852	76.00	02/04/21	28169 GREGORY J DUPUIS	A
11	01102853	30.40	02/04/21	108590 CINDY GIBBS	A
11	01102854	661.67	02/04/21	109781 MICHELE GREEN	A
11	01102855	3,800.16	02/04/21	111426 DARLA HANSEN	A
11	01102856	30.00	02/04/21	434 MAEGAN HEINER	A
11	01102857	56.00	02/04/21	107462 NICOLE HESS	A
11	01102858	54.40	02/04/21	40320 JACINDA HEYDER	A
11	01102859	30.00	02/04/21	37664 ASHLEY JENSEN	A
11	01102860	712.71	02/04/21	49174 LANEY JENSEN	A
11	01102861	80.00	02/04/21	43346 JOHN JOHNSON	A
11	01102862	30.40	02/04/21	110088 MICHAEL JOHNSON	A
11	01102863	38.80	02/04/21	52493 ROBERT KENNER	A
11	01102864	70.40	02/04/21	21610 STEVE LEGGETT	A
11	01102865	30.40	02/04/21	40312 SHAILA MCCLURE	A

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Bank	Check No	Amount	Date	Vendor	Type
11	01102866	60.00	02/04/21	10936 JONI MITCHELL	A
11	01102867	56.40	02/04/21	25640 RAMONA MORA	A
11	01102868	143.26	02/04/21	20079 MEGAN MORRIS	A
11	01102869	50.40	02/04/21	54356 MARISSA NELSON	A
11	01102870	40.40	02/04/21	21962 MARK NELSON	A
11	01102871	30.00	02/04/21	18317 SALLY NOBLE	A
11	01102872	713.12	02/04/21	35718 O C TANNER RECOGNITION COMPANY	A
11	01102873	69.20	02/04/21	23817 CYNTHIA A PAGE	A
11	01102874	407.16	02/04/21	27588 MCKENZIE PONTIUS	A
11	01102875	64.00	02/04/21	112077 BOB PROFAIZER	A
11	01102876	60.40	02/04/21	21105 DUANE RICE	A
11	01102877	70.00	02/04/21	44644 BRET ROHDE	A
11	01102878	30.40	02/04/21	2968 JENNIFER T SUMMERS	A
11	01102879	70.40	02/04/21	852290 SANDIE TRAPP	A
11	01102880	1,586.88	02/04/21	897640 RAFAEL VARGAS	A
11	01102881	40.40	02/04/21	34509 SHARA LEE WARD	A
11	01102882	3,688.00	02/04/21	100590 WAXIE SANITARY SUPPLY	A
11	01102883	100.40	02/04/21	40002 MAURY WHEATLEY	A
11	01102884	396.72	02/04/21	44075 LEANNE WRIGHT	A
11	01102885	1,119.40	02/11/21	101520 BELL JANITORIAL	A
11	01102886	544.30	02/11/21	102177 BRADY INDUSTRIES LLC	A
11	01102887	304.04	02/11/21	106437 CARSON ELEVATOR CO INC	A
11	01102888	3,837.55	02/11/21	107034 CHARIOT GROUP INC	A
11	01102889	18,627.72	02/11/21	728870 DOMINION ENERGY UTAH	A
11	01102890	142.96	02/11/21	322776 GRAINGERS INC	A
11	01102891	30.00	02/11/21	111750 MARCI HATCH	A
11	01102892	96.05	02/11/21	13250 AMY NORTON	A
11	01102893	50.00	02/11/21	721370 BRUCE A PUGSLEY	A
11	01102894	38.40	02/11/21	777230 JAY DEE SCOTT	A
11	01102895	42.70	02/11/21	32573 LISA ANNE SPENCER	A
11	01102896	46.40	02/11/21	54976 BRIAN STOERING	A
11	01102897	3,872.56	02/18/21	101520 BELL JANITORIAL	A
11	01102898	419.70	02/18/21	102177 BRADY INDUSTRIES LLC	A
11	01102899	40,837.76	02/18/21	728870 DOMINION ENERGY UTAH	A
11	01102900	31,976.80	02/18/21	107656 DWA CONSTRUCTION INC	A
11	01102901	1,800.00	02/18/21	45900 MHTN ARCHITECTS INC	A
11	01102902	2,762.65	02/18/21	100590 WAXIE SANITARY SUPPLY	A
11	01102903	1,649.20	02/25/21	101520 BELL JANITORIAL	A
11	01102904	2,269.78	02/25/21	134250 CEM SALES & SERVICE	A
11	01102905	29.65	02/25/21	322776 GRAINGERS INC	A
11	01102906	30.00	02/25/21	434 MAEGAN HEINER	A
11	01102907	1,054.40	02/25/21	100866 VALCOM	A
11	01102908	70.92	02/25/21	100590 WAXIE SANITARY SUPPLY	A
<b>Total Bank No 11</b>		<b>161,824.82</b>			
20	10400463	39.00	02/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
20	10400464	67.17	02/24/21	53309 DEIDRE ORTIZ	C
<b>Total Bank No 20</b>		<b>106.17</b>			
22	13200602	370.71	02/08/21	38032 AMAZON CAPITAL SERVICES	C
22	13200603	32.00	02/08/21	27510 LINDSI FLORENCE	C
22	13200604	67.27	02/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200605	317.20	02/18/21	38032 AMAZON CAPITAL SERVICES	C
22	13200606	17.90	02/18/21	38032 AMAZON CAPITAL SERVICES INC	C
22	13200607	762.20	02/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200608	93.28	02/25/21	104321 BOX ELDER SCHOOL DISTRICT	C

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Bank	Check No	Amount	Date	Vendor	Type
<b>Total Bank No 22</b>		<b>1,660.56</b>			
23	13400609	404.12	02/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
23	13400610	24.95	02/18/21	164108 CULLIGAN WATER CONDITIONING	C
<b>Total Bank No 23</b>		<b>429.07</b>			
24	13600947	139.72	02/11/21	104321 BOX ELDER SCHOOL DISTRICT	C
24	13600948	820.01	02/11/21	104321 BOX ELDER SCHOOL DISTRICT	C
24	13600949	13.77	02/11/21	489240 KENTS MARKET PL/TREMONTON	C
24	13600950	152.00	02/11/21	43567 PENCIL WHOLESale LLC	C
24	13600951	107.00	02/11/21	39667 SIGN GYPSIES BOX ELDER	C
24	13600952	271.33	02/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 24</b>		<b>1,503.83</b>			
26	16400937	12.00	02/25/21	1 JUDITH JOE	C
26	16400938	275.00	02/25/21	104321 BOX ELDER SCHOOL DISTRICT	C
26	16400939	89.34	02/25/21	489240 KENTS MARKET PL/TREMONTON	C
26	16400940	30.00	02/25/21	110914 SUPERIOR WATER AND AIR INC	C
<b>Total Bank No 26</b>		<b>406.34</b>			
27	16600439	95.64	02/23/21	106895 BADGER SCREEN PRINTING CO	C
<b>Total Bank No 27</b>		<b>95.64</b>			
28	16701036	7.48	02/05/21	489240 KENTS MARKET PL/TREMONTON	C
28	16701037	5,762.00	02/05/21	41335 KRISPY KREME DONUTS	C
28	16701038	102.26	02/05/21	633340 OFFICE DEPOT	C
28	16701039	65.00	02/05/21	22683 TK SECURE STORAGE	C
28	16701040	341.61	02/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701041	30.65	02/16/21	14958 CULLIGAN	C
28	16701042	2,880.00	02/23/21	41335 KRISPY KREME DONUTS	C
<b>Total Bank No 28</b>		<b>9,189.00</b>			
29	16800433	66.76	02/11/21	756640 JANET C ROSE	C
29	16800434	2,927.82	02/25/21	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 29</b>		<b>2,994.58</b>			
30	17200540	689.95	02/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
30	17200541	76.89	02/24/21	110337 MOUNT OLYMPUS WATERS	C
<b>Total Bank No 30</b>		<b>766.84</b>			
31	18800320	226.99	02/12/21	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 31</b>		<b>226.99</b>			
32	20000245	73.22	02/05/21	38032 AMAZON CAPITAL SERVICES INC	C
32	20000246	120.00	02/05/21	19178 CHEAPER THAN SHIRT	C
<b>Total Bank No 32</b>		<b>193.22</b>			
33	30402460	3,268.99	02/04/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402461	29,809.05	02/04/21	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402462	99.10	02/04/21	180241 DEMCO INC	C
33	30402463	442.32	02/04/21	489240 KENTS MARKET PL/TREMONTON	C
33	30402464	101.75	02/04/21	709060 PITSCO INC	C
33	30402465	24.95	02/04/21	110914 SUPERIOR WATER AND AIR INC	C
33	30402466	154.98	02/04/21	5908 WALMART COMMUNITY	C
33	30402467	1,027.15	02/21/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402468	719.89	02/21/21	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402469	58.00	02/21/21	474310 JOURNEYWORKS PUBLISHING	C
33	30402470	69.80	02/21/21	24058 RIDLEY FAMILY MARKET	C
33	30402471	878.42	02/21/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
33	30402472	42.24	02/24/21	1 THAMARA HOLT	C
33	30402473	1,430.00	02/24/21	29998 4IMPRINT INC	C

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Bank	Check No	Amount	Date	Vendor	Type
33	30402474	72.00	02/24/21	20818 ALICE C HARRIS LUNCH	C
33	30402475	1,646.53	02/24/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402476	119.66	02/24/21	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402477	576.42	02/24/21	109248 J W PEPPER MUSIC	C
33	30402478	358.40	02/24/21	695360 PAXTON/PATTERSON LLC	C
33	30402479	128.14	02/24/21	5908 WALMART COMMUNITY	C
33	30402480	89.70	02/24/21	109463 WOODWIND AND BRASSWIND	C
<b>Total Bank No 33</b>		<b>41,117.49</b>			
34	30802842	32.17	02/04/21	1 MISTIE BARRERA	C
34	30802843	280.07	02/04/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30802844	30.00	02/04/21	104370 BOX ELDER NEWS JOURNAL	C
34	30802845	31.24	02/04/21	512588 LAKE VIEW SCHOOL	C
34	30802846	350.40	02/04/21	633340 OFFICE DEPOT	C
34	30802847	2,800.79	02/04/21	54860 TEACHING.COM	C
34	30802848	197.28	02/10/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30802849	546.93	02/10/21	109248 J W PEPPER MUSIC	C
34	30802850	344.32	02/10/21	489250 KENTS MARKET PL/BRIGHAM	C
34	30802851	349.93	02/10/21	633340 OFFICE DEPOT	C
34	30802852	750.00	02/17/21	1 BOX ELDER COMMUNITY PANTRY	C
34	30802853	750.00	02/17/21	1 BOX ELDER FAMILY SUPPORT CENTER	C
34	30802854	750.00	02/17/21	1 NEW HOPE CRISIS CENTER	C
34	30802855	1,103.97	02/17/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30802856	3,408.50	02/17/21	106895 BADGER SCREEN PRINTING CO	C
34	30802857	523.52	02/17/21	104321 BOX ELDER SCHOOL DISTRICT	C
34	30802858	1,618.98	02/17/21	109248 J W PEPPER MUSIC	C
34	30802859	166.47	02/17/21	633340 OFFICE DEPOT	C
34	30802860	28.50	02/17/21	111790 SUNSTONE POTTERY	C
34	30802861	924.86	02/17/21	5908 WALMART COMMUNITY	C
34	30802862	1,327.50	02/18/21	18830 PERFECT STIX LLC	C
34	30802863	1,609.76	02/24/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30802864	4,506.00	02/24/21	104321 BOX ELDER SCHOOL DISTRICT	C
34	30802865	201.50	02/24/21	158220 COVER UP	C
<b>Total Bank No 34</b>		<b>22,632.69</b>			
35	40402515	58.99	02/03/21	1 JESSIE LAMBSON	C
35	40402516	343.91	02/03/21	1724 ACE HARDWARE TREMONTON	C
35	40402517	475.04	02/03/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402518	465.00	02/03/21	85738 BEAR RIVER HIGH SCHOOL	C
35	40402519	13.77	02/03/21	286060 FLINN SCIENTIFIC	C
35	40402520	140.57	02/03/21	327480 GREER'S HARDWARE	C
35	40402521	39.95	02/03/21	110914 SUPERIOR WATER AND AIR INC	C
35	40402522	164.94	02/03/21	109463 WOODWIND AND BRASSWIND	C
35	40402522	-164.94	02/19/21	109463 WOODWIND AND BRASSWIND	CV
35	40402523	38.97	02/11/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402524	23.70	02/11/21	999140 BANK OF UTAH	C
35	40402525	107.98	02/11/21	109248 J W PEPPER MUSIC	C
35	40402526	230.68	02/11/21	489240 KENTS MARKET PL/TREMONTON	C
35	40402527	261.83	02/11/21	157371 STAPLES	C
35	40402528	40.00	02/11/21	3590 JANET STARK	C
35	40402529	36.12	02/11/21	32360 AARON F TESCH	C
35	40402530	900.00	02/11/21	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402531	552.38	02/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402532	133.11	02/19/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402533	104.31	02/19/21	101447 CATHERINE O RUNYAN	C
35	40402534	100.00	02/19/21	3590 JANET STARK	C

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Bank	Check No	Amount	Date	Vendor	Type
35	40402535	109.38	02/19/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402536	276.02	02/19/21	17078 CHERRY TREE	C
35	40402537	475.26	02/25/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402538	241.98	02/25/21	729276 QUILL CORPORATION	C
<b>Total Bank No 35</b>		<b>5,168.95</b>			
36	40803397	61.80	02/02/21	1 MELISSA WILCOX	C
36	40803398	1,917.35	02/02/21	38032 AMAZON CAPITAL SERVICES INC	C
36	40803399	969.22	02/02/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803400	143.00	02/02/21	6890 FBLA - PBL	C
36	40803401	696.91	02/02/21	103961 INTERMOUNTAIN WOOD PRODUCTS	C
36	40803402	46.05	02/02/21	633340 OFFICE DEPOT	C
36	40803403	29.96	02/02/21	54313 SCHOOL SPECIALTY, LLC	C
36	40803404	20.00	02/09/21	1 AMBERLY COBURN	C
36	40803405	55.38	02/09/21	1 MARK DUPREE	C
36	40803406	111.07	02/09/21	112046 ACE HARDWARE - BRIGHAM	C
36	40803407	2,181.07	02/09/21	38032 AMAZON CAPITAL SERVICES	C
36	40803408	1,195.21	02/09/21	106055 BLICK ART MATERIALS	C
36	40803409	789.44	02/09/21	158220 COVER UP	C
36	40803410	355.00	02/09/21	6890 FBLA - PBL	C
36	40803410	-355.00	02/24/21	6890 FBLA - PBL	CV
36	40803411	660.00	02/09/21	5444 GREAT AMERICAN OPPORTUNITIES INC	C
36	40803412	650.00	02/09/21	54992 MINDY JOHNSON	C
36	40803413	1,010.72	02/10/21	38032 AMAZON CAPITAL SERVICES	C
36	40803414	380.48	02/10/21	109248 J W PEPPER MUSIC	C
36	40803415	579.54	02/10/21	489250 KENTS MARKET PL/BRIGHAM	C
36	40803416	692.00	02/10/21	43036 MZHY EDITORS GROUP	C
36	40803417	189.00	02/10/21	10731 SMITH'S CUSTOMER CHARGES	C
36	40803418	50.66	02/18/21	1 DEREK PEAVEY	C
36	40803419	419.85	02/18/21	38032 AMAZON CAPITAL SERVICES	C
36	40803420	732.28	02/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803421	1,300.00	02/18/21	1490 COGNIA	C
36	40803422	21.98	02/18/21	158220 COVER UP	C
36	40803423	563.94	02/18/21	14320 LAMAR JOHNSON	C
36	40803424	151.48	02/18/21	633340 OFFICE DEPOT	C
36	40803425	79.26	02/18/21	4960 OLD GRIST MILL BREAD	C
36	40803426	494.39	02/18/21	35955 PROMO PLUS	C
36	40803427	85.68	02/18/21	19879 SHEET MUSIC PLUS	C
36	40803428	91.00	02/25/21	1 ALYCIA SILVA	C
36	40803429	47.75	02/25/21	1 SHANE ABEL	C
36	40803430	160.00	02/25/21	106202 JOHN FINDLAY	C
36	40803431	355.00	02/25/21	7609 UTAH FBLA-PBL	C
<b>Total Bank No 36</b>		<b>16,931.47</b>			
37	70410650	9.40	02/03/21	35519 AL'S TROPHIES & FRAMES, INC.	C
37	70410651	766.39	02/03/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70410652	36.60	02/03/21	106055 BLICK ART MATERIALS	C
37	70410653	3,545.50	02/03/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410654	136.88	02/03/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410655	4,378.12	02/03/21	31658 BSN SPORTS	C
37	70410656	746.97	02/03/21	6742 CLARION SUITES	C
37	70410657	490.38	02/03/21	54909 HOLIDAY INN EXPRESS LEHI	C
37	70410658	676.59	02/03/21	4790 HOME DEPOT CREDIT SERVICE	C
37	70410659	214.50	02/03/21	54925 MINDEE JEPPSEN	C
37	70410660	1,526.05	02/03/21	54461 LAKESHIRTS ZEPHYR LLC	C
37	70410661	283.47	02/03/21	633340 OFFICE DEPOT	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70410662	40.00	02/03/21	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70410663	433.75	02/03/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70410664	59.00	02/03/21	39667 SIGN GYPSIES BOX ELDER	C
37	70410665	60.11	02/03/21	25674 STUDIO R MEDIA	C
37	70410666	200.00	02/03/21	54941 UINTAH HIGH SCHOOL	C
37	70410667	2,250.00	02/03/21	41734 X-CAL CORP	C
37	70410668	990.22	02/03/21	54933 HOLIDAY INN EXPRESS VERNAL	C
37	70410669	270.11	02/10/21	1724 ACE HARDWARE TREMONTON	C
37	70410670	519.79	02/10/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70410671	45.00	02/10/21	28614 ASHLEIGH ARNOLD	C
37	70410672	275.00	02/10/21	52680 BEAR RIVER LIVE	C
37	70410673	464.25	02/10/21	19178 CHEAPERTHANSHIRT	C
37	70410674	2,143.60	02/10/21	22144 COUNTRY INN & SUITES BOUNTIFUL	C
37	70410675	708.58	02/10/21	158220 COVER UP	C
37	70410676	140.00	02/10/21	7803 DANNY ESPLIN	C
37	70410677	1,739.56	02/10/21	327480 GREER'S HARDWARE	C
37	70410678	1,055.65	02/10/21	489240 KENTS MARKET PL/TREMONTON	C
37	70410679	63.98	02/10/21	33430 LEADING EDGE LAMINATING	C
37	70410680	229.47	02/10/21	5916 PITNEY BOWES	C
37	70410681	971.59	02/10/21	25453 PRIDE EMBROIDERY & SCREEN PRINTING	C
37	70410682	20.14	02/10/21	810361 STANDARD PLUMBING SUPPLY	C
37	70410683	401.28	02/10/21	157371 STAPLES	C
37	70410684	528.71	02/10/21	25674 STUDIO R MEDIA	C
37	70410685	35.00	02/10/21	110914 SUPERIOR WATER AND AIR INC	C
37	70410686	1,845.00	02/10/21	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
37	70410687	450.00	02/10/21	7609 UTAH FBLA-PBL	C
37	70410688	180.00	02/10/21	27383 UTAH RESTAURANT ASSOCIATION	C
37	70410689	450.00	02/11/21	41424 LUV-UR-SELFY	C
37	70410690	150.00	02/11/21	8303 SKY VIEW HIGH SCHOOL	C
37	70410691	400.00	02/11/21	18392 USA WRESTLING	C
37	70410692	95.00	02/16/21	55069 JASON BINGHAM	C
37	70410693	1,319.99	02/16/21	31658 BSN SPORTS	C
37	70410694	150.00	02/16/21	31437 LIBBY CHRISTENSEN	C
37	70410695	384.99	02/16/21	109248 J W PEPPER MUSIC	C
37	70410696	585.25	02/16/21	4910 NATIONAL FFA ORGANIZATION	C
37	70410697	628.96	02/16/21	37818 QUALITY INN RICHFIELD	C
37	70410698	165.00	02/16/21	109400 JEFF SMART	C
37	70410699	730.10	02/16/21	51748 SUPER 8 RICHFIELD	C
37	70410700	260.00	02/16/21	54887 SHAY KRISTINE WEST	C
37	70410701	461.31	02/18/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70410702	50.00	02/18/21	111287 BOWCUTT'S FLOWERS & GIFTS	C
37	70410703	13,348.13	02/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410704	832.00	02/18/21	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
37	70410705	108.20	02/18/21	49573 KASSIDY LAKE	C
37	70410706	339.20	02/18/21	53910 LETS PRINT IT	C
37	70410707	6,021.68	02/18/21	29084 MAKE A WISH FOUNDATION OF UTAH	C
37	70410708	433.20	02/18/21	51187 METALMART INC.	C
37	70410709	150.75	02/18/21	7277 PIONEER ATHLETICS	C
37	70410710	437.72	02/23/21	6092 A W MARSHALL CO	C
37	70410711	746.02	02/23/21	106055 BLICK ART MATERIALS	C
37	70410712	129.17	02/23/21	111095 MERISA BURN	C
37	70410713	125.00	02/23/21	43893 ISTITCH	C
37	70410714	950.00	02/23/21	45420 REEVERB ENTERTAINMENT	C
37	70410715	150.00	02/23/21	36510 RIDGELINE HIGH SCHOOL	C
37	70410716	500.00	02/23/21	5070 SAVON	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70410717	13.71	02/23/21	7170 THE PIE DUMP	C
37	70410718	20.00	02/23/21	27383 UTAH RESTAURANT ASSOCIATION	C
37	70410719	357.33	02/23/21	5908 WALMART COMMUNITY	C
37	70410720	28.00	02/25/21	1 JODY GROVER	C
37	70410721	322.00	02/25/21	1 MARTIN SOUTHERN	C
37	70410722	60.00	02/25/21	1 MICHAEL COMPTON	C
37	70410723	1,596.15	02/25/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70410724	400.00	02/25/21	52680 BEAR RIVER LIVE	C
37	70410725	181.16	02/25/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410726	477.45	02/25/21	43893 ISTITCH	C
37	70410727	84.00	02/25/21	54925 MINDEE JEPPSEN	C
37	70410728	1,311.00	02/25/21	55077 JUST FOR KIX CATALOG, LLC	C
37	70410729	125.00	02/25/21	20494 UTAH HOSA	C
<b>Total Bank No 37</b>		<b>64,008.11</b>			
38	70810183	-71.60	02/26/21	1 BROOK RICARD	CV
38	70810359	64.66	02/02/21	1 PATRICIA PADILLA	C
38	70810360	442.68	02/02/21	112046 ACE HARDWARE - BRIGHAM	C
38	70810361	2,127.09	02/02/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810362	471.33	02/02/21	31658 BSN SPORTS	C
38	70810363	1,106.96	02/02/21	158220 COVER UP	C
38	70810364	1,050.00	02/02/21	13420 HUDL	C
38	70810365	789.00	02/02/21	4839 INTSEL STEEL WEST LLC	C
38	70810366	206.77	02/02/21	489250 KENTS MARKET PL/BRIGHAM	C
38	70810367	946.25	02/02/21	45853 METALWEST, L.L.C.	C
38	70810368	83.08	02/02/21	104992 PRINT SHOP	C
38	70810369	33.76	02/02/21	157371 STAPLES	C
38	70810370	22.50	02/02/21	47686 TNT ENGRAVING	C
38	70810371	442.68	02/02/21	27251 WRESTLINGMART.COM LLC	C
38	70810372	195.00	02/03/21	1 KASSIE DEVERE	C
38	70810373	1,641.29	02/05/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70810374	32.00	02/05/21	36784 AMERICAN RED CROSS	C
38	70810375	428.20	02/05/21	106055 BLICK ART MATERIALS	C
38	70810376	5,365.93	02/05/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810377	586.00	02/05/21	108217 BRIGHAM CITY CORPORATION	C
38	70810378	125.00	02/05/21	31658 BSN SPORTS	C
38	70810379	1,496.31	02/05/21	5045 RSM FOOD SERVICE	C
38	70810380	35.12	02/05/21	5126 SMITH & EDWARDS CO	C
38	70810381	1,330.00	02/05/21	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70810382	366.35	02/09/21	35777 AUTOZONE	C
38	70810383	208.80	02/09/21	106055 BLICK ART MATERIALS	C
38	70810384	46.00	02/09/21	3018 BRIGHAM FLORAL AND GIFT	C
38	70810385	417.76	02/09/21	31658 BSN SPORTS	C
38	70810386	420.97	02/09/21	109704 FOLLETT SOFTWARE COMPANY	C
38	70810387	49.63	02/09/21	10731 SMITH'S CUSTOMER CHARGES	C
38	70810388	150.00	02/09/21	55000 ETHAN TINGEY	C
38	70810389	526.00	02/09/21	7536 JP MORGAN CHASE	C
38	70810390	360.00	02/09/21	7609 UTAH FBLA-PBL	C
38	70810391	897.00	02/09/21	53961 VATA HAT CO, LLC	C
38	70810392	350.00	02/09/21	34568 X-GRAIN SPORTS	C
38	70810393	80.00	02/11/21	1 SHERRI PARSONS	C
38	70810394	355.78	02/11/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70810395	1,814.35	02/11/21	230 CAROLINA BIOLOGICAL	C
38	70810396	615.00	02/11/21	16314 HOSA-FUTURE HEALTH PROFESSIONALS	C
38	70810397	972.61	02/11/21	489250 KENTS MARKET PL/BRIGHAM	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70810398	647.03	02/11/21	543168 MADDOX RANCH HOUSE	C
38	70810399	1,500.00	02/11/21	55026 MURDOCK PRODUCTIONS LLC	C
38	70810400	340.00	02/11/21	18392 USA WRESTLING UTAH	C
38	70810401	177.49	02/11/21	109804 WARD'S NATURAL SCIENCE	C
38	70810402	9,219.59	02/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810403	445.00	02/16/21	41084 BINGHAM HIGH SCHOOL	C
38	70810404	1,425.94	02/16/21	106055 BLICK ART MATERIALS	C
38	70810405	35.00	02/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810406	74.00	02/16/21	19178 CHEAPER THAN SHIRT	C
38	70810407	119.70	02/16/21	109652 DREWES FLORAL & GIFTS	C
38	70810408	2,335.76	02/16/21	32298 HOLIDAY INN EXPRESS & SUITES HEBER CITY	C
38	70810409	150.00	02/16/21	36510 RIDGELINE HIGH SCHOOL	C
38	70810410	360.00	02/16/21	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70810411	165.00	02/16/21	7536 JP MORGAN CHASE	C
38	70810412	2,315.31	02/16/21	5908 WALMART COMMUNITY	C
38	70810413	195.00	02/24/21	1 KODY PETERSON	C
38	70810414	837.24	02/24/21	108543 B & H PHOTO VIDEO	C
38	70810415	287.35	02/24/21	106055 BLICK ART MATERIALS	C
38	70810416	2,349.47	02/24/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810417	80.00	02/24/21	55166 DESERT PEAK STUDIOS	C
38	70810418	55.90	02/24/21	109652 DREWES FLORAL & GIFTS	C
38	70810419	1,210.20	02/24/21	286060 WHITEBOX LEARNING	C
38	70810420	106.86	02/24/21	109704 FOLLETT SOFTWARE COMPANY	C
38	70810421	379.78	02/24/21	4790 HOME DEPOT CREDIT SERVICE	C
38	70810422	950.96	02/24/21	19810 INTEGRATED TECHNOLOGIES	C
38	70810423	257.71	02/24/21	489250 KENTS MARKET PL/BRIGHAM	C
38	70810424	154.45	02/24/21	25119 SIZZLING CAESARS, LLC	C
38	70810425	579.13	02/24/21	543168 MADDOX RANCH HOUSE	C
38	70810426	17.98	02/24/21	4960 OLD GRIST MILL BREAD	C
38	70810427	1,983.91	02/24/21	110975 RIDDELL ALL AMERICAN SPORTS	C
38	70810428	164.78	02/24/21	11711 SOUTHWEST STRINGS	C
38	70810429	300.00	02/24/21	863370 UASSP/UTAH ASSOCIATION OF	C
38	70810430	244.00	02/24/21	109476 UTAH FCCLA	C
38	70810431	1,456.65	02/26/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70810432	5,072.00	02/26/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810433	185.00	02/26/21	37672 EWELL EDUCATIONAL SERVICES INC	C
38	70810434	150.00	02/26/21	8303 SKY VIEW HIGH SCHOOL	C
38	70810435	787.50	02/26/21	30643 THE HONORS PROGRAM LLC	C
38	70810436	30.00	02/26/21	109476 UTAH FCCLA	C
<b>Total Bank No 38</b>		<b>63,725.95</b>			
39	77800494	381.85	02/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 39</b>		<b>381.85</b>			

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
				Total Manual Checks	3,385,253.48
				Total Computer Checks	2,559,352.71
				Total ACH Checks	161,824.82
				Total Other Checks	.00
				Total Electronic Checks	.00
				Total Computer Voids	-591.54
				Total Manual Voids	.00
				Total ACH Voids	.00
				Total Other Voids	.00
				Total Electronic Voids	.00
				<b>Grand Total</b>	<b>6,105,839.47</b>
				<b>Number of Checks</b>	<b>671</b>

Batch Yr	Batch No	Amount
21	000791	444.39
21	000889	34.62
21	001180	1,500.00
21	001214	-71.60
21	001397	442.31
21	001449	15,329.25
21	001510	10,604.96
21	001569	4,488.27
21	001570	10,669.00
21	001630	219,804.96
21	001631	55,187.51
21	001632	79,381.38
21	001633	46,522.94
21	001634	3,737.50
21	001639	7,786.76
21	001643	15,853.71
21	001646	3,864.29
21	001650	1,537.23
21	001651	195.00
21	001654	990.22
21	001656	33,901.14
21	001657	3,524.67
21	001661	338,253.62
21	001662	71,100.91
21	001663	10,297.55
21	001664	54,370.44
21	001665	119.95
21	001666	349.70
21	001667	11,039.85
21	001669	193.22
21	001676	5,936.74
21	001683	402.71
21	001692	3,792.51
21	001695	12,086.71
21	001696	5,662.17
21	001699	1,438.46
21	001704	2,851.74
21	001705	1,000.00
21	001709	6,502.26
21	001714	739.28
21	001715	1,232.50
21	001716	900.00
21	001720	66.76
21	001729	226.99
21	001730	2,753.26

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
				<b>Batch Yr</b>	<b>Batch No</b>
					<b>Amount</b>
				21	001733 528,319.65
				21	001734 44,481.51
				21	001735 211.40
				21	001736 61,234.69
				21	001737 33,795.32
				21	001741 9,219.59
				21	001743 67.27
				21	001744 4,319.29
				21	001745 7,425.71
				21	001749 552.38
				21	001753 372.26
				21	001756 10,024.80
				21	001761 1,097.30
				21	001762 381.85
				21	001763 21,744.47
				21	001764 689.95
				21	001765 39.00
				21	001766 44,684.00
				21	001767 1,327.50
				21	001768 3,899.52
				21	001770 271.33
				21	001773 429.07
				21	001774 565,165.92
				21	001775 10,472.81
				21	001777 70,984.02
				21	001779 337.42
				21	001780 385.40
				21	001788 3,428.95
				21	001789 2,880.00
				21	001794 3,423,185.05
				21	001796 95.64
				21	001798 6,317.26
				21	001799 4,463.09
				21	001801 67.17
				21	001802 10,154.72
				21	001804 76.89
				21	001808 4,584.76
				21	001811 717.24
				21	001813 653.75
				21	001815 93.28
				21	001817 2,927.82
				21	001819 406.34
				21	001826 169,127.09
				21	001827 7,681.15

For March 10, 2021 Board Meeting

**Leaving the District**

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
Grouse Creek	Viola Foy	Teacher	
Transportation	Bart Sorensen	Bus Driver	Retiring
BEHS	ShaRee Chapman	Cook	Leave of Absence



**SECTION B** To be completed by all except those exempted in Section A.

1. What plans have been made for students to make up class work that is missed?  
Coach will send a note to teachers 1 week in advance.
2. What plans have been made to reduce liability to the District during this trip?  
Players are focused, dedicated to leadership. Coaches place safety a priority.
3. Anticipated Actual Cost of the Trip per Individual Student ~ 150
4. Anticipated Direct Cost to Each Student ~ 100

**SECTION C** — To be completed for travel beyond the 150-mile limit and out of Utah. This section must be completed and submitted to the Superintendent prior to advertising for the trip or conducting the require parent survey.

1. List all methods of transportation that will be used and when they are being used.
  - a. School Suburban for Varsity
  - b. Parents could possibly attend
  - c. School Van for JV if possible
  - d. \_\_\_\_\_
2. List at least two alternative trips that could be considered. (One of the two must be significantly shorter than the trip being proposed.) Include estimated costs, time and distance for these two alternatives.

	Location	Cost (per student)	Time	Distance
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____

  - c. What will be missed if you take a shorter trip?  
(Not aware of any tennis tournaments outside of Saint George)
3. A copy of the parent survey must be submitted for approval prior to sending the survey to parents.
  - a. How will the survey be distributed? Players to parents
  - b. How will surveys be collected? Parents to BRHS office
  - c. Who will tabulate survey results? BRHS Administration
4. Does the trip involve some type of performance or competition? Yes
  - a. Did students have to qualify for this performance/competition? Yes
  - b. How? Successfully become a team member

**Signatures**

Organization/Team Leader Keneth Oxborow Date Jan 15, 2021  
Principal [Signature] Date 1/19/2021  
Superintendent Approval to Proceed with Parent Survey and Final Trip Plans  
[Signature] Date 1-22-21



## Attention: Parents of Potential Varsity Tennis Players

Please fill out this survey and return to BRHS front office

Boys Tennis has proposed a pre-season tournament in Saint George for the spring 2021 tennis season. The date is Thursday, March 18<sup>th</sup>, to Saturday, March 20<sup>th</sup>. The tournament fee (about \$500) would be covered by BRHS Tennis Budget. We are applying to travel in the school suburban. The following are additional concerns for this trip.

- Two night, motel stay (Clarion Suites, Saint George) to be split by players.
- Meals for Thursday evening through Saturday evening.
- 2 days of school missed.
- Tennis equipment provided by player

I would support my player attending this trip:

Yes \_\_\_\_\_

NO \_\_\_\_\_

Signature \_\_\_\_\_

\*Please return to BRHS front office

**Box Elder School District**  
**150 Plus Mile Travel Request**

School Bear River High School

Organization/Team/Club/Etc. B.R. Baseball

Purpose of Trip (Educational Value)

Team building and competitive games where weather doesn't play a factor.

Miles to be traveled (one way) 375

Number of Students Traveling 24-28

Sophomore 8

Juniors 8

Seniors 8

Number of Adults (Chaperones) Traveling

4.5

Departure Date: March 11

Time: 8:00 A.M.

Return Date: March 13

Time: 8:00 A.M.

Means of Travel  Bus  Van  Other (please list) \_\_\_\_\_

**SECTION A**

1. Is this trip required by the Utah High School Activities Association for participation in a UHSAA event?  
Yes \_\_\_\_\_  
If yes, no additional information is needed.
  
2. Is this trip for participation in a statewide competition for FFA, FBLA, etc?  
Yes What is the statewide competition? \_\_\_\_\_  
If yes, no additional information is needed.  
No
  
3. Is this trip for participation in multiple contests that count toward the contest limitations set by the UHSAA?  
Yes   
If yes, in how many contests will you participate? 4.5 How far will you travel, one way? 375  
If necessary, has the UHSAA 150 Mile form been submitted and approved?   
If yes to the previous questions, no additional information is needed.  
No \_\_\_\_\_

**SECTION B** To be completed by all except those exempted in Section A.

1. What plans have been made for students to make up class work that is missed?  
Study hall
2. What plans have been made to reduce liability to the District during this trip?  
Number of Ad-Its
3. Anticipated Actual Cost of the Trip per Individual Student 100.00
4. Anticipated Direct Cost to Each Student 100.00

**SECTION C** – To be completed for travel beyond the 150-mile limit and out of Utah. This section must be completed and submitted to the Superintendent prior to advertising for the trip or conducting the require parent survey.

1. List all methods of transportation that will be used and when they are being used.
  - a. Bus to and from games and meals
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
2. List at least two alternative trips that could be considered. (One of the two must be significantly shorter than the trip being proposed.) Include estimated costs, time and distance for these two alternatives.
 

	Location	Cost (per student)	Time	Distance
a.	<u>Parowan Bixith</u>	<u>100.00</u>	<u>2-3 days</u>	<u>268 miles</u>
b.	<u>Lehi</u>	<u>100.00</u>	<u>2-3 days</u>	<u>101 miles</u>

  - c. What will be missed if you take a shorter trip?  
Competition level and the weather that impacts games
3. A copy of the parent survey must be submitted for approval prior to sending the survey to parents.
  - a. How will the survey be distributed? \_\_\_\_\_
  - b. How will surveys be collected? \_\_\_\_\_
  - c. Who will tabulate survey results? \_\_\_\_\_
4. Does the trip involve some type of performance or competition? yes
  - a. Did students have to qualify for this performance/competition? no
  - b. How? \_\_\_\_\_

**Signatures**

Organization/Team Leader [Signature] Date 6/3/20

Principal [Signature] Date 6/3/2020

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans  
[Signature] Date 6/8/2020

# UHSAA 150 MILE CONTEST APPROVAL FORM

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

**School** Bear River **Sport** Baseball female [ ] male [  ]

Date of Contest	Number miles (one way)	Destination	Level of play (var., j.v., soph., fresh.)
March 11-13	375	St. George	J.V. Varsity



\_\_\_\_\_

*Signature of School Board President*



\_\_\_\_\_

*Date*







**Box Elder School District  
150 Plus Mile Travel Request**

School B.R.N.S.

Organization/Team/Club/Etc. Softball

Purpose of Trip (Educational Value)  
Athletic Competition

Miles to be traveled (one way) 385

Number of Students Traveling 35

Sophomore \_\_\_\_\_  
Junior \_\_\_\_\_  
Senior \_\_\_\_\_

Number of Adults (Chaperones) Traveling \_\_\_\_\_

Departure Date: 3/2/21 Time: 8:00 a.m.

Return Date: 3/14/21 Time: 10:00 p.m.

Means of Travel  Bus \_\_\_\_\_ Van \_\_\_\_\_ Other (please list) \_\_\_\_\_

**SECTION A**

1. Is this trip required by the Utah High School Activities Association for participation in a UHSAA event?  
Yes \_\_\_\_\_ not required  
If yes, no additional information is needed.

2. Is this trip for participation in a statewide competition for FFA, FBLA, etc?  
Yes What is the statewide competition? \_\_\_\_\_  
If yes, no additional information is needed.  
No

3. Is this trip for participation in multiple contests that count toward the contest limitations set by the UHSAA?  
Yes   
If yes, in how many contests will you participate? 6 How far will you travel, one way? 385 miles  
If necessary, has the UHSAA 150 Mile form been submitted and approved? \_\_\_\_\_  
If yes to the previous questions, no additional information is needed.  
No \_\_\_\_\_

**SECTION B** To be completed by all except those exempted in Section A.

1. What plans have been made for students to make-up class work that is missed?  
Students are to pre-arrange absences; get work
2. What plans have been made to reduce liability to the District during this trip?  
Travel by bus, 4 chaperones, strict rules of conduct
3. Anticipated Actual Cost of the Trip per Individual Student 125
4. Anticipated Direct Cost to Each Student 85

**SECTION C** – To be completed for travel beyond the 150-mile limit and out of Utah. This section must be completed and submitted to the Superintendent prior to advertising for the trip or conducting the required parent survey.

1. List all methods of transportation that will be used and when they are being used.
  - a. Bus - all trip
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
2. List at least two alternative trips that could be considered. (One of the two must be significantly shorter than the trip being proposed.) Include estimated costs, time and distance for these two alternatives.
 

Location	Cost (per student)	Time	Distance
a. <u>None available - only additional games with individual schools</u>			
b. _____	_____	_____	_____

  - c. What will be missed if you take a shorter trip?  
More schools to compete in 6 games students would have to get out of school on 6 different occasions
3. A copy of the parent survey must be submitted for approval prior to sending the survey to parents.
  - a. How will the survey be distributed? Will work with A.D.
  - b. How will surveys be collected? \_\_\_\_\_
  - c. Who will tabulate survey results? \_\_\_\_\_
4. Does the trip involve some type of performance or competition? \_\_\_\_\_
  - a. Did students have to qualify for this performance/competition? \_\_\_\_\_
  - b. How? make team

Signatures

Organization/Team Leader/Coach  
Principal

Calvin L. Bingham Date: 4/4/20  
[Signature] Date: 6/5/2020

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans

[Signature] Date: 6/8/2020

# UHSAA 150 MILE Contest Approval Form

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

School Bear River H.S. Sport Softball female  male

Date of contest	Number miles (one way)	Destination	Level of play (var., j.v., soph. fresh.)
-----------------	------------------------	-------------	--

3/12/21	385	Snow Canyon High School	Var., J.V. 1 gm ea
3/13/21	-	St George Town	Var., J.V. 3 gm ea
3/14/21	-	St George Town	Var., J.V. 2 gm ea

Total 6 Varsity games  
 5 or 6 J.V. games - depends on  
 St. George town officials  
 & availability of games for  
 J.V.



[Signature]  
Signature of School Board President



6/8/2020  
Date

**Please duplicate this form for use in each sport**

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## Suggestions for Future Board Meetings

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### **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
- Long-Term Capital Outlay Report – Corey Thompson
- Long Term Capital Development Plan – Corey Thompson
- 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
- 2021-22 TSSA Plan Results – Gary Allen and Keri Greener
- Policy Review

**August 11, 2021 – (tentative)**

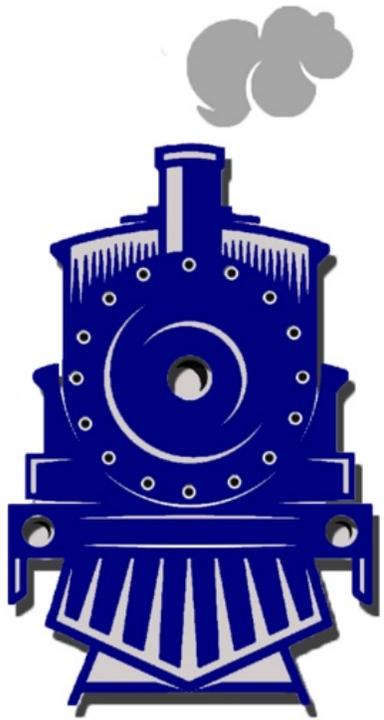
- Approval of Early Literacy Plan – Keri Greener
- Construction Report – Corey Thompson
- Policy Review

**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*

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BOX ELDER SCHOOL DISTRICT  
BOARD OF EDUCATION  
HANDBOOK

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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**

4

- 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.