



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Wednesday, April 14, 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:

Jeff Morris, Mark Johnson, Corinne Arehart, Shaylyn Ekins, Randy Rasmussen

B. Administrative - 6:30 p.m.

1. Call to Order

President Julie Taylor

2. Reverence

Connie Archibald, Board Member

3. Flag Salute/Pledge of Allegiance

Keith Mecham, Assistant Superintendent

4. Recognitions

Tiffani Summers, Board Member

a. Academic All-State

Bear River High School:

Boys Cross Country:

Jefferson Kowallis

Joseph Nelson

Girls Cross Country:

Abigail Rhodes

Madison White

Girls Soccer:

Morgan Noyes

Kenya Tomlinson

Football:

Rayden Coombs

Hayden Lewis

Braden Munns

Volleyball:

Kortnie Burton

Swim Team:

Jefferson Kowallis

Madyson Mickelsen

Carson Noorda

Girls Basketball:

Olivia Taylor

Vocal Music:

Kenya Tomlinson

Instrumental Music:

Madyson Mickelsen

Drama:

Skyy Schuffenhauer

Academic State Championship Teams in 4A:

Girls Basketball Team

Boys wrestling Team

Box Elder High School:

Drill:

Bethany Valentine

Kayla Schaugaard

Boys Swimming:

David Bennion

Corban Perkins

Oliver Capener

Girls Swimming:

Anna Rupper

Lily McClellan

Valerie Lott

Boys Wrestling:

Carson Lancaster

Wyatt Romriell

Girls Basketball:

Hannah Dooley

Kaitlyn Wight

Boys Golf:

Teyen Hollingsworth

Girls Tennis:

June Parry

Teagan Barber

Girls Soccer:

Isabelle Saunders

Macie Anderson

Girls Cross Country:

Briann Tomlinson

Volleyball:

Gracie Gunderson

Kaitlyn Wight

Kourtney Small

Sally Owens

Boys Cross Country:

Andrew Grunander

Carson Johnson

Football:

Carson Lancaster

Chance Thackeray

b. Box Elder Wrestling Coach named 5A Coach of the Year:

Jed Craner

c. Bear River School Play - Tuck Everlasting

d. Sterling Scholars

Bear River High School:

Dance - Noelle Meeds

Mathematics - Nathan Kay

Visual Arts - Cierra Macfarlane

Business & Marketing - Jenna Haws (State runner Up - top 10)

Family & Consumer Science - Dustin Smith
World Languages - Baile Bjorn
Instrumental Music - Madyson Mickelsen
Vocal Performance - Carisa Epling
English - Skyy Schuffenhauer (State Runner Up - top 10)
Science - Jefferson Kowallis
Computer Technology - John Coker (Regional Runner Up)
Speech/Theatre Arts/Forensics - Kolten Cutler (State Runner Up - top 10)

Box Elder High School:

Vocal Performance - Kathryn Brockbank (Regional Finalist)
Instrumental Music - Noah Case (Regional Finalist)
Theatre Arts - Makenzie Zundel (Regional Finalist)
Visual Arts - Hailey Rivers (Regional Finalist)
English - Rebecca Thornley (BEHS Winner)
Social Science - Abigail Mason (BEHS Winner)
Family and Consumer Science - Lindy Jenson (Regional Finalist)
Computer Technology - Colby Branch (Regional Finalist)
Skilled and Technical Sciences- Oliver Capener (Regional Finalist)
Business/Marketing - Andrew Grunander (State Runner Up)
Math - Tate Adams (BEHS Winner)
Science - Ben Blaine (BEHS Winner)
Dance - Kayla Schaugaard (Regional Finalist)

C. Approval of Agenda - 6:50 p.m.

D. Public Comment - 6:55 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 or complete the online form at www.besd.net. At the discretion of the Board President, public comment may be permitted at any point during the Board meeting

E. Classified Employee Recognitions - 7:05 p.m.

Keith Mecham, Assistant Superintendent

1. Susie Scothern - Para - ILSC
Karen Gibbs - Para - Fielding
Tanner Chadaz - IT - District Office
Robert Mattson - Maintenance - District Office
Kathleen Hess - Child Nutrition - BRMS
Mary Ewing - Child Nutrition - Lake View
David Johnston - Bus Driver - Transportation
Cindy Jensen - Bus Para - Transportation
Marcy Hatch - Secretary - District Office
Alicia Harris - Counseling Secretary - BEHS

Nursing Department:

- Bonnie Young - Nurse - District Office
Karen Watson - Nurses Secretary - District Office
Hayley Chournos - Nurse - District Office
Roxanne Christensen - Nurse - District Office
Diana Whitaker - Nurse - District Office

F. Action Items - 7:35 p.m.

1. **College and Career Readiness Counseling Program (CCRCP) Approval** 6
Alison Williams, CTE Director
2. **Approval of Auditor** 19
3. **Approval of Sale of Corinne Building** 20

Rod Cook, Business Administrator

G. Information Items - 7:45 p.m.	
1. Construction Report	23
Corey Thompson, Director of Facilities	
2. School Lunch Report (10 min.)	
Candace Parr, Child Nutrition	
3. Energy Conservation Report (10 min.)	33
Mike Clark	
4. Monthly Financial Report	41
Rod Cook, Business Administrator	
H. Policy Review - 8:15 p.m.	
1. No Changes	
a. Policy 2145 Restrictions on Internet Access	49
b. Policy 2230 Right of Entry	50
c. Policy 2240 School Lunch Program - General Policy Statement	51
d. Policy 2245 School Lunch - Eligibility Determination for Receiving Reduced Price of Free Meals	52
e. Policy 4165 Requests for Charter Schools	54
f. Policy 5020 Out-of-State Students	63
2. First Reading	
a. Policy 2225 Traffic Control	64
b. Policy 3021 Employment: Administrative Personnel	66
c. Policy 4170 Private and Home School Assessments	67
d. Policy 5282 Student Behavior Management	71
e. Policy 5380 Notification Received from Juvenile Courts	80
3. Second Reading	
a. Policy 2218 Transportation - District Owned Vehicles	82
b. Policy 5006 Safe Schools - Discipline of Students with Disabilities	85
c. Policy 6060 Conduct on School Premises	92
I. Board Discussion Items 8:25 p.m.	
1. Board Graduation Assignments	98
2. Sports Facility at BEHS	
3. "Learning by Doing" Schedule	99
J. Consent Items 8:45 p.m.	
1. Minutes	100
2. Claims	105
3. Personnel	123
4. 150 Plus Mile Travel Requests	124
K. Suggestions for Future Board Meetings 8:50 p.m.	126
L. Upcoming Events	
1. Box Elder High School Graduation - Proposed date is Wednesday, June 2, 2021 @ 7:00 at the Dee Events Center. Weber State has given a capacity limit. Each graduate will be able to bring 4 guests. (Time and date still subject to change.)	
2. Bear River High School Graduation - Thursday, June 3, 2021 at the BRHS Football Field 8:00 - 9:00 p.m. (based on weather)	
Thursday, June 3, 2021 - Motorcade at the end of the school day (based on weather)	
Thursday, June 3, 2021 - Video to be recorded 6:00 - 9:00 p.m.	
3. Sunrise High School Graduation - Thursday, June 17, 2021 at 6:00 p.m. at Sunrise High School	
M. Board Handbook	128
N. Closed Session to Discuss Collective Bargaining - 8:55 p.m.	

O. **Adjournment 9:15 p.m.**

The next meeting of the Board of Education will be held on Wednesday, May 12, 2021, with Work Session at 5:30 and a Regular Session at 6:30 p.m., at Alice C. Harris Intermediate School, 515 N 800 W, Tremonton, Utah.

Recommendation to approve: Box Elder School District College and Career Readiness Counseling Program authorization

Submitted by: Alison Williams

Recommendation:

It is recommended that the College and Career Readiness Counseling Program of the Box Elder School District be authorized for the 2021-2022 school year.

Recommended Motion:

I move that the College and Career Readiness Counseling Program of the Box Elder School District be authorized for the 2021-22 school year.

Background:

As part of the review process of the College and Career Readiness Counseling Program, the State Office of Education requires the local School Board to authorize the program annually.

Each school's program has completed an annual self-evaluation and all but one has been found to be compliant to all requirements set forth by the State Board of Education. The one school has a plan in place to meet compliance and be prepared for an additional review next year. Over the years, the counseling programs of Box Elder School District have consistently received exemplary evaluations. Box Elder School District's school counselors are devoted to their craft and the students they serve.

Policy Implications:

None

Financial Implications:

None

Staff Implications:

None



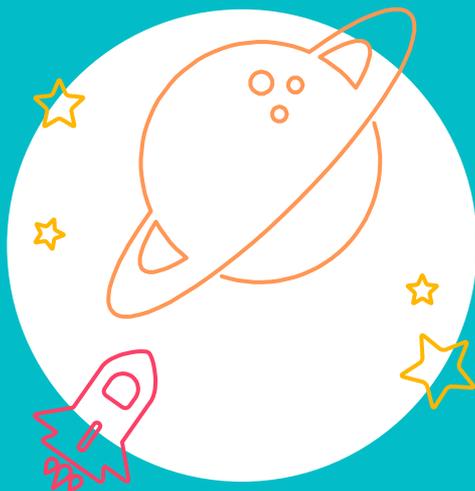
BESD Counseling



What they do!

Here's the program and here are some results

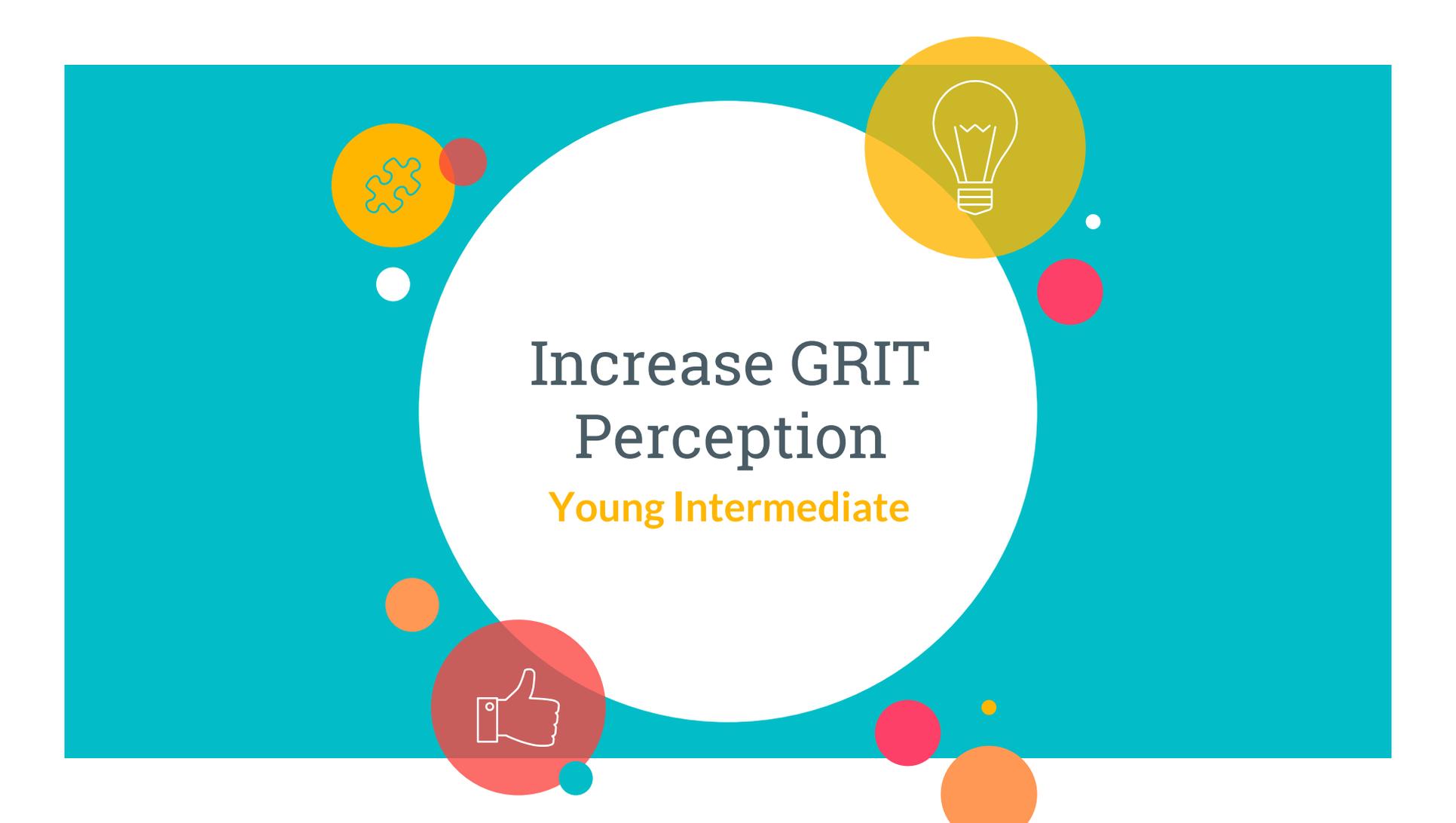




Data Projects

Here's what counselors are doing this year.





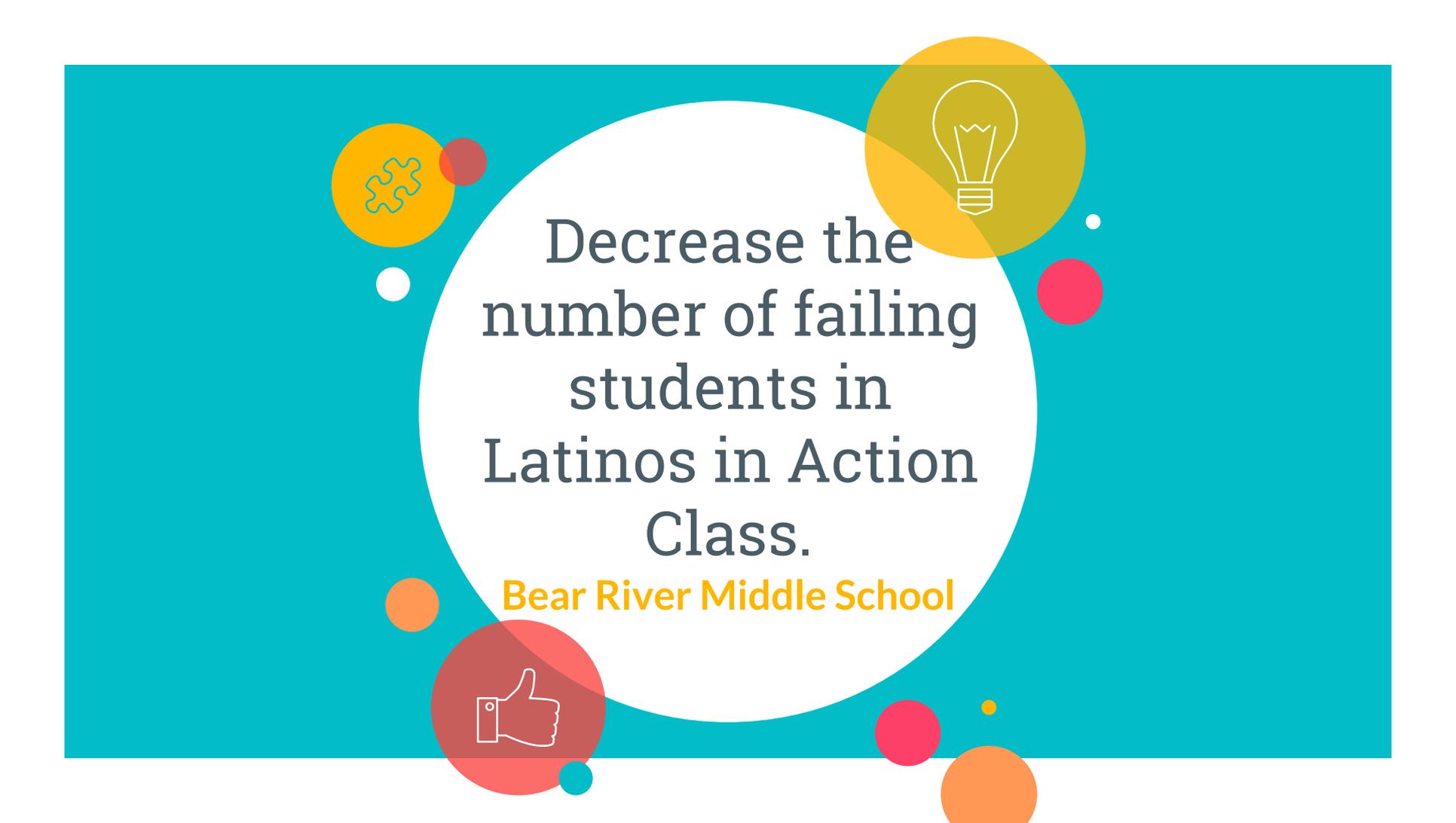
Increase GRIT Perception

Young Intermediate



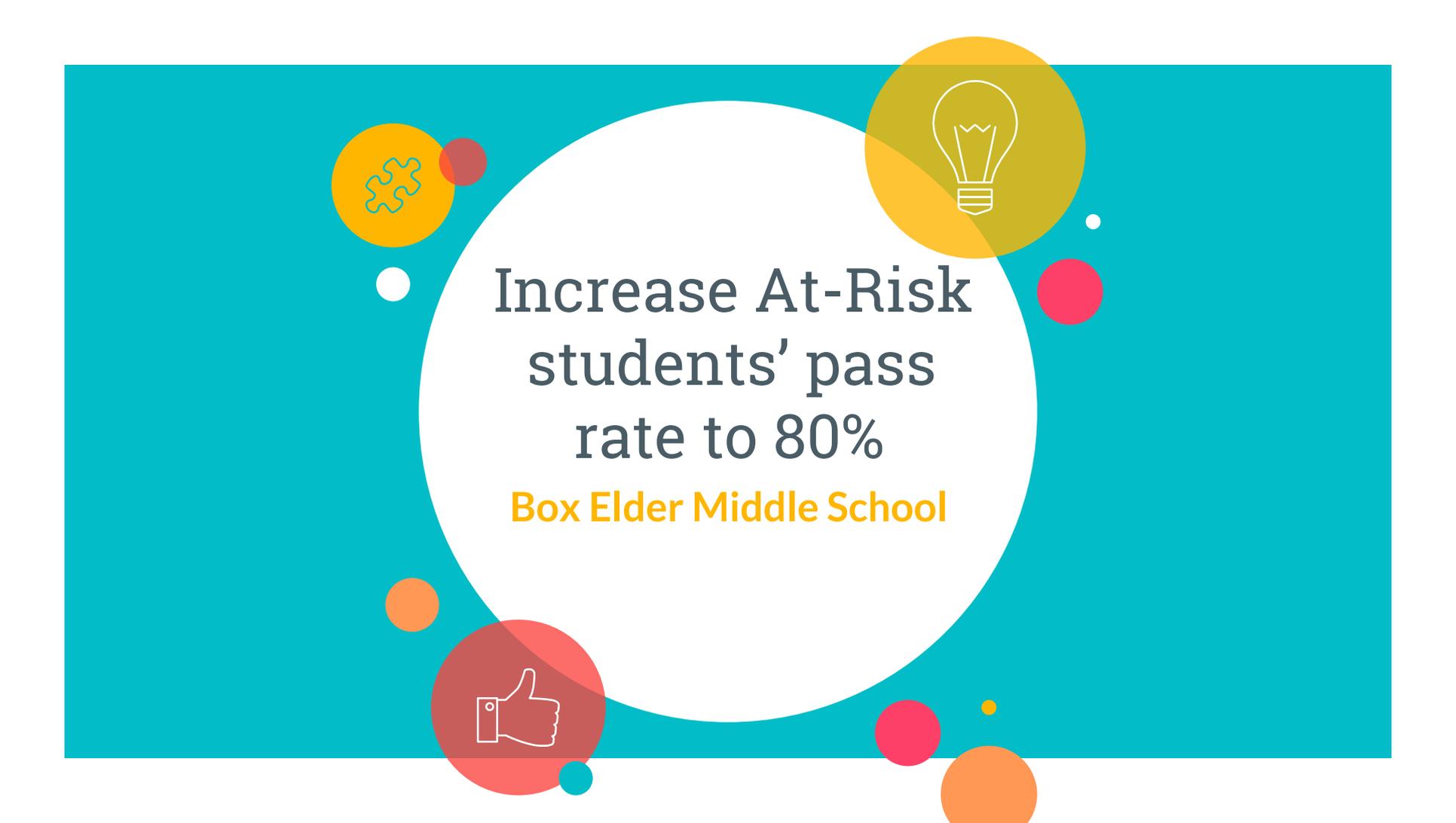
Increase Participation for Hispanic Students

Harris Intermediate



Decrease the
number of failing
students in
Latinos in Action
Class.

Bear River Middle School



Increase At-Risk
students' pass
rate to 80%

Box Elder Middle School



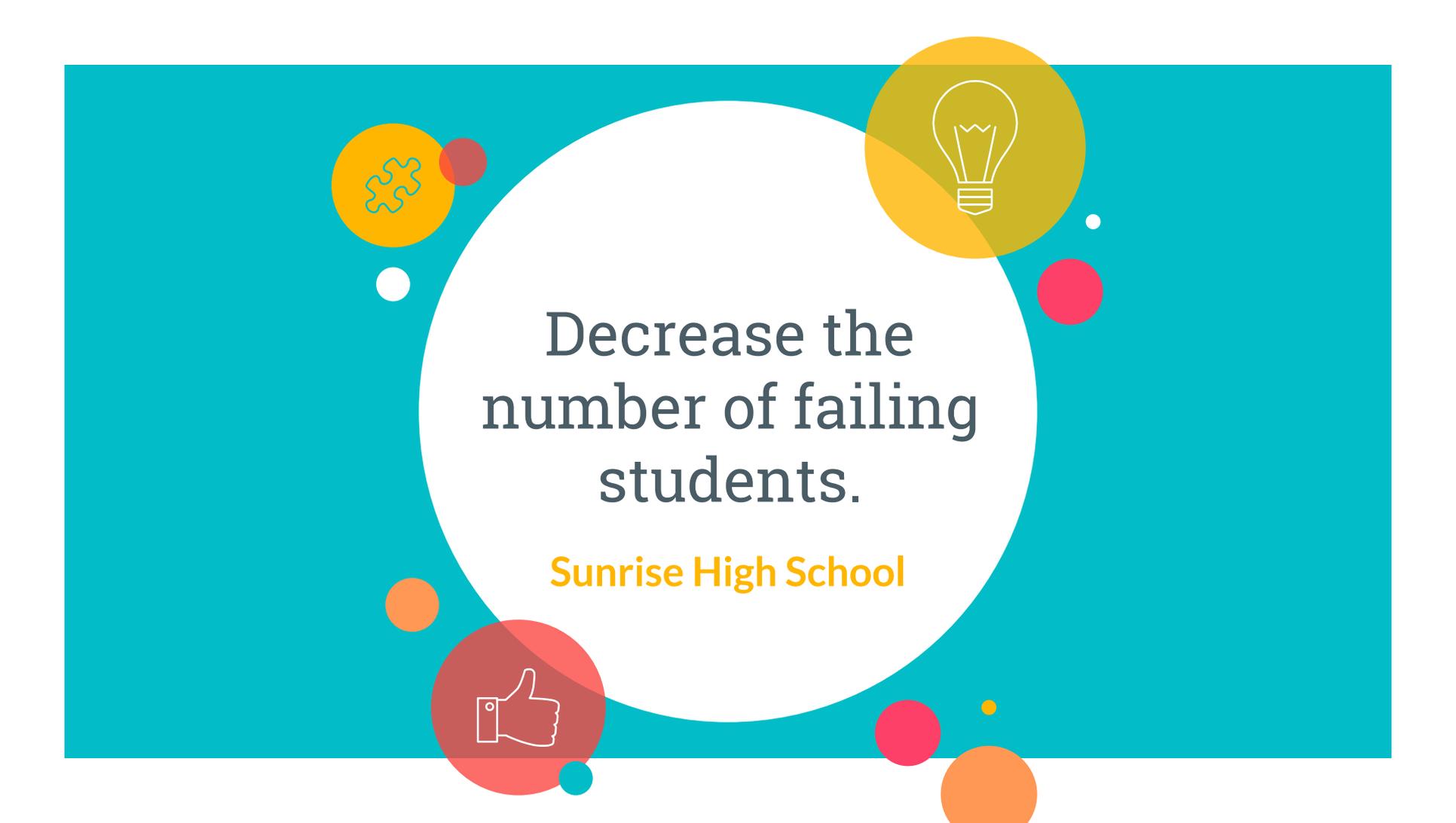
Increase Enrollment in AP/CE for 1st Generation Students

Bear River High School



Increase Credit Completion for Online Students

Box Elder High School



Decrease the
number of failing
students.

Sunrise High School



I am your school counselor.

I don't have a magic wand, a crystal ball, or all the answers.

But I do have ears to listen, a heart to care, and time to give. I have ideas and an open mind.

I am your school counselor. And I am here for you!



A white line-art icon of a lit lightbulb is centered within a red circular background. This circle is part of a cluster of overlapping circles in red, orange, and teal in the top-left corner of the slide.

Questions?

Request for official support for
the 2021-22 school year.

A white line-art icon of three interlocking puzzle pieces is centered within a pink circular background. This circle is part of a cluster of overlapping circles in pink, red, and teal in the bottom-right corner of the slide.A white line-art icon of a hand with the thumb pointing up (a thumbs up gesture) is centered within a teal circular background. This circle is part of a cluster of overlapping circles in teal, red, and orange in the bottom-right corner of the slide.

Box Elder School District
Internal and Independent Audit Recommendation

Recommendation

It is the recommendation of Rodney L. Cook, Business Administrator that the Box Elder School District Board of Education approve the internal auditor and engage the independent auditor as recommended by the audit committee.

Recommended Board Action: Motion

I move that the Board appoint Tom Kotter as the internal auditor for the 2021-22 school year and engage Squire and Company CPA's as the independent auditor for the 2020-21 fiscal year audit.

Background

This will bring the district into compliance with Utah Code 53G-7-401 regarding the requirement to establish an internal audit program for districts with enrollment of over 10,000 students. The second half of the motion complies with (Utah Code 51-2a-201) which requires an annual audit of the school district by an external independent auditor. A solicitation for proposals from Audit Firms was received and evaluated by the audit committee. The committee recommends Squire and Company be appointed starting with the 2020-21 audit. This legally authorizes both auditors to start their work.

This would also be an appropriate time for the Board to give directions for review of any areas of focus for the audits. If the items may be of a sensitive nature they can be sent to Rod by email.

Policy Implications:

Compliance with Board Policy 2040

Financial Implications:

- The budgeted cost for the internal audit is \$6000.
- The budgeted cost for the independent audit is \$40,500 for the 2020-21 year.

Staff Implications:

No new implications at this time.

Box Elder School District

Recommendation to Sell Corinne School

Recommendation:

It is recommended the board accept the offer to sell Corinne School previously declared surplus to Capener and Company Real Estate. The sale will include the Corinne school and property of approximately 2.8 with water rights. Box Elder School District will receive \$350,000.

Recommended Motion:

I move that the board approve cash offer from Capener & Company Real Estate for the sale of Corinne School and 2.8 acres for \$350,000.

Background:

The School Board declared Corinne Elementary surplus and has instructed Administration to sell the property. A sealed bid solicitation was advertised in the papers and online. Three offers were received from companies interested in purchasing the building.

Policy Implications:

None

Financial Implications:

The district will receive \$350,000 for the sale of the property, plus save the price of asbestos mitigation and tear down of \$250,000. Savings of ongoing costs of maintaining the building.

Staff Implications

Minimal time will be spent on the execution and closing. Time savings in not maintaining the Corinne building.

Recent School Sales	Date	Square Feet	Acres
Mantua School (1928)	Mar-20		1.1
Lincoln Center Property (1912,1955,1970)	Feb-18	6,790	0.95
Howell School (1980)	May-16	10,000	2.9
Garland School (1951,1986)	Aug-12	28,000	4.81
Honeyville School (1919,1958,1963)	Jul-00	21,582	3
Corrinne (1963,1987)	Apr-21	25,629.0	2.8

Bids:

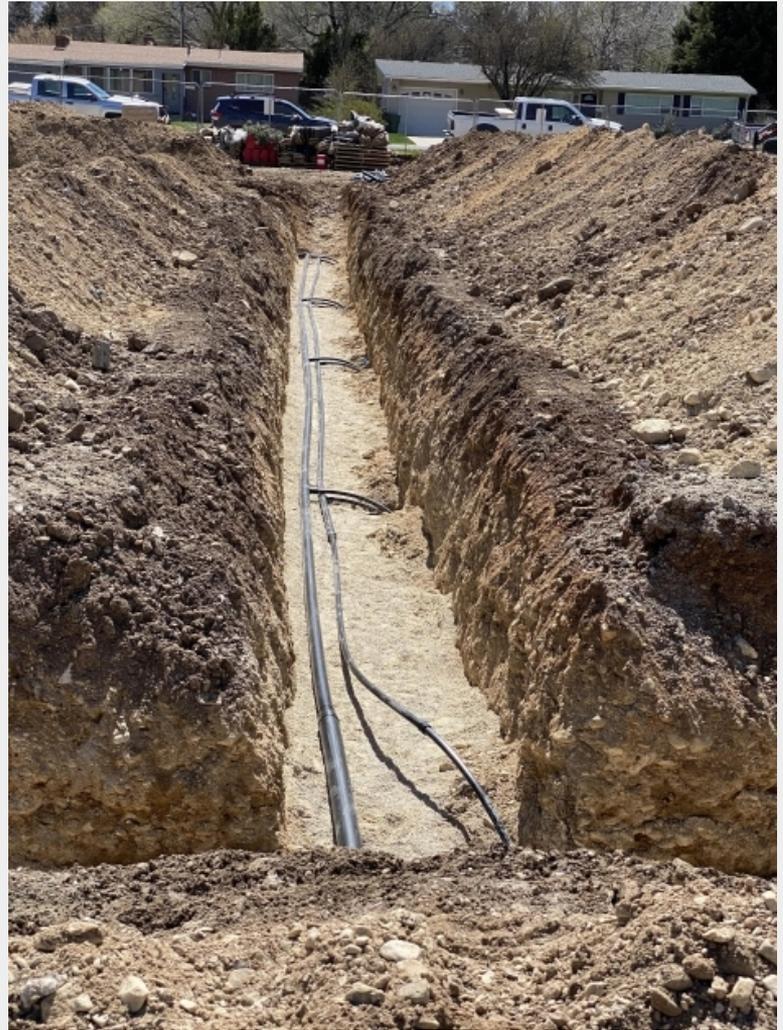
Allied Underground Technology	\$10,000
Capener & Company	\$350,000
Pompier	\$127,000

<u>Information</u>	<u>Price</u>
Traded for 13 acres and a water & sewer connection Forest Service donated property with limitations (Estimated)	\$130,000
Traded for 1.92 Acres west of Young Intermediate (Estimated Value)	\$150,000
Built in 1980, 1 bid at request for bidders sold to the town	\$36,500
Offers through real estate agent High Offer Chetah LLC	\$200,001
School was purchased and donated to Centro de Familia	\$72,500
Right of way decreases usable acreage to 2.5 Acres	\$350,000
Estimated cost of mitigation of asbestos and tear down	\$250,000
Total with Possible Mitigation Cost	\$600,000

Golden Spike Elementary Construction Update

April 14, 2021

GeoThermal Wellhead Trench



GeoThermal Well Tie-In Lines



South Wing

Looking West



South Wing

Looking East



South Wing Masonry Prep



South Wing

West End,
brick color
tan and grey



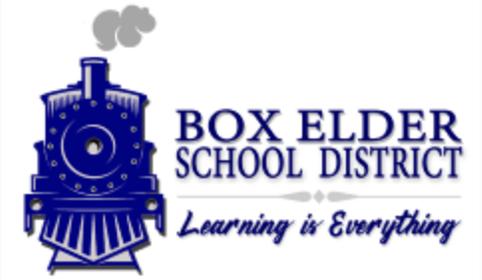
North Wing

Underground Prep



Golden Spike Elementary Summary

- ❖ Mason is laying first course on south wing
- ❖ GeoThermal Wells drilled, tying together
- ❖ Concrete has been hard to get
- ❖ 38 workers on site on Friday
- ❖ They are pushing to stay on schedule



SAVING ENERGY

Energy Conservation Program

Board Review April 2021

Agenda

- Key Accomplishments
- Cost Avoidance Trends
- Environmental Impact



Key Accomplishments



- Encouraged Energy Conservation Culture

- Continuing to average over 75% Extended Break checklist participation over the past 3 years



- Energy Savings (Program to date)

- Over \$1.69 million = 14.6% (\$1,696,695 as of end of February)
- Usage reduction of 75,402,783 KBTU = 11.2%



- Utility Bills Review

- Over 9,400 utility bills input and reviewed with a total value of \$12,703,269
- Over \$58,700 saved in other savings (erroneous utility charges, rebates, etc.)



- 2020 Thermwise Rebates

- Sunrise Kitchen Equipment - \$1000
- Sunrise Boilers & Water Heater - \$7800



Key Accomplishments - continued



- Rocky Mountain Power LED Lighting Incentive

- - Fluorescent lighting was converted to LED lighting with new ballasts and lamps in 125 classrooms at 10 schools serviced by RMP
- This was part of wattsmart Small Business Direct Incentive program
- RMP covered 75% of the entire project cost (total project cost up to ~\$5200 per school)
- -Pay Back Period at each school estimated at 12-14 months through energy savings



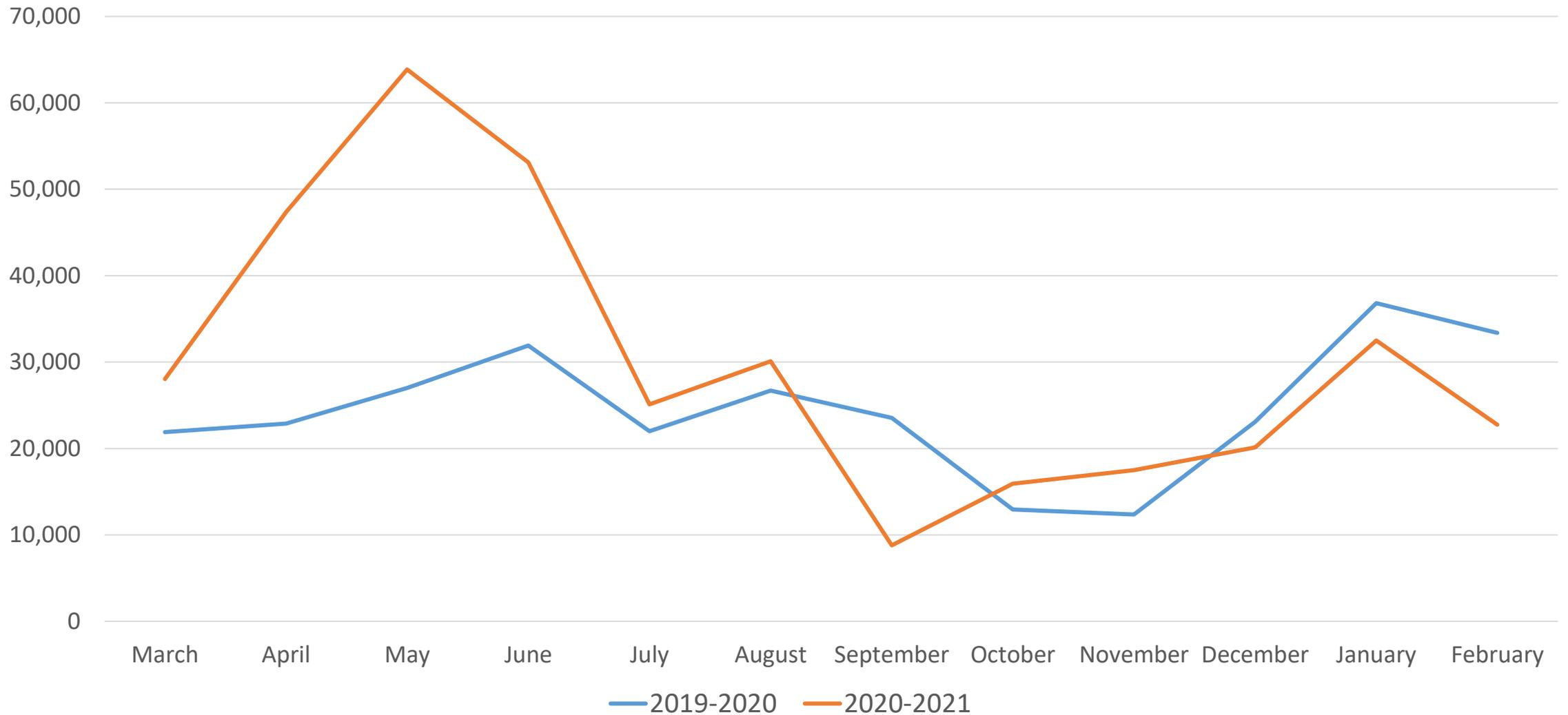
- -Total Cost \$52,537
- Less Incentive \$39,403
- Cost to District \$13,687

School	total	Incentive	Cost	# Conv	# Total	%	
BRM	\$ 5,315	\$ 3,986	\$ 1,492	11	50	22%	
NAT	\$ 5,235	\$ 3,927	\$ 1,309	9	14	64%	
CENT	\$ 5,293	\$ 3,970	\$ 1,487	15	27	56%	
FIEL	\$ 5,312	\$ 3,984	\$ 1,328	16	34	47%	
GAR	\$ 5,188	\$ 3,891	\$ 1,296	15	38	39%	
MCK	\$ 5,278	\$ 3,958	\$ 1,319	11	36	31%	
NP	\$ 5,294	\$ 3,970	\$ 1,323	13	30	43%	
SNOW	\$ 5,318	\$ 3,988	\$ 1,329	9	9	100%	
3MILE	\$ 5,013	\$ 3,759	\$ 1,253	9	39	23%	
WILL	\$ 5,294	\$ 3,970	\$ 1,551	17	17	100%	
	\$ 52,538	\$ 39,403	\$ 13,687	125	294	43%	

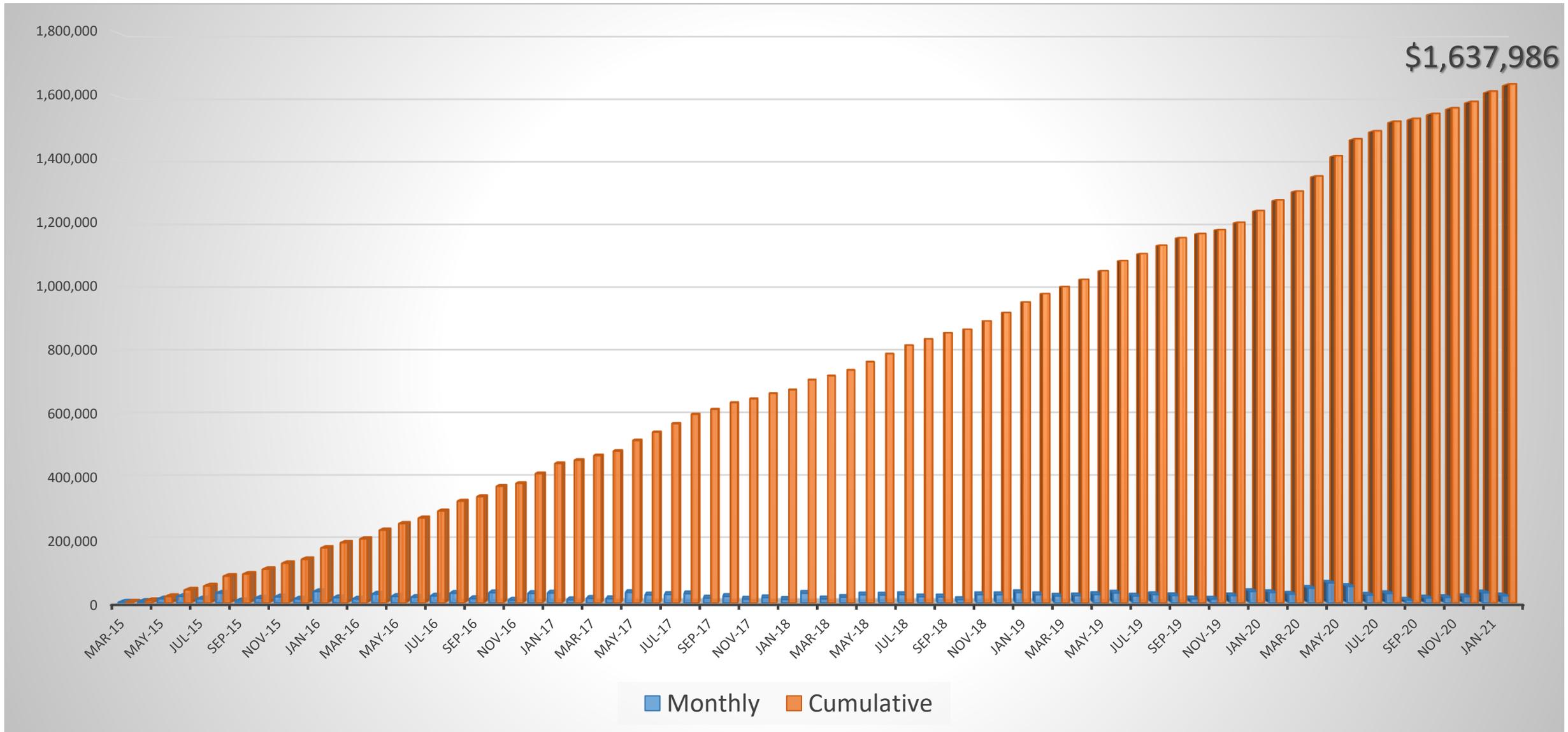


Cost Avoidance Trend – Mar 2019 to Feb 2021

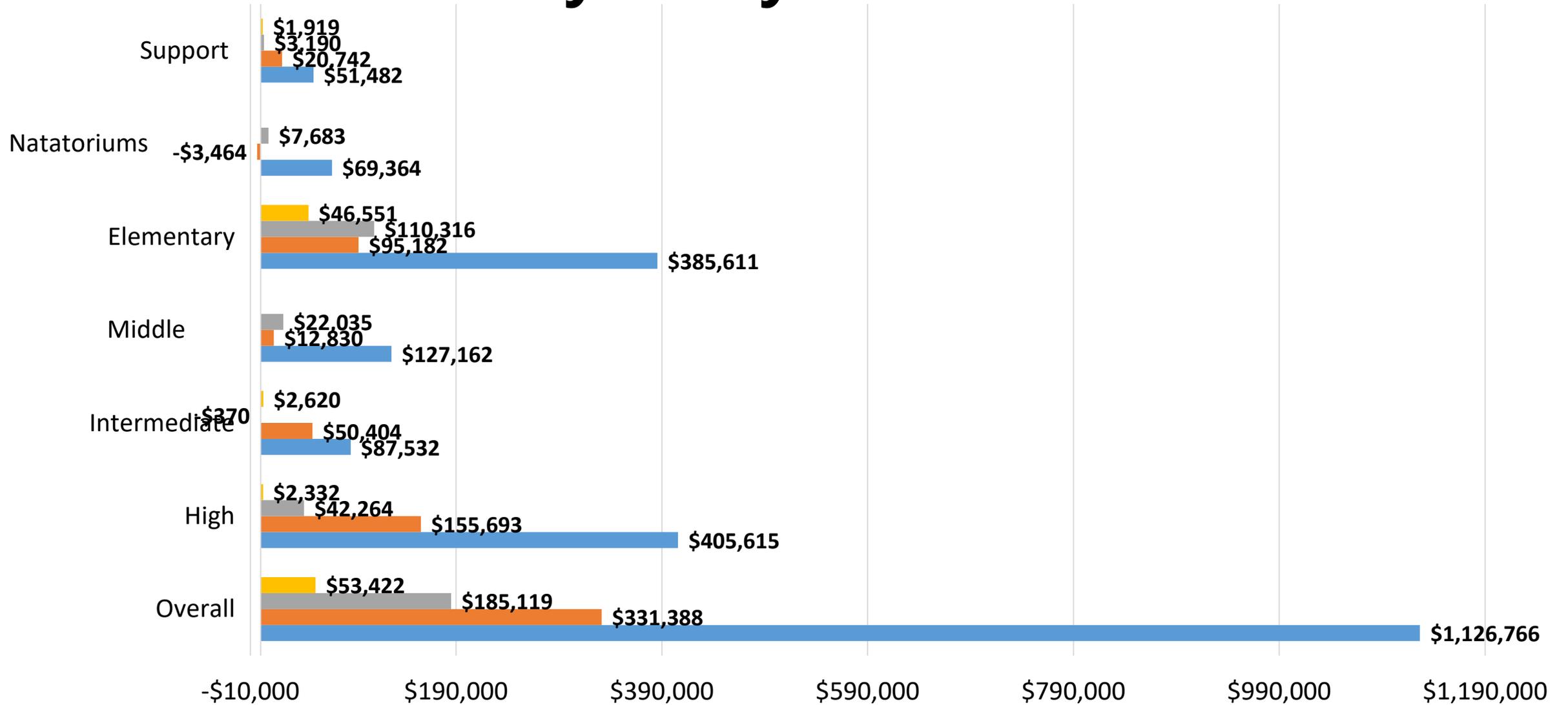
2 Year Cost Avoidance Trend



Cost Avoidance Trend – Mar 2015 to Feb 2021



Cost Avoidance by Utility - Schools



■ Propane
 ■ Water & Sewer
 ■ Natural Gas
 ■ Electricity

March 2015 to March 2021

Environmental Impact to Date

Our energy savings amount to decreased CO₂ emissions by 10,485 metric tons.

This is equivalent to the following:



CO₂ (exhaust) generated by driving an average vehicle 26,017,370 miles

Or



Amount of carbon sequestered by 173,372 tree seedlings for 10 years

Or



CO₂ emissions from 1,210 homes' energy use for one year

Or



CO₂ emissions from 1,337,175,349 smartphones charged



MONTHLY FINANCIAL REPORT
March 31, 2021

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Preliminary	YTD	Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			75.0%	75.0%		
	Percent of 9 month contract complete			66.6%	66.6%		
1	GENERAL FUND (M&O) FUND (10)						
2							
3	REVENUE:						
4	Local						
5	Property	22,255,309	19,896,671	89.4%	84.8%	18,924,101	22,305,024
6	Tuitions	645,000	125,938	19.5%	24.9%	90,819	364,677
7	Inv Earnings	445,000	92,163	20.7%	100.6%	585,208	581,592
8	Indr. Costs-SL	680,000	0	0.0%	0.0%	0	670,342
9	Rental Fees/Building/Tra	230,000	44,389	19.3%	63.1%	67,753	107,313
10	Other	790,000	1,918,140	242.8%	69.5%	886,276	1,274,591
11	State	69,695,271	53,246,223	76.4%	67.9%	44,591,287	65,646,170
12	Federal	4,525,000	2,158,769	47.7%	7.3%	403,634	5,526,002
13	Misc./ Fund Bal	0					890,181
14	TOTAL M & O						
15	REVENUE	99,265,580	77,482,293	78.1%	67.3%	65,549,078	97,365,892
16	Beg Balance	1,809,180				CARES Funds from BE County	1,892,331
17	Less:						
18	Ending Balance	2,249,988					1,809,180
19	TOTAL M & O FUNDS						
20	available	98,824,772	77,482,293	78.4%	67.3%	65,549,078	97,449,043
21	EXPENDITURES:						
22	Instruction (1000)						
23	Salaries	45,233,157	31,624,962	69.9%	57.5%	24,632,522	42,865,703
24	Benefits	17,153,955	12,920,180	75.3%	58.2%	10,808,295	18,579,465
25	Purchased Serv.	2,070,500	1,805,512	87.2%	64.7%	1,329,258	2,055,437
26	Supplies/Textbooks	2,503,086	4,043,000	161.5%	57.8%	1,721,959	2,976,899
27	Equipment	300,000	392,730	130.9%	138.0%	386,745	280,281
28	Other	400,000	560,942	140.2%	0.2%	641	377,643
29	Total	67,660,698	51,347,326	75.9%	57.9%	38,879,420	67,135,428
30							
31	Student Services (2100)					Textbook Adoption 2020	
						Under budgeted	
32	Salaries	3,189,715	2,184,910	68.5%	58.2%	1,672,126	2,873,187
33	Benefits	1,045,807	889,165	85.0%	58.4%	687,443	1,178,088
34	Other	350,000	143,862	41.1%	77.4%	266,200	343,879
35	Total	4,585,522	3,217,937	70.2%	59.7%	2,625,769	4,395,154
36							
37	Instructional Staff (2200)						
38	Salaries	1,396,821	1,109,807	79.5%	64.4%	819,770	1,272,055
39	Benefits	495,096	442,306	89.3%	65.1%	306,696	470,801
40	Other	450,000	226,738	50.4%	73.7%	271,007	367,518
41	Total	2,341,917	1,778,851	76.0%	66.2%	1,397,473	2,110,374

MONTHLY FINANCIAL REPORT
March 31, 2021

				Current			
		2020-21	2020-21	Bud vs	Prev Bud vs	2019-20	2019-20
	Description	Preliminary	YTD	Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			75.0%	75.0%		
	Percent of 9 month contract complete			66.6%	66.6%		
42	District Administration (2300)						
43	Salaries	479,554	254,208	53.0%	63.2%	212,271	336,104
44	Benefits	219,134	117,926	53.8%	67.5%	107,045	158,633
45	Purch Services	178,000	61,287	34.4%	79.0%	98,078	124,215
46	Liability Insurance	250,235	223,473	89.3%	100.0%	235,235	235,235
47	Supplies	35,000	24,048	68.7%	71.2%	28,752	40,407
48	Other	25,000	22,758	91.0%	89.2%	22,103	24,786
49	Total	1,186,923	703,700	59.3%	76.5%	703,484	919,380
50	School Administration (2400)						
51	Salaries	3,854,303	2,993,916	77.7%	10.6%	2,524,687	3,842,404
52	Benefits	1,641,487	1,217,909	74.2%	10.0%	1,078,505	1,654,266
53	Prof Serv/Travel	88,000	44,137	50.2%	135.6%	57,165	74,986
54	Other	15,000	10,170	67.8%	89.1%	11,685	11,685
55	Total	5,598,790	4,266,132	76.2%	65.8%	3,672,042	5,583,341
56							
57	Business & Support (2500)						
58	Salaries	689,377	485,171	70.4%	66.7%	406,897	610,071
59	Benefits	247,312	185,771	75.1%	67.0%	164,738	245,993
60	Purchased Services	159,665	122,361	76.6%	101.9%	101,652	99,792
61	Other	25,000	8,882	35.5%	59.7%	10,416	17,457
62	Total	1,121,354	802,185	71.5%	70.2%	683,703	973,313
63							
64	Operation & Maintenance (2600)						
65	Salaries	5,039,094	3,708,122	73.6%	66.9%	3,083,684	4,606,135
66	Benefits	2,068,328	1,508,437	72.9%	67.9%	1,302,772	1,918,760
67	Electricity	959,212	625,744	65.2%	63.6%	550,357	864,951
68	Purchased Service	420,000	402,373	95.8%	75.9%	540,158	711,830
69	Telephone	202,750	181,509	89.5%	55.4%	175,670	317,094
70	Natural Gas	533,838	381,759	71.5%	61.4%	293,545	478,061
71	Prop Insurance	250,329	189,052	75.5%	98.2%	236,456	240,698
72	Repair	150,000	131,925	88.0%	82.7%	135,800	164,237
73	Supplies	710,300	703,008	99.0%	84.9%	634,507	747,344
74	Other	2,500	489	19.6%	59.7%	465	779
75		0					0
76	Total	10,336,351	7,832,418	75.8%	69.2%	6,953,414	10,049,889
77							

MONTHLY FINANCIAL REPORT
March 31, 2021

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Preliminary	YTD	Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			75.0%	75.0%		
	Percent of 9 month contract complete			66.6%	66.6%		
78	Transportation (2700)						
79	Salaries	2,866,953	1,908,038	66.6%	61.5%	1,636,766	2,661,172
80	Benefits	835,777	571,036	68.3%	62.7%	498,601	794,972
81	Purch Serv	280,000	242,513	86.6%	76.9%	158,328	205,828
82	Fuel	590,000	283,339	48.0%	76.1%	310,785	408,263
83	Supplies	357,565	216,102	60.4%	67.0%	225,568	336,424
84	Other/Property	1,010,000	2,034,480	201.4%	99.9%	1,074,262	1,074,892
85	Total	5,940,295	5,255,508	88.5%	71.2%	3,904,310	5,481,551
86	Community Services (3300)		Next year's Bus Order				
87	Salary	627,250	442,544	70.6%	61.0%	311,084	510,143
88	Benefits	169,818	130,554	76.9%	61.8%	99,643	161,292
89	Purchased Serv	347,727	8,820	2.5%	96.6%	43,586	45,140
90	Supplies/Util	168,872	48,457	28.7%	64.4%	33,197	51,553
91	Property	87,105	16,380	19%	89.5%	1,992	2,225
92	Other Objects	30,756	5,467	17.8%	94.8%	28,687	30,259
93	Desig. Fund Bal						
94	Total	1,431,528	652,222	45.6%	64.7%	518,189	800,612
86	Total Expenditures	100,203,378	75,856,279	6	6	59,337,804	97,449,042
95	Interfund Trans	0	1			1	1
96	Change Desig Fund Bal	0	1			1	0
97	Other/Budget Cuts	0	0			23,739	0
98	TOTAL EXPENDITURERS	0	0				0
99	M & O	100,203,378	75,856,281	75.70%	60.9%	59,361,545	97,449,043

MONTHLY FINANCIAL REPORT
March 31, 2021

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Preliminary	YTD	Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			75.0%	75.0%		
	Percent of 9 month contract complete			66.6%	66.6%		
100	School Activity Fund (21)						
101							
102	REVENUE:						
103	School Deposits	4,400,000	2,564,695	58.3%	77.9%	2,758,535	3,539,857
104							
105	Other		0			0	
106	Total Revenue	4,400,000	2,564,695	58.3%	77.9%	2,758,535	3,539,857
107	EXPENDITURES:						
108	Purchased Services	902,150	175,296	19.4%	72.2%	414,056	573,713
109	Supplies	2,882,850	1,773,971	61.5%	62.9%	1,648,982	2,621,259
110	Equipment	290,000	15,683	5.4%	88.6%	66,497	75,067
111	Desig/Other/Adm	325,000	103,298	31.8%	68.4%	149,729	218,803
112	Total Expenditures						
113	School Activity	4,400,000	2,068,248	47.0%	65.3%	2,279,264	3,488,842
114	DEBT SERVICE FUND (31)						
115							
116	REVENUE:						
117	Property Tax	2,805,364	2,264,524	80.7%	84.8%	2,153,506	2,538,246
118	Interest	105,750	25,790	24.4%	3.3%	3,928	120,634
119	Other		634				0
120	Total	2,911,114	2,290,948	78.7%	81.1%	2,157,434	2,658,880
121	Begining Bal	5,696,268	6,535,160			7,800,099	7,167,630
122	LESS:						
123	Ending Balance	6,034,982	7,167,630			6,666,183	6,535,160
124	Funds Available	4,530,220	5,551,358	122.5%	152.4%	9,957,533	6,535,160
125	EXPENDITURE:						
126	Bond Debt	3,927,162	3,269,750	83.3%	100.0%	3,286,350	3,286,350
127	Fees	150,000	5,000	0.0%	100.0%	5,000	5,000
128	Other Uses	0	0			0	0
129	Total	4,077,162	3,274,750	80.3%	100.0%	3,291,350	3,291,350

MONTHLY FINANCIAL REPORT
March 31, 2021

				Current Bud vs Actual	Prev Bud vs Actual		
	2020-21 Preliminary	2020-21 YTD		%	%	2019-20 YTD	2019-20 Actual
Description							
Percent of Year completed to date				75.0%	75.0%		
Percent of 9 month contract complete				66.6%	66.6%		
130 CAPITAL OUTLAY FUND (32)							
131							
132 REVENUE:							
133 Property Tax	11,105,000	10,254,621		92.3%	84.8%	9,749,041	11,490,775
134 Interest	500,000	182,815		36.6%	43.2%	264,806	612,447
135 Other	168,000	144,201		85.8%	71.0%	52,659	74,131
136 State	120,000	61,502		51.3%	66.7%	75,086	112,629
137 Federal /MBA	0	60,274			49.9%	34,940	69,992
138 Ins./Prop.Recry	180,000	51,595		28.7%	100.3%	36,367	36,263
139 Total Revenue	12,073,000	10,755,008		89.1%	82.4%	10,212,899	12,396,237
140 Lease Revenue MBA		15,000,000				0	0
141 Other Sources(F50)	345,580	0				0	345,580
142 Desig. Fund Bal	0						1,621,006
143 TOTAL REVENUE CAPITAL							
144 OUTLAY	12,418,580	25,755,008		207.4%	71.1%	10,212,899	14,362,823
145 Beg. Balance	16,120,809						14,806,096
146 Less:		Loan proceeds Golden Spike					
147 Ending Balance	15,794,388						16,120,809
148 Capital Outlay Funds							
149 available	12,745,001	25,755,008		202.1%	78.3%	10,212,899	13,048,110

MONTHLY FINANCIAL REPORT
March 31, 2021

				Current Bud vs Actual	Prev Bud vs Actual		
	2020-21 Preliminary	2020-21 YTD		%	%	2019-20 YTD	2019-20 Actual
Description							
Percent of Year completed to date				75.0%	75.0%		
Percent of 9 month contract complete				66.6%	66.6%		
150 EXPENDITURES:							
151 Oper/Maint	0	2,000				8,969	
152 Other Equipment		0				0	6,814
153 Purchased Services	55,000	750	1.4%	90.0%		4,500	5,000
154 Technology/Software	810,000	1,040,338	128.4%	64.3%		859,212	1,336,297
155 Improvement	1	0	Cares Funds				1
156 Buildings Maint	2,300,000	1,434,552	62.4%	99.9%		1,077,606	1,078,986
157 Vehicles	1,180,000	313,897	26.6%	100.0%		109,058	109,058
158 Furniture/Equip	1,424,998	1,345,983	94.5%	84.8%		1,629,076	1,920,105
159 Other Objects	1	0	0.0%	0.0%		0	0
160 Vehicle charges	1	0				0	1
161 Total Capital	5,770,001	4,137,520	71.7%	82.8%		3,688,421	4,456,262
162 West Tremonton Elem/Ot	1,000	0	0.0%			2,455	2,455
163 Other Proj	150,000	122,793	81.9%	6.4%		14,728	229,750
164 Sunrise High School	4,500,000	4,434,740	98.5%	35.4%		2,138,678	6,038,361
165 Brigham East Elem	1,300,000	1,686,827	129.8%	0.0%		0	114,075
166 HS Athletic Facilities	209,000	201,563	96.4%	89.0%		1,707,281	1,918,411
167 Property Purchase	490,000	460,266				298	0
168 Total Construction	6,650,000	6,906,189	103.9%	46.5%		3,863,440	8,303,052
169 Desig. F Bal							
170 MBA/Bond Fee/Fund 50	325,000	277,885	85.5%	12.9%		37,250	288,499
171 Other	0	97				0	297
172 TOTAL EXPENDITURES CAPITAL			Costs underestimated				
173 OUTLAY	12,745,001	11,321,691	88.8%	58.2%		7,589,111	13,048,110

MONTHLY FINANCIAL REPORT
March 31, 2021

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Preliminary	YTD	Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			75.0%	75.0%		
	Percent of 9 month contract complete			66.6%	66.6%		
174	SCHOOL FOOD SERVICE FUND (49)						
175							
176	REVENUE:						
177	Lunch Sales	1,395,000	184,361	13.2%	76.5%	806,966	1,055,208
178	Other Local	6,100	606	9.9%	36.2%	1,467	4,049
179	State	1,075,000	491,717	45.7%	40.9%	429,024	1,049,598
180	Federal	2,872,000	3,244,519	113.0%	46.8%	1,464,900	3,130,278
181	Other/Inventory Adj	0	0		0.0%	0	1
182	TOTAL REVENUE SCHOOL						
183	FOODS	5,348,100	3,921,203	73.3%	51.6%	2,702,357	5,239,134
184	Beg. Balance	938,697					690,707
185	Less:						
186	Ending Balance	734,741					938,697
187	School Food Service Funds						
188	available	5,552,056	3,921,203	70.6%	54.1%	2,702,357	4,991,144
189	EXPENDITURES:						
190	Salaries	2,190,899	1,234,729	56.4%	59.4%	1,073,870	1,806,721
191	Benefits	657,157	389,254	59.2%	60.6%	352,371	581,672
192	Food/Supplies	2,294,000	1,623,871	70.8%	65.3%	1,414,098	2,164,840
193	Equipment	60,000	41,982	70.0%	94.0%	13,026	13,864
194	Other Costs	50,000	18,284	36.6%	24.0%	13,769	57,354
195	Dir/Indirect Costs	300,000	278	0.1%	0.1%	236	293,344
196	TOTAL EXPENDITURES SCHOOL						73,349
197	FOODS	5,552,056	3,308,398	59.6%	57.4%	2,867,370	4,991,144

MONTHLY FINANCIAL REPORT
March 31, 2021

				Current Bud vs Actual	Prev Bud vs Actual		
		2020-21 Preliminary	2020-21 YTD	%	%	2019-20 YTD	2019-20 Actual
Description							
Percent of Year completed to date				75.0%	75.0%		
Percent of 9 month contract complete				66.6%	66.6%		
198	Foundation Fund (75)						
199							
200	REVENUE:			Budget underestimated			
201	Total Revenue	80,000	167,011	208.8%	19.1%	34,454	180,142
202	Avallable Revenue	80,000	167,011	208.8%	19.1%	34,454	180,142
203	EXPENDITURE:			Budget underestimated			
204	Expenses	80,000	72,677	90.8%	56.1%	91,168	162,544
205	Changes/Desg Fund Bal	0					0
206	TOTAL EXPENDITURE	80,000	72,677	90.8%	56.1%	91,168	162,544
207	Agency Fund (76)						
208							
209	REVENUE:						
210	Agent Services	105,000	3,846	3.7%	100.0%	19,400	19,400
211	State	0	4,360			0	0
212	Federal	0					0
213	Other	7,000	0	0.0%	99.8%	14,346	14,372
214	TOTAL REVENUE/BB						
215	AGENCY FUND	112,000	8,206	7.3%	99.9%	33,746	33,772
216	EXPENDITURE:						
217	Instruction	0	6,165			2,515	4,150
218	NUCC	105,000	7,363	7.0%	71.1%	22,412	31,538
219	Other	7,000	2,052	29.3%	59.6%	2,435	4,089
220	Changes/Desg Fund Bal	0					0
221	TOTAL EXPENDITURES						
222	AGENCY FUND	112,000	15,580	13.9%	68.8%	27,362	39,777
223							
224							
225			SUMMARY			SUMMARY	
226							
227	GRAND TOTAL FUNDS AVAILABLE						
228	ALL FUNDS	126,244,049	112,189,364	88.9%	66.3%	83,448,503	125,777,228
229	GRAND TOTAL EXPENDITURE						
230	ALL FUNDS	127,169,597	95,917,625	75.4%	61.7%	75,507,170	122,470,810

POLICY 2145

Restrictions on Internet Access

- A. Access to Internet or online sites that contain obscene or objectionable materials will be restricted on all Box Elder School District computers by a formal filtering process. This filtering process may occur locally or through agreement with an organization that provides this service.
- B. In addition to ongoing filtering, the District will maintain a list of inappropriate sites that have been accessed and assure that these sites are added on a regular interval to the filtering program.
- C. The District will monitor all computers on an ongoing basis for attempted hits on restricted sites. Patterns of inappropriate activity will be noted and employees and students will be dealt with in accordance with [Policy 4177 Responsible Computer Use](#).

POLICY 2230

Right of Entry

- A. Identification may be required of any person on school property. The Board or its designee may refuse to allow persons having no legitimate business to enter school property, and may eject any undesirable person from the property upon said person's refusal to leave peaceably on request.

[Utah Code § 53G-8-603](#)

- B. Campus security personnel may be employed where necessary. Officers who are authorized to bear arms must first be commissioned as peace officers and shall then possess all the powers and immunities of peace officers while on school property or otherwise performing lawful duties.

POLICY 2240

School Lunch Program - General Policy Statement

- A. The Board will sponsor school food services in the schools of the Box Elder County School District. Under the jurisdiction of the board each school will operate a regular program in school food services.
- B. Meals will be served which meet the established minimum nutritional requirements as prescribed by state and federal agencies responsible for said programs. The price of meals will be the minimum made possible through existing federal and state subsidies and using a maximum of USDA donated commodities, and through proper management and menu planning on the part of the school and local district personnel. This minimum price will cover expenses of food, wages of employees, replacement of and operation of equipment, and administrative expenses.
- C. Procedures will be outlined in the School Nutrition Procedure Manual and will be reviewed annually by all department staff.

POLICY 2245

School Lunch - Eligibility Determination for Receiving Reduced Price or Free Meals

- A. The Board assures the Utah State Board of Education, Child Nutrition Programs Division, that it will observe the following policy with respect to determining the eligibility of children for reduced price or free meals under the National School Lunch Program and/or the School Breakfast Program and directs the food service supervisor to administer this policy.
1. The official who has been designated to determine which individual children are eligible for reduced price or free meals under the following policy is the Food Services Supervisor, or his/her designee.
 2. The district will develop and provide, to parents of the district, forms on which to make application for consideration of eligibility of their children for reduced price or free meals. Application can be made at any time.
 3. Parents will be notified of the acceptance or denial of their application within ten working days and, if accepted, will be informed of the procedure to be followed by their child or children to receive such meals.
 4. If the application is denied, appeal can be made to the District Business Administrator. Parents will be informed of this appeal procedure.
 5. For up to 30 operating days into the new school year, eligibility from the previous year will continue.
 6. In making collections from children who pay for their meals, and in accounting for the number of reduced price or free meals served, other children in the school will not be aware of the identity of the students receiving a free or reduced price meal.
 7. The names of children determined to be eligible for reduced price or free meals will not be published, posted, or announced in any manner.
 8. If a child, in a district school, receives a free or reduced price meal and then transfers to another school in our district, he/she will receive free or reduced meals in the new school without making a new application.
 9. The charge for reduced price meals will be set by the Board within state guidelines.

10. Children receiving reduced price or free meals will not be required as a condition of receiving such meals:
 - a. To use a separate lunchroom or section of the lunchroom.
 - b. To go through a separate serving line.
 - c. To enter the lunchroom through a different entrance than is used by children who are paying the full price for meals.
 - d. To eat the meal at a different time from paying children.
 - e. To work for their meals.
 - f. To use a different medium of exchange in the lunchroom than is used by paying children.
 - g. To eat a different meal than is eaten by paying children.
11. Public announcement of eligibility standards will be made available online and at each school and to the news media at the beginning of the year, and the letters and applications will be sent home with students who register later in the year.
12. Eligibility standards used in determining free or reduced price meals shall be those established by the federal program and include:
 - a. Family household income including earnings from work, public assistance, alimony, child support, and other income regularly received.
 - b. Number of individuals in the household.

POLICY 4165

Requests for Charter Schools

A. Sponsorship of Charter Schools

1. The Utah State Legislature has authorized school districts to contract with individuals and entities to sponsor charter schools within the district's boundaries, whether the charter school is converted from an existing district school or is a new school.

[Utah Code § 53G-5-305\(1\) \(2018\)](#)

B. Application Process for Charter School Status

1. The Board hereby elects to receive applications from individuals and organizations to establish charter schools within the boundaries of the District. An application for a charter school sponsored by the District should address each of the issues which are required to be included in the charter. To be approved by the Board, a proposed charter school at a minimum must serve at least 350 students, must meet the curriculum standards established by the State Board of Education, and must meet the minimum financial standards established by the State Board of Education.

[Utah Code § 53G-5-305\(8\) \(2018\)](#)

C. Application to Convert an Existing Public School to a Charter School

1. With the necessary authorization, the principal, teachers, or parents of students at an existing District school may submit an application to the Board to convert all or part of the school to a charter school. Before an application to convert the entire school may be submitted, a petition approving that application must be signed by at least two-thirds of the licensed educators employed at the school and by at least two-thirds of the parents of students enrolled at the school. A petition approving an application to convert a portion of the school must be approved by a majority of the licensed educators employed at the school and a majority of the parents of students enrolled at the school.
2. Before the Board may approve a conversion application, it must determine that the students opting not to attend the proposed converted school would have access to a comparable public education alternative and that current teachers who choose not to teach at the converted school would receive a first preference for transfer to open

teaching positions for which they qualify within the District or that applicable policy or agreements regarding staff reduction would apply.

[Utah Code § 53G-5-305\(1\)\(b\) \(2018\)](#)

D. Contents of Proposed Charter

1. An approved charter is a contract between the charter school applicant and the Board of Education which describes the rights and responsibilities of the applicant and the Board of Education and when approved allows for the operation of the proposed charter school. To be approved by the Board, a proposed charter must include each of the following components and do so in a manner satisfactory to the Board:
 - a. The name of the proposed charter school and the name of the charter school applicant;
 - b. The mission statement and purpose of the proposed charter school;
 - c. The proposed opening date of the proposed charter school;
 - d. The grade levels and number of students to be served by the proposed charter school;
 - e. A description of the structure of the proposed charter school's governing board, including the number of board members, how members of the board are appointed, and the terms of office of board members;
 - f. Assurances that:
 - 1) The governing board shall comply with the charter school's bylaws and articles of incorporation and applicable federal and state law and State Board of Education rules;
 - 2) The governing board will meet all reporting requirements applicable to public schools; and
 - 3) That except as provided for under the [Charter School Credit Enhancement Program \(Title 53G, Chapter 5, Part 6\)](#), neither the Board of Education nor the State or any agency of the State is liable for the debts or financial obligations of the charter school or a person who operates the charter school;

- g. Which administrative rules the State Board of Education will waive for the charter school;
- h. The minimum financial standards for operating the charter school;
- i. The minimum standards for student achievement at the charter school;
- j. The mission and educational goals of the school, the curriculum offered, and the methods of assessing whether students are meeting educational goals;
- k. How the school will provide adequate liability and other appropriate insurance for the school, its governing body, and its employees, including its ability to participate in the state's risk management program;
- l. The proposed school calendar, including the length of the school day and school year;
- m. The physical facility in which the school will be housed, if known at the time the charter is signed;
- n. The qualifications to be required of the teachers, which shall include undergoing a criminal background check;
- o. The school's intentions regarding creation of or access to library facilities;
- p. A description of the school administrative and supervisory services;
- q. The school's policies and procedures regarding employee evaluation and employment of relatives; and
- r. The signatures of the charter school's governing board members and (upon approval by the Board) the signature of the president of the Board of Education.

[Utah Code § 53G-3-303 \(2018\)](#)

E. Acceptance or Rejection of Application

1. The Board shall act to accept or reject the application for charter school status within forty-five (45) days after initial submission.
2. If the Board rejects the application, it shall state in writing the specific reasons for rejection.

3. A rejected applicant may modify its application and resubmit for reconsideration by the Board or may appeal the denial under the procedure set out below.

[Utah Code § 53G-5-305\(3\) \(2018\)](#)

F. Accountability and Review

1. As required by Utah State Office of Education regulations, an authorized representative or representatives of the Board shall visit and inspect the charter school at least once within the first year of its operation. An authorized representative or representatives of the Board shall visit and inspect the charter school thereafter as determined during the approval process. The Board shall provide the charter school with a written report regarding each visit and inspection which sets forth any identified strengths, deficiencies, required corrective actions, and timelines for corrective action, as applicable. Deficiencies are matters where the charter school is in violation of [Utah Code § 53G-5-404](#) or with other governing law, is not satisfying financial, academic, or operational obligations in its charter agreement, or is not providing required documentation after receiving a notice of noncompliance.
2. The Board may also issue a written notice of noncompliance to a charter school if the charter school does not meet standards described in its charter agreement or Board standards due to a significant structural or organizational problem, or if the school fails to follow its charter agreement, or if the school violates any law or regulation. This notice may be accompanied by suggestions or a plan for compliance. The Board shall send a copy of the notice of noncompliance to the State Charter School Board.
3. In addition, the Board shall annually review and evaluate the performance of the charter school and monitor the school for compliance with state and federal laws and regulations. In evaluating the school's performance, the Board may use data and information including, but not limited to, the school's annual financial audit report, statutorily required reports from the school, or reports required in the school's charter. However, the Board may not impose performance standards which are not permitted by statute and which limit, infringe, or prohibit the charter school's ability to successfully accomplish the statutory purposes of charter schools outlined in [Utah Code § 53G-5-104](#) or as otherwise provided for by law.
4. The Board shall notify the State Board of Education within 20 days of any charter school deficiencies that initiate direction from the Board to the charter school for corrective action.

[Utah Code § 53G-5-404 \(2018\)](#)
[Utah Admin. Rules R277-481-5](#)

G. Remediation of Deficiencies

1. The Board's notice to a charter school of deficiencies, required corrective action, and the time for completing corrective action shall also inform the charter school that it has a reasonable time to remedy the deficiency. (This does not apply in cases where immediate termination of the school's charter is appropriate.)
2. If the charter school fails to remedy the deficiency or deficiencies within the established time line, then the Board may:
 - a. Remove a charter school director or finance officer;
 - b. Remove a governing board member;
 - c. Appoint an interim director or mentor to work with the charter school, to be paid from charter school funds; or
 - d. Subject to the procedure set forth below, terminate the school's charter.

[Utah Code § 53G-5-501\(2\), \(3\) \(2018\)](#)

H. Termination of Charter School Status

1. The Board may terminate a charter school that it sponsors for the following reasons:
 - a. Failure to meet the requirements stated in its charter;
 - b. Failure to meet generally accepted standards of fiscal management;
 - c. Failure to provide adequate liability and other appropriate insurance;
 - d. Subject to space being available for students in other public schools, for failure to make adequate yearly progress under the [No Child Left Behind Act](#) under the circumstances that local districts are required to implement alternative educational arrangements under that law;
 - e. Designation of the school as a low performing school under the [School Grading Act](#);
 - f. Failure to improve the school's grade under the conditions described in the [School Turnaround and Leadership Development Act](#);
 - g. Violation of law, including but not limited to violation of the requirements to
 - 1) Submit an annual progress report to the Board of Education stating:

- a) The school's progress toward achieving its goals set forth in its charter;
and
 - 2) Financial records of the school, including revenues, expenditures, and employee salary and benefit levels.
 - 3) Be non-sectarian in its programs, admission policies, employment practices and operations;
 - 4) Not charge tuition or fees except those normally charged by public schools;
 - 5) Not employ an educator whose license has been suspended or revoked by the State Board of Education;
 - 6) Meet all applicable health, safety, and civil rights requirements;
 - 7) Submit all annual reports required of public schools, including an annual audited financial report;
 - 8) Not advocate unlawful conduct; or,
- h. Other good cause shown.

[Utah Code § 53G-5-503\(1\) \(2018\)](#)

[Utah Code § 53G-5-404\(1\), \(4\), \(6\), \(8\), \(10\) \(2018\)](#)

I. Procedure for Termination of Charter

1. If the Board determines that the charter of a school it sponsors should be terminated, then the following procedure shall apply:
 - a. The Board shall notify the charter's school governing board in writing of the proposed termination and the grounds for termination. This notice shall also inform the school governing board that it may in writing request an informal hearing before the Board regarding the proposed termination.
 - b. If the school governing board requests a hearing, the Board shall conduct that hearing within 30 days of receiving the request. The hearing shall be conducted under the informal hearing procedures of the [Utah Administrative Procedures Act](#).

- c. If following the hearing the Board by majority vote determines to terminate the charter, the school governing body may appeal that decision to the State Board of Education.
2. Notwithstanding the above, the Board may terminate a charter immediately if good cause therefore is shown or if the health, safety, or welfare of the students at the charter school is threatened, except as provided below for schools with qualifying outstanding bonds.

[Utah Code § 53G-5-503\(2\), \(5\) \(2018\)](#)

J. Procedures Applicable to Charter Schools With Outstanding Bonds

1. The procedures for remedying deficiencies and for terminating a charter school's charter are modified where the school has outstanding bonds issued under the [Charter School Credit Enhancement Program](#), as follows.
2. The notice of deficiencies shall also be given to the [Utah Charter School Finance Authority](#).
3. The Board must also give notice to that agency before it may take one of the actions other than termination. Where the Board seeks to terminate the school's charter, the notice of proposed termination and grounds for termination is also provided to the [Utah Charter School Finance Authority](#). The hearing on termination is held at least 120 days after the notice is given to the Authority and the charter school governing board (rather than 30 days). Before the hearing is held, the Authority will meet with the Board to determine whether the deficiency may be remedied in lieu of termination of the charter. If after the hearing the Board votes to terminate the charter, termination nevertheless may not be effected without the agreement of the Authority. Similarly, where immediate termination of a charter might be appropriate, such termination cannot be effected without the agreement of the Authority.

[Utah Code § 53G-5-501\(1\)\(b\), \(4\) \(2018\)](#)

[Utah Code § 53G-5-503\(2\)\(a\)\(ii\), \(2\)\(e\), \(3\) \(2018\)](#)

K. Appeals from Board Actions

1. Subject to and pursuant to the rules and procedures established by the State Board of Education, the following actions may be appealed to the State Board:
 - a. Termination of a charter;
 - b. Denial of proposed amendments to a charter;

- c. Denial or withholding of funds from the charter school governing board; and
 - d. Denial of a charter application.
2. In taking any of these actions, the Board shall provide written notice to the charter school governing board chair or authorized agent of the action and of appeal rights and timelines. (An appeal must be submitted to the State Superintendent within 14 calendar days of the challenged action.) The Board shall also post information about the appeals process on its website and shall provide training to charter school governing board members and authorized agents regarding the appeals process.

[Utah Admin. Rules R277-481-8](#)

L. School Operation Following Termination

1. If a charter is terminated, then the District may either assume management and operation of the charter school or may upon application permit the governing board of another charter school or a private management company to operate the school.

[Utah Code § 53G-5-503\(6\) \(2018\)](#)

POLICY 5020

Out-Of-State Students

- A. An out-of-state student is one whose parents live outside of the State of Utah.
- B. The board shall admit into the free public schools of the district all minor children who are between the ages of 5 and not over 18 years of age on September 2 of the school year in which admission is sought, where the minor child's parent neither resides nor is domiciled within the state, but the child lives within the district, if it is established to the satisfaction of the building administrator that one of the following conditions exists:
 - 1. The child was placed and is being supervised by a private or public agency which is authorized to provide residential or child placement services by the state and which does not receive significant payment from any out-of-state source for services rendered the child.
 - 2. The child resides in the district and is an emancipated minor, such as by marriage. The emancipated minor may enroll in the district's regular programs, but is subject to the same school policies as a regular minor.
 - 3. The establishment of court appointed legal guardianship to a district resident (power of attorney or temporary guardianship will not be accepted.)
- C. The tuition for out-of-state students will be actual cost per student as indicated in the previous year's audit report of the school attended, minus any amount provided by a State and/or Federal agency for his/her schooling. A written agreement must be established between the students and parents before the student will be admitted into school.
- D. Out-of-state tuition may be prorated on the basis of 1/180 for each day the student will be enrolled in Box Elder School District.
- E. Out-of-state students may not be counted in determining the State contribution from the Uniform School Fund unless they meet guideline requirements adopted by the State Board of Education.
- F. Any individual enrolling a student who claims to be homeless and meets the federal definition of "homeless" shall be admitted immediately and notified that they have 90 days to complete all necessary paperwork including but not limited to birth certificate, immunizations, and guardianship as applicable.

POLICY 2225

Traffic Control

- A. The local school administration shall be responsible to handle, or initiate action to handle, any situation that may arise from the operation or parking of vehicles on school property. The following procedures and guidelines shall be followed:
1. The applicable district, state, county, or municipal traffic and parking regulations shall be enforced upon school and district property.
 2. Maximum speed on school and district premises is ten (10) miles per hour.
 3. Vehicular traffic is limited to entering, exiting, and parking. No cruising or loitering will be permitted.
 4. All vehicles are restricted to designated roadways. Motorized vehicles shall not be driven on lawns, paths or other prohibited areas.
 5. No parking shall be allowed in the areas where the curb is designated "NO PARKING," or where such parking would obstruct regular vehicular traffic.
- B. The following rules and regulations relate to the registration, parking, and control of vehicles by high school students:
1. All district traffic and parking regulations and individual school regulations will be distributed to every student and faculty member at or before the beginning of each school year.
 - a. Students are to park in the designated student parking areas and within parking spaces as directed by painted lines and signs.
 - b. Faculty and staff parking shall be designated and students are not to park in these areas.
 2. The school may require students to register with the school all motor vehicles which will be driven or parked on school property.
 3. By registering a vehicle at the local high school the student attests the existence of the following:

- a. A valid Utah Driver's License;
 - b. A parent's permission for the student to bring a vehicle to school;
 - c. An understanding by the parent and student that when any car is on school property, the car may be searched if the school authorities have reasonable cause to suspect that materials that are in violation of the state, county, municipal, or school codes are stored therein, and they further understand that any materials found may be seized and used as evidence in school disciplinary hearings; and
 - d. Auto insurance.
 - 1) ~~Students are to park in the designated student parking areas and within parking spaces as directed by painted lines and signs.~~
 - 2) ~~Faculty and staff parking shall be designated and students are not to park in these areas.~~
- C. All regulatory signs utilized on district or school property shall be placed in conspicuous and appropriate areas of the grounds. All regulatory signs must be approved by the district prior to posting.
- D. These rules and regulations ~~shall~~ **can** be enforced by the local school administrations and area law enforcement agencies. Enforcement may include, but shall not be limited to, the following: ~~citations~~, towing away at owner's expense, and/or revocation of the privileges to park and drive on school property.
- E. The Board assumes NO responsibility for damage to cars, lost articles, damage to property or injury to persons by the automobile or its driver while on district property.

POLICY 3021

Employment: Administrative Personnel

A. Administrative Appointment

1. All administrators of the District will be appointed by the Board only upon the recommendation of the Superintendent. Should a person nominated by the Superintendent be rejected by the Board, it shall be the Superintendent's duty to make another nomination.
2. In determining which individual to recommend for an administrative position, the Superintendent will consider the advice of an Administrative Recommendation Committee, which may consist of two board members, one Principal, two teachers and two patrons. Where the administrator will be assigned to work at a specific building, the Superintendent may also consider the advice of the building Principal.

B. Criteria

1. Selection shall be based on written criteria which relate to the position requirements. The selection process shall be uniform, with all applicants undergoing the same process. All applicants shall be fully informed of the criteria and procedures associated with the selection process prior to an interview or at the beginning of the interview.

C. Certification

1. All personnel selected must be appropriately licensed by the State Board of Education to serve in an administrative position requiring licensure before they can receive any salary from the District.

[Utah Admin. Rules R277-505 \(May 23, 2016\)](#)

2. An administrator who is assigned as a principal, vice principal, or assistant principal must have a current educator license and a school leadership license area of concentration.

[Utah Admin. Rules R277-309-4\(14\) \(March 9, 2020\)](#)

[Utah Admin. Rules R277-305-2\(2\) \(August 19, 2019\)](#)

POLICY 4170

Private and Home School Assessments

- A. In accordance with [Utah Rule R277-604](#), private school students and home school students that are Utah residents may apply to be included in statewide assessments, if they so desire.
- B. The Board of Education of Box Elder School District authorizes the Superintendent and District Administration to establish Administrative Regulations consistent with this policy.
- C. The following definitions shall apply under this policy:
1. "Home School Student" means a student who has been excused from compulsory education and for whom documentation has been completed under [53G-6-204](#).
 2. "Private School" means a school that is not a public school but:
 - a. has a current business license through the Utah Department of Commerce;
 - b. is accredited as described in [R277-410](#); and
 - c. has and makes available a written policy for maintaining and securing student records.
 3. "Statewide Assessments" mean:
 - a. the summative adaptive assessment of a student in grades 3 through 8 in basic skills courses (RISE);
 - b. the online writing assessments in grades 5 and 8 (RISE);
 - c. a high school assessment in grades 9 and 10 (Utah Aspire Plus);
 - d. a statewide English Language Proficiency assessment (WIDA ACCESS for ELLs);
 - e. the college readiness assessment in grade 11 (ACT); and
 - f. the benchmark assessment of a student in grades 1 through 3 to measure reading competence (Acadience Reading);

- g. The benchmark assessment of a student in grades 1 through 3 to measure math competence (test not yet selected).

D. Statewide Assessment Participation for Private Schools or Private School Students

1. Private schools (or private school students) that are interested in participating in statewide assessments must participate, at the school district's discretion, in the public school district where the private school is located.
2. A private school may request the following from the school district in which it is located:
 - a. an annual schedule of statewide assessment dates
 - b. the location at which private schools may be tested; and
 - c. written policies for private school student participation.
3. Private school students who are not Utah residents may participate in statewide assessments only by payment in advance by either the private school or the student of the full cost of individual assessment including the cost of materials, proctoring, scoring, reporting, and State-related costs.
 - a. The District shall provide an explanation of reasonable costs.
4. The District shall provide notice to private school administrators of any required private school administrator participation in monitoring or proctoring of tests.
5. A private school student or school administrator shall adhere to the following requirements to participate in statewide testing within the district:
 - a. A private school student or school administrator shall request participation at least thirty (30) days prior to the enrollment/rostering deadline and at least thirty (30) days prior to the beginning of the assessment window.
 - b. The Assessment Department shall respond to the request in a timely manner. If the request is approved, the response shall include:
 - 1) the location(s) and time(s) for the assessment,
 - 2) assessment rules, including identification and proof of residency,
 - 3) reasonable timelines regarding participation in statewide assessments and associated communications and information requests,

- 4) fees, which must be paid prior to the day of the assessment,
 - 5) a list of implements or materials which the student may or may not bring to the assessment,
 - 6) the minimum required information needed to roster the student for assessment participation,
 - 7) required participation of school administrator proctoring if necessary, and
 - 8) any other information deemed relevant by the Assessment Department.
- c. The Assessment Department shall determine the location within the District at which the student may take assessments. Participation will be determined after currently enrolled public school students have been accommodated.
 - d. In the event that a private school student has an IEP or 504 accommodations in place, it is the responsibility of the private school student/parent or school administrator to indicate such with the initial request. Any costs associated with providing the accommodations will be included in the Assessment Department's initial response to the request to test.
6. Assessment results will be delivered electronically to the email address of the student's parent and/or private school administrator. Once delivery is confirmed, retention of the record of the student's assessment results becomes the responsibility of the parent and/or private school.

E. Statewide Assessment Participation of Home School Students

1. A home school student who desires to participate in statewide assessment must participate in the public school district in which the home school student's parent resides.
2. A home school student or parent may request the following from the school district in which it is located:
 - a. an annual schedule of statewide assessment dates
 - b. the locations at which home school students may be tested; and
 - c. written policies for home school student participation.
3. The District shall not require a home school student to pay a fee that is not charged to traditional students.

4. The District shall provide notice to home school students or parents of any required parent or adult participation in monitoring or proctoring of tests.
5. A home school student or parent shall adhere to the following requirements to participate in statewide testing within the district:
 - a. A home school student or parent shall request participation at least thirty (30) days prior to the enrollment/rostering deadline and at least thirty (30) days prior to the beginning of the assessment window.
 - b. The Assessment Department shall respond to the request in a timely manner. If the request is approved, the response shall include:
 - 1) the location(s) and time(s) for the assessment,
 - 2) assessment rules, including identification and proof of residency,
 - 3) reasonable timelines regarding participation in statewide assessments and associated communications and information requests,
 - 4) a list of implements or materials which the student may or may not bring to the assessment,
 - 5) the minimum required information needed to roster the student for assessment participation,
 - 6) required participation of parent proctoring if necessary, and
 - 7) any other information deemed relevant by the Assessment Department.
 - c. The Assessment Department shall determine the location within the District at which the student may take assessments. Participation will be determined after currently enrolled public school students have been accommodated.
 - d. In the event that a home school student has an IEP or 504 accommodations in place, it is the responsibility of the home school student or parent to indicate such with the initial request.
6. Assessment results will be delivered electronically to the email address of the student's parent. Once delivery is confirmed, retention of the record of the student's assessment results becomes the responsibility of the parent.

POLICY 5282

Student Behavior Management

The Board recognizes that effective discipline is carried out within a restorative model wherein student interpersonal relationships, personal dignity, mutual respect, understanding, and restitution are the top priorities. The Board also recognizes that a restorative model of discipline must be included in a Multi-Tiered System of Support (MTSS) for students. The Board, therefore, delegates to the District Administration responsibility for establishing regulations for staff responsibility in restorative discipline for enrolled students.

A. Definitions

1. “Restorative Discipline” means the discipline of student behavior where interpersonal relationships, personal dignity, mutual respect, understanding, conferencing, and restitution are the disciplinary strategies instead of punishment and retribution.
2. “Multi-Tiered Systems of Supports” means a framework for academic and behavioral concerns. The premise behind MTSS is that academic and behavioral problems are addressed through a systematic problem-solving model. This model includes a primary, secondary, and tertiary support system that increases in the intensity of intervention.
3. “Emergency Safety Interventions” means the use of seclusionary time out or physical restraint when a student presents an immediate danger to self or others.

[Utah Compilation of School Discipline Laws and Regulations](#)
[Utah Admin. Rules R277-609-2.\(3\)\(a\)](#)

4. “Physical Restraint” means a personal restriction that immobilizes or significantly reduces the ability of a student to move the student’s torso, arms, legs, or head freely. The length of the restraint and the amount of force used should be for the shortest duration and the least amount necessary to diffuse the emergency situation and ensure the safety of the student(s) and others. The use of prone, or face-down physical restraint; supine, or face-up physical restraint; physical restraint that obstructs the airway of a student; or any physical restraint that impacts a student’s primary mode of communication is strictly prohibited.

[Utah Compilation of School Discipline Laws and Regulations](#)
[Utah Code 53G-8-301.3](#)

5. "Seclusionary Time Out" means the involuntary confinement of a student alone in an enclosed room when a student is prevented from leaving.

[USBE Least Restrictive Behavioral Interventions and Utah Compilation of School Discipline Laws and Regulations](#)
[Utah Admin. Rules R392-200](#)
[Utah Admin. Rules R710-4](#)

- a. Seclusionary time out, when used with a student, means all the following conditions are met:
 - 1) The student is placed in a safe enclosed area by school personnel;
 - 2) The student is purposefully isolated from adults and peers;
 - 3) The student is prevented from leaving, or the student reasonable believes that the student will be prevented from leaving, the enclosed area.

B. Administrative Regulation

1. MTSS Framework

- a. In order to maintain a safe, positive, and inclusive learning environment, each school principal shall work cooperatively with faculty members, parents, and students to establish safety measures, quality instruction, maintenance of relationships, and maintain a clean, well-maintained school environment. Principals will be required to identify how their respective schools' restorative disciplinary measures operate within an MTSS framework. Individual teachers will be responsible for maintaining high-quality positive behavior supports and instructional control in their classes and extracurricular assignments. All staff members will assist in maintaining discipline in other areas of the building and school grounds.

2. Safe Learning Environment

- a. Teachers and other staff members will promote a safe learning environment for a continuum of student learners by establishing rapport with students and demonstrating qualities of honesty, fairness, and consistency in their dealings. Teachers are expected to help students develop and maintain respect for themselves, for others, and for school property. Teachers are expected to define clear expectations for the following domains of classroom behavior:

- 1) The amount of movement required for an instructional activity;

- 2) The types of conversations for the instructional activity;
 - 3) How to ask for help during the instructional activity;
 - 4) Definitions of what participation in the instructional activity looks like.
3. Instruction
- a. Teachers will maintain effective control of the instructional situation in order to provide optimum learning opportunities for all students. It is the responsibility of the teacher to plan lessons carefully and engage in instructional activities that further student interest and engagement. It is the responsibility of the teacher to adopt a positive behavior support system in their respective classroom where explicit classroom behavioral expectations are reviewed and reinforced regularly.
4. Principals
- a. Principals will work with faculty members to develop school-wide positive behavior supports where explicit school-wide behavioral expectations are reviewed and reinforced regularly.
5. Restorative Discipline Procedures
- a. In situations where student behavior becomes disruptive to the extent that it interferes with the learning and teaching process, the principal or teacher may utilize reasonable restorative discipline procedures.
 - b. Student disciplinary action must be consistent with established state rules and regulations consistent with those rules and regulations found in the [LRBI Manual](#).
 - c. No employee may inflict cruel or irresponsible punishment upon a student or exercise other liberties prohibited by statutory law including any form of corporal punishment as defined under [Utah Code § 53G-8-301\(2\)](#).
 - d. Students requiring discipline are to be dealt with in a professional and objective manner, without undue emotional displays.
 - e. All student discipline must incorporate a restorative component fostering belonging over exclusion, social engagement over control, and meaningful accountability over punishment.
6. Physical Restraint and Seclusionary Time Out

- a. When student behavior becomes disruptive to the extent that immediate measures must be taken to avoid personal injury or abuse to themselves or others, teachers, acting in loco parentis, may use emergency safety interventions; physically restrain to control the student or students involved or use seclusionary time out.
- b. Physical Restraint and Seclusionary Time Out in Box Elder School District will follow these explicit steps:
 - 1) Physical restraint and seclusionary time out initiation can only be provided by trained faculty and/or staff when student behavior has been deemed a real, immediate, and capable threat to student(s), faculty, and/or staff.
 - 2) Release Criteria: Physical restraint and seclusionary time out duration must be terminated:
 - a) After the minimum time necessary to ensure safety or
 - b) When the student is no longer a real, immediate, and capable threat to self, students, faculty, and staff.
 - 3) If a public education employee engages in physical restraint of a student or the use of seclusionary time out, the employee shall immediately notify:
 - a) The student's parent; and
 - b) School administration
 - 4) If the student is eligible for special education, the director of special education must be notified as well.
 - 5) In a reasonable amount of time following the use of physical restraint or seclusionary time out, a formal process for debriefing the faculty and staff will take place in an effort to address any concerns on behalf of the employees involved as well as procedures to help prevent the need for physical restraint again for the involved student.

7. Supervision

- a. Teachers will provide adequate supervision and structure in their classes and during assigned extracurricular assignments.

8. Modeling Behavior

- a. Teachers have the responsibility to set and maintain high standards of behavior and act as role models to their students.

9. Continuum of Interventions

- a. Box Elder School District will continue to develop, use, and monitor a continuum of intervention strategies and restorative discipline to assist students, including students whose behavior in school falls repeatedly short of reasonable expectations, by
 - 1) Teaching student behavior expectations,
 - 2) Re-teaching behavior expectations,
 - 3) Enlist effective, evidence-based interventions matched to student needs prior to an administrative referral.

C. General Authority

1. If a particular type of conduct has the effect of disrupting the learning atmosphere, it should be subject to regulation. The Board possesses discretion in promulgating regulations for the proper conduct of students.

[Utah Code § 53E-3-501\(1\)\(b\)\(v\) \(2019\)](#)
[Utah Admin. Rules 277-609-3 \(2019\)](#)

D. Relation of school discipline rules to other policies

1. Rules and procedures shall restrict corporal punishment and the use of reasonable and necessary physical restraint or force as set forth in these policies and pursuant to [Utah Code § 53G-8-302](#) and [Utah Administrative Rules R277-609](#). Policies shall include written procedures for the suspension and expulsion of, or denial of admission to, a student, consistent with due process and other provisions of law, including [Utah Code § 53G-8-204 et seq.](#) Moreover, all rules and procedures shall be consistent with all other policies of the Board, and all state statutes and federal laws governing school discipline, including [Utah Code § 53G-8-203](#), [Utah Code § 53G-8-204](#) and [Section 504 of the Rehabilitation Act of 1974 \(29 U.S.C. § 794\)](#).

[Utah Code § 53G-8-203 \(2019\)](#)

E. Revising discipline rules

1. In adopting or revising the District's rules and regulations, the school board shall solicit input from various interest groups at the school and in the community, including district employees, parents, and students.

[Utah Code § 53G-8-202 \(2019\)](#)

2. ESI Committee

- a. The District shall establish an Emergency Safety Intervention (ESI) Committee with members appointed by the Superintendent and consisting of two or more administrators, at least one parent or guardian of a student enrolled in the District, and at least two certified educational professionals with behavior training and knowledge of state rules and District discipline policies.
- b. The ESI Committee shall meet often enough to monitor the use of emergency safety intervention in the District, shall determine and recommend professional development needs relating to emergency safety intervention, shall develop policies for local dispute resolution processes to address concerns regarding disciplinary actions, and shall ensure that each emergency incident where a school employee uses an ESI is documented in the District's student information system and is reported to the State Superintendent through UTREx.
- c. The District shall collect, maintain, and periodically review documentation and other records of the use of emergency safety interventions at schools within the District, according to procedures defined by the State Superintendent of Public Instruction. Such documentation and records shall be provided annually by June 30 to the State Superintendent. In addition, the District shall submit all required UTREx discipline data and incident or infraction data elements as part of the District's daily UTREx submission.

[Utah Admin. Rules R277-609-7 \(January 22, 2020\)](#)

[Utah Admin. Rules R277-609-8 \(January 22, 2020\)](#)

F. Emergency Removals

1. Students may be removed from regular classes or District premises for nondisciplinary health, safety, and welfare reasons when the Board or its designee determines that an emergency exists.
2. Any student removed from school for any "emergency" reason who is in a condition that threatens his or her own welfare or the welfare of others shall be released to the

student's parent, the parent's representative, or other proper authority, including, but not limited to, law enforcement officers and medical personnel.

3. The District shall make reasonable efforts to notify the parent prior to removing a student from school premises for emergency reasons. If the parent cannot be notified prior to the removal, the parent shall be notified as soon as possible after the removal and the reasons for it.

G. Students with Disabilities

1. Removal of a handicapped student for any of these reasons shall be used only in emergency situations and shall not exceed ten school days. Consecutive ten-day removals are prohibited, unless the Special Education Committee determines that the student poses an immediate threat to the safety of himself or others, or disrupts the safety of the learning environment. If the parents appeal the Special Education Committee's decision and refuse to permit a change in placement, the District may seek a court injunction to remove a dangerous handicapped student for more than ten consecutive days.
2. If emergency removals, suspensions, or removals to alternative education total 10 school days in a year, the Special Education Committee shall review the student's IEP, unless the discipline management portion of the IEP specifies otherwise.

H. Corporal Punishment

1. A school employee may not inflict or cause the infliction of corporal punishment upon a child who is receiving service from the school.

[Utah Admin. Rules R277-608 \(September 21, 2017\)](#)

[Utah Code § 53G-8-302 \(2019\)](#)

2. The term "corporal punishment" means the intentional infliction of physical pain upon the body of a student as a disciplinary measure. The term "child" means a person under the age of eighteen (18) or under the age of twenty-three (23) if the person is receiving educational services as an individual with a disability.

[Utah Code § 53G-8-301 \(2018\)](#)

I. Appropriate Conduct

1. This policy does not prohibit the use of reasonable and necessary physical restraint or force in self-defense or otherwise appropriate to the circumstances to:

- a. obtain possession of a weapon or other dangerous object in the possession or under the control of a child;
- b. protect the child or another person from physical injury;
- c. remove from a situation a child who is violent or disruptive; or
- d. protect property from being damaged.

[Utah Code § 53G-8-301\(2\) \(2018\)](#)

[Utah Code § 53G-8-302 \(2019\)](#)

[Utah Admin. Rules R277-609-4\(3\)\(k\) \(May 8, 2018\)](#)

2. An employee of the District may not be subjected to any sanction for failure or refusal to commit an act prohibited by this policy.

[Utah Code § 53G-8-302 \(2019\)](#)

3. [Policy 5090 Child Abuse](#) regarding Child Abuse Reporting and Investigation shall apply to complaints made to the District regarding improper or unauthorized use of corporal punishment.

[Utah Code § 53G-8-303 \(2018\)](#)

J. Limitation

1. This policy does not restrict the use of physical contact which is considered to be reasonable discipline for purposes of behavior reduction intervention and which is also in compliance with state regulations and District policies adopted pursuant to [Utah Code § 53E-7-202](#) regarding provision of education for students with disabilities.

[Utah Code § 53E-7-202 \(2018\)](#)

K. Disciplinary Record

1. Disciplinary records shall be made available to parents or the student, whichever is appropriate, pursuant to the District's student records policy.

L. Notice of Rules

1. A copy of the rules and procedures shall be made available to all students at the time of their enrollment in the school. If a school makes significant changes to its discipline rules and procedures, written notice of the adopted and revised discipline

rules and procedures shall be distributed to all new and continuing students. In the case of all new, continuing or transfer students, a copy of the rules and procedures shall be mailed to the student's parents.

[Utah Code § 53G-8-204 \(2018\)](#)

M. Board review of school discipline rules

1. Each school shall file a copy of its school discipline rules and procedures with the Board within thirty days after adoption of the rules and procedures. The Board shall review the rules and procedures filed by each school and may require the school to modify any rule or procedure that is not consistent with Board policy or state statutes on discipline in the public schools.

[Utah Code § 53G-8-202 \(2018\)](#)

[Utah Code § 53G-8-203 \(2018\)](#)

POLICY 5380

Notification Received from Juvenile Courts

A. Superintendent to Notify Principal

1. Within three days of receiving a notification from juvenile court or a law enforcement agency that a student of the district has been taken into custody or adjudicated for a crime of violence, a violent felony as defined by [Utah Code § 76-3-203.5](#), or an offense in violation of Title 76, Chapter 10, Part 5, Weapons, the superintendent shall notify the principal of the school that the juvenile attends or last attended. The superintendent shall inform the principal:
 - a. The name of the student;
 - b. The offense for which the student was taken into custody or adjudicated;
 - c. If available, the name of the victim, if the victim is a student of the school district and:
 - 1) Resides in the same school district as the student; or
 - 2) Attends the same school as the minor.
2. Upon receipt of the information from the superintendent, the principal shall make a notation in a secure file other than the student's permanent file and shall, with the school multidisciplinary team, use the information to assess the level of threat the student poses, including potential for self-harm, suicide ideation, harm to others, or harm to school property. In making this assessment, the principal and multidisciplinary team shall use an evidence-based threat assessment approved by the State Board of Education.

[Utah Code § 78A-6-112\(3\)\(b\) \(2020\)](#)

[Utah Code § 78A-6-117\(1\)\(c\) \(2020\)](#)

[Utah Code § 53G-8-402 \(2020\)](#)

[Utah Code § 53G-8-403 \(2018\)](#)

[Utah Admin. Rules R277-736-3\(1\) to \(3\) \(June 22, 2020\)](#)

B. Dissemination of Information to School Staff

1. The principal and multidisciplinary team shall determine, based on the level of threat posed by the student, the appropriate school staff who should receive the information about the student. In cases where the information demonstrates possible

imminent harm to the student or others, the principal may share information as necessary to ensure the safety of the student, the victim, and the school's general population without first consulting with the multidisciplinary team. In determining what information should be shared and which staff members should receive the information, the principal and multidisciplinary team should share only the information and data needed to ensure the safety of the student, the victim, and the school's general population.

Utah Admin. Rules R277-736-3(1), (4), (5) (June 22, 2020)

2. The superintendent, principal, and any other staff member notified by the principal shall not intentionally cause the information to become public knowledge.

C. Action Against Student Based on Information

1. Any action taken against a student based on the information received must be consistent with restorative justice practices.

Utah Admin. Rules R277-736-3(6) (June 22, 2020)

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 2218
Amended
November 9, 2016
First Reading
March 10, 2021
Second Reading
April 14, 2021

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\(1\)\(b\) \(April 8, 2019\)](#)

Graduation Assignments

2018	BEHS	<i>Fri, June 1 – WSU 8 pm</i>	Bryan Smith
	BRHS	<i>Fri, June 1 – USU – 3 pm</i>	Connie Archibald
	Comm. High	<i>Thu, June 14 – BEHS 6:30 pm</i>	Wade Hyde
2019	BEHS	<i>Tues, May 28 – WSU 6 pm</i>	Julie Taylor
	BRHS	<i>Thu, May 30 – USU 7 pm</i>	Wade Hyde
	Comm. High	<i>Thu, June 13 – BEHS 6:30 pm</i>	Nancy Kennedy
2020	BEHS	<i>Tues, May 26 – WSU 6:00 pm</i>	Bryan Smith
	BRHS	<i>Thu, May 28 – USU 7:00 pm</i>	Nancy Kennedy
	Comm. High	<i>Thu, June 11 – BEHS 6:30 pm</i>	Tiffani Summers



Learning by Doing

3rd Edition

2020 Box Elder Board of Education
Reading Schedule

Board Meeting Date

Reading Assignment

September 9, 2020

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

October 14, 2020

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

November 11, 2020

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

December 9, 2020

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

January 13, 2021

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

February 10, 2021

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

March 10, 2021

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

April 14, 2021

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

May 12, 2021

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

June 9, 2021

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

July 14, 2021

-**Conclusion** The Fierce Urgency of Now

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

The School Board meeting opened with a Work Session at 5:30 p.m. The following principals reported to the Board: Eldon Petersen, Bear River Middle School, Melissa Morris, Snowville, Park Valley, and Grouse Creek.

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder School District, held Wednesday evening March 10, 2021 at 6:30 p.m. at the Independent Life Skills Center.

Those in attendance at the meeting included Board President Julie Taylor, Vice President Tiffani Summers, Connie Archibald, Karen Cronin, Wade Hyde, Nancy Kennedy, and Bryan Smith. Also present were Superintendent Steve 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 Tiffani Summers, Steve Carlsen led the audience in the pledge of allegiance.

Approval of Agenda

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

Public Comment

Lorna Romriell thanked all of the people in the district for all they do. She wanted to know about testing requirements for the dance at Box Elder High School.

Superintendent Carlsen addressed the question with the fact that we are still following CDC and State and Local Health department guidelines. It is a requirement from our Insurance carrier that we follow those guidelines.

Action Items

Negotiations Team Approval

Keith Mecham, Assistant Superintendent of Human Resource presented the negotiation teams to the Board for approval.

Karen Cronin made the motion to approve the negotiation teams as recommended. Nancy Kennedy seconded the motion which passed unanimously.

School Land Trust Amendment for 2020-21 Adele C Young Intermediate Approval

Wade Hyde made the motion to approve the School Land Trust plan amendment for ACYI. Connie Archibald seconded the motion which passed unanimously.

Approval of Fiscal Year 2022 Capital Improvement Plan

Director of Facilities, Corey Thompson, presented the proposed improvements for the 2022 Budget of \$2.6 million for Board approval.

Karen Cronin made the motion to approve the budget for 2 million dollars for the proposed Capital Budget for the 2021-2022. Bryan Smith seconded the motion with a 6 to 1 vote with Connie Archibald opposing the motion.

Approval of Supplemental Funds for Employee Bonus

Superintendent Steve Carlsen explained to the Board the state stipend that would go to employees working with students. He requested that the Board approve budget for the stipend for those not covered in the law.

Bryan Smith made the motion to approve the budget for the stipend to employees not covered by the law including the Superintendent and Business Administrator. Connie Archibald seconded the motion which passed unanimously.

Information/Discussion Items

Acadience Middle of Year Data

Director of Assessment, Jeremy Young presented the results of the mid-year assessments for Acadience Tests.

Canvas

David Blake, Ed tech and Appel Coordinator, presented information on Canvas the online tool used by teachers.

Local Board Training for School Land Trust Program

Gary Allen, Assistant Superintendent of Secondary Teaching and Learning presented required Board training on School Land Trust to the Board Members.

Legislative Update

Steve Carlsen, Superintendent, presented and update of the legislative session to the Board.

Monthly Financial Report

Business Administrator, Rod Cook presented the Monthly Financial Report. He also presented information on the number of Administrators in the District Office. The highest number having been 14 in 1979 dropping to 10 in the early 80's then increasing back to 12 in 2020.

Policy Review

Policies with No Changes

- Policy 2200 Vandalism, Destruction, or Loss of School Property
- Policy 2211 Transportation – Bus Routes and Stops
- Policy 2212 Transportation - Transportation of Students by Private Vehicle
- Policy 2213 Transportation - Kindergarten
- Policy 2214 Transportation – “In Lieu of” Allowance
- Policy 2215 Transportation - Living and Transportation Allowances
- Policy 2219 Transportation – Substitute Bus Drivers
- Policy 2221 Transportation – Special Education/Pre-School
- Policy 4075 Earning Credit
- Policy 5025 Student Transfers: Enrollment Options Program
- Policy 5040 Transfer and Assignment of Students
- Policy 5220 Student Safety Patrols

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

First Reading

- Policy 2218 Transportation – District Owned Vehicles
- Policy 5006 Safe Schools – Discipline of Students with Disabilities
- Policy 6060 Conduct on School Premises

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

Second 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 second reading. Nancy Kennedy seconded the motion which passed unanimously.

Board Discussion Items

Board Committee Assignments have been made and are included in the packet. Julie Taylor will serve as the Legislative delegate nominated by Nancy Kennedy and seconded by Wade Hyde. The vote was unanimous in favor.

Return to Learn

Superintendent Steve Carlsen reported on the Covid 19 plan indicating that the cases are decreasing.

Learning by Doing Reading

The Board discussed the reading assignment.

Consent Calendar

Nancy Kennedy moved to accept the consent items. The motion was seconded by Bryan Smith and passed on a unanimous vote.

The Consent Calendar included the following items:

Approval of the minutes of the working and regular meetings of February 10, 2021.

Approval of claims numbered 36043-36326, 02013121, 05021021, 07022621, 08022621, 09021921, 09022621 and the District Foundation and ACH payments as well as School Activity checks for the month of December.

Personnel Items

As detailed in agenda.

Travel Requests

As detailed in agenda.

Adjournment

Karen Cronin made the motion to adjourn the meeting. Tiffani Summers seconded the motion which passed by unanimous vote.

With the announcement that the next meeting will be held on Wednesday, April 14, 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 9:15 p.m.

APPROVED: _____

ATTESTED: _____
School Business Administrator
Box Elder School District

President, Board of Education

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00036327	105.15	03/04/21	1 KIMBERLY HORTIN	C
01	00036328	1,072.94	03/04/21	1 ROBYN SMITH	C
01	00036329	245.95	03/04/21	1 SARAH ROBINETTE	C
01	00036330	575.88	03/04/21	812477 ALSCO/AMERICAN LINEN	C
01	00036331	4,837.39	03/04/21	25909 AMERIGAS PROPANE	C
01	00036332	21.00	03/04/21	104132 BEAZER LOCK & KEY	C
01	00036333	258.40	03/04/21	87120 BEEHIVE TELEPHONE CO	C
01	00036334	5,964.23	03/04/21	100913 BORDER STATES INDUSTRIES, INC	C
01	00036335	731.96	03/04/21	44342 MICHELLE BREIDER	C
01	00036336	231.42	03/04/21	38997 SABRINA BURMESTER	C
01	00036337	55.10	03/04/21	1295 ELISE BURT	C
01	00036338	8,828.99	03/04/21	3271 CANON SOLUTIONS AMERICA	C
01	00036339	111.00	03/04/21	107994 CERTIFIED SHRED	C
01	00036340	1,309.58	03/04/21	53473 CHARLIE'S PRODUCE	C
01	00036341	279.18	03/04/21	20338 ROXANN CHRISTENSEN	C
01	00036342	388.79	03/04/21	104223 CODALE ELECTRIC	C
01	00036343	502.00	03/04/21	156817 CORINNE CITY CORP	C
01	00036344	4.14	03/04/21	53783 ALLYSON ELIASON	C
01	00036345	421.60	03/04/21	104881 FERGUSON ENTERPRISES INC	C
01	00036346	574.80	03/04/21	304217 GARLAND CITY	C
01	00036347	866.94	03/04/21	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00036348	511.56	03/04/21	111431 T DANIELLE HAWKES	C
01	00036349	390.00	03/04/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00036350	2,138.64	03/04/21	111125 IML SECURITY SUPPLY	C
01	00036351	10,930.39	03/04/21	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00036352	29.58	03/04/21	21733 HALLIE KUNZLER	C
01	00036353	673.27	03/04/21	94170 KELLY J KUNZLER	C
01	00036354	661.67	03/04/21	107207 RACHEALE KUNZLER	C
01	00036355	519.99	03/04/21	104799 LOOKOUT BOOKS	C
01	00036356	91.52	03/04/21	111457 KEITH MECHAM	C
01	00036357	262.94	03/04/21	43982 MIKE MOORE	C
01	00036358	2,332.55	03/04/21	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00036359	636.84	03/04/21	54330 KALLEE MUNNS	C
01	00036360	1,865.00	03/04/21	4910 NATIONAL FFA ORGANIZATION	C
01	00036361	3,898.68	03/04/21	111273 NUCO2 LLC	C
01	00036362	23,422.90	03/04/21	3050 OBSERVERTAB, LLC	C
01	00036363	229.00	03/04/21	700077 PERRY CITY	C
01	00036364	73.08	03/04/21	53805 AMY PUGSLEY	C
01	00036365	55.10	03/04/21	53813 QUIRT PUGSLEY	C
01	00036366	307.38	03/04/21	35270 QUADIENT, INC	C
01	00036367	719.55	03/04/21	55115 RIVERSIDE CORNER LLC	C
01	00036368	40,133.68	03/04/21	892645 ROCKY MOUNTAIN POWER	C
01	00036369	661.67	03/04/21	21130 AMBER ROSE	C
01	00036370	9,800.00	03/04/21	48470 SCHOOLS CUBED	C
01	00036371	935.00	03/04/21	110873 SOLUTION TREE	C
01	00036372	665.15	03/04/21	12793 SONYA SPACKMAN	C
01	00036373	28.25	03/04/21	109177 STATE OF UTAH	C
01	00036374	100.00	03/04/21	109177 STATE OF UTAH	C
01	00036375	30.00	03/04/21	109177 STATE OF UTAH	C
01	00036376	35.95	03/04/21	110914 SUPERIOR WATER AND AIR INC	C
01	00036377	41.76	03/04/21	53791 ELIZABETH TAYLOR	C
01	00036378	50.00	03/04/21	863345 UASBO/UTAH ASSOCIATION OF SCHO	C
01	00036379	143.75	03/04/21	875087 UKON WATER CO	C
01	00036380	25.00	03/04/21	20494 UTAH HOSA	C
01	00036380	-25.00	03/11/21	20494 UTAH HOSA	CV

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00036381	54.15	03/04/21	13595 ROXANNA WAGSTAFF	C
01	00036382	5,908.35	03/04/21	924155 WASTE MGMT OF UTAH INC	C
01	00036383	800.00	03/04/21	100471 WEBER STATE UNIVERSITY	C
01	00036384	661.67	03/04/21	12939 EMILIE WESTMORELAND	C
01	00036385	29.53	03/04/21	45233 MARCIA WILSON	C
01	00036386	440.00	03/04/21	16284 WIN-911 SOFTWARE	C
01	00036387	165.00	03/04/21	55239 ZHANG, SHIZHONG	C
01	00036388	9,631.98	03/04/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00036389	299.00	03/04/21	106497 APPLE STORE	C
01	00036390	1,593.00	03/04/21	110509 AUDIO ENHANCEMENT	C
01	00036391	2,763.52	03/04/21	108543 B & H PHOTO VIDEO	C
01	00036392	1,370.85	03/04/21	104223 CODALE ELECTRIC	C
01	00036393	1,440.36	03/04/21	100293 DELL COMPUTER	C
01	00036394	573.38	03/04/21	180241 DEMCO INC	C
01	00036395	10.39	03/04/21	107387 DESERET BOOK	C
01	00036396	1,551.45	03/04/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00036397	219.85	03/04/21	106378 GOLDEN SPIKE POWERSPORTS	C
01	00036398	2,784.42	03/04/21	386370 HYKO SUPPLY CO	C
01	00036399	729.76	03/04/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00036400	8,487.00	03/04/21	51969 JAMF SOFTWARE, LLC	C
01	00036401	144.36	03/04/21	101405 NAPA AUTO PARTS	C
01	00036402	373.30	03/04/21	633340 OFFICE DEPOT	C
01	00036403	117.16	03/04/21	664141 ORIENTAL TRADING COMPANY INC	C
01	00036404	1,937.88	03/04/21	699420 PERMA BOUND BOOKS	C
01	00036405	240.00	03/04/21	110840 RUSH TRUCK CENTER OF UTAH	C
01	00036406	222.00	03/04/21	103604 SCHOLASTIC EDUCATION	C
01	00036407	1,166.78	03/04/21	157371 STAPLES	C
01	00036408	4,506.00	03/04/21	822122 SUMMERHAYS MUSIC CENTER	C
01	00036409	273.74	03/04/21	866716 UTAH CORRECTIONAL INDUSTRIES	C
01	00036410	118.00	03/04/21	109463 WOODWIND AND BRASSWIND	C
01	00036411	54.00	03/05/21	1 JESSICA FREHNER	C
01	00036412	9.50	03/05/21	1 KRISTY EDGINGTON	C
01	00036413	617.20	03/05/21	1 WITNEY WAYMENT	C
01	00036414	1,432.39	03/11/21	110509 AUDIO ENHANCEMENT	C
01	00036415	931.00	03/11/21	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00036416	3,125.97	03/11/21	85748 BEAR RIVER MIDDLE SCHOOL	C
01	00036417	255.50	03/11/21	85768 BEAR RIVER SEWER DEPT	C
01	00036418	2,772.28	03/11/21	55220 BETTER QUESTIONS, LLC	C
01	00036419	1,489.00	03/11/21	104338 BOX ELDER HIGH SCHOOL	C
01	00036420	712.05	03/11/21	104348 BOX ELDER MIDDLE SCHOOL	C
01	00036421	76.56	03/11/21	40410 KAREN BRAITHWAITE	C
01	00036422	51,220.84	03/11/21	108217 BRIGHAM CITY CORPORATION	C
01	00036423	27.00	03/11/21	14958 CULLIGAN	C
01	00036424	4,397.67	03/11/21	729332 ECONO WASTE INC	C
01	00036425	4,353.35	03/11/21	143160 FRONTIER COMMUNICATION	C
01	00036426	8,652.87	03/11/21	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00036427	231.90	03/11/21	467700 JOHNSON ELECTRIC MOTORS	C
01	00036428	1,108.74	03/11/21	110259 KONE INC	C
01	00036429	109.97	03/11/21	543168 MADDOX RANCH HOUSE	C
01	00036430	74.00	03/11/21	111457 KEITH MECHAM	C
01	00036431	1,532.48	03/11/21	3050 OBSERVERTAB, LLC	C
01	00036432	20,000.00	03/11/21	109396 OGDEN CITY SCHOOL DISTRICT	C
01	00036433	60.00	03/11/21	2216 RYAN OLSEN	C
01	00036434	2,009.76	03/11/21	732367 RAFT RIVER RURAL	C
01	00036435	15.00	03/11/21	105361 READ NATURALLY INC	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00036436	97.68	03/11/21	109395 JOYLENE RITCHIE	C
01	00036437	921.95	03/11/21	5045 RSM FOOD SERVICE	C
01	00036438	39.95	03/11/21	110789 SECURE INSTANT PAYMENTS LLC	C
01	00036439	37.00	03/11/21	802087 SNOWVILLE WATERWORKS INC	C
01	00036440	1,456.70	03/11/21	861085 TV SPECIALISTS INC	C
01	00036441	300.00	03/11/21	109476 UTAH FCCLA	C
01	00036442	45,798.95	03/11/21	892916 STATE OF UTAH FUEL NETWORK	C
01	00036443	2,844.54	03/11/21	891181 LB 410027	C
01	00036444	39.22	03/11/21	22071 JENNIFER WEBB	C
01	00036445	35.00	03/11/21	110931 WEESE GLASS LLC	C
01	00036446	210.84	03/11/21	941217 WILLARD CITY CORP	C
01	00036447	1,861.42	03/11/21	21679 ACCO BRANDS USA LLC	C
01	00036448	9,064.87	03/11/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00036449	3,036.00	03/11/21	53325 ANGORA LLC	C
01	00036450	6,959.00	03/11/21	106497 APPLE STORE	C
01	00036451	895.25	03/11/21	107488 ARCHIBALD & SONS INC	C
01	00036452	692.22	03/11/21	113116 BRYSON SALES & SERVICE	C
01	00036452	-692.22	03/18/21	113116 BRYSON SALES & SERVICE	CV
01	00036453	5,480.00	03/11/21	100293 DELL COMPUTER	C
01	00036454	692.74	03/11/21	4669 DELVIES PLASTICS INC	C
01	00036455	1,594.19	03/11/21	180241 DEMCO INC	C
01	00036456	1,447.57	03/11/21	103155 EAI EDUCATION	C
01	00036457	36.47	03/11/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00036458	759.00	03/11/21	100148 HIGH NOON BOOKS	C
01	00036459	2,949.16	03/11/21	55204 HYGIENA LLC	C
01	00036460	3,215.04	03/11/21	386370 HYKO SUPPLY CO	C
01	00036461	625.30	03/11/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00036462	2,204.48	03/11/21	455120 JACKS TIRE & OIL INC	C
01	00036463	990.72	03/11/21	474162 JOSTENS	C
01	00036464	1,195.68	03/11/21	545971 MARC / MID AMERICAN RESEARCH	C
01	00036465	3,045.99	03/11/21	633340 OFFICE DEPOT	C
01	00036466	1,540.49	03/11/21	699420 PERMA BOUND BOOKS	C
01	00036467	3,653.42	03/11/21	110417 RESCO	C
01	00036468	272.00	03/11/21	103604 SCHOLASTIC EDUCATION	C
01	00036469	1,782.00	03/11/21	108663 SCHOOL OUTFITTERS	C
01	00036470	67.26	03/11/21	54313 SCHOOL SPECIALTY, LLC	C
01	00036471	1,410.45	03/11/21	157371 STAPLES	C
01	00036472	122.50	03/11/21	824825 SWANSON BUILDING MATERIALS INC	C
01	00036473	203.26	03/11/21	49611 THERAPY SHOPPE INC	C
01	00036474	2,539.35	03/11/21	111109 TOM RANDALL DIST	C
01	00036475	8,511.96	03/11/21	106181 UEN/UTAH EDUCATION NETWORK	C
01	00036476	420.00	03/11/21	866716 UTAH CORRECTIONAL INDUSTRIES	C
01	00036477	5,570.32	03/11/21	891133 UTAH/YAMAS CONTROLS INC	C
01	00036478	6,000.00	03/11/21	898860 VCBO ARCHITECTS	C
01	00036479	420.91	03/11/21	16535 VEX ROBOTICS	C
01	00036480	510.68	03/11/21	477 WEIDENHAMMER	C
01	00036481	7.10	03/18/21	1 DEBBIE NELSON	C
01	00036482	128.30	03/18/21	1 DEEDRE YOUNGKEIT	C
01	00036483	37.45	03/18/21	1 GINA BREWER	C
01	00036484	82.55	03/18/21	1 JEANETTE NIELSEN	C
01	00036485	33.90	03/18/21	1 KELLY HARJU	C
01	00036486	19.50	03/18/21	1 STACEY JOHNSON	C
01	00036487	80.00	03/18/21	6617 ACME WATER CO	C
01	00036488	480.00	03/18/21	36784 AMERICAN RED CROSS	C
01	00036489	348.00	03/18/21	38040 AMERICAN SIGN LANGUAGE COMMUNICATION	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00036490	1,414.84	03/18/21	85526 BEAR RIVER CANAL COMPANY	C
01	00036491	93.97	03/18/21	104322 BOX ELDER CREEK WATER WUA	C
01	00036492	2,608.32	03/18/21	53473 CHARLIE'S PRODUCE	C
01	00036493	638.00	03/18/21	40363 CIO MEDICAL SERVICES	C
01	00036494	7,182.00	03/18/21	107136 ERS HEATING & COOLING	C
01	00036495	124.52	03/18/21	109665 A J GILMORE	C
01	00036496	39.00	03/18/21	39349 RANAE GONZALES	C
01	00036497	329.12	03/18/21	3514 LARRY HESS	C
01	00036498	20,107.49	03/18/21	50768 INTECH COLLEGIATE HIGH SCHOOL	C
01	00036499	9,929.08	03/18/21	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00036500	36.42	03/18/21	489250 KENTS MARKET PL/BRIGHAM	C
01	00036501	7,956.00	03/18/21	48879 KREMEDY LLC / KANNACT	C
01	00036502	1,000.00	03/18/21	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00036503	575.02	03/18/21	49859 JACKSON GROUP CORPORATE OFFICE	C
01	00036504	3,062.89	03/18/21	937851 PRAXAIR DISTRIBUTION INC	C
01	00036505	992.75	03/18/21	110772 PLASTIC FABRICATING	C
01	00036506	314.00	03/18/21	105185 RURAL WATER ASSOCIATION	C
01	00036507	1,240.28	03/18/21	10731 SMITH'S CUSTOMER CHARGES	C
01	00036508	90.00	03/18/21	6009 IRLANDA STEVENS	C
01	00036509	178,352.81	03/18/21	12688 SYSCO	C
01	00036510	897.82	03/18/21	852617 TREMONTON CITY CORP	C
01	00036511	13,585.54	03/18/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00036512	129.00	03/18/21	11088 AMERICAN SCHOOL COUNSELOR ASSOCIATION	C
01	00036513	16,896.00	03/18/21	106497 APPLE STORE	C
01	00036514	507.36	03/18/21	49670 CAMBRIDGE UNIVERSITY PRESS	C
01	00036515	6,700.00	03/18/21	3271 CANON SOLUTIONS AMERICA	C
01	00036516	1,285.60	03/18/21	31623 DE MARKETPLACE (IDEA DE SUPPLY)	C
01	00036517	1,255.44	03/18/21	180241 DEMCO INC	C
01	00036518	339.46	03/18/21	795 DIDAX EDUCATIONAL RESOURCES INC	C
01	00036519	22.86	03/18/21	286060 FLINN SCIENTIFIC	C
01	00036520	300.00	03/18/21	110099 FLUXLIGHT INC	C
01	00036521	755.90	03/18/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00036522	6,320.32	03/18/21	24430 HERTZ FURNITURE	C
01	00036523	1,212.82	03/18/21	386370 HYKO SUPPLY CO	C
01	00036524	79.95	03/18/21	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00036525	2.88	03/18/21	100550 JOSTENS INC	C
01	00036526	2,786.00	03/18/21	111727 LAVENDER HILL PRESS	C
01	00036527	479.90	03/18/21	545971 MARC / MID AMERICAN RESEARCH	C
01	00036528	2,692.50	03/18/21	111013 MARKERBOARD PEOPLE	C
01	00036529	779.27	03/18/21	633340 OFFICE DEPOT	C
01	00036530	4,723.57	03/18/21	100987 PEARSON EDUCATION CENTER	C
01	00036531	704.37	03/18/21	699420 PERMA BOUND BOOKS	C
01	00036532	12.95	03/18/21	709060 PITSCO INC	C
01	00036533	161.75	03/18/21	714550 POSITIVE PROMOTIONS	C
01	00036534	326.50	03/18/21	105086 PRESTIGE WEST FENCE	C
01	00036535	3,990.00	03/18/21	110417 RESCO	C
01	00036536	503.36	03/18/21	759360 ROTO AIRE	C
01	00036537	592.00	03/18/21	103604 SCHOLASTIC EDUCATION	C
01	00036538	101.56	03/18/21	54313 SCHOOL SPECIALTY, LLC	C
01	00036539	30,723.00	03/18/21	34100 SHOPBOT TOOLS INC	C
01	00036540	670.73	03/18/21	157371 STAPLES	C
01	00036541	3,500.00	03/18/21	55328 T & J HORSE TRAILER INC.	C
01	00036542	768.00	03/18/21	54879 THOMAS & SONS LLC	C
01	00036543	11,850.66	03/18/21	861085 TV SPECIALISTS INC	C
01	00036544	424.97	03/18/21	16535 VEX ROBOTICS	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00036545	3,244.20	03/18/21	310 VIRCO INC	C
01	00036547	15.00	03/25/21	1 HEATHER FISCHER	C
01	00036548	353.83	03/25/21	102956 BEAR RIVER MENTAL HEALTH	C
01	00036549	2,522.28	03/25/21	55220 BETTER QUESTIONS, LLC	C
01	00036550	9,904.27	03/25/21	3271 CANON SOLUTIONS AMERICA	C
01	00036551	1,773.10	03/25/21	890740 CENTURYLINK	C
01	00036552	626.43	03/25/21	890740 CENTURYLINK LONG DISTANCE	C
01	00036553	1,369.05	03/25/21	53473 CHARLIE'S PRODUCE	C
01	00036554	2,078.80	03/25/21	819370 CLASSICAL STRINGS / G WILHELMSSEN	C
01	00036555	69,806.60	03/25/21	49956 EDUCATION LOGISTICS, INC	C
01	00036556	129.36	03/25/21	55557 ELIZABETH FERTIG	C
01	00036557	67.11	03/25/21	49557 MAYRA GARZA	C
01	00036558	400.00	03/25/21	323950 GRANITE SCHOOL DISTRICT	C
01	00036559	21,710.87	03/25/21	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00036560	163.43	03/25/21	489250 KENTS MARKET PL/BRIGHAM	C
01	00036561	23.95	03/25/21	489240 KENTS MARKET PL/TREMONTON	C
01	00036562	6,471.86	03/25/21	110561 MAXIM HEALTHCARE SERVICES INC	C
01	00036563	4,500.00	03/25/21	46477 NUTRISLICE, INC	C
01	00036564	113.96	03/25/21	100987 PEARSON EDUCATION CENTER	C
01	00036565	1,645.60	03/25/21	104436 POWER ENGINEERING INC	C
01	00036566	507.80	03/25/21	937851 PRAXAIR DISTRIBUTION INC	C
01	00036567	175.00	03/25/21	51500 RITE OF PASSAGE	C
01	00036568	36,267.49	03/25/21	892645 ROCKY MOUNTAIN POWER	C
01	00036569	220.00	03/25/21	762360 RUPP WASTE CONTAINERS INC	C
01	00036570	9,142.50	03/25/21	110873 SOLUTION TREE	C
01	00036571	17,823.18	03/25/21	42846 VERACITY NETWORKS, LLC	C
01	00036572	7,234.19	03/25/21	24580 VERIZON WIRELESS	C
01	00036573	353.80	03/25/21	48224 JACQUELINE WHITAKER	C
01	00036574	212.74	03/25/21	101693 BONNIE YOUNG	C
01	00036575	500.00	03/25/21	102931 ZIONS BANK NATIONAL BANK	C
01	00036576	215,821.52	03/25/21	102931 ZIONS BANK NATIONAL BANK	C
01	00036577	2,497.00	03/25/21	31364 95 PERCENT GROUP	C
01	00036578	539.00	03/25/21	112046 ACE HARDWARE - BRIGHAM	C
01	00036579	19,988.18	03/25/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00036580	7,639.12	03/25/21	110509 AUDIO ENHANCEMENT	C
01	00036581	2,189.00	03/25/21	779 GOVCONNECTION INC	C
01	00036582	619.62	03/25/21	180241 DEMCO INC	C
01	00036583	13.59	03/25/21	107387 DESERET BOOK	C
01	00036584	178.85	03/25/21	795 DIDAX EDUCATIONAL RESOURCES INC	C
01	00036585	171.53	03/25/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00036586	33,807.40	03/25/21	106881 HANSEN CHEVROLET	C
01	00036587	812.35	03/25/21	386370 HYKO SUPPLY CO	C
01	00036588	416.50	03/25/21	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00036589	205.98	03/25/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00036590	199.45	03/25/21	45560 LAKESHORE LEARNING MATERIALS	C
01	00036591	140.37	03/25/21	52035 LITERACY RESOURCES, LLC	C
01	00036592	74.49	03/25/21	545971 MARC / MID AMERICAN RESEARCH	C
01	00036593	570.00	03/25/21	111013 MARKERBOARD PEOPLE	C
01	00036594	611.00	03/25/21	50806 MICROBRIC, LLC	C
01	00036595	350.35	03/25/21	100359 NASCO MODESTO	C
01	00036596	2,979.91	03/25/21	633340 OFFICE DEPOT	C
01	00036597	23,547.62	03/25/21	55441 PANORAMA EDUCATION, INC	C
01	00036598	6,167.54	03/25/21	100987 PEARSON EDUCATION CENTER	C
01	00036599	2,271.46	03/25/21	699420 PERMA BOUND BOOKS	C
01	00036600	1,049.89	03/25/21	937851 PRAXAIR DISTRIBUTION INC	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00036601	841.16	03/25/21	54640 PURCELL TIRE AND SERVICE CENTER	C
01	00036602	477.83	03/25/21	28282 READING WAREHOUSE	C
01	00036603	98.69	03/25/21	110417 RESCO	C
01	00036604	20,860.29	03/25/21	54313 SCHOOL SPECIALTY, LLC	C
01	00036605	89.95	03/25/21	110873 SOLUTION TREE	C
01	00036606	589.73	03/25/21	157371 STAPLES	C
01	00036607	5,350.00	03/25/21	100795 STURDY BUILT	C
01	00036608	200.00	03/25/21	55417 TECHCYCLE SOLUTIONS	C
01	00036609	1,224.00	03/25/21	23680 TES SOFTWARE INC	C
01	00036610	236.70	03/25/21	26468 WPS UNLOCKING POTENTIAL	C
01	00036611	1,392.27	03/26/21	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00036612	4,725.52	03/26/21	999014 AMERICAN FAMILY LIFE COMP	C
01	00036613	70.00	03/26/21	999027 B E SCHOOL BOARD FUND	C
01	00036614	104.40	03/26/21	999030 BENEFICIAL LIFE INSURANCE CO.	C
01	00036615	345.43	03/26/21	999110 BONNEVILLE BILLING & COLLECTIONS	C
01	00036616	936.05	03/26/21	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00036617	9,346.83	03/26/21	999021 BOX ELDER CREDIT UNION	C
01	00036618	176.00	03/26/21	999055 BOX ELDER FOUNDATION	C
01	00036619	1,640.05	03/26/21	999033 BUREAU CHILD SUPPORT SERV	C
01	00036620	172.90	03/26/21	999153 CONSTANTINO LAW OFFICE	C
01	00036621	28,104.92	03/26/21	999077 DENTAL SELECT	C
01	00036622	531.09	03/26/21	999054 U.I.E.B.T.	C
01	00036623	539.31	03/26/21	999019 EDUCATORS MUTUAL	C
01	00036624	69.12	03/26/21	999017 GLOBE LIFE INSURANCE CO	C
01	00036625	21,561.10	03/26/21	999035 HORACE MANN INSURANCE COMPANY	C
01	00036626	451.00	03/26/21	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00036627	225.06	03/26/21	999111 MEADE RECOVERY SERVICES LLC	C
01	00036628	1,141.03	03/26/21	54615 MOUNTAIN LOAN CENTERS, INC	C
01	00036629	8,350.00	03/26/21	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00036630	7,463.20	03/26/21	999081 NATIONAL BENEFITS SERVICES LLC	C
01	00036631	3,062.77	03/26/21	999008 OPTICARE	C
01	00036632	735,612.93	03/26/21	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00036633	1,778.45	03/26/21	999032 PRE-PAID LEGAL SERVICES	C
01	00036634	1,133.16	03/26/21	54348 SIERRA RESTORATION, LLC	C
01	00036635	19,421.82	03/26/21	999018 THE HARTFORD	C
01	00036636	444.35	03/26/21	48119 TITANIUM FUNDS	C
01	00036637	440.00	03/26/21	999012 UESP	C
01	00036638	15,330.52	03/26/21	999007 UTAH EDUCATION ASSOCIATION	C
01	00036639	6,762.20	03/26/21	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00036640	203,619.12	03/26/21	999003 UTAH STATE TAX COMMISSION	C
01	02022821	764.13	03/11/21	109177 UTAH DEPARTMENT OF WORKFORCE SERVICES	M
01	05031021	285,784.76	03/10/21	888540 US BANK	M
01	07033121	135,188.74	03/26/21	999070 HEALTH EQUITY INC	M
01	08033121	1,504,914.97	03/26/21	999005 UTAH STATE RETIREMENT FUND	M
01	09030521	460,266.33	03/05/21	111261 PHILLIPS-HANSEN LAND TITLE	M
01	09031921	190,707.45	03/26/21	999140 BANK OF UTAH	M
01	09032621	241,036.10	03/26/21	999140 BANK OF UTAH	M
01	09033121	953,807.06	03/26/21	999140 BANK OF UTAH	M
Total Bank No 01		6,167,494.47			
02	00100830	206.14	03/04/21	38032 AMAZON CAPITAL SERVICES INC	C
02	00100831	1,978.52	03/11/21	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100832	100.00	03/18/21	1 AMY HIATT	C
02	00100833	50.00	03/18/21	1 EMILEIGH GRIFFITHS	C
02	00100834	50.00	03/18/21	1 OLIVER CAPENER	C

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Bank	Check No	Amount	Date	Vendor	Type
02	00100835	2,680.00	03/18/21	104338 BOX ELDER HIGH SCHOOL	C
02	00100836	9.86	03/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100837	300.00	03/18/21	15016 BYRON OKADA	C
02	00100838	301.30	03/25/21	38032 AMAZON CAPITAL SERVICES INC	C
02	00100839	27.04	03/25/21	104338 BOX ELDER HIGH SCHOOL	C
02	00100840	825.00	03/25/21	55468 MARIA MATIAS MUSIC, INC.	C
02	00100841	29.57	03/25/21	586188 MOUNTAIN VIEW SCHOOL	C
Total Bank No 02		6,557.43			
07	77031121	604.00	03/11/21	102931 ZIONS BANK NATIONAL BANK	M
07	77031721	13,157.90	03/15/21	102931 ZIONS BANK NATIONAL BANK	M
Total Bank No 07		13,761.90			
11	01102909	132.00	03/04/21	27561 A & Z PRODUCE	A
11	01102910	5,179.90	03/04/21	101520 BELL JANITORIAL	A
11	01102911	80.40	03/04/21	48011 GAILE BINGHAM	A
11	01102912	20.00	03/04/21	35211 BONNIE JILL BONAUDI	A
11	01102913	40.00	03/04/21	49476 MICHAEL BOWEN	A
11	01102914	964.92	03/04/21	102177 BRADY INDUSTRIES LLC	A
11	01102915	332.68	03/04/21	134250 CEM SALES & SERVICE	A
11	01102916	30.40	03/04/21	103095 KISHA C COLLOM	A
11	01102917	54.40	03/04/21	108521 MELANIE CROUCH	A
11	01102918	45,387.09	03/04/21	728870 DOMINION ENERGY UTAH	A
11	01102919	548,780.31	03/04/21	107656 DWA CONSTRUCTION INC	A
11	01102920	56.00	03/04/21	106815 MAILEE FORREST	A
11	01102921	60.00	03/04/21	12165 AMANDA FRANCIS	A
11	01102922	30.40	03/04/21	108590 CINDY GIBBS	A
11	01102923	41.25	03/04/21	322776 GRAINGERS INC	A
11	01102924	661.67	03/04/21	109781 MICHELE GREEN	A
11	01102925	3,800.16	03/04/21	111426 DARLA HANSEN	A
11	01102926	48.00	03/04/21	351070 LINDA HAWKES	A
11	01102927	59.40	03/04/21	107462 NICOLE HESS	A
11	01102928	30.40	03/04/21	40320 JACINDA HEYDER	A
11	01102929	58.00	03/04/21	110864 JEFF HUNT	A
11	01102930	712.71	03/04/21	49174 LANEY JENSEN	A
11	01102931	30.40	03/04/21	43346 JOHN JOHNSON	A
11	01102932	30.40	03/04/21	110088 MICHAEL JOHNSON	A
11	01102933	22,147.60	03/04/21	27243 KELLY SERVICES INC	A
11	01102934	56.00	03/04/21	493170 STEVEN G KIMBER	A
11	01102935	34.00	03/04/21	21610 STEVE LEGGETT	A
11	01102936	50.00	03/04/21	49999 BILLY MCFARLAND	A
11	01102937	50.00	03/04/21	10936 JONI MITCHELL	A
11	01102938	45.60	03/04/21	584040 JEAN M MORRIS	A
11	01102939	128.18	03/04/21	20079 MEGAN MORRIS	A
11	01102940	30.40	03/04/21	54356 MARISSA NELSON	A
11	01102941	60.40	03/04/21	21962 MARK NELSON	A
11	01102942	207.19	03/04/21	35718 O C TANNER RECOGNITION COMPANY	A
11	01102943	361.92	03/04/21	27588 MCKENZIE PONTIUS	A
11	01102944	44.00	03/04/21	112077 BOB PROFAIZER	A
11	01102945	40.40	03/04/21	21105 DUANE RICE	A
11	01102946	59.20	03/04/21	110879 DEBORAH RICHARDS	A
11	01102947	50.00	03/04/21	44644 BRET ROHDE	A
11	01102948	30.40	03/04/21	777230 JAY DEE SCOTT	A
11	01102949	493.17	03/04/21	803050 SHI INTERNATIONAL CORP	A
11	01102950	1,463.88	03/04/21	50750 TC TECH PREP	A
11	01102951	76.00	03/04/21	852290 SANDIE TRAPP	A

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Bank	Check No	Amount	Date	Vendor	Type
11	01102952	2,076.00	03/04/21	100866 VALCOM	A
11	01102953	1,675.04	03/04/21	897640 RAFAEL VARGAS	A
11	01102954	60.80	03/04/21	919010 MARY R WALKER	A
11	01102955	40.40	03/04/21	34509 SHARA LEE WARD	A
11	01102956	709.55	03/04/21	100590 WAXIE SANITARY SUPPLY	A
11	01102957	40.40	03/04/21	40002 MAURY WHEATLEY	A
11	01102958	396.72	03/04/21	44075 LEANNE WRIGHT	A
11	01102959	9,412.35	03/11/21	101520 BELL JANITORIAL	A
11	01102960	54.40	03/11/21	18384 CRISTINA BRADSHAW	A
11	01102961	239.55	03/11/21	102177 BRADY INDUSTRIES LLC	A
11	01102962	30.40	03/11/21	103650 JILL BRAEGGER	A
11	01102963	313.16	03/11/21	106437 CARSON ELEVATOR CO INC	A
11	01102964	40.40	03/11/21	32247 ANGELA CHRISTIANSEN	A
11	01102965	30.40	03/11/21	28169 GREGORY J DUPUIS	A
11	01102966	1,684.00	03/11/21	322776 GRAINGERS INC	A
11	01102967	30.00	03/11/21	111750 MARCI HATCH	A
11	01102968	662.40	03/11/21	35092 MELISSA JONES	A
11	01102969	17,751.40	03/11/21	27243 KELLY SERVICES INC	A
11	01102970	50.40	03/11/21	25640 RAMONA MORA	A
11	01102971	58.87	03/11/21	13250 AMY NORTON	A
11	01102972	40.40	03/11/21	23817 CYNTHIA A PAGE	A
11	01102973	70.00	03/11/21	45349 LADAWN RICHINS	A
11	01102974	1,539.59	03/11/21	803050 SHI INTERNATIONAL CORP	A
11	01102975	164.92	03/11/21	100590 WAXIE SANITARY SUPPLY	A
11	01102976	74.40	03/11/21	28150 KARIE WEAVER	A
11	01102977	2,560.51	03/18/21	101520 BELL JANITORIAL	A
11	01102978	564.20	03/18/21	102177 BRADY INDUSTRIES LLC	A
11	01102979	3,219.60	03/18/21	105301 CACHE VALLEY ELECTRIC INC	A
11	01102980	1,022.45	03/18/21	134250 CEM SALES & SERVICE	A
11	01102981	39,276.06	03/18/21	728870 DOMINION ENERGY UTAH	A
11	01102982	822.24	03/18/21	322776 GRAINGERS INC	A
11	01102983	2,019.81	03/18/21	55379 JENNA KUNZLER	A
11	01102984	123.40	03/18/21	100590 WAXIE SANITARY SUPPLY	A
11	01102985	169.00	03/25/21	27561 A & Z PRODUCE	A
11	01102986	5,000.00	03/25/21	109023 ARBITERPAY TRUST ACCOUNT	A
11	01102987	406.10	03/25/21	101520 BELL JANITORIAL	A
11	01102988	50.44	03/25/21	102177 BRADY INDUSTRIES LLC	A
11	01102989	1,208.41	03/25/21	134250 CEM SALES & SERVICE	A
11	01102990	209.00	03/25/21	110876 CAROL DITTLI	A
11	01102991	837.81	03/25/21	107656 DWA CONSTRUCTION INC	A
11	01102992	1,197.73	03/25/21	322776 GRAINGERS INC	A
11	01102993	242.19	03/25/21	27260 STEVEN C HANSEN	A
11	01102994	17,557.60	03/25/21	27243 KELLY SERVICES INC	A
11	01102995	4.50	03/25/21	47686 TNT ENGRAVING	A
11	01102996	1,889.94	03/25/21	100590 WAXIE SANITARY SUPPLY	A
Total Bank No 11		747,676.17			
20	10400465	32.00	03/17/21	107833 COUNTRY LAZER	C
20	10400466	500.00	03/22/21	103604 SCHOLASTIC EDUCATION	C
Total Bank No 20		532.00			
21	12500661	45.96	03/11/21	38032 AMAZON CAPITAL SERVICES INC	C
21	12500662	263.76	03/11/21	109695 BELLAS FRESH MEXICAN GRILL	C
21	12500663	287.87	03/11/21	104321 BOX ELDER SCHOOL DISTRICT	C
21	12500664	31.50	03/11/21	109652 DREWES FLORAL & GIFTS	C
21	12500665	186.91	03/11/21	489250 KENTS MARKET PL/BRIGHAM	C

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Bank	Check No	Amount	Date	Vendor	Type
21	12500666	45.30	03/11/21	111839 LORI KORTH	C
21	12500667	69.90	03/11/21	110914 SUPERIOR WATER AND AIR INC	C
Total Bank No 21		931.20			
22	13200609	48.98	03/12/21	38032 AMAZON CAPITAL SERVICES	C
22	13200610	423.65	03/12/21	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200611	26.25	03/12/21	489240 KENTS MARKET PL/TREMONTON	C
22	13200612	321.18	03/26/21	38032 AMAZON CAPITAL SERVICES	C
22	13200613	7,893.50	03/26/21	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 22		8,713.56			
23	13400611	191.68	03/12/21	1 KRISTINE DINSDALE	C
23	13400612	262.45	03/12/21	104321 BOX ELDER SCHOOL DISTRICT	C
23	13400613	24.95	03/12/21	164108 CULLIGAN WATER CONDITIONING	C
23	13400614	5.47	03/12/21	489250 KENTS MARKET PL/BRIGHAM	C
23	13400615	1,307.11	03/12/21	111656 SCHOLASTIC BOOK FAIRS	C
23	13400616	186.78	03/12/21	103604 SCHOLASTIC EDUCATION	C
Total Bank No 23		1,978.44			
24	13600953	128.53	03/15/21	104321 BOX ELDER SCHOOL DISTRICT	C
24	13600954	209.71	03/15/21	489240 KENTS MARKET PL/TREMONTON	C
24	13600955	42.49	03/15/21	45233 MARCIA WILSON	C
Total Bank No 24		380.73			
25	15000678	62.40	03/18/21	19178 CHEAPER THAN SHIRT	C
Total Bank No 25		62.40			
26	16400941	152.94	03/20/21	104321 BOX ELDER SCHOOL DISTRICT	C
26	16400942	1,106.75	03/20/21	21440 STEVE CONGER	C
26	16400943	156.24	03/20/21	43567 PENCIL WHOLESALER LLC	C
26	16400944	294.00	03/20/21	698980 PEPSI-COLA OF OGDEN	C
26	16400945	30.00	03/20/21	110914 SUPERIOR WATER AND AIR INC	C
26	16400946	11,405.00	03/20/21	17680 WORLD'S FINEST CHOCOLATE	C
Total Bank No 26		13,144.93			
27	16600440	410.06	03/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 27		410.06			
28	16701043	114.99	03/04/21	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701044	65.00	03/04/21	22683 TK SECURE STORAGE	C
28	16701045	295.04	03/17/21	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701046	76.40	03/17/21	14958 CULLIGAN	C
28	16701047	52.93	03/17/21	489240 KENTS MARKET PL/TREMONTON	C
Total Bank No 28		604.36			
29	16800435	60.68	03/05/21	45934 KUNZLER CATERING	C
29	16800436	68.77	03/23/21	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 29		129.45			
30	17200542	222.73	03/04/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
30	17200543	197.08	03/15/21	104321 BOX ELDER SCHOOL DISTRICT	C
30	17200544	195.40	03/15/21	633340 OFFICE DEPOT	C
30	17200545	222.73	03/15/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
30	17200546	1,540.00	03/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 30		2,377.94			
31	18800321	39.22	03/01/21	104321 BOX ELDER SCHOOL DISTRICT	C
31	18800322	59.52	03/26/21	39179 CANDICE HILL	C
Total Bank No 31		98.74			
32	20000247	132.36	03/25/21	104321 BOX ELDER SCHOOL DISTRICT	C

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Bank	Check No	Amount	Date	Vendor	Type
Total Bank No 32		132.36			
33	30402481	37.61	03/03/21	1 JENNA MILLSAP	C
33	30402482	1,154.60	03/03/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402483	545.93	03/03/21	106895 BADGER SCREEN PRINTING CO	C
33	30402484	3.78	03/03/21	327480 GREER'S HARDWARE	C
33	30402485	266.89	03/03/21	109248 J W PEPPER MUSIC	C
33	30402486	68.15	03/03/21	157371 STAPLES	C
33	30402487	24.95	03/03/21	110914 SUPERIOR WATER AND AIR INC	C
33	30402488	50.00	03/11/21	1 LISA GROBERG	C
33	30402489	81.83	03/11/21	1 RONDA VON SEGGERN	C
33	30402490	414.73	03/11/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402491	909.66	03/11/21	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402492	1,437.68	03/11/21	489240 KENTS MARKET PL/TREMONTON	C
33	30402493	199.78	03/11/21	24058 RIDLEY FAMILY MARKET	C
33	30402494	80.00	03/16/21	20818 ALICE C HARRIS LUNCH	C
33	30402495	1,906.63	03/16/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402496	516.79	03/16/21	109248 J W PEPPER MUSIC	C
33	30402497	2,232.54	03/25/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402498	503.73	03/25/21	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402499	223.82	03/25/21	157371 STAPLES	C
33	30402500	639.93	03/25/21	5908 WALMART COMMUNITY	C
Total Bank No 33		11,299.03			
34	30802866	2,281.25	03/04/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30802867	148.05	03/04/21	3549 JONES SCHOOL SUPPLY CO, INC.	C
34	30802868	24.00	03/04/21	40509 LIGHTSPEED TECHNOLOGIES	C
34	30802869	79.59	03/04/21	633340 OFFICE DEPOT	C
34	30802870	355.32	03/04/21	33200 SCHOOL CHECK IN	C
34	30802871	275.46	03/04/21	835626 TEACHER'S DISCOVERY	C
34	30802872	53.29	03/10/21	1 AMETHYST MUNOZ	C
34	30802873	168.02	03/10/21	112046 ACE HARDWARE - BRIGHAM	C
34	30802874	280.74	03/10/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30802875	150.00	03/10/21	46353 HEATHER RENEE LYMAN	C
34	30802876	141.15	03/10/21	633340 OFFICE DEPOT	C
34	30802877	50.00	03/19/21	1 MEGAN TALAMANTEZ	C
34	30802878	45.88	03/19/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30802879	200.00	03/19/21	104321 BOX ELDER SCHOOL DISTRICT	C
34	30802880	50.49	03/19/21	109248 J W PEPPER MUSIC	C
34	30802881	62.41	03/19/21	489250 KENTS MARKET PL/BRIGHAM	C
34	30802882	371.58	03/19/21	104992 PRINT SHOP	C
34	30802883	615.39	03/19/21	5908 WALMART COMMUNITY	C
34	30802884	22.35	03/24/21	1 JENNY LEATHAM	C
34	30802885	18.61	03/24/21	1 KATIE WESTCOTT	C
34	30802886	1,108.97	03/24/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30802887	101.52	03/24/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
34	30802888	1,091.12	03/24/21	633340 OFFICE DEPOT	C
Total Bank No 34		7,695.19			
35	40402539	44.94	03/02/21	1 APRIL REEVES	C
35	40402540	272.84	03/02/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402541	39.95	03/02/21	110914 SUPERIOR WATER AND AIR INC	C
35	40402542	55.00	03/02/21	1457 U S POSTMASTER	C
35	40402543	194.36	03/08/21	1724 ACE HARDWARE TREMONTON	C
35	40402544	340.14	03/08/21	27308 ADVANCED HARDWARE SUPPLY INC	C
35	40402545	232.75	03/08/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402546	294.50	03/08/21	15466 BECK LEATHER & CRAFTS	C

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Bank	Check No	Amount	Date	Vendor	Type
35	40402547	107.93	03/08/21	327480 GREER'S HARDWARE	C
35	40402548	1,161.93	03/08/21	103961 INTERMOUNTAIN WOOD PRODUCTS	C
35	40402549	472.15	03/08/21	489240 KENTS MARKET PL/TREMONTON	C
35	40402550	41.43	03/11/21	1 TIFFINY DUKE	C
35	40402551	1,524.00	03/11/21	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
35	40402552	948.00	03/11/21	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402553	151.66	03/11/21	3590 JANET STARK	C
35	40402554	39.33	03/17/21	1 JENNY MERRELL	C
35	40402555	546.21	03/17/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402556	37.49	03/17/21	109248 J W PEPPER MUSIC	C
35	40402557	48.95	03/17/21	44512 TREMONTON LEADER	C
35	40402558	851.17	03/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402559	50.00	03/23/21	1 SAMMI SMART	C
35	40402560	50.00	03/23/21	1 ZACHERY ROBERTS	C
35	40402561	503.74	03/23/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402562	82.14	03/23/21	830460 TACO TIME/TREMONTON	C
35	40402563	370.84	03/26/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402564	272.49	03/26/21	157371 STAPLES	C
Total Bank No 35		8,733.94			
36	40803432	30.00	03/01/21	1 MARSHA HAYNIE	C
36	40803433	5,910.30	03/01/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803434	212.09	03/01/21	633340 OFFICE DEPOT	C
36	40803435	884.94	03/01/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803436	1,193.60	03/03/21	38032 AMAZON CAPITAL SERVICES	C
36	40803437	70.00	03/03/21	104338 BOX ELDER HIGH SCHOOL	C
36	40803438	96.19	03/03/21	51063 SHRED IT STERICYCLE, INC	C
36	40803439	1,729.31	03/03/21	5908 WALMART COMMUNITY	C
36	40803440	41.43	03/11/21	1 CAROL HUFF	C
36	40803441	21.00	03/11/21	1 SHERYL FORSBERG	C
36	40803442	131.87	03/11/21	112046 ACE HARDWARE - BRIGHAM	C
36	40803443	1,612.15	03/11/21	38032 AMAZON CAPITAL SERVICES INC	C
36	40803444	304.38	03/11/21	106055 BLICK ART MATERIALS	C
36	40803445	3,940.20	03/11/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803446	675.00	03/11/21	54720 CAMDEN HARWOOD	C
36	40803447	139.31	03/11/21	14320 LAMAR JOHNSON	C
36	40803448	216.99	03/11/21	633340 OFFICE DEPOT	C
36	40803449	270.00	03/11/21	822122 SUMMERHAYS MUSIC CENTER	C
36	40803450	855.26	03/11/21	109804 WARD'S NATURAL SCIENCE	C
36	40803451	87.00	03/11/21	54232 Z MACHINE AUTO AND GUNS	C
36	40803452	37.22	03/18/21	1 SHERRY ROBINETTE	C
36	40803453	1,997.12	03/18/21	38032 AMAZON CAPITAL SERVICES	C
36	40803454	846.81	03/18/21	10618 ARBOR SCIENTIFIC	C
36	40803455	751.78	03/18/21	106055 BLICK ART MATERIALS	C
36	40803456	513.89	03/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803457	192.98	03/18/21	489250 KENTS MARKET PL/BRIGHAM	C
36	40803458	325.00	03/18/21	55310 MATHSPACE, INC	C
36	40803459	62.72	03/18/21	633340 OFFICE DEPOT	C
36	40803460	356.79	03/18/21	10731 SMITH'S CUSTOMER CHARGES	C
36	40803461	1,995.00	03/24/21	38032 AMAZON CAPITAL SERVICES	C
36	40803462	60.03	03/24/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803463	286.28	03/24/21	109248 J W PEPPER MUSIC	C
36	40803464	53.80	03/24/21	633340 OFFICE DEPOT	C
36	40803465	11.02	03/24/21	157371 STAPLES	C
36	40803466	52.13	03/24/21	822122 SUMMERHAYS MUSIC CENTER	C

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Bank	Check No	Amount	Date	Vendor	Type
36	40803467	598.50	03/24/21	111790 SUNSTONE POTTERY	C
36	40803468	1,149.16	03/24/21	5908 WALMART COMMUNITY	C
Total Bank No 36		27,711.25			
37	70410482	-100.36	03/17/21	1 BRENDA SILLS	CV
37	70410730	1,648.80	03/01/21	55212 QUALITY INN & SUITES SALINA	C
37	70410731	1,648.80	03/01/21	55212 QUALITY INN & SUITES SALINA	C
37	70410732	50.79	03/02/21	1 JENNA MILLSAP	C
37	70410733	20.00	03/02/21	1 REBECCA LIECHTY	C
37	70410734	60.00	03/02/21	1 TARA FARR	C
37	70410735	11,781.51	03/02/21	31658 BSN SPORTS	C
37	70410736	112.00	03/02/21	107994 CERTIFIED SHRED	C
37	70410737	1,599.52	03/02/21	6742 CLARION SUITES	C
37	70410738	250.00	03/02/21	41963 MACKENZIE GARDNER	C
37	70410739	805.94	03/02/21	4790 HOME DEPOT CREDIT SERVICE	C
37	70410740	232.50	03/02/21	43893 ISTITCH	C
37	70410741	300.00	03/02/21	15180 CHRIS REES	C
37	70410742	140.95	03/02/21	157371 STAPLES	C
37	70410743	1,964.40	03/02/21	111790 SUNSTONE POTTERY	C
37	70410744	35.00	03/02/21	110914 SUPERIOR WATER AND AIR INC	C
37	70410745	1,200.00	03/02/21	110889 THE DUTCH OVEN SHOPPE / M BODILY	C
37	70410746	363.92	03/04/21	1724 ACE HARDWARE TREMONTON	C
37	70410747	829.69	03/04/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70410748	850.00	03/04/21	41173 AUSTIN BIRCH	C
37	70410749	8,390.86	03/04/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410750	140.00	03/04/21	158220 COVER UP	C
37	70410751	1,650.00	03/04/21	20290 J BRIAN SMOKEHOUSE, INC	C
37	70410752	190.91	03/04/21	30023 JELSCO AWARDS AND SIGNS	C
37	70410753	737.81	03/04/21	51187 METALMART INC.	C
37	70410754	680.00	03/04/21	29408 SHARON SMOOT	C
37	70410755	150.00	03/04/21	109476 UTAH FCCCLA	C
37	70410756	200.00	03/09/21	41998 BEAR RIVER FLORAL & GIFTS	C
37	70410757	1,076.50	03/09/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410758	280.00	03/09/21	107833 COUNTRY LAZER	C
37	70410759	808.39	03/09/21	327480 GREER'S HARDWARE	C
37	70410760	966.00	03/09/21	106568 IRON GATE CATERING	C
37	70410761	759.00	03/09/21	20290 J BRIAN SMOKEHOUSE, INC	C
37	70410762	759.60	03/09/21	111030 LOWE'S	C
37	70410763	31.20	03/09/21	7161 MILLER GAS CO, INC	C
37	70410764	260.27	03/09/21	39896 TYRELL NEAL	C
37	70410765	144.00	03/09/21	55280 RUSTIC-PRAIRIE MEATS	C
37	70410766	1,415.78	03/09/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70410767	273.85	03/09/21	25674 STUDIO R MEDIA	C
37	70410768	539.50	03/09/21	6149 THE LOGO SHOP	C
37	70410769	200.00	03/09/21	891181 UTAH STATE UNIVERSITY	C
37	70410770	34.47	03/11/21	1 AMBER SCHLESSELMAN	C
37	70410771	34.47	03/11/21	1 ANDREA STARNES	C
37	70410772	45.40	03/11/21	1 BRANDI ROCHE	C
37	70410773	34.47	03/11/21	1 EMILIE WESTMORELAND	C
37	70410774	34.47	03/11/21	1 JACKIE POTTER	C
37	70410775	34.47	03/11/21	1 JILL HYER	C
37	70410776	34.47	03/11/21	1 JODI STENBERG	C
37	70410777	34.47	03/11/21	1 JOSH JUDKINS	C
37	70410778	44.42	03/11/21	1 JUSTIN BODILY	C
37	70410779	34.47	03/11/21	1 LADEAN BITNER	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70410780	34.47	03/11/21	1 LISA GROBERG	C
37	70410781	34.47	03/11/21	1 MELANIE ELLIOTT	C
37	70410782	34.47	03/11/21	1 MELISSA RASMUSSEN	C
37	70410783	43.87	03/11/21	1 MINDY LYON	C
37	70410784	34.47	03/11/21	1 NATHAN WILLIAMS	C
37	70410785	34.47	03/11/21	1 REBECCA RHODES	C
37	70410786	34.47	03/11/21	1 ROBERT BOYLE	C
37	70410787	34.47	03/11/21	1 SHERRY ROBERTS	C
37	70410788	34.47	03/11/21	1 TIFFANY ANDERSON	C
37	70410789	34.47	03/11/21	1 WILLIAM HOLLAND	C
37	70410790	3,114.73	03/11/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70410791	33,454.82	03/11/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410792	34.47	03/11/21	5827 ERIKA BYWATER	C
37	70410793	198.60	03/11/21	19178 CHEAPERTHANSHIRT	C
37	70410794	214.20	03/11/21	158220 COVER UP	C
37	70410795	117.50	03/11/21	36412 GAMEGRADE	C
37	70410796	600.00	03/11/21	7056 HAPPILY EVER AFTER	C
37	70410797	34.47	03/11/21	36005 CHAD HURST	C
37	70410798	994.80	03/11/21	106568 IRON GATE CATERING	C
37	70410799	2,198.00	03/11/21	489240 KENTS MARKET PL/TREMONTON	C
37	70410800	212.75	03/11/21	21210 SWIMOUTLET	C
37	70410801	205.00	03/11/21	7552 UTAH FFA ASSOCIATION	C
37	70410802	80.00	03/16/21	1 CHELSIE GREEN	C
37	70410803	493.96	03/16/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70410804	160.00	03/16/21	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
37	70410805	1,362.03	03/16/21	106055 BLICK ART MATERIALS	C
37	70410806	92.00	03/16/21	17884 BONNEVILLE HIGH SCHOOL	C
37	70410807	7,246.40	03/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410808	190.00	03/16/21	40363 CIO MEDICAL SERVICES	C
37	70410809	269.00	03/16/21	55344 KRISTINA HANSON	C
37	70410810	753.77	03/16/21	109248 J W PEPPER MUSIC	C
37	70410811	260.00	03/16/21	46647 TUCKER PORTER	C
37	70410812	475.00	03/16/21	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70410813	117.25	03/16/21	14923 WEBER HIGH SCHOOL	C
37	70410814	16.98	03/18/21	85738 BEAR RIVER HIGH SCHOOL	C
37	70410815	270.00	03/18/21	12734 CITY OF ST GEORGE	C
37	70410816	400.00	03/18/21	55409 BARRY DAVIS	C
37	70410817	311.71	03/18/21	157371 STAPLES	C
37	70410818	75.00	03/18/21	830460 TACO TIME/TREMONTON	C
37	70410819	50.00	03/18/21	7641 UGBCA	C
37	70410820	559.30	03/22/21	51810 TEXAS ROADHOUSE LOGAN	C
37	70410821	30.00	03/24/21	1 KYLEE WYATT	C
37	70410822	3,266.14	03/24/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70410823	1,098.00	03/24/21	40266 APPLIED PRACTICE	C
37	70410824	100.00	03/24/21	55492 KIMILEE BOWCUTT	C
37	70410825	11,948.70	03/24/21	31658 BSN SPORTS	C
37	70410826	6,086.76	03/24/21	6742 CLARION SUITES	C
37	70410827	68.00	03/24/21	16993 HEIDI COULSON	C
37	70410828	100.00	03/24/21	41963 MACKENZIE GARDNER	C
37	70410829	195.00	03/24/21	16314 HOSA-FUTURE HEALTH PROFESSIONALS	C
37	70410830	100.00	03/24/21	55506 LINDSAY PAYNE HUNSAKER	C
37	70410831	200.00	03/24/21	36633 JENNA NAYLOR	C
37	70410832	178.41	03/24/21	633340 OFFICE DEPOT	C
37	70410833	425.00	03/24/21	22950 OGDEN HIGH SCHOOL	C
37	70410834	3,016.52	03/24/21	7242 PINNEAE GREENHOUSES	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70410835	40.00	03/24/21	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70410836	100.00	03/24/21	55484 COURTNEY SHAFFER	C
37	70410837	160.00	03/24/21	55522 MELANIE STEEN	C
37	70410838	500.59	03/24/21	5908 WALMART COMMUNITY	C
37	70410839	100.00	03/24/21	55263 BAILEY WILDMAN	C
37	70410840	61.55	03/24/21	7714 WILKINSONS TROPHY	C
37	70410841	32.40	03/24/21	32824 YES PRINT COPY N MORE, LLC	C
Total Bank No 37		126,535.62			
38	70810437	71.60	03/02/21	1 BROOK RICARD	C
38	70810438	352.00	03/02/21	36784 AMERICAN RED CROSS	C
38	70810439	127.05	03/02/21	106055 BLICK ART MATERIALS	C
38	70810440	443.27	03/02/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810441	398.76	03/02/21	109704 FOLLETT SOFTWARE COMPANY	C
38	70810442	255.00	03/02/21	16314 HOSA-FUTURE HEALTH PROFESSIONALS	C
38	70810443	925.00	03/02/21	19488 T SHIRT CHOP SHOP	C
38	70810444	1,300.00	03/02/21	20494 UTAH HOSA	C
38	70810445	2,125.08	03/05/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70810446	644.00	03/05/21	6068 BACKSTAGE INC	C
38	70810447	5,745.88	03/05/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810448	7,866.22	03/05/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810449	1,927.18	03/05/21	31658 BSN SPORTS	C
38	70810450	421.50	03/05/21	19178 CHEAPERTHANSHIRT	C
38	70810451	953.00	03/05/21	4618 COLEMAN KNITTING MILL	C
38	70810452	175.00	03/05/21	3506 FLASHTIMING LLC	C
38	70810453	570.00	03/05/21	55255 KW STRIPING	C
38	70810454	907.00	03/05/21	5070 SAVON	C
38	70810455	303.76	03/05/21	18244 TENNIS WAREHOUSE	C
38	70810456	96.00	03/05/21	102864 WALKER CINEMAS	C
38	70810457	80.00	03/09/21	1 ANGIE LEE	C
38	70810458	70.00	03/09/21	1 BRENDA DIXON	C
38	70810459	80.00	03/09/21	1 SARA EDWARDS	C
38	70810460	881.92	03/09/21	112046 ACE HARDWARE - BRIGHAM	C
38	70810461	780.40	03/09/21	4529 AFFILIATED METALS	C
38	70810462	1,095.36	03/09/21	42102 BAYMONT BY WYNDHAM	C
38	70810463	14.00	03/09/21	85738 BEAR RIVER HIGH SCHOOL	C
38	70810464	863.91	03/09/21	106055 BLICK ART MATERIALS	C
38	70810465	1,269.39	03/09/21	31658 BSN SPORTS	C
38	70810466	270.00	03/09/21	12734 CITY OF ST GEORGE	C
38	70810467	944.33	03/09/21	103961 INTERMOUNTAIN WOOD PRODUCTS	C
38	70810468	761.30	03/09/21	4839 INTSEL STEEL WEST LLC	C
38	70810469	183.05	03/09/21	109248 J W PEPPER MUSIC	C
38	70810470	348.11	03/09/21	14389 K&L SUPPLY CO	C
38	70810471	49.08	03/09/21	1694 MCMASTER CARR	C
38	70810472	80.00	03/09/21	4910 NATIONAL FFA ORGANIZATION	C
38	70810473	153.63	03/09/21	4979 O'REILLY AUTOMOTOVE	C
38	70810474	830.00	03/09/21	8184 KIM PETERSON	C
38	70810475	33.80	03/09/21	937851 PRAXAIR DISTRIBUTION INC	C
38	70810476	424.69	03/09/21	4995 PRECISION PARTS CO	C
38	70810477	242.68	03/09/21	5215 SUPREME AUTOMOTIVE	C
38	70810478	80.00	03/12/21	1 CINDY ROMNEY	C
38	70810479	80.00	03/12/21	1 MELISSA LOW	C
38	70810480	80.00	03/12/21	1 REYNA BACA	C
38	70810481	2,094.37	03/12/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70810482	119.18	03/12/21	104321 BOX ELDER SCHOOL DISTRICT	C

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38	70810483	3,123.51	03/12/21	19178 CHEAPERTHANSHIRT	C
38	70810484	533.68	03/12/21	158220 COVER UP	C
38	70810485	221.68	03/12/21	489250 KENTS MARKET PL/BRIGHAM	C
38	70810486	1,112.80	03/12/21	7242 PINNEAE GREENHOUSES	C
38	70810487	373.70	03/12/21	5070 SAVON	C
38	70810488	1,200.00	03/12/21	280 RICHFIELD HIGH SCHOOL	C
38	70810489	10.48	03/12/21	107490 SOUTH FORK HARDWARE	C
38	70810490	815.28	03/12/21	5193 STEVE REGAN CO	C
38	70810491	1,188.39	03/12/21	5908 WALMART COMMUNITY	C
38	70810492	24.40	03/16/21	1 CORINA CAMARGO	C
38	70810493	45.40	03/16/21	1 EVELYN BUENROSTRO	C
38	70810494	45.40	03/16/21	1 GINA SERNA	C
38	70810495	52.03	03/16/21	1 MERANDA WEAVER	C
38	70810496	5,185.69	03/16/21	31658 BSN SPORTS	C
38	70810497	509.56	03/16/21	230 CAROLINA BIOLOGICAL	C
38	70810498	343.83	03/16/21	158220 COVER UP	C
38	70810499	1,388.63	03/16/21	103987 EWING IRRIGATION	C
38	70810500	98.00	03/16/21	28991 FAMILY CAREER & COMMUNITY LEADERS	C
38	70810501	675.00	03/16/21	12068 INTERMOUNTAIN T-SHIRT CO	C
38	70810502	944.76	03/16/21	489250 KENTS MARKET PL/BRIGHAM	C
38	70810503	172.50	03/16/21	111637 OASIS STAGE WERKS	C
38	70810504	167.92	03/16/21	24953 PPG ARCHITECTURAL COATINGS	C
38	70810505	182.40	03/16/21	157371 STAPLES	C
38	70810506	175.24	03/16/21	5223 SWIRE COCA-COLA	C
38	70810507	50.00	03/16/21	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70810508	6,554.94	03/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810509	40.02	03/18/21	1 HEATHER FISCHER	C
38	70810510	43.10	03/18/21	1 MELISA KING	C
38	70810511	6,701.46	03/18/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70810512	119.18	03/18/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810513	2,284.36	03/18/21	31658 BSN SPORTS	C
38	70810514	1,060.76	03/18/21	19178 CHEAPERTHANSHIRT	C
38	70810515	440.00	03/18/21	40363 CIO MEDICAL SERVICES	C
38	70810516	281.96	03/18/21	25119 SIZZLING CAESARS, LLC	C
38	70810517	200.00	03/18/21	15164 MOUNTAIN VIEW HIGH SCHOOL	C
38	70810518	773.22	03/18/21	633340 OFFICE DEPOT	C
38	70810519	134.80	03/18/21	5010 RED MOUNTAIN WHOLESALE	C
38	70810520	190.00	03/18/21	36510 RIDGELINE HIGH SCHOOL	C
38	70810521	545.00	03/18/21	5070 SAVON	C
38	70810522	454.49	03/18/21	157371 STAPLES	C
38	70810523	66.26	03/18/21	5193 STEVE REGAN CO	C
38	70810524	1,420.00	03/18/21	19488 T SHIRT CHOP SHOP	C
38	70810525	181.00	03/18/21	47686 TNT ENGRAVING	C
38	70810526	523.31	03/18/21	5908 WALMART COMMUNITY	C
38	70810526	-523.31	03/19/21	5908 WALMART COMMUNITY	CV
38	70810527	54.11	03/24/21	55530 KIRA ALLDREDGE	C
38	70810528	225.38	03/24/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810529	628.43	03/24/21	31658 BSN SPORTS	C
38	70810530	190.00	03/24/21	37672 EWELL EDUCATIONAL SERVICES INC	C
38	70810531	463.20	03/24/21	109704 FOLLETT SOFTWARE COMPANY	C
38	70810532	419.70	03/24/21	17698 KBA	C
38	70810533	863.90	03/24/21	543168 MADDOX RANCH HOUSE	C
38	70810534	324.83	03/24/21	633340 OFFICE DEPOT	C
38	70810535	523.31	03/24/21	10731 SMITH'S CUSTOMER CHARGES	C
38	70810536	1,232.00	03/24/21	110889 THE DUTCH OVEN SHOPPE / M BODILY	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
38	70810537	34.47	03/24/21	1 AMANDA HANSEN	C
38	70810538	34.47	03/24/21	1 AMANDA WOOD	C
38	70810539	34.47	03/24/21	1 ANNA OLSON	C
38	70810540	34.47	03/24/21	1 BRIAN JEIDE	C
38	70810541	34.47	03/24/21	1 BRITNEY BARKER	C
38	70810542	34.47	03/24/21	1 CHRISTINE CHAPPELL	C
38	70810543	34.47	03/24/21	1 HEATHER BRAEGGER	C
38	70810544	34.47	03/24/21	1 HOLLY RASMUSSEN	C
38	70810545	34.47	03/24/21	1 JANICE CHRISTENSEN	C
38	70810546	34.47	03/24/21	1 JEANETTE NIELSEN	C
38	70810547	34.47	03/24/21	1 JOLEEN GROBERG	C
38	70810548	34.47	03/24/21	1 KAREN WATSON	C
38	70810549	34.47	03/24/21	1 KARYN JENSEN	C
38	70810550	34.47	03/24/21	1 KIMBERLY JENSEN	C
38	70810551	34.47	03/24/21	1 KRISTIE MELANEY	C
38	70810552	34.47	03/24/21	1 KRISTY EDGINGTON	C
38	70810553	34.47	03/24/21	1 LAURA MARTINEZ	C
38	70810554	34.47	03/24/21	1 LEIGHANN BERKLEY	C
38	70810555	34.47	03/24/21	1 MELISSA COCHRAN	C
38	70810556	34.47	03/24/21	1 RINI QUINLAN	C
38	70810557	34.47	03/24/21	1 SHAUNTAL MERRILL	C
38	70810558	34.47	03/24/21	1 SONIA ROMERO	C
38	70810559	34.47	03/24/21	1 TRESSA JOHNSTON	C
38	70810560	1,587.83	03/25/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70810561	795.29	03/25/21	108543 B & H PHOTO VIDEO	C
38	70810562	119.18	03/25/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70810563	46.00	03/25/21	109652 DREWES FLORAL & GIFTS	C
38	70810564	4,645.00	03/25/21	47635 EPIC PRODUCTIONS LLC	C
38	70810565	300.00	03/25/21	7013 FELDMAN'S	C
38	70810566	1,407.45	03/25/21	778870 GOPHER SPORT	C
38	70810567	616.43	03/25/21	19810 INTEGRATED TECHNOLOGIES	C
38	70810568	182.21	03/25/21	4960 OLD GRIST MILL BREAD	C
38	70810569	906.95	03/25/21	55298 RINGSIDE-CSI-FITNESS FIRST	C
38	70810570	112.50	03/25/21	14753 BAMBI SAUNDERS	C
38	70810571	182.40	03/25/21	157371 STAPLES	C
38	70810572	746.00	03/25/21	51551 TENNIS CLOTHING COMPANY LLC	C
38	70810573	138.00	03/25/21	47686 TNT ENGRAVING	C
Total Bank No 38		95,150.24			
39	77800495	43.27	03/17/21	104321 BOX ELDER SCHOOL DISTRICT	C
39	77800496	3,200.00	03/19/21	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 39		3,243.27			

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
				Total Manual Checks	3,786,231.44
				Total Computer Checks	2,712,787.96
				Total ACH Checks	747,676.17
				Total Other Checks	.00
				Total Electronic Checks	.00
				Total Computer Voids	-1,340.89
				Total Manual Voids	.00
				Total ACH Voids	.00
				Total Other Voids	.00
				Total Electronic Voids	.00
				Grand Total	7,245,354.68
				Number of Checks	830

Batch Yr	Batch No	Amount
21	001300	-100.36
21	001569	369.73
21	001633	2,185.38
21	001664	7,918.13
21	001736	1,295.14
21	001777	14,689.87
21	001778	206.14
21	001821	78,579.91
21	001822	100,778.28
21	001823	36,932.16
21	001824	66,993.89
21	001825	548,780.31
21	001837	931.20
21	001839	3,297.60
21	001840	6,152.39
21	001843	884.94
21	001849	39.22
21	001850	3,872.68
21	001851	18,552.61
21	001853	412.73
21	001858	2,101.91
21	001862	3,089.10
21	001866	179.99
21	001867	3,163.67
21	001871	222.73
21	001872	13,983.19
21	001873	21,734.62
21	001874	460,947.03
21	001879	60.68
21	001881	109,926.62
21	001882	58,087.29
21	001883	8,931.01
21	001884	142,652.69
21	001885	56.85
21	001886	1,978.52
21	001889	2,803.76
21	001901	9,455.65
21	001902	7,714.09
21	001917	793.20
21	001922	8,294.59
21	001924	2,665.09
21	001926	42,099.02
21	001930	3,093.68
21	001931	11,033.07
21	001934	1,978.44

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				Batch Yr	Batch No	Amount
				21	001937	242,156.13
				21	001938	40,253.88
				21	001939	10,244.89
				21	001940	64,037.36
				21	001941	1,182.91
				21	001942	3,189.86
				21	001946	498.88
				21	001950	380.73
				21	001953	615.21
				21	001962	410.06
				21	001964	11,499.41
				21	001965	10,060.76
				21	001967	6,554.94
				21	001968	2,503.42
				21	001970	1,540.00
				21	001972	424.37
				21	001973	671.98
				21	001976	43.27
				21	001979	32.00
				21	001985	5,084.31
				21	001991	851.17
				21	001992	1,123.69
				21	001993	14,935.61
				21	001995	62.40
				21	001998	368,522.43
				21	001999	45,901.21
				21	002000	20,692.37
				21	002001	105,164.65
				21	002002	6,445.65
				21	002006	3,200.00
				21	002009	1,395.75
				21	002012	13,144.93
				21	002018	500.00
				21	002019	559.30
				21	002022	685.88
				21	002029	27,807.07
				21	002031	68.77
				21	002035	4,205.92
				21	002039	4,924.86
				21	002044	792.81
				21	002047	2,342.57
				21	002050	132.36
				21	002053	4,100,604.92
				21	002055	3,600.02
				21	002056	11,785.24
				21	002059	59.52
				21	002060	8,214.68
				21	002063	643.33
				21	002065	285,784.76

For April 14, 2021 Board Meeting

New Hire

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
North Park	David Poulson	Custodian	

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

School Bear River High School

Organization/Team/Club/Etc. BRHS PERFORMING ARTS (BAND + CHOIR)

Purpose of Trip (Educational Value)

MANY MUSICAL EXPERIENCES JUST CAN'T BE FOUND IN UTAH. WE TRAVEL TO ENTERTAINMENT HOTSPOTS TO ALLOW THE STUDENTS TO SEE WHERE MUSIC CAN TAKE THEM AND WHAT OPPORTUNITIES ARE AVAILABLE TO THEM

Miles to be traveled (one way) 750 MILES ANAHEIM -

THE STUDENTS TO SEE WHERE MUSIC CAN TAKE THEM AND WHAT OPPORTUNITIES ARE AVAILABLE TO THEM

Number of Students Traveling APPROX 150

Sophomore	<u>50</u>
Juniors	<u>50</u>
Seniors	<u>50</u>

Number of Adults (Chaperones) Traveling 2021 MINIMUM 1 PER 10 STUDENTS

Departure Date: June 6, 2022 June 7, 2022 May 31, 2022 Time: 7:00 PM

Return Date: June 11, 2022 June 12, 2022 June 5, 2022 Time: 12:00 PM

Means of Travel Bus Van Other (please list) Tour Bus

SECTION A

- 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.
No
- 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
- 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? _____ How far will you travel, one way? _____
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?

NO SCHOOL MISSED

2. What plans have been made to reduce liability to the District during this trip?

WE WILL USE AN OUTSIDE TRAVEL COMPANY. THE PARTICIPANTS WILL SIGN WAIVERS

3. Anticipated Actual Cost of the Trip per Individual Student \$800.00

4. Anticipated Direct Cost to Each Student \$800.00

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. TOUR BUS WITH STORAGE COMPARTMENTS ON WHOLE 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. UTAH	500.00	6 DAYS	500 MILES
b. New York	1500.00	6 DAYS	6000 MILES

c. What will be missed if you take a shorter trip?

OPPORTUNITIES NOT AVAILABLE IN UTAH - THE PROFESSIONAL MUSIC WORLD JUST DOESN'T THRIVE HERE -

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? UNANIMOUSLY
- b. How will surveys be collected? COUNTING BOX
- c. Who will tabulate survey results? WADE WALTON

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? WE HAVE TO SEND IN RECORDINGS TO BE APPROVED + EVALUATED BY THE COMETTES

Signatures

Organization/Team Leader [Signature] Date 7/15/19

Principal [Signature] Date 7/15/19

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans
[Signature] Date 8-15-19

[Signature] Date 3-19-21

Suggestions for Future Board Meetings

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
- Approval of TSSA Plans – Gary Allen and Keri Greener
- 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

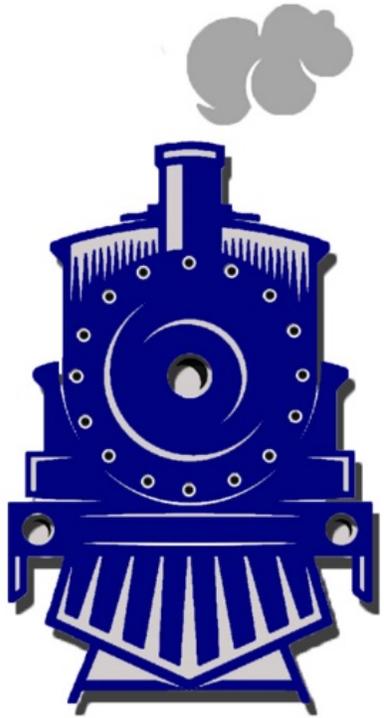
September 8, 2021 – *(tentative)*

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

- Policy Review

October 13, 2021 – (tentative)

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



**BOX ELDER
SCHOOL DISTRICT**

Learning is Everything

BOX ELDER SCHOOL DISTRICT
BOARD OF EDUCATION
HANDBOOK

REVISED
OCTOBER 9, 2019
BOX ELDER SCHOOL DISTRICT

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BOARD OF EDUCATION HANDBOOK INTRODUCTION

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

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

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

Authority and Responsibilities of the Board

The powers and mandatory duties of the Board of Education are defined in the Utah Code and State Board of Education Rule.

Principles of Board Leadership

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

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

[Utah Code § 53G-4](#)

Making School Board Decisions

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

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

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

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

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

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

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

Managerial decisions required of each local Utah school board are set forth in the statutes, most notably in [Utah Code § 53G-4-402](#). For example, a school board is required to do the following:

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

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

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

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

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

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

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

Holding Closed Meetings

A closed meeting may be held if:

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

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

Minutes of the closed meeting shall contain:

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

Purpose of a closed meeting:

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

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

Record of closed meetings:

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

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

Collaborative Relationships: Shared Governance

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

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

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

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

Essentials of A Professional Learning Community

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

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

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

Authority of Individual Board Members

Power belongs not to individual members of a Board of Education but to the Board of Education acting as a corporate body through collective action. Board members have authority only when acting as a Board of Education in a legally constituted session, with a quorum present. The statement or action of an individual member or group of members of the Board of Education does not bind the Board of Education itself, except when that statement or action is specifically authorized by an official act of the board. This does not preclude individual board members from representing the board at meetings and ceremonial events or speaking to constituent groups in their capacity as board members.

Nominations and Elections for Board Leadership

Nominations

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

Elections

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

Board Leadership Responsibilities

The board president will:

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

The board vice president will:

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

Board leadership may speak for the board, or designate others to speak for the board, when requested to do so by vote or consensus of the board communication, without binding the board to a specific decision or position.

New Board Member Orientation

Following the election or appointment of new members, the superintendent and board leadership will provide for an orientation, as to the board's operation and processes, the working relationships with the Superintendent of Schools and staff of the Box Elder School District, and substantive background information pertaining to school system issues and procedures. A copy of this handbook will be provided online. New board members are also encouraged to attend the orientation session organized by the Utah School Boards Association (USBA).

Board of Education Code of Conduct

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

Board members shall:

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

Board Member Commitments and Ethics

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

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

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

A. Board of Education Code of Ethics

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

violation of Utah Code, § 67-16-4.

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

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

Disciplining Board Members

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

Policies Governing the Board

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

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

Guidelines and Parliamentary Motions

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

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

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

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

Simplified Chart of Parliamentary Motions

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

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

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

Policy 1010 School Board’s Legal Status

- A. Promote education
 - 1. The Board has the legal power and duty to do all things necessary for the maintenance, prosperity and success of the schools and for the promotion of education and to exercise all powers given by statute. The Board’s legal powers and duties include the actions set forth in this policy, but are not necessarily limited to the listed powers and duties.
[Utah Code § 53G-4-402\(20\) \(2018\)](#)
- B. Govern
 - 1. The Board of Education recognizes that under Utah law “it is the province of the Board of Education to determine what things are detrimental to the successful management, good order, and discipline of the schools and the rules required to produce” successful management, good order, and discipline in the schools.
Beard v. Board of Education, 16 P.2d 900 (Utah 1932)
- C. Adopt rules
 - 1. Adopt such rules, regulations, and bylaws as the Board deems proper for the operation of the Board and for the control and management of the District’s schools.
[Utah Code § 53F-8-201 \(2018\)](#)

- D. Levy taxes
1. Establish tax rates each year and submit the proposed rate to the county legislative body in which the District is located according to statutory procedures:
[Utah Code § 53F-8-201\(1\) \(2018\)](#)
[Utah Code § 53F-8-202 \(2018\)](#)
[Utah Code § 53F-8-402 \(2018\)](#)
- E. Annual budget
1. Prepare, adopt, and file a budget for the next succeeding fiscal year with the county legislative body in which the District is located as required by statute.
[Utah Code § 53F-8-201 \(2018\)](#)
- F. Bequests
1. Receive bequests and donations or other monies or funds which are made for educational purposes.
[Utah Code § 53G-4-402\(12\) \(2018\)](#)
- G. Acquisition and ownership of property
1. Acquire and hold real and personal property in the name of the District, inclusive of all rights and titles, and lease and lease with an option to purchase property. The Board of Education has the direction and control of all school property in the district.
[Utah Code § 53G-4-401\(4\) \(2018\)](#)
- H. Eminent domain
1. Exercise the right of eminent domain to acquire property.
Board of Education of South Sanpete School District v. Barton, 617 P.2d 347 (Utah 1980).
Olsen v. Board of Education of the Granite School District, 571 P.2d 1336 (Utah 1977).
- I. Employ personnel
5. Employ by contract a Superintendent, Business Administrator, Principal(s), teacher(s), or other executive officer(s) and set salary schedules therefor.
[Utah Code § 53G-7-202 \(2018\)](#)
[Utah Code § 53G-4-301 \(2018\)](#)
[Utah Code § 53G-4-302 \(2018\)](#)
- J. Close schools and change school boundaries
1. Close schools or suspend operation of schools or change school attendance area boundaries as determined to be appropriate by the Board of Education after appropriate public notice and hearing as required by statute.
Allen v. Board of Education Weber County School District 236 P.2d 756 (Utah 1951)
Save Our Schools v. Board of Education of Salt Lake City, 2005 UT 55
[Utah Code § 53G-4-402\(21\) \(2018\)](#)
- K. Sue and be sued
1. Sue and be sued in the name of the District.
[Utah Code § 53G-4-401\(4\) \(2018\)](#)

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

Policy 1020 Board Power and Duties

- A. The Board of Education, on its own behalf, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by applicable law, rules and regulations to establish the framework of school policies and projects including, but without limitation because of enumeration, the right:
 - 1. To appoint, by contract, a district superintendent who serves as the Board's chief executive officer. [Utah Code § 53G-4-301\(1\)](#)
 - 2. To appoint a business administrator. [Utah Code § 53G-4-302\(1\)](#)
 - 3. To make and enforce policy necessary for the control and management of the district schools. [Utah Code § 53G-4-402\(15\)](#)
 - 4. To prepare and adopt a budget and make appropriations for the next fiscal year. [Utah Code § 53G-7-303\(2\)](#)
 - 5. To administer and implement Federal education programs in accordance with the Federal Programs Act. [Utah Code § 53G-4-402\(10\)](#)
 - 6. To establish, locate, and maintain elementary, secondary, and applied technology schools. [Utah Code § 53G-4-402\(5\)](#)
 - 7. To employ staff necessary to carry out the functions of the school district. The Board shall also determine qualifications, conditions of employment, salary schedules, dismissal, demotion, promotion and work assignments.
 - 8. To establish and supervise the program of instruction, including methods of instruction, schedules, materials, necessary staff, etc., and to make the necessary assignments for all extra-curricular programs that, in the opinion of the Board, benefit students.
 - 9. To sue and be sued in the name of the district. [Utah Code § 53G-4-401\(4\)](#)
 - 10. To take, hold, lease, sell, and convey real and personal property as the interests of the schools may require. [Utah Code § 53G-4-401\(4\)](#)
 - 11. To purchase, sell, and make improvements on school sites, buildings, and equipment and construct, erect, and furnish school buildings. [Utah Code § 53G-4-402\(3\)](#)
 - 12. To accept private grants, loans, gifts, endowments, devises, or bequests that are made for educational purposes. [Utah Code § 53G-4-402\(12\)\(a\)](#)
 - 13. To close the schools or suspend operation if necessary.
 - 14. To do all things necessary for the maintenance, prosperity, and success of the schools and the promotion of education. [Utah Code § 53G-4-402\(20\)](#)
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be

limited only by the Constitution and Laws of the State of Utah and the Constitution and Laws of the United States.

- C. To work to understand and represent the interest of the community members.

Policy 1025 Administration Relations

A. District Governance

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

[Utah Code § 53G-4-402 \(2018\)](#)

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

B. Consultation

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

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

C. Exclusivity and Coercion

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

[Utah Code § 34-34-4 \(1969\)](#)

[Utah Code § 34-34-7 \(1969\)](#)

[Utah Code § 34-34-8 \(1969\)](#)

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

D. Association Negotiations

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

[Utah Code § 34-34-2 \(1969\)](#)

[Utah Code § 34-34-16 \(1969\)](#)

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

E. Publication of Negotiated Agreement

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

F. Distribution of Organization Materials

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

G. Equal Access for Employee Associations

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

H. No Endorsement of or Preference for Any Employee Association

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

Policy 1034 Board of Education Code of Conduct

A. Board members shall:

1. Represent the Board with dignity, honesty, and integrity.
2. Attend meetings regularly, prepared, professional, engaged, and dedicated to accomplishing and adhering to the agenda.
3. Support efforts to focus on the important matters, remembering that the student is always our most important matter.
4. Communicate effectively, early, and often with each other and with others concerned, seeking to make your own ideas clear while respecting the different opinions of others.

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

Policy 1035 Board Member Commitments and Ethics

A. Board of Education Commitments

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

1. Strive to make policies that promote the educational growth and development of all students;
2. Endeavor to appoint the most competent person available as superintendent of schools and hold that superintendent responsible for carrying out the vision, mission, and goals of the District in the administration of its schools;
3. Support and allow administrators, teachers, and staff to function in their authorized capacities while holding employees responsible for carrying out the District's vision, mission, and goals in their respective roles;
4. Seek to employ the best qualified personnel available without regard to race, color, sex, pregnancy, religion, national origin, age, marital status, disability, sexual orientation, or gender identity—except when justified to meet a bona fide occupational requirement (see [20 U.S.C. 1681 et seq.](#); [Utah Code § 34A-5 et seq.](#));
5. Promulgate policies and procedures dedicated to maintaining a learning and working environment in the District free of discrimination and unlawful harassment, including sexual harassment;
6. Promulgate policies and procedures that ensure operational transparency, including directing employees to maintain, manage, and where appropriate, produce records consistent with federal and state laws (see [20 U.S.C. § 1232g](#); [34 C.F.R. Part 99](#); and [Utah Code § 53E-9 et seq.](#));
7. Attend Board meetings, insofar as possible, being informed and prepared to discuss and act upon the items on the Board agenda;
8. Conduct Board business in compliance with the [Utah Open Meetings Act \(Utah Code § 52-4-1 et seq.\)](#);
9. Exercise Board authority exclusively to perform legislative and judicial

functions;

10. Encourage free expression of opinion and seek regular communication and feedback from the public;
11. Work toward consensus in Board decision making and foster respectful and civil working relationships with other Board members and with the superintendent and District staff while recognizing the value of diverse perspectives and differences of opinion; and
12. Strive to be effective educational leaders by participating in professional development, studying education issues, fulfilling assigned Board duties, building relationships with community organizations and leaders, communicating with constituents, and advocating for public education.

B. Board of Education Code of Ethics

1. Members of the Board may receive compensation for services and necessary expenses in accordance with [Utah Code § 53G-4-204](#). For purposes of Utah Retirement Systems (URS) coverage, however, duly elected members of the Board are classified as part-time employees and ineligible for URS benefits.
2. Members of the Board may not use their position, or information acquired by reason of their position, for any improper or unlawful purpose including substantially furthering personal economic interests or securing special privileges or benefits for themselves or others that would impair the members' independent judgement or interfere with the ethical performance of the members' duties in violation of [Utah Code, § 67-16-4](#).
3. The Board will officially accept gifts and donations on behalf of the District; such acceptance, however, shall not obligate the Board to act in any way contrary to the best interests of students and the public. Further, the Board or its members shall not request, demand, or accept personally or on behalf of the District, a loan, donation, gift of substantial value, or an economic benefit tantamount to a gift in violation of [Utah Code §§ 67-16-5 to 5.6](#)
4. The Board and its members shall not misappropriate or misuse public funds or resources and shall be responsible fiscal managers of public funds. Expenditure of public funds shall only be made in accordance with federal or state law and District policies.
5. Members of the Board shall disclose any compensation or any position (whether officer, director, agent, employee, or owner of a substantial interest) in any business entity that does business with or is subject to the regulations governing the District or other public agency in a sworn affidavit and file it with the state attorney general, the District, and any other agency involved in the business or transaction consistent with [Utah Code §§ 67-16-6 to 8](#). Further, members of the Board shall have no personal investments and/or conduct any business creating a substantial conflict of interest between Board members' private interests and their

public duties in violation of [Utah Code § 67-16-9](#).

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

Policy 1036 Conflict of Interest: Board Member and Employee

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

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

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

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

1. The appointee was appointed or employed before the district employee assumed his or her supervisory position, if the appointee's appointment was not unlawful at the time of the appointee's appointment; or
2. The appointee will be compensated from funds designated for vocational training; or
3. The appointee will be employed for a period of 12 weeks or less; or
4. The appointee is a volunteer as defined by the district; or
5. The appointee is the only person available, qualified, or eligible for the position; or
6. The Superintendent determines that the employee is the only person available or is best qualified to perform supervisory functions for the appointee.
7. When a District employee supervises a relative or a household member, the employee shall make a complete written disclosure of the employee's relationship with the relative or household member in a sworn statement provided to the Board of Education. The District employee may not evaluate the relative's job performance or recommend salary increases for the relative.
[Utah Code § 52-3-1\(2\)\(b\), \(c\) \(2018\)](#)
[Utah Code § 67-16-7\(2\)\(b\) \(2018\)](#)

- D. No appointee may accept or retain employment in the District if the appointee is under the direct supervision of a relative or household member, unless:
1. The relative or household member was appointed or employed before the appointee assumed the appointee's position, if the appointment of the relative or household member was not unlawful at the time of the appointment;
 2. The appointee will be compensated from funds designated for vocational training;
 3. The appointee will be employed for a period of 12 weeks or less;
 4. The appointee is a volunteer as defined by the District;
 5. The appointee is the only person available, qualified or eligible for the position;
 6. The Superintendent determines that the appointee's relative or household member is the only individual available or qualified to supervise the appointee.
[Utah Code § 52-3-1\(3\) \(2018\)](#)

E. The rules against nepotism apply to employees paid with public funds regardless of the source of those funds, including employees paid with funds from a federal grant.

- F. Within a town, as defined by [Utah Code § 10-1-104](#), this policy on nepotism shall not apply to the employment of uncles, aunts, nephews, nieces or cousins.
[Utah Code § 52-3-4 \(1998\)](#)

- G. This policy on nepotism shall not apply to the employment of a relative if the following criteria are established:
1. fewer than 3,000 people live within 40 miles of the primary place of employment, measured over all-weather public roads;
 2. the job opening has had reasonable public notice; and
 3. the relative is the best qualified candidate for the position.

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

certifying that the appointee satisfies the exception, all of which shall be retained in the personnel file of the appointee.

[Utah Code § 52-3-4 \(1998\)](#)

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

Board Policies Relevant to School Board Meetings

Policy 1070 Board Meeting Procedures

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

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

B. Rules and Order of Procedure

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

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

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

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

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

1. Upon a two-thirds vote, the Board of Education may expel a member of the Board from an open public meeting of the Board for:

- a. Disorderly conduct at the meeting;

- b. The member's direct or indirect financial conflict of interest regarding an issue discussed at or action proposed to be taken at the meeting; or
- c. Commission of crime during the meeting; or
- d. Other reasons that have been adopted by the Board.

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

C. Open to the Public

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

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

D. Public Hearing

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

[Utah Code § 11-14-318 \(2009\)](#)

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

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

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

[Utah Code § 59-1-1605 \(2016\)](#)

E. Interference with Conduct of Board Meetings

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

F. Public recording

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

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

G. Attendance by Local Government Representatives

- 1. An interested mayor or interested county executive (or their designees) may attend and participate in the board's discussions in the open portions of the Board's meetings. An "interested mayor" is the mayor of the municipality

which is partly or entirely within the boundaries of the school district. An "interested executive" is the county executive or county manager of a county with unincorporated area within the boundary of the school district. These local government officials may not vote on any issue before the Board and their participation is subject to the Board President's authority to regulate the conduct of the meeting.

2. An interested mayor or interested county official may attend a closed meeting of the Board if invited by the Board. Where the closed meeting is held to discuss disposition or acquisition of real property, an interested mayor or interested county official may attend if invited by the Board and if the mayor or county executive does not have a conflict of interest with respect to the disposition or acquisition.

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

H. Quorum

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

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

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

I. USBA Training session for the Board members

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

Policy 1072 Board Meetings: Notice Requirements

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

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

- B. The Board shall provide public notice of each meeting at least 24 hours in advance of each meeting; such notice shall include the agenda, date, time, and place of the meeting.

[Utah Code § 52-4-202\(1\)\(2016\)](#)

- C. Where a meeting agenda must be included in the required public notice of a Board meeting, that agenda shall be sufficiently specific to notify the public of the topics to be considered at the Board meeting. To be sufficiently specific, the agenda shall at least list each anticipated topic under an agenda item in a manner which identifies the subject of discussion and if known the nature of the Board action being considered on the subject. The Board may not consider the topic in an open meeting which was not listed under an agenda item and included with the advance public notice of the meeting, except that if an unlisted topic is raised by the public during an open meeting the Board may, at the discretion of the presiding Board member, discuss the topic but may not take any final action on the topic during the meeting. This limitation may not apply to an emergency meeting where the requirements for holding and giving the best practicable notice of such a meeting have been met.
[Utah Code § 52-4-202\(6\)\(2016\)](#)
- D. When the Board is meeting to conduct a public hearing with respect to adopting the budget or levying a tax rate which exceeds the certified tax rate, the Board's agenda must be limited to the hearing(s) and discussion and the action on those items. (If the Board holds another meeting on the same date to address general business items, the other meeting must conclude before the meeting on the budget and/or tax rate levy.)
[Utah Code § 59-2-919\(8\)\(b\)\(i\)\(B\), \(e\), \(2019\)](#)
- E. Public notice of each Board meeting and of the Board's annual meeting schedule shall be given by:
1. Posting written notice at the local Board of Education office;
 2. Posting notice on the Utah Public Notice Website; and,
 3. Providing notice to two newspapers of general circulation within the geographic jurisdiction of the public body or to a local media correspondent.
 4. The District shall also endeavor to post notice of Board meetings on the District's web site at least 24 hours in advance of the Meeting.
 5. Notice of each Board meeting shall also be given to each mayor or interested county executive (or their designee). An "interested mayor" is the mayor of a municipality that is partly or entirely within the boundaries of the school district. An "interested county executive" is the county executive or county manager of a county with unincorporated area within the boundaries of the school district. This notice shall be provided by mail, email, or other effective means agreed to by the person to receive notice.
[Utah Code § 52-4-202\(3\), \(4\)\(2016\)](#)
[Utah Code § 63F-1-701\(4\)\(d\)\(2016\)](#)
[Utah Code § 53G-7-208\(3\)\(e\) \(2018\)](#)
- F. In case of emergency or urgent public necessity which renders it impractical to give the notice identified in the paragraphs above, the best notice practicable shall be given of the time and place of the meeting and of the topics to be considered at the meeting. No such emergency meeting of the Board shall be held unless an attempt has been made to notify all of its members and a majority of the members vote in the affirmative to hold the meeting.

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

- G. In addition to complying with the aforementioned public notice requirements, in regards to the budget hearing, the Board shall do the following:
1. Publish the required newspaper advertisement and/or electronic newspaper advertisement (see [Utah Code § 45-1-101 \(2011\)](#) and the required Utah Public Notice Website advertisement at least ten days before the day on which the hearing is held
 - a. The public hearing notice will include information on how the public may access the proposed budget.
 2. File a copy of the proposed budget with the Board's business administrator for public inspection; and
 3. Post a copy of the proposed budget on the District's internet website.
 4. In addition, if the proposed budget includes a tax rate in excess of the certified tax rate, or if the Board meeting is required to consider whether to adopt a tax rate in excess of the certified tax rate, the Board shall provide the notices and schedule the meeting as required by [Utah Code § 59-2-919](#).
[Utah Code § 53G-7-303\(2\) \(2018\)](#)
[Utah Code § 53F-8-201\(3\) \(2018\)](#)
[Utah Code § 59-2-919 \(2016\)](#)
- H. In addition to complying with the aforementioned public notice requirements, if the Board is meeting under the [Transparency of Ballot Propositions Act](#) to hear arguments for or against a ballot proposition to authorize issuance of bonds or to increase taxes, the Board must post notice of the time, date, and place of the meeting (along with the arguments for and against the proposition):
1. On the Statewide Electronic Voter Information Website for 30 consecutive days before the election on the proposition;
 2. On the [District's website](#) in a prominent place for 30 consecutive days before the election on the proposition;
 3. If the District publishes a newsletter or other periodical, in the next scheduled edition before the election on the proposition.
[Utah Code § 59-1-1604\(5\)\(2016\)](#)
[Utah Code § 59-1-1605\(2016\)](#)
 4. The meeting must begin at or after 6:00 p.m.
[Utah Code § 59-1-1605\(3\)\(b\)\(2016\)](#)
- I. In addition to complying with the aforementioned public notice requirements, if the Board is meeting to consider authorizing issuance of bonds under the Local Government Bonding Act, it shall publish notice of the intent to issue bonds in the newspaper and on the Utah Public Notice Website at least 14 days in advance of the public hearing on the bond issuance as required by [Utah Code Ann. § 11-14-318](#). The notice shall give notice that the hearing will be held to receive input from the public respecting the issuance of the bonds and the potential economic impact that the proposed improvement, facility, or property that the bonds will fund will have on the private sector.
[Utah Code § 11-14-318 \(2009\)](#)

- J. In addition to complying with the aforementioned public notice requirements, if the Board is meeting to consider a request to increase a budget appropriation, it shall publish the required newspaper notice and notice under [Utah Code § 45-1-101](#) of such meeting at least one week prior to the hearing.
[Utah Code § 53G-7-305\(6\)\(b\) \(2018\)](#)
- K. In addition to complying with the aforementioned public notice requirements, if the Board meeting is either to hold a public hearing regarding closing one or more schools or changing the attendance area boundaries for one or more schools, or to take such action, the additional notice requirements set out in Policy 1210 much also be met.
[Utah Code § 53G-4-402\(21\) \(2018\)](#)
- L. Beginning July 1, 2007, in addition to meeting the aforementioned public notice requirements, if the Board is meeting to consider adopting a new Board member compensation schedule or schedules, or to consider amending an existing compensation schedule or schedules, the notice of the meeting with public hearing shall be given at least seven days prior to the meeting by:
1. Publishing the notice at least once in a newspaper published in the county where the District is situated and which is also generally circulated within the District, and publishing notice on the Utah Public Notice Website;
 2. Posting the notice:
 - a. At each school in the District
 - b. In at least three other public places within the District; and
 - c. On the Internet in a manner that is easily accessible to citizens who use the internet.
- [Utah Code § 53G-4-204\(3\) \(2018\)](#)

Policy 1074 Board Meetings: Closed Meetings

- A. A closed meeting may be held upon a two-thirds affirmative vote of the Board members present at a meeting for which public notice was given pursuant to [Utah Code § 52-4-202](#), providing a quorum is present. No resolution, rule, regulation, contract or appointment shall be approved at a closed meeting, nor may the Board interview an applicant to fill an elected position at such a meeting. The recording and minutes of an open meeting at which the vote is taken to hold a closed meeting shall contain the reason or reasons for holding a closed meeting and the votes, by name, of the members present, either for or against the proposition to hold such a meeting.
[Utah Code § 52-4-204 \(2018\)](#)
- B. Closed meetings may only be held for the following purposes:
1. Discussion of the character, professional competence, or physical or mental health of an individual;
 - a. However, the Board may not interview a person applying to fill an elected position, midterm vacancy or temporary absence in a closed meeting

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

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

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

[Utah Code § 52-4-205 \(2014\)](#)

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

Policy 1080 Board Committees

- A. School Board members are elected to represent the public in management of the public schools. Decisions are the right and responsibility of the Board of Education.. All committees formed and charged by the Board are advisory in nature; the Board maintains the right and responsibility to do with committee recommendations as deemed appropriate by the Board on majority vote.
- B. Special committees of Board members may be created by the Board for special assignments. When so created, each committee shall be appointed by the president and shall terminate upon completion of the assignment or by majority vote of the Board prior to completion of the assignment.

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

Policy 1090 Rules of Order

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

Policy 1100 Minutes

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.