



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Wednesday, September 8, 2021

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

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

A. Meet the Artists (at the District Office) - 5:00 p.m.

Jacqueline Whitaker

B. Work Session - 5:30 p.m.

1. PLC Presentation

BELT Team

C. Administrative - 6:30 p.m.

1. Call to Order

President Julie Taylor

2. Reverence

Steve Carlsen, Superintendent

3. Flag Salute/Pledge of Allegiance

Wade Hyde, Board Member

4. Swearing in of Shan Robinson, Student Board Member

Rod Cook, Business Administrator

5. Recognitions

Tiffani Summers, Board Member

a. Jason Bingham, Teacher at BEHS received the Air Force Association Salt Lake City Chapter 237 Teacher of the Year Award for 2020.

b. Jacqueline Whitaker - Art Work for District Office

D. Approval of Agenda - 6:45 p.m.

E. Public Comment - 6:50 p.m.

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

F. Action Items - 7:00 p.m.

1. Approval of ESSER III Grant

Steve Carlsen, Superintendent

3

G. Information Items - 7:15 p.m.

1. Construction Report

Corey Thompson, Director of Facilities

6

2. Trauma Training

PBS Statute

BESD Wellbeing Webpage

Jacqueline Whitaker

14

3. Trauma Training (20 min.)

Jacqueline Whitaker

4. Monthly Financial Report

Rod Cook, Business Administrator

19

5. Board Committee Reports

H. Policy Review - 7:50 p.m.

1. Policies to Delete - reflecting the repeal of several USBE regulations

a. Policy 3055 Substitute Teachers

27

33

| | |
|--|------------|
| b. Policy 3060 Student Teachers and Interns | 34 |
| 2. First Reading | |
| a. Policy 1032 Vacancies on the Board | 35 |
| b. Policy 1040 Board Member Elections - Board Officers | 37 |
| c. Policy 1072 Board Meetings: Notice Requirements | 38 |
| d. Policy 1074 Board Meetings: Closed Meetings | 42 |
| e. Policy 1100 Minutes | 44 |
| f. Policy 2010 Budget Planning/Development/Adoption | 46 |
| g. Policy 2040 Audits | 49 |
| h. Policy 2175 Buildings & Grounds - Energy Conservation | 52 |
| i. Policy 3023 Educator Induction, Mentoring and Professional Learning | 54 |
| j. Policy 3098 Employee Surveys | 57 |
| k. Policy 3120 Orderly School Termination of Employees | 59 |
| l. Policy 4062 Curriculum: College Course Work | 71 |
| m. Policy 4200 Term of Instruction: School Year & School Day | 73 |
| n. Policy 5010 Admissions Eligibility Requirements | 76 |
| o. Policy 5035 Attendance Requirements/Procedures | 80 |
| p. Policy 5037 Attendance Enforcement | 83 |
| I. <u>Board Discussion Items</u> 7:45 p.m. | |
| 1. Covid-19 Update | |
| Steve Carlsen, Superintendent | |
| 2. "Ring of Fire" presentation (20 min.) | 85 |
| Steve Carlsen, Superintendent | |
| 3. Utah PTA's Electronic Cigarettes and Utah's Youth | 111 |
| Steve Carlsen, Superintendent | |
| J. <u>Consent Items</u> 8:15 p.m. | |
| 1. Minutes | 114 |
| 2. Claims | 118 |
| 3. Personnel | 130 |
| K. <u>Suggestions for Future Board Meetings</u> 8:20 p.m. | 132 |
| L. <u>Upcoming Events</u> | |
| 1. USBA Leadership Academy - September 16, 17, & 18, 2021 | |
| M. <u>Board Handbook</u> | 134 |
| N. <u>Adjournment</u> 8:25 p.m. | |
| The next meeting of the Board of Education will be held on Tuesday, October 12, 2021, with Work Session at 5:30 and a Regular Session at 6:30 p.m., at Century Elementary, 5820 N 4800 W, Bear River City, Utah. | |

Recommendation to approve ESSER III Grant

Submitted by: Superintendent Carlsen

Recommendation:

It is recommended that the Box Elder Board of Education approve the proposed ESSER III Grant

Recommended Motion:

I move that we approve the ESSER III grant as it has been presented.

Background: Box Elder School District was awarded \$7,305,205.10 in the American Rescue Plan (ARP) Elementary Secondary School Emergency Relief Fund (ESSER). We were given a list of possible uses (attached). The school district was required and we followed mandates to get stakeholder input.

Policy Implications: None

Financial Implications: The financial implications will be significant. We will be able to implement air conditioning in five of our secondary schools. We will have some new Licensed Clinical Social Workers (LCSW) and we will need to prepare financially for the 2024-2025 school year to either find a new grant to pay them from or absorb them into the General Fund. This will also pay teachers extra for summer and after school programs to help reduce and or eliminate lost learning.

Staff Implications: This will increase our staff and allow some teachers extra pay for extra work after school and in the summer.

LEA Use of ARP ESSER Funds

Of the total amount allocated to an LEA from the State's ARP ESSER award, the LEA must **reserve at least 20 percent of funds to address learning loss through the implementation of evidence-based interventions and ensure that those interventions respond to students' social, emotional, and academic needs and address the disproportionate impact of COVID-19 on underrepresented student subgroups** (each major racial and ethnic group, children from low-income families, children with disabilities, English learners, gender, migrant students, students experiencing homelessness, and children and youth in foster care).

Remaining LEA funds may be used for a **wide range of activities** to address needs arising from the coronavirus pandemic, including any activity authorized by the ESEA, the Individuals with Disabilities Education Act (IDEA), Adult Education and Family Literacy Act (AEFLA), or Carl D. Perkins Career and Technical Education Act of 2006 (Perkins CTE). Specifically, ARP ESSER funds may be used to develop strategies and implement public health protocols including, to the greatest extent practicable, policies in line with guidance from the Centers for Disease Control and Prevention (CDC) on reopening and operating schools to effectively maintain the health and safety of students, educators, and other staff, as well as:

- coordinating preparedness and response efforts with State, local, Tribal, and territorial public health departments to prevent, prepare for, and respond to COVID-19;
- training and professional development on sanitizing and minimizing the spread of infectious diseases;
- purchasing supplies to sanitize and clean the LEA's facilities;
- repairing and improving school facilities to reduce risk of virus transmission and exposure to environmental health hazards;
- improving indoor air quality;
- addressing the needs of children from low-income families, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth;
- developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs;
- planning for or implementing activities during long-term closures, including providing meals to eligible students and providing technology for online learning;
- purchasing educational technology (including hardware, software, connectivity, assistive technology, and adaptive equipment) for students that aids in regular and substantive educational interaction between students and their classroom instructors, including students from low-income families and children with disabilities;
- providing mental health services and supports, including through the implementation of evidence-based full-service community schools and the hiring of counselors;
- planning and implementing activities related to summer learning and supplemental after-school programs;
- addressing learning loss; and
- other activities that are necessary to maintain operation of and continuity of and services, including continuing to employ existing or hiring new LEA and school staff

| | | |
|-----------|---------------------------------|------------------|
| ESSER III | | |
| 1 | EL Summer School | 3 yrs- \$300,000 |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | Secondary Summer School | 3 yrs- \$148,000 |
| 6 | | |
| 7 | BESD Online | \$80,142 |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | LCSW- BEHS | \$235,000 |
| 13 | LSCW- BRHS | \$235,000 |
| 14 | Safe and Civil | \$53,000 |
| 15 | SPED | \$88,000 |
| 16 | | |
| 17 | Air Conditioning Install | |
| 18 | BEHS | \$1,150,000 |
| 19 | BRHS | \$2,025,000 |
| 20 | Harris | 1,100,000 |
| 21 | Young | 1,100,000 |
| 22 | BRMS | \$200,000 |
| 23 | | |
| 23 | | |
| 24 | Technology/Chromebooks | \$1,039,063 |
| 25 | | 7,305,205.10 |
| | | |
| | | |

BESD Construction Update

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September 2021

Golden Spike Elementary Timeline

- Approximately 2 ½ months behind, same as last month, haven't lost additional or gained back
- Materials are trickling in or they are looking for alternates that still meet specifications
- Short on labor, difficult to get full crews for the different trades

District Summer Projects

- This has been a difficult summer to get projects finished on time. Same issues as with Golden Spike Elementary behind schedule.
- August; 10 projects complete
September; 18 projects complete

| <u>Location</u> | <u>Project</u> | <u>Status</u> | <u>Who</u> |
|-----------------|---|-----------------|------------|
| BEHS | New Parking Lot | Complete | DWA |
| | Portables anchored, skirted, electrical | Complete | DWA |
| | Coaches Hall Reroof | Complete | DWA |
| | Tennis Court Seal Coat | Complete | DWA |
| | Wood Shop Door and sink | Complete | BESD |
| BEHS (Donation) | Video Board FB Stadium | Signed Proposal | DWA |
| BRHS | Turf | In Process | DWA |
| | CTE New Asphalt | Complete | DWA |
| | LA Glycol Upgrade | In Progress | DWA |
| | Locker Room Upgrades | In Process | DWA |
| BR Nat | Additional Parking | Complete | DWA |
| Sunrise High | Seal Coat | Complete | DWA |

| | | | |
|-----------|----------------------------------|---------------------|-------------|
| BEMS | Stair Extension | Delay to Summer '22 | DWA |
| BRMS | Reroof | In Process | DWA |
| | Replace Skylights | In Process | BESD |
| ACYI | Secure Entrance | In Process | BESD |
| | Counseling Remodel to add office | Complete | DWA |
| ACHI | Secure Entrance | In Process | BESD |
| | Replace Store Fronts | Complete | BESD |
| | Ball Wall Concrete Pad | Complete | DWA |
| Willard | Asphalt Play Area/ Tree Removal | Complete | DWA |
| | Replace Boilers | Delay to Spr '22 | DWA |
| Lake View | Enclose Dock | Complete | BESD |
| | Add Office Door | In Process | BESD |
| Discovery | Additional Parking | In Process | DWA |

| | | | |
|-------------------|---|-----------------|-----|
| Century | Parking | Complete | DWA |
| North Park | Additional Parking | In Process | DWA |
| McKinley | Replace Boilers | In Process | DWA |
| Garland | Crack Repair/Seal Coat Play and Parking | Complete | DWA |
| Park Valley | Install Greenhouse, remove stump | In Process | DWA |
| Grouse Creek | Rebuild | Winter '22 | DWA |
| S. Transportation | Repave | Complete | DWA |
| | Snow Guard and Gutter | Signed Proposal | DWA |
| SSC | East Dock Pallet Racking | Complete | DWA |
| District Office | Window Replacement | | DWA |
| | New Drip Edge, South Wing | | DWA |
| West ACYI | Vacant Property Upkeep | Ongoing | DWA |

Update on Some Projects not Complete

- BRHS Turf - on schedule for end Sept/begin Oct
- BRHS Locker Room upgrades - lockers on back order, hope for October
- BRMS Reroof - finishing up, almost done
- Intermediates Secure Entrances - all materials now on hand, need to install

Update on Some Projects not Complete

- Discovery Parking; Asphalt on 9th then landscape
- North Park Parking; Landscape and fence
- McKinley Boilers; sizing ductwork for the new coils then finish piping
- Park Valley Greenhouse; connecting utilities, then concrete and construct greenhouse

smile and laugh
acknowledgement
gratitude
welcome
kind words
ask if they can help you
involve
care
put phone down
understand
loved
appreciate me
say thank you
respond
pay it forward
respect
thank you
love
kind
smile
visit
help
concern
caring
friend
kindness
hug
eye contact
kind
listen
talk
support
accept
genuine
invite me
phone call
say thanks
compliments
excepted
hand shake
show love
valued
relate
time
show concern
greet you
show appreciation
appreciation
pay attention
talk to me
appreciated
ask how are you
laugh

Positive Behaviors Plan-[53G-10-407](#)

What is a Positive Behaviors Plan?

As defined in Utah State Statute [53G-10-407](#), a Positive Behaviors Plan is “a plan to address the causes of student use of tobacco, alcohol, electronic cigarette products, and other controlled substances through promoting positive behaviors.”

The statute further explains that a Positive Behaviors Plan shall address the following issues:

- Peer pressure
- Mental health
- Creating meaningful relationships

A Positive Behaviors Plan may include:

- Programs
- Clubs
- Service Opportunities
- Pro-social Activities

Who is responsible for creating the Positive Behaviors Plan?

- The school principal is responsible for creating the positive behaviors plan which must be based on input from:
 - Students
 - Parents
 - School staff (The Utah State Board of Education (USBE) Prevention Team encourages the input of school staff specifically trained in mental health such as counselors, social workers, etc. be included in the discussion.)
- Examples of how the school principal may gather input include:
 - Surveys
 - Focus groups
 - PTA meetings
 - Emails
 - Phone calls
- The USBE Prevention Team encourages schools to reach out to their [Local Prevention Coordinator](#) or community coalition for additional community collaboration and input. The Coordinator or coalition can assist in looking at local data (such as SHARP data, disciplinary data, etc.) to understand the school’s most prevalent risk and protective factors. We highly encourage the use of existing data to inform the development of the plan.

- The process of creating a positive behaviors plan is encouraged to be thought of as an ongoing cycle, as student and community needs change over time. Updates to plans should be submitted to the local school board for approval.

What are some considerations and best practices to include in a Positive Behaviors Plan?

The USBE Prevention Team highly encourages using [Prevention Science Principles](#) and other effective practices in the plan, including:

- [Building skills](#) such as:
 - resistance skills to combat peer pressure
 - mindfulness or breathing techniques to reduce anxiety
 - strategies to build and maintain friendships
- Increasing [key protective factors](#) such as:
 - Increasing resilience
 - Building positive social connections with adults and peers
 - Expanding knowledge of child development and realistic expectations (both in students and staff)
 - Increasing student and family access to resources for concrete supports, such as food, clothing, shelter, and safety
 - Increasing cognitive and social-emotional learning, skills, and competencies
- Addressing school climate and culture issues by:
 - Establishing [trauma informed and trauma sensitive practices and ongoing staff professional development](#)
 - Implementing [restorative practices](#)
 - Creating equitable conditions for student success
- Evidence-based programs
 - Examples of evidence-based programs can be found on the [USBE Substance Use Prevention website](#).

The USBE Prevention Team has training available to assist on some of these items (Trauma, Restorative Practices, Protective Factors, Implementing Evidence-Based Programs). For any training requests, please complete this [survey](#).

Who is responsible for implementing the Positive Behaviors Plan?

Each Local Education Agency (LEA) shall designate one or more employees as a Positive Behaviors Specialist for each school to administer the Positive Behaviors Plan.

What reporting is required?

Prior to implementation:

- A school principal shall submit the positive behaviors plan to the LEA governing board for approval.

At the end of each year:

- A Positive Behaviors Specialist shall submit a written report to the LEA governing board detailing how the positive behaviors plan was implemented in the prior year.
- An LEA governing board shall submit an annual report to the USBE confirming that each school under their jurisdiction has an approved Positive Behaviors Plan.

USBE Prevention Team contact information:

prevention@schools.utah.gov

Cathy Davis

Bullying Prevention, Suicide Prevention
(801) 538-7861

Clarissa Stebbing

Absenteeism and Dropout Prevention,
Substance Use Prevention
(801) 382-8114

Cuong Nguyen

Absenteeism and Dropout Prevention,
Restorative Practices
(801) 538-7790

Rita Brock

Bullying Prevention, Child Abuse Prevention,
Enhancement for At-Risk Students (EARS),
Gang Prevention, Human Trafficking Prevention
(801) 538-7761

Tanya Albornoz

Child Abuse Prevention, Enhancement for At-
Risk Students (EARS), Gang Prevention,
Human Trafficking Prevention, Trauma, School-
Based Mental Health
(385) 321-0974

Brian Olmstead

Coordinator
(801) 538-7824

PBS Timeline

Due Dates

August 31-
October 1, 2021

October 1 -
November 24, 2021

November 29 -
March 4, 2022

March 7 -
April 30, 2022

April 30, 2022 -
May 25, 2022

Establish Intervention Team

The principal of each school shall create a positive behaviors plan for that school which shall address issues including peer pressure, mental health, and creating meaningful relationships. The intervention team will assist with that process.

- The principal or Vice Principal shall be the Chair/Specialist.
- The intervention team must meet at least every other week to address student needs.

Stakeholder Input Received

The PBS Plan must be based on input from:

- Students
- Parents
- School Staff (specifically trained in mental health)

Input can be gathered by:

- Surveys
- Focus Groups
- Student Organizations
- PTA/PTO
- Community Counsels
- Emails
- Phone Calls

School Climate and Culture Issues Identified

After reviewing the stakeholder input, the Team will identify school climate and culture issues and address them in the plan by:

- Establishing trauma-informed and trauma-sensitive practices and ongoing PD.
- Implementing Restorative Practices
- Creating equitable conditions for student success.

Key Protective Factors Identified with Program for Building Skills Chosen

Based on the stakeholder data the team will identify key protective factors and address it in the plan such as:

- Increasing skills
- Building connections
- Expanding knowledge of child development and realistic expectations

The plan will also include evidence-based programs that will build skills such as

- Resistance skills to combat peer pressure
- Mindfulness or other techniques to reduce anxiety.
- Strategies to build friendships

Positive Behavior Support Plan Given to Jacque

Prior to implementation of the PBS Plan:

- Jacque will verify the PBS plan follows the statute. The plan will be presented to the board in June.
- At the end of each year of implementation, The PBS Chair shall submit a written report to the governing board detailing how the PBS plan was implemented.

MONTHLY FINANCIAL REPORT
August 31, 2021

| | | | | Current | Prev Bud vs | | |
|-----------|---|--------------------|-------------------|----------------|--------------------|-------------------|--------------------|
| | | 2021-22 | 2021-22 | Bud vs | Actual | 2020-21 | 2020-21 |
| | Description | Preliminary | YTD | Actual | Actual | YTD | Revised |
| | | | | % | % | | |
| | Percent of Year completed to date | | | 16.66% | 16.66% | | |
| | Percent of 9 month contract complete | | | 8.33% | 8.33% | | |
| 1 | GENERAL FUND (M&O) FUND (10) | | | | | | |
| 2 | | | | | | | |
| 3 | REVENUE: | | | | | | |
| 4 | Local | | | | | | |
| 5 | Property | 25,091,289 | 202,911 | 0.8% | 0.7% | 164,114 | 23,420,275 |
| 6 | Tuitions | 350,000 | 16,889 | 4.8% | 7.7% | 19,211 | 250,000 |
| 7 | Inv Earnings | 150,000 | 11,423 | 7.6% | 8.7% | 15,662 | 180,000 |
| 8 | Indr. Costs-SL | 680,000 | 0 | 0.0% | 0.0% | 0 | 680,000 |
| 9 | Rental Fees/Building/Tra | 110,000 | 1,692 | 1.5% | 3.1% | 2,460 | 80,000 |
| 10 | Other | 900,000 | 410,417 | 45.6% | 12.3% | 245,953 | 2,000,000 |
| 11 | State | 74,424,348 | 12,986,165 | 17.4% | 17.0% | 12,076,956 | 70,906,273 |
| 12 | Federal | 8,525,000 | 57,506 | 0.7% | 9.3% | 608,426 | 6,525,000 |
| 13 | Misc./ Fund Bal | 1,114,000 | | | | | 0 |
| 14 | TOTAL M & O | | | | | | |
| 15 | REVENUE | 111,344,637 | 13,687,003 | 12.3% | 12.6% | 13,132,782 | 104,041,548 |
| 16 | Beg Balance | 2,043,744 | | | | | 0 |
| 17 | Less: | | | | | | |
| 18 | Ending Balance | 1,176,013 | | | | | 2,249,988 |
| 19 | TOTAL M & O FUNDS | | | | | | |
| 20 | available | 112,212,367 | 13,687,003 | 12.2% | 12.9% | 13,132,782 | 101,791,560 |
| 21 | EXPENDITURES: | | | | | | |
| 22 | Instruction (1000) | | | | | | |
| 23 | Salaries | 49,077,975 | 3,759,399 | 7.7% | 7.3% | 3,320,728 | 45,233,157 |
| 24 | Benefits | 18,358,921 | 1,993,510 | 10.9% | 11.6% | 1,983,909 | 17,153,955 |
| 25 | Purchased Serv. | 3,070,500 | 613,012 | 20.0% | 18.4% | 563,547 | 3,070,500 |
| 26 | Supplies/Textbooks | 5,100,000 | 1,512,774 | 29.7% | 33.2% | 1,794,633 | 5,400,000 |
| 27 | Equipment | 1,905,000 | 6,954 | 0.4% | 18.3% | 183,642 | 1,005,000 |
| 28 | Other | 700,000 | 0 | 0.0% | 0.0% | 0 | 600,942 |
| 29 | Total | 78,212,396 | 7,885,649 | 10.1% | 10.8% | 7,846,459 | 72,463,554 |
| 30 | | | | | | | |
| 31 | Student Services (2100) | | | | | | |
| 32 | Salaries | 3,510,841 | 288,375 | 8.2% | 7.8% | 250,163 | 3,189,715 |
| 33 | Benefits | 1,309,542 | 129,790 | 9.9% | 8.9% | 107,940 | 1,208,901 |
| 34 | Other | 350,000 | 12,172 | 3.5% | 0.5% | 936 | 200,000 |
| 35 | Total | 5,170,383 | 430,337 | 8.3% | 7.8% | 359,039 | 4,598,616 |
| 36 | | | | | | | |
| 37 | Instructional Staff (2200) | | | | | | |
| 38 | Salaries | 1,605,520 | 224,629 | 14.0% | 14.2% | 209,983 | 1,479,742 |
| 39 | Benefits | 629,160 | 95,749 | 15.2% | 15.4% | 90,926 | 589,741 |
| 40 | Other | 400,000 | 25,091 | 6.3% | 8.3% | 23,087 | 276,738 |
| 41 | Total | 2,634,680 | 345,469 | 13.1% | 13.8% | 323,996 | 2,346,221 |

MONTHLY FINANCIAL REPORT
August 31, 2021

| | | | | Current | Prev Bud vs | | |
|-----------|---|--------------------|----------------------------|----------------|--------------------|------------------|-------------------|
| | | 2021-22 | 2021-22 | Bud vs | Actual | 2020-21 | 2020-21 |
| | Description | Preliminary | YTD | Actual | Actual | YTD | Revised |
| | | | | % | % | | |
| | Percent of Year completed to date | | | 16.66% | 16.66% | | |
| | Percent of 9 month contract complete | | | 8.33% | 8.33% | | |
| 42 | District Administration (2300) | | | | | | |
| 43 | Salaries | 389,454 | 57,481 | 14.8% | 15.3% | 55,031 | 358,944 |
| 44 | Benefits | 169,797 | 34,047 | 20.1% | 20.7% | 33,175 | 160,235 |
| 45 | Purch Services | 170,000 | 425,739 | 250.4% | 28.0% | 35,014 | 125,000 |
| 46 | Liability Insurance | 235,000 | 0 | 0.0% | 0.0% | 0 | 225,000 |
| 47 | Supplies | 35,000 | 5,759 | 16.5% | 14.9% | 5,204 | 35,000 |
| 48 | Other | 25,000 | 20,530 | 82.1% | 81.8% | 20,452 | 25,000 |
| 49 | Total | 1,024,251 | 543,556 | 53.1% | 16.0% | 148,876 | 929,179 |
| 50 | School Administration (2400) | | ESSER II Contr Serv | | | | |
| 51 | Salaries | 4,331,198 | 606,052 | 14.0% | 2.7% | 558,228 | 3,991,888 |
| 52 | Benefits | 1,747,827 | 241,450 | 13.8% | 2.6% | 228,401 | 1,641,487 |
| 53 | Prof Serv/Travel | 80,000 | 12,235 | 15.3% | 23.9% | 12,717 | 75,000 |
| 54 | Other | 15,000 | 0 | 0.0% | 44.2% | 0 | 15,000 |
| 55 | Total | 6,174,025 | 859,737 | 13.9% | 14.0% | 799,346 | 5,723,375 |
| 56 | | | | | | | |
| 57 | Business & Support (2500) | | | | | | |
| 58 | Salaries | 771,881 | 120,434 | 15.6% | 16.8% | 108,813 | 646,895 |
| 59 | Benefits | 316,483 | 43,985 | 13.9% | 17.1% | 42,279 | 247,312 |
| 60 | Purchased Services | 165,000 | 2,891 | 1.8% | 11.2% | 17,920 | 159,665 |
| 61 | Other | 25,000 | 0 | 0.0% | 26.5% | 6,624 | 25,000 |
| 62 | Total | 1,278,364 | 167,310 | 13.1% | 16.3% | 175,636 | 1,078,872 |
| 63 | | | | | | | |
| 64 | Operation & Maintenance (2600) | | | | | | |
| 65 | Salaries | 5,466,376 | 878,419 | 16.1% | 15.7% | 791,058 | 5,038,135 |
| 66 | Benefits | 2,202,539 | 392,846 | 17.8% | 17.8% | 368,358 | 2,068,328 |
| 67 | Electricity | 884,000 | 92,573 | 10.5% | 6.4% | 53,159 | 834,325 |
| 68 | Purchased Service | 757,500 | 154,100 | 20.3% | 27.2% | 145,877 | 536,497 |
| 69 | Telephone | 282,012 | 23,103 | 8.2% | 15.1% | 36,568 | 242,012 |
| 70 | Natural Gas | 515,000 | 14,704 | 2.9% | 1.9% | 9,877 | 509,011 |
| 71 | Prop Insurance | 195,000 | 0 | 0.0% | 0.0% | 0 | 189,052 |
| 72 | Repair | 330,000 | 44,341 | 13.4% | 32.9% | 49,310 | 150,000 |
| 73 | Supplies | 730,000 | 198,691 | 27.2% | 32.0% | 233,498 | 730,300 |
| 74 | Other | 2,500 | 0 | 0.0% | 0.0% | 0 | 2,500 |
| 75 | | | | | | | 0 |
| 76 | Total | 11,364,927 | 1,798,777 | 15.8% | 16.4% | 1,687,705 | 10,300,160 |
| 77 | | | | | | | |

MONTHLY FINANCIAL REPORT
August 31, 2021

| | | | | Current Bud vs Actual | Prev Bud vs Actual | | |
|---|------------------------|---------------------------------------|--|-----------------------------|-----------------------|-------------------|--------------------|
| | 2021-22 Preliminary | 2021-22 YTD | | % | % | 2020-21 YTD | 2020-21 Revised |
| Description | | | | | | | |
| Percent of Year completed to date | | | | 16.66% | 16.66% | | |
| Percent of 9 month contract complete | | | | 8.33% | 8.33% | | |
| 78: Transportation (2700) | | | | | | | |
| 79: Salaries | 2,760,295 | 183,484 | | 6.6% | 7.3% | 186,068 | 2,544,051 |
| 80: Benefits | 829,152 | 97,231 | | 11.7% | 13.0% | 99,200 | 761,381 |
| 81: Purch Serv | 280,000 | 17,730 | | 6.3% | 3.4% | 9,439 | 280,000 |
| 82: Fuel | 505,000 | 12,874 | | 2.5% | 1.6% | 6,173 | 397,785 |
| 83: Supplies | 450,000 | 45,839 | | 10.2% | 7.1% | 21,850 | 307,565 |
| 84: Other/Property | 485,800 | 1,036,703 | | 213.4% | 99.9% | 1,008,680 | 1,010,000 |
| 85: Total | 5,310,247 | 1,393,861 | | 26.2% | 25.1% | 1,331,410 | 5,300,782 |
| 86: Community Services (3300) | | Bus Order half will go to F-32 | | | | | |
| 87: Salary | 680,566 | 83,390 | | 12.3% | 13.2% | 82,989 | 627,250 |
| 88: Benefits | 186,527 | 27,839 | | 14.9% | 16.0% | 27,189 | 169,818 |
| 89: Purchased Serv | 60,000 | 864 | | 1.4% | 3.3% | 1,940 | 58,820 |
| 90: Supplies/Util | 70,000 | 55,304 | | 79.0% | 16.8% | 11,580 | 68,872 |
| 91: Property | 30,000 | 583 | | 1.9% | 3.8% | 996 | 26,000 |
| 92: Other Objects | 16,000 | 1,086 | | 6.8% | 17.2% | 2,664 | 15,467 |
| 93: Desig. Fund Bal | | | | | | | |
| 94: Total | 1,043,093 | 169,066 | | 16.2% | 13.2% | 127,358 | 966,227 |
| 86: Total Expenditures | 112,212,367 | 13,593,762 | | 0 | 1 | 12,799,825 | 103,706,986 |
| 95: Interfund Trans | | 1 | | | | 0 | 0 |
| 96: Change Desig Fund Bal | 0 | 1 | | | | 0 | 0 |
| 97: Other/Budget Cuts | | 0 | | | | 0 | 0 |
| 98: TOTAL EXPENDITURERS | | 0 | | | | | 0 |
| 99: M & O | 112,212,367 | 13,593,764 | | 12.11% | 12.3% | 12,799,825 | 103,706,986 |

MONTHLY FINANCIAL REPORT
August 31, 2021

| | | | | Current | Prev Bud vs | | |
|------------|---|--------------------|------------------|----------------|--------------------|------------------|------------------|
| | | 2021-22 | 2021-22 | Bud vs | Actual | 2020-21 | 2020-21 |
| | Description | Preliminary | YTD | Actual | Actual | YTD | Revised |
| | | | | % | % | | |
| | Percent of Year completed to date | | | 16.66% | 16.66% | | |
| | Percent of 9 month contract complete | | | 8.33% | 8.33% | | |
| 100 | School Activity Fund (21) | | | | | | |
| 101 | | | | | | | |
| 102 | REVENUE: | | | | | | |
| 103 | School Deposits | 4,400,000 | 895,007 | 20.3% | 17.6% | 772,230 | 4,400,000 |
| 104 | | | | | | | |
| 105 | Other | | 0 | | | 0 | |
| 106 | Total Revenue | | 895,007 | | 17.6% | 772,230 | 4,400,000 |
| 107 | EXPENDITURES: | | | | | | |
| 108 | Purchased Services | 902,150 | 74,545 | 8.3% | 4.7% | 42,175 | 902,150 |
| 109 | Supplies | 2,882,850 | 283,634 | 9.8% | 11.6% | 334,488 | 2,882,850 |
| 110 | Equipment | 290,000 | 32,929 | 11.4% | 1.5% | 4,337 | 290,000 |
| 111 | Desig/Other/Adm | 325,000 | 35,354 | 10.9% | 10.0% | 32,538 | 325,000 |
| 112 | Total Expenditures | | | | | | |
| 113 | School Activity | 4,400,000 | 426,462 | 9.7% | 9.4% | 413,538 | 4,400,000 |
| 114 | DEBT SERVICE FUND (31) | | | | | | |
| 115 | | | | | | | |
| 116 | REVENUE: | | | | | | |
| 117 | Property Tax | 2,945,632 | 24,506 | 0.8% | 0.7% | 18,676 | 2,805,364 |
| 118 | Interest | 105,750 | 1,460 | 1.4% | 5.1% | 5,378 | 105,750 |
| 119 | Other | | | | | | |
| 120 | Total | 3,051,382 | 25,966 | 0.9% | 0.8% | 24,054 | 2,911,114 |
| 121 | Begining Bal | 5,696,268 | 4,630,220 | 81.3% | 105.9% | 6,034,982 | 5,696,268 |
| 122 | LESS: | | | | | | |
| 123 | Ending Balance | 5,659,746 | 3,704,440 | 65.5% | 0.0% | | 6,034,982 |
| 124 | Funds Available | 4,770,488 | 1,815,536 | 38.1% | 69.9% | 3,237,436 | 4,630,220 |
| 125 | EXPENDITURE: | | | | | | |
| 126 | Bond Debt | 3,927,162 | 2,840,650 | 59.5% | 71.8% | 2,819,100 | 3,927,162 |
| 127 | Fees | 50,000 | 0 | 0.0% | 5.0% | 2,500 | 50,000 |
| 128 | Other Uses | | 0 | | | 0 | 0 |
| 129 | Total | 3977162 | 2,840,650 | 5681.3% | 70.9% | 2,821,600 | 3,977,162 |

MONTHLY FINANCIAL REPORT
August 31, 2021

| | | | | Current | Prev Bud vs | | |
|------------|---|--------------------|----------------|----------------|--------------------|----------------|-------------------|
| | | 2021-22 | 2021-22 | Bud vs | Actual | 2020-21 | 2020-21 |
| | Description | Preliminary | YTD | Actual | Actual | YTD | Revised |
| | | | | % | % | | |
| | Percent of Year completed to date | | | 16.66% | 16.66% | | |
| | Percent of 9 month contract complete | | | 8.33% | 8.33% | | |
| 130 | CAPITAL OUTLAY FUND (32) | | | | | | |
| 131 | | | | | | | |
| 132 | REVENUE: | | | | | | |
| 133 | Property Tax | 12,837,500 | 80,519 | 0.6% | 0.7% | 84,546 | 11,750,000 |
| 134 | Interest | 255,941 | 14,826 | 5.8% | 11.8% | 28,721 | 243,753 |
| 135 | Other | 176,400 | 10,356 | 5.9% | 6.9% | 11,584 | 168,000 |
| 136 | State | 158,025 | 6,325 | 4.0% | 9.1% | 13,667 | 150,500 |
| 137 | Federal /MBA | 63,288 | 0 | 0.0% | 0.0% | 0 | 60,274 |
| 138 | Ins./Prop.Recry | 94,500 | 700 | 0.7% | 1.0% | 900 | 90,000 |
| 139 | Total Revenue | 13,585,653 | 112,726 | 0.8% | 1.1% | 139,418 | 12,462,527 |
| 140 | Lease Revenue MBA | 0 | 0 | | | 0 | 15,000,000 |
| 141 | Other Sources(F50) | 345,580 | 0 | | | 0 | 345,580 |
| 142 | Desig. Fund Bal | | | | | | 0 |
| 143 | TOTAL REVENUE CAPITAL | | | | | | |
| 144 | OUTLAY | 13,931,233 | 112,726 | 0.8% | 0.5% | 139,418 | 27,808,107 |
| 145 | Beg. Balance | 25,428,650 | | | | | 16,120,809 |
| 146 | Less: | | | | | | |
| 147 | Ending Balance | 5,055,580 | | | | | 25,428,650 |
| 148 | Capital Outlay Funds | | | | | | |
| 149 | available | 34,304,303 | 112,726 | 2.2% | 0.8% | 139,418 | 18,500,266 |

MONTHLY FINANCIAL REPORT
August 31, 2021

| | | | | Current | Prev Bud vs | | |
|------------|---|--------------------|------------------|-----------------------------|--------------------|------------------|-------------------|
| | | 2021-22 | 2021-22 | Bud vs | Actual | 2020-21 | 2020-21 |
| | Description | Preliminary | YTD | Actual | Actual | YTD | Revised |
| | | | | % | % | | |
| | Percent of Year completed to date | | | 16.66% | 16.66% | | |
| | Percent of 9 month contract complete | | | 8.33% | 8.33% | | |
| 150 | EXPENDITURES: | | | | | | |
| 151 | Oper/Maint | 5,000 | 2,500 | 50.0% | | 0 | 0 |
| 152 | Other Equipment | 850,000 | 0 | 0.0% | | 0 | |
| 153 | Purchased Services | 0 | 60,486 | | 0.0% | 0 | 5,500 |
| 154 | Technology/Software | 0 | 834,823 | | 48.6% | 583,708 | 1,200,000 |
| 155 | Improvement | 0 | 0 | | | | 1 |
| 156 | Buildings Maint | 2,600,000 | 1,835,367 | 70.6% | 41.7% | 834,363 | 2,000,000 |
| 157 | Vehicles | 870,000 | 26,992 | 3.1% | 18.3% | 58,587 | 320,000 |
| 158 | Furniture/Equip | 1,794,000 | 593,236 | 33.1% | 34.1% | 520,308 | 1,524,000 |
| 159 | Other Objects | 1 | 0 | 0.0% | 0.0% | 0 | 1 |
| 160 | Vehicle charges | | 0 | | | 0 | 1 |
| 161 | Total Capital | 6,119,001 | 3,353,404 | 54.8% | 39.5% | 1,996,966 | 5,049,503 |
| 162 | Other | | 0 | | | 0 | 1 |
| 163 | Other Proj | 200,000 | 104,866 | 52.4% | 0.0% | 0 | 150,000 |
| 164 | Sunrise High School | 200,000 | 0 | 0.0% | 18.4% | 827,687 | 4,500,000 |
| 165 | Golden Spike | 25,300,000 | 20,203 | 0.1% | 1.9% | 140,625 | 7,485,762 |
| 166 | HS Athletic Facilities | 80,000 | 0 | 0.0% | 0.0% | 0 | 510,000 |
| 167 | Property Purchase | 420,000 | 0 | 0.0% | | 0 | 480,000 |
| 168 | Total Construction | 26,200,000 | 125,069 | 0.5% | 7.4% | 968,312 | 13,125,763 |
| 169 | Desig. F Bal | | | | | | |
| 170 | MBA/Bond Fee/Fund 50 | 1,985,302 | 0 | 0.0% | 0.0% | 0 | 325,000 |
| 171 | Other | | 0 | | | 0 | 0 |
| 172 | TOTAL EXPENDITURES CAPITAL | | | Costs underestimated | | | |
| 173 | OUTLAY | 34,304,303 | 3,478,473 | 10.1% | 16.0% | 2,965,278 | 18,500,266 |

MONTHLY FINANCIAL REPORT
August 31, 2021

| | | | | Current Bud vs Actual | Prev Bud vs Actual | | |
|-----|--------------------------------------|------------------------|----------------------|-----------------------------|-----------------------|----------------|--------------------|
| | | 2021-22 Preliminary | 2021-22 YTD | % | % | 2020-21 YTD | 2020-21 Revised |
| | Description | | | | | | |
| | Percent of Year completed to date | | | 16.66% | 16.66% | | |
| | Percent of 9 month contract complete | | | 8.33% | 8.33% | | |
| 174 | SCHOOL FOOD SERVICE FUND (49) | | | | | | |
| 175 | | | | | | | |
| 176 | REVENUE: | | | | | | |
| 177 | Lunch Sales | 250,000 | -2,309 | -0.9% | 1.2% | 2,995 | 250,000 |
| 178 | Other Local | 1,500 | 46 | 3.1% | 1.7% | 101 | 6,100 |
| 179 | State | 1,075,000 | 41,870 | 3.9% | 2.9% | 30,960 | 1,075,000 |
| 180 | Federal | 4,000,000 | 305,036 | 7.6% | 7.4% | 258,253 | 3,500,000 |
| 181 | Other/Inventory Adj | 0 | 0 | | 0.0% | 0 | 0 |
| 182 | TOTAL REVENUE SCHOOL | | | | | | |
| 183 | FOODS | 5,326,500 | 344,643 | 6.5% | 6.1% | 292,309 | 4,831,100 |
| 184 | Beg. Balance | 1,000,835 | | | | | 0 |
| 185 | Less: | | | | | | |
| 186 | Ending Balance | 1,179,481 | | | | | -132,962 |
| 187 | School Food Service Funds | | | | | | |
| 188 | available | 5,147,854 | 344,643 | 6.7% | 5.9% | 292,309 | 4,964,062 |
| 189 | EXPENDITURES: | | | | | | |
| 190 | Salaries | 1,786,241 | 183,874 | 10.3% | 10.7% | 175,883 | 1,646,305 |
| 191 | Benefits | 692,613 | 75,410 | 10.9% | 11.5% | 74,316 | 648,757 |
| 192 | Food/Supplies | 2,294,000 | 289,465 | 12.6% | 9.2% | 210,723 | 2,294,000 |
| 193 | Equipment | 50,000 | 121,783 | 243.6% | 15.8% | 7,895 | 50,000 |
| 194 | Other Costs | 25,000 | 17,562 | 70.2% | 12.6% | 3,152 | 25,000 |
| 195 | Dir/Indirect Costs | 300,000 | 139 | 0.0% | 0.0% | 139 | 300,000 |
| 196 | TOTAL EXPENDITURES SCHOOL | | Lunch Tables & Equip | | | | |
| 197 | FOODS | 5,147,854 | 688,233 | 13.4% | 9.5% | 472,108 | 4,964,062 |

MONTHLY FINANCIAL REPORT
August 31, 2021

| | | | | Current | Prev Bud vs | | |
|------------|---|--------------------|-------------------|----------------|--------------------|-------------------|--------------------|
| | | 2021-22 | 2021-22 | Bud vs | Actual | 2020-21 | 2020-21 |
| | Description | Preliminary | YTD | Actual | Actual | YTD | Revised |
| | | | | % | % | | |
| | Percent of Year completed to date | | | 16.66% | 16.66% | | |
| | Percent of 9 month contract complete | | | 8.33% | 8.33% | | |
| 198 | Foundation Fund (75) | | | | | | |
| 199 | | | | | | | |
| 200 | REVENUE: | | | | | | |
| 201 | Total Revenue | 250,000 | 12,491 | 5.0% | 6.4% | 15,938 | 250,000 |
| 202 | Avallable Revenue | 250,000 | 12,491 | 5.0% | 6.4% | 15,938 | 250,000 |
| 203 | EXPENDITURE: | | | | | | |
| 204 | Expenses | 180,000 | 22,918 | 12.7% | 7.3% | 13,214 | 180,000 |
| 205 | Changes/Desg Fund Bal | | | | | | 0 |
| 206 | TOTAL EXPENDITURE | 180,000 | 22,918 | 12.7% | 7.3% | 13,214 | 180,000 |
| 207 | Agency Fund (76) | | | | | | |
| 208 | | | | | | | |
| 209 | REVENUE: | | | | | | |
| 210 | Agent Services | 125,000 | 2,616 | 2.1% | 1.8% | 2,209 | 125,000 |
| 211 | State | 5,000 | 0 | | | 0 | 5,000 |
| 212 | Federal | | | | | | 0 |
| 213 | Other | 7,000 | 0 | 0.0% | 0.0% | 0 | 7,000 |
| 214 | TOTAL REVENUE/BB | | | | | | |
| 215 | AGENCY FUND | 137,000 | 2,616 | 1.9% | 1.6% | 2,209 | 137,000 |
| 216 | EXPENDITURE: | | | | | | |
| 217 | Instruction | | 0 | | | -5,766 | 0 |
| 218 | NUCC | 125,000 | -1,660 | -1.3% | 0.0% | 0 | 125,000 |
| 219 | Other | 7,000 | 0 | 0.0% | 0.0% | 0 | 7,000 |
| 220 | Changes/Desg Fund Bal | 5,000 | | | | | 5,000 |
| 221 | TOTAL EXPENDITURES | | | | | | |
| 222 | AGENCY FUND | 137,000 | -1,660 | -1.2% | -4.2% | -5,766 | 137,000 |
| 223 | | | | | | | |
| 224 | | | | | | | |
| 225 | | | SUMMARY | | | SUMMARY | |
| 226 | | | | | | | |
| 227 | GRAND TOTAL FUNDS AVAILABLE | | | | | | |
| 228 | ALL FUNDS | 138,440,752 | 15,080,452 | 10.9% | 10.0% | 14,378,940 | 144,378,869 |
| 229 | GRAND TOTAL EXPENDITURE | | | | | | |
| 230 | ALL FUNDS | 160,358,686 | 21,048,840 | 13.1% | 14.3% | 19,479,797 | 135,865,476 |

June 9, 2021

Richard Stowell
Executive Director
Utah School Boards Association
860 East 9085 South
Sandy, Utah 84094

Via courier

RE: 2021 Model Policy Update documents and disk

Dear Richard:

I am enclosing the materials for this year's model policy update. I have revised and updated policies in response to bills passed during the 2021 legislative session and the 2021 first special session and revisions to regulations made by the State Board of Education since last year's policy update. I have created seven new policies (BAB, CAG, CAH, CBK, FBBB, GBA, and GD). Four policies have been deleted (BBD, DBE, DBF, and GD), primarily reflecting the repeal of several USBE regulations. Note that substantial revisions to a number of procurement policies have been made because of revisions to the state administrative rules regarding procurement. The new policy regarding child nutrition program procurement responds to an instance where a USBE auditor questioned whether a district's policies met the federal requirements for policies for procurements using federal program funds. I have made changes to a number of policies to make use of some of the templates created by the State Auditor for use by public entities (to a large extent, the model policies as they previously existed or as they have been updated to reflect USBE regulation changes already covered the areas addressed by the State Auditor templates).

Apart from new or deleted policies, I have made substantive revisions to 66 existing policies. I have updated citation references or made very minor changes to 61 existing policies. The various changes required updating all but one sections of the table of contents. The State of Utah has stopped maintaining the on-line codification of administrative rules and instead has moved to a search-engine interface used to access current versions of administrative rules. Because it is not feasible to create links to the current on-line versions of rules, I have removed the links from the model policy citations to state administrative rules (links are still provided to the Utah Code and to federal statutes and regulations).

To assist subscribing school districts in the process of adopting or revising their policies, the following pages list policies deleted, new policies, those policies with substantive revisions, and those where the revisions were limited to citation updates or minor terminology changes. I am enclosing paper copies of the revised policies, along with a disk which contains electronic copies of revised sections (redline and clean versions) and an updated complete policy set. Note

that in those instances where a new policy was created, the “redline” version does not show added or deleted text. Please let me know of any problems with the files.

I appreciate having had the opportunity to assist USBA in providing updated model policies. Please let me know of anything further that I may do to improve the quality of this service that USBA provides to its member school districts.

Very truly yours,

**BURBIDGE VAN KOMEN TANNER & SCRUGGS,
LLC**



Patrick L. Tanner

Enclosures

USBA 2021 Model Policy Revision
List of Policies Changed

Deleted Policies

BBD Board Members: Board Internal Operations
DBE Student Teachers and Interns
DBF Substitute Teachers
GD Relations with Colleges and Universities: Teacher Education and Internships

New Policies

BAB Board Legal Status: Fiscal Responsibilities
CAG District Fiscal Responsibilities
CAH Program Accounting
CBK Child Nutrition Program Procurement
FBBB Participation in Online Education
GBA Board of Education Hotline
GD Parent Access to District Curriculum (note deletion of prior policy designated GD)

Policies With Substantive Changes

BBC Vacancies on the Board
BEA Notice Requirements
BEB Recordings and Minutes
BEC Closed Meetings
BEE2 Electronic Meetings
BM Charter School Sponsorships
CAC Revenue and Budgeting Budget
CAD District Audit Committee
CAE Capital Outlay Reporting School Plant Capital Outlay Report
CAF Financial Reporting
CBA General Procurement Policies
CBB Awarding Contracts by Bidding
CBD Awarding Contracts by Request for Proposals
CBDA Request for Statement of Qualifications
CBDB Approved Vendor List Process
CBE Small Purchases
CBF Exceptions to Standard Procurement Processes
CBG Contracts and Contract Limitations
CBJ Contractor Oversight
CCA School Construction Bidding
CCB Construction Bonds and Security
CCE Construction Management Methods
CDA Procurement Protests
CFB Employee Use of Equipment
CJDH Transportation Operations Post-Route Inspections
CK Cash Receipts and Expenditures

DAB Employment Licensure
DBG Reemployment of Retired Employees
DFA Educator Induction Mentoring and Professional Learning
DFC Employee Surveys
DHA Orderly School Termination of Employees
EBA Term of Instruction School Year
EBB Term of Instruction School Day
ECBB Driver Education
ECC Curriculum Early Learning Plan
ECCA Curriculum Reading Achievement for K-3
ECCB Curriculum Mathematics Assessment for K-3
ECE Curriculum College Course Work
ECG Curriculum American Heritage
EDB Special Programs Dropout Prevention and Recovery
EFB Grading Testing Procedures and Standards
EFBB Grading Testing Procedures and Standards Exclusion from Testing
FAB Transgender Students
FAC Services for Homeless Students
FBA Admissions and Attendance Eligibility and Admissions Requirements
FBAB Admissions and Attendance Military Children
FBB Admissions and Attendance Compulsory Education
FBE Admissions and Attendance Truancy Support Centers
FDAB Health Requirements and Services Immunizations
FDACA Do Not Resuscitate Directives
FDAD Health Requirements Communicable Diseases
FDAF Concussions and Head Injuries
FDB Youth Suicide Prevention
FDC School Breakfast Program
FDE Wellness Policy Food Sales
FED Student Data Protection
FH Student Discipline
FHA Safe Schools
FHAf Safe Schools Emergency Safety Interventions
FHC Notification Received from Juvenile Courts
FI Student Fees Fines and Charges
GA Public Information Program Public Records
GCA Conduct on School Premises
GE School Community Councils
GF Fundraising and Donations
GFA Private and Non-School-Sponsored Activities and Fundraising

Policies With Non-substantive Changes

BAA Board Powers and Duties
BBB Elections and Reapportionment
BBG Compensation

BE Board Meetings
BED Meeting Location
BEE1 No Electronic Meetings
BFA School Closures and Boundary Changes
BJD Superintendent Dismissal
BKD Business Administrator Dismissal
BL Administrative Personnel
BU District Annual Reports
CAA Revenue and Budgeting State
CAB Revenue and Budgeting Local Revenue
CB Procurement
CBDC Procurement of Professional Services
CBH Interaction with Other Procurement Units
CCC Limitation on Change Orders
CCF Procurement of Design Professional Services
CCG Construction and School Site Acquisition Requirements
CDD Procurement Violations and Offenses
CJ Transportation
CJAA Transportation Planning and Funding Funding
DAA Employment Objectives Nondiscrimination
DAC Employment Background Checks
DACA Duty to Personally Report Arrests
DAG Employee Drug Policy
DAH Drug Testing of Bus Drivers
DAI Code of Conduct
DCA Administration Relations
DDA Reporting of Child Abuse
DDB Reporting of Student Prohibited Acts
DEAB Procurement of Workers Compensation Insurance
DEC Risk Management Coverage for Employees
DG Certified Employee Evaluation
DHC Redress of Grievances
DHD Employment Relations Payroll Deductions
DJ Employee References and Letters of Recommendation
DKAB Hiring Preference of Veterans and Veterans' Spouses
DKAC Nepotism
DKB Sexual Harassment
DMC Use of District Email for Political Purposes
EAA Instructional Goals Adoption and Purpose
ECC Curriculum Required Instruction
EDA Special Programs Alternative Language
EDF Special Programs Health Care Occupations Programs
EEB Instructional Resources Internet Policy
EFA Grading Progress Reports to Parents
EFBA Grading Testing Procedures and Standards Kindergarten Assessment

FA Equal Educational Opportunities
FBBA Dual Enrollment
FDA Health Requirements and Services Vision Screening
FDAC Health Requirements and Services Medical Treatment
FDE Wellness Policy Adoption Process
FDF Positive Behaviors Plan
FFD Student Activities Non-enrolled Students Participation in Extracurricular Activities
FGD Interrogations and Searches
FHAA Safe Schools Alcohol and Drugs
FHAB Safe Schools Sexual Harassment
FHAE Safe Schools Disruptive Student Behavior
FK School Uniforms
GB Public Complaints

POLICY 3055
Substitute Teachers

A. Hiring and Employment Procedures

1. In hiring substitute teachers, the District currently contracts with Kelly Educational Services to provide substitute teachers as needed.

B. Suspended Licensure

1. The District may not employ any individual whose license has been revoked or is currently suspended by the State Board or the licensing entity of another jurisdiction.

[Utah Admin. Rules R277-508-3\(5\)\(a\) \(May 8, 2018\)](#)

POLICY 3060

Student Teachers and Interns

A. Definitions

1. "Student teacher" means a college student preparing to teach who is assigned a period of guided teaching during which the student assumes increasing responsibility for directing the learning of a group or groups of students over a period of time.
2. "Intern" means a teacher education student, who, in an advanced stage of preparation, usually as a culminating experience, may be employed in a school setting for a period of up to one year and receive salary proportionate to the service rendered. An intern is supervised primarily by the school system but with a continuing relationship with college personnel and following a planned program designed to produce a demonstrably competent professional.

[Utah Admin. Rules R277-509-2 \(January 9, 2019\)](#)

B. District requirements

1. Box Elder School District (BESD) may not give an unsupervised classroom assignment to a student teacher or intern who has not received a student teacher license or intern license from the State Superintendent. BESD shall verify with the State Board of Education that a student teacher or intern has the appropriate licensure. A supervising administrator must be permanently assigned to the building to which an intern is assigned.

[Utah Admin. Rules R277-509-3 \(January 9, 2019\)](#)

POLICY 1032

Vacancies on the Board

A. Appointment

1. A local school board shall fill vacancies on the Board by appointment, except where an election to a two-year term is required as set forth below. **Unless the vacancy occurs because of the death of a board member,** the Board must fill the vacancy within 30 days after it occurs, or the county legislative body or municipal legislative body shall fill the vacancy by appointment. **When the vacancy occurs due to the death of a board member, the Board must fill the vacancy within 45 days after it occurs, or the county legislative body or municipal legislative body shall fill the vacancy by appointment.**

[Utah Code § 20A-1-511\(1\) \(2020\)](#)

B. Interim appointment followed by election for two-year term

1. In the event a vacancy on the Board occurs, or a letter of resignation is received by the Board, at least 14 days before the deadline for filing a declaration of candidacy for the Board, and at least two years of the vacated term will remain after the first Monday of January following the next school board election, then the vacancy on the Board shall be filled by an interim appointment for the remaining unexpired term, which term shall be followed by an election to fill a new two-year term for that Board position.

[Utah Code § 20A-1-511\(2\) \(2020\)](#)

C. School board to provide notice of ending appointment and interview candidates

1. Before appointing an individual to fill a vacancy, the Board shall give public notice of the vacancy and the pending appointment. This public notice shall:
 - a. Be given at least two weeks before the Board meeting where the vacancy will be filled;
 - b. Inform the public of:
 - 1) The date, time, and place of the Board meeting at which the vacancy will be filled; and

- 2) The person to whom and date and time before which an interested individual may submit his or her name for consideration for appointment to fill the vacancy.
- c. In an open meeting, the Board shall interview each individual whose name is submitted for consideration and who meets the qualifications for office, regarding the person's qualifications.

[Utah Code § 20A-1-511\(3\) \(2020\)](#)

D. Appointment pending effective resignation of Board member

1. Where a Board vacancy will occur because a member has submitted a letter of resignation to the Board, the Board may make an appointment to fill that vacancy before the vacancy occurs (before the effective date of the resignation). However, the individual so appointed may not take office until on or after the day on which the vacancy occurs. After the Board has made the appointment to fill the pending vacancy, the member may not rescind the letter of resignation which led to the appointment.

[Utah Code § 20A-1-511\(4\) \(2020\)](#)

POLICY 1040

Board Member Elections/Board Officers

- A. No more than four members may be elected to the Board in any election year, unless otherwise required as a consequence of reapportionment or appointment to fill a vacancy under [Utah Code § 20A-14-202\(1\)\(g\) \(2016\)](#).
- B. An individual may become a candidate for a local school board by filing a statement of candidacy. Election of a local school board member shall be in accordance with [Utah Code § 20A-14](#). Filings required by [Utah Code § 20A-9-202](#) shall be made in the county clerk's office.
- C. The term of office for an elected member is four years, beginning on the first Monday in January following the election, except as provided in [Utah Code § 20A-14-203\(2\) \(2016\)](#). A member shall serve until a successor is elected or appointed and qualified.
- [Utah Code § 20A-14-203\(2\) \(2016\)](#)
- D. A member shall qualify to serve upon taking the constitutional oath of office.
- ~~E. The Board shall elect from their number a president and a vice president whose terms of office are for two years and until their successors are elected. Board officer elections shall be held during the first meeting in January following a regular school Board election.~~
- ~~[Utah Code § 53G-4-203 \(2019\)](#)~~
- ~~F. When a vacancy occurs on the office of president or vice president of the board for any reason, a replacement shall be elected for the unexpired term.~~
- ~~[Utah Code § 53G-4-203 \(4\) \(2019\)](#)~~
- ~~G. An elected officer of the Board may be removed for cause by a vote of two-thirds of the Board.~~
- ~~[Utah Code § 53G-4-203 \(2019\)](#)~~
- ~~H. The president shall preside at all meetings of the Board, appoint all committees, and sign all warrants and other legal documents approved by the Board.~~
- ~~I. In the absence of the Board President, the Vice President shall preside. In a case where both the President and Vice President are absent the members present shall elect a temporary chair who shall preside for that meeting only.~~

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\(2\) \(2021\)](#)

- 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\(1\) \(2021\)](#)

- 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\(6\) \(2021\)](#)

- 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 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\(8\)\(b\)\(i\)\(B\), \(e\) \(2021\)](#)

- 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\(3\), \(4\) \(2021\)](#)

[Utah Code § 63A-12-201 \(2021\)](#)

[Utah Code § 53G-7-208\(3\)\(e\) \(2019\)](#)

- 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\(5\) \(2021\)](#)

- 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 \(2021\)](#)) 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\(2\) \(2019\)](#)

[Utah Code § 53F-8-201\(3\) \(2019\)](#)

[Utah Code § 59-2-919 \(2021\)](#)

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 § 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 \(2021\)](#)

- 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\(6\)\(b\) \(2019\)](#)

- 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 must also be met.

[Utah Code § 53G-4-402\(21\) \(2021\)](#)

- 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\(3\) \(2021\)](#)

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. **No vote may be taken in a closed meeting except a vote on a motion to end the closed portion of the meeting and return to an open meeting. A motion to end the closed portion of the meeting may be approved by a majority of the members present.**

[Utah Code § 52-4-204 \(2021\)](#)

- 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\(3\)\(c\) \(2019\)](#)

[Utah Code § 52-4-205 \(2021\)](#)

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

POLICY 1100

Minutes

- A. The ~~Clerk~~ **Business Administrator** 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. **Approved minutes and any public materials distributed at the meeting that the minutes relate to shall be made available to the public within three business days after they are approved by the Board by (1) making them available at the District office, (2) posting them on the District's website, and (3) by either posting the minutes and materials on the Utah Public Notice website or posting a link on the Utah Public Notice website which can be used to access the minutes and materials on the District website or another website.**

[Utah Code § 52-4-203\(g\) \(2021\)](#)

- 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 \(2021\)](#) and [Utah Code § 52-4-206 \(2018\)](#)

POLICY 2010

Budget Planning/Development/Adoption

- A. The District participates in the Uniform School Fund, which the State Board of Education apportions annually among school district according to the provisions of the Minimum School Program

[Utah Constitution, Article X, Sec. 5](#)
[Utah Code § 53F-9-202\(2\) \(2019\)](#)
[Utah Code Title 53F, Chapter 2](#)

- B. The Superintendent shall serve as Budget Officer for the school district.

[Utah Code § 53G-7-302 \(2018\)](#)

- C. The District shall participate in all appropriate state funding programs and conform to all state laws and rules concerning participation.

[Utah Code § 53F](#)

- D. Prior to June 1 of each year, the Superintendent shall prepare and file with the School Board a tentative budget. The tentative budget and supporting documents shall include the following items:

1. The revenues and expenditures of the preceding fiscal year.
2. The estimated revenues and expenditures of the current fiscal year.
3. An estimate of the revenues for the succeeding fiscal year based upon the lowest tax levy that will raise the required revenue, using the current year's taxable value, state and federal levied taxes, current financial climate, and obligations as the basis for this calculation.
4. A detailed estimate of the essential expenditures for all purposes for the next succeeding fiscal year.
5. The estimated financial condition of the district by funds at the close of the current fiscal year.

- E. The tentative budget shall be filed with the district business administrator for public inspection at least 15 days prior to the date of its proposed adoption by the local school board.

[Utah Code § 53G-7-302 \(2018\)](#)

- F. Prior to ~~22~~ 30 June of each year, the Board shall adopt a budget and make appropriations for the next fiscal year. The budget for the previous year may be revised as needed concurrently with adoption of the following year budget.

[Utah Code 53G-7-303 \(2018\)](#)

- G. The Board shall comply with the provisions of the Tax Increase Disclosure Act if the tax rate in the proposed budget exceeds the tax rate defined in [Utah Code § 59-2-924](#).
- H. Prior to adoption of a budget or budget revision, the Board shall hold an open, public hearing on the proposed budget. In preparation of the hearing, the Board shall:
 1. Publish notice that the board will consider and adopt a budget at the designated board meeting in a newspaper of general circulation within the district at least one week prior to the meeting; and
 2. File a copy of the proposed budget with the Board's business administrator for public inspection at least ten days prior to the hearing.

[Utah Code § 53G-7-303 \(2018\)](#)

- I. The Board shall file a copy of the adopted budget with the state auditor and the State Board of Education within 20 days after it is adopted.

[Utah Code § 53G-7-303\(3\) \(2018\)](#)

- J. The Board may place an undistributed reserve in the budget that does not exceed 5% of the maintenance and operation budget.

[Utah Code § 53G-7-304 \(2018\)](#)

- K. The Board may appropriate all or part of the undistributed reserve made to any expenditure classification in the maintenance and operation budget by a written resolution adopted by a majority vote of the Board. The writing shall state the reasons for the appropriations. A copy of the written resolution shall be filed with the State Board of Education and the State Auditor.

[Utah Code § 53G-7-304 \(2018\)](#)

- L. The Board may not use the undistributed reserve in the negotiation or settlement of contract salaries for school district employees.

[Utah Code § 53G-7-304\(3\) \(2018\)](#)

- M. The Board shall not make any appropriation in excess of the district's estimated expendable revenue, including undistributed reserves, for the following fiscal year.

[Utah Code 53G-7-305 \(2018\)](#)

- N. The Board may reduce any budget appropriation at its regular meetings if notice of the proposed action is given to all Board members and the district superintendent at least one week prior to the meeting.

[Utah Code § 53G-7-305\(3\) \(2018\)](#)

- O. The Board may increase any budget appropriation only if:

1. The Superintendent sets forth in a writing delivered to the Board a request to increase a specified budget appropriation and states the reasons for the proposed increases; and
2. Notice that the request will be considered by the Board is published in a newspaper of general circulation at least one week prior to the board meeting at which the request is considered; and
3. The Board holds a public hearing on the request prior to acting on the request and approves the increase by a majority vote of board members.

[Utah Code § 53G-7-305\(c\) \(2018\)](#)

POLICY 2040

Audits

- A. In accordance with state statutes, all financial records of the district including all elementary and secondary schools, will be audited following the close of each fiscal year. ([Utah Code § 51-2a-201](#))
- B. The Board will appoint a qualified independent auditor to conduct this audit, after considering the recommendation of the audit committee, which shall conform to all requirements contained in [Utah Code § 51-2a](#).
- C. The Board will select three members to serve on an audit committee. The committee shall be composed of two other people who are not administrators or employees of the school district. ~~The District website shall post the names of the Board members serving on the audit committee, the name and contact information of the internal audit director, and a copy of the District's annual audit plan.~~
- D. Training
1. ~~The president of the Board of Education shall ensure that members of the Board and of the audit committee are provided with training on the requirements of [Utah Code Title 53G, Chapter 7, Part 4](#), Internal Audits and of Utah Admin. Rules R277-113-4 as part of the member on-boarding process. This training shall comply with [Utah Code Title 63G, Chapter 22](#), State Training and Certification Requirements and shall use the online training and informational materials provided by the State Superintendent in accordance with Utah Admin. Rules R277-113-3(3).~~
- Utah Admin. Rules R277-113-4(1), (2) (November 10, 2020)*
- E. The District Audit Committee has the following responsibilities: ([Utah Admin. Rules R277-116-3](#))
- [Utah Code § 53G-7-401\(1\) \(2018\)](#)
1. ~~Ensure that corrective action on findings, concerns, issues and exception reported by independent external auditors, internal auditors, or other regulatory bodies are resolved in a timely manner by District administration ~~Ensuring that management properly develops and adheres to a sound system of internal controls consistent with the requirements of [Utah Admin. Rules R277-113-6](#).~~~~

2. Present, as appropriate, information and reports from the audit committee's meetings to the Board of Education ~~Developing a process to review financial information, financial statements, and district and individual school records on a regular basis, including monthly reports to the board of education;~~
3. With regard to engagements completed by an independent external auditor, the District audit committee shall ~~Ensuring that management conducts a competitive request for proposal (RFP) process to hire external auditors and other professional services and making a recommendation to the district board on the results of the RFP process consistent with the State Procurement Code;~~
 - a. Manage the audit procurement and quality process in compliance with the state procurement code (Utah Code Title 63G, Chapter 6a) and Utah Administrative Rules R123-5,
 - b. Ensure that the independent external auditor has access to directly communicate with the audit committee,
 - c. Review disagreements between independent external auditors and District administration,
 - d. Consider District responses to audits or agreed-upon procedures, and
 - e. Determine the scope and objectives of other non-audit services, as necessary;
4. ~~Receiving communication from or meeting with the external auditors annually and receiving a direct report of the audit findings, exceptions, and other matters noted by the auditor;~~
5. ~~Reporting the annual audit reports and findings or other matters communicated by the external auditor or other regulatory bodies to the District Board of Education.~~
6. ~~Ensuring that matters reported by external audits, internal audits, or other regulatory bodies are resolved in a timely manner.~~
7. Establish an internal audit program that provides audit services **for the programs administered by the District.**
8. Ensure copies of all reports of audit findings issued by the internal auditor are available upon request to audit director of the State Board of Education, the Office of the State Auditor, ~~and~~ **or** the Office of Legislative Auditor General.

9. Ensure that significant audit matters that cannot be appropriately addressed by the district's internal auditor are referred to the audit director of the State Board of Education, the Office of the State Auditor, or the Office of Legislative Auditor General.
 10. The Audit Committee will recommend an Audit Director and/or a consultant for internal audit services to the Board of Education.
- F. Audits will be conducted using the current standards of the International Standards for Professional Practice of Internal Auditing or The Government Auditing Standards issued by the Comptroller General of the United States.

[Utah Code § 53G-7-401\(2\), \(5\) \(2018\)](#)

[Utah Code § 53G-7-402\(3\), \(4\), \(5\) \(2019\)](#)

[Utah Admin. Rules R277-113-4\(4\), \(5\), \(6\) \(November 10, 2020\)](#)

- G. The internal audit function shall include the following:
1. Independent appraisal to examine and evaluate the adequacy and effectiveness of internal control systems within the district.
 2. A plan which includes a prioritized list of audits to be performed within a specific amount of time.
 3. Independent evaluation of the effectiveness of the district governance, risk management, and efficiency of the operations.
 4. The independent auditors shall complete their field work in sufficient time to verify necessary audit adjustments included in the District's Annual Financial Report which shall be submitted to the state superintendent not later than October 1 each year.
 5. The annual audit shall be completed and copies delivered to the District Board of Education and state superintendent, not later than November 30 each year.
 6. An official copy of the audit shall be placed on file in the office of the District business administrator and shall be available for public inspection.

[Utah Code § 53G-7-401\(2\), \(5\) \(2018\)](#)

[Utah Code § 53G-7-402\(3\) \(2019\)](#)

[Utah Admin. Rules R277-113-4\(3\), \(6\) \(November 10, 2020\)](#)

POLICY 2175

Buildings & Grounds - Energy Conservation

- A. The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.
- B. We recognize the importance of adopting an energy conservation policy to govern this program. We also affirm the implementation of this policy will be the joint responsibility of the Board, administration, faculty, staff, students, ~~and~~ support personnel, ~~and~~ **Cenergistic**. Success is based on cooperation amid all groups.
- C. To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:
1. A designated campus Administrator will be accountable for energy conservation on his/her campus with **an** Energy Specialist **teams** conducting energy audits and providing timely feedback.
 2. All personnel at each campus are expected to make a positive contribution to maximize energy conservation and produce real energy savings.
 3. **Cenergistic** **BESD** will implement its energy conservation program primarily through an energy management team led by the Energy Specialist(s) in accordance with "Energy Guidelines" that will be adopted by administration and will define the "rules of engagement:" for our energy program.
 4. Accurate records of energy consumption and cost will be maintained by the Energy Specialist for each campus to provide verifiable performance results on the goals and progress of the energy conservation program.
- D. Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each campus shall review and adhere to the preventive maintenance and monitoring plan administered by the campus physical plant for its facilities and systems, including HVAC, building envelope, and moisture management.
- E. **Whereas** the Board is responsible for overseeing the operations and fiscal accountability of each institution under its governance,

- F. **Whereas** the Board embraces energy conservation and desire for the District to become a nationwide institutional leader in energy conservation as part of our social responsibility to respect our natural resources,
- G. ~~**Whereas** the Board has engaged Cenergistic to use its expertise to develop and implement a comprehensive, behavior-based energy conservation program across the District,~~
- H. **Therefore**, the Board directs the Superintendent and Administration to develop and implement short- and long-range strategies to maximize energy conservation.

POLICY 3023

Educator Induction, Mentoring, and Professional Learning

A. Educator Induction Program

1. The District and each school shall develop an educator induction program for educators who are: licensed as associate educators, licensed as professional educators and have less than 3 years of experience teaching, and licensed under District-specific licensure during the first 3 years of working in the District. The induction program shall provide for:
 - a. A ~~documented professional learning plan appropriate to the educator plan for on-going support and development of an educator, which may include reflective goal setting, implementation of action steps, and evaluation of outcomes that lead to refinement in instructional practice.~~
 - b. Assistance in meeting the Utah Educator Standards ([Utah Admin. Rules R277-530](#)).
 - c. Mentoring (including observation and feedback beginning early in the program).
 - d. Evaluation consistent with [Policy 3210 Educator Evaluation](#), including observation and feedback from the principal.
 - 1) For associate educators, support in meeting the requirements for a professional educator license.

[Utah Admin. Rules R277-308-3 \(April 8, 2021\)](#)

B. Mentoring

1. Mentors serving educators in the District's educator induction program must be licensed as professional educators and shall be trained to advise, coach, consult, and guide the development of a new educator. The mentor shall assist the educator in meeting the Utah Effective Educator Standards. A mentor may not act as the evaluator of an educator that the mentor is assigned to serve.

[Utah Admin. Rules R277-308-2\(2\) \(April 8, 2021\)](#)
[Utah Admin. Rules R277-308-3 \(April 8, 2021\)](#)

C. Learning Opportunities for Professional Educators

1. Each year, each District employee holding a professional educator license shall be provided professional learning opportunities which upon completion would enable the employee to obtain the equivalent of twenty license renewal points as defined by Utah Administrative Rules R277-302-7, including trainings required by state law or State Board of Education rule. The District shall maintain documentation of these professional learning activities or shall provide the documentation to the employee. If an employee does not participate in these activities, the District shall notify the employee and the State Superintendent that the employee is not eligible to use the simplified license renewal provisions provided under Utah Administrative Rules R277-302-4(1)(a).

Utah Admin. Rules R277-302-6 (November 10, 2020)

D. Professional Learning Standards

1. Professional learning” means a comprehensive, sustained, and evidence-based approach to improving teachers’ and principals’ effectiveness in raising student achievement. Professional development plans shall implement high quality professional learning which meets the following standards:
 - a. It occurs within learning communities committed to continuous improvement, individual and collective responsibility, and goal alignment;
 - b. It requires skillful leaders who develop capacity, advocate for professional learning and create support systems for professional learning;
 - c. It requires prioritizing, monitoring, and coordinating resources for educator learning;
 - d. It uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
 - e. It integrates theories, research, and models of human learning to achieve its intended outcomes;
 - f. It applies research on change and sustains support for implementation of professional learning for long-term change;
 - g. It aligns its outcomes with:

- 1) Performance standards for teachers and school administrators as described in rules of the State Board of Education and
 - 2) Performance standards for students as described in the core standards for Utah public schools adopted by the State Board of Education; and
- h. It incorporates the use of technology in the design, implementation, and evaluation of high-quality professional learning practices and includes targeted professional learning on the use of technology devices to enhance the teaching and learning environment and the integration of technology in content delivery.

[Utah Code § 53G-11-303\(1\), \(2\) \(2019\)](#)

POLICY 3098

Employee Surveys

A. Definition

1. For purposes of this policy, “educator” means a general education classroom teacher, a preschool teacher, a special education teacher, or a school-based specialist.

Utah Admin. Rules R277-325-2(1) (June 7, 2021)

B. Administration of Engagement Survey

1. Beginning with the 2019-2020 school year and at least every other year thereafter, all educators in the District shall be requested to complete the Utah State Board of Education Model Public Education Engagement Survey through an online provider approved by the State Board of Education **or a provider approved by the District**. The survey shall be administered in alternating years with the school climate survey, **except as provided below for new educators**.

Utah Admin. Rules R277-325-4(1) (June 7, 2021)

- ~~2. The District shall request that new educators complete the Utah State Board of Education Model Public Education Engagement Survey each of the educator’s first three years in the profession.~~

~~*Utah Admin. Rules R277-325-4(2) (January 9, 2020)*~~

- ~~3. If the District administers the survey through a provider other than one approved by the State Board of Education, the District shall provide the data from the surveys to the State Superintendent each year by June 30 in the manner required by the State Superintendent.~~
4. The survey shall be administered so as to allow each educator to remain anonymous and shall ask the educator to identify the educator’s school district. The survey may ask the educator to voluntarily identify the educator’s school and may ask the educator to provide basic nonidentifying demographic data as requested by the State Superintendent. The District may also include additional questions along with the required survey questions. The survey may not request the educator’s CACTUS ID number.

Utah Admin. Rules R277-325-4(4), (6)(a) (June 7, 2021)

C. Administration of Exit Survey

1. At the time of separation from employment, the District shall request all educators who leave employment with the District to complete the Utah State Board of Education Model Public Education Exit Survey through an online provider approved by the State Board of Education **or through a provider approved by the District.**

Utah Admin. Rules R277-325-4(3) (June 7, 2021)

2. **If the District administers the survey through a provider other than one approved by the State Board of Education, the District shall provide the data from the surveys to the State Superintendent each year by June 30 in the manner required by the State Superintendent.**

Utah Admin. Rules R277-325-4(3) (June 7, 2021)

D. Confidentiality of Survey Information

1. All District staff are prohibited from identifying survey participants or to attempting to identify survey participants. Survey results shall be provided only to the Superintendent and the Superintendent's designee or designees. Data from answers to any additional District questions added to the model surveys shall be disseminated only as directed by the Superintendent.

Utah Admin. Rules R277-325-4(5), (6)(a) (June 7, 2021)

E. Access to Model Surveys

1. The USBE model surveys can be obtained at the Utah State Board of Education offices and online at:

<https://schools.utah.gov/administrativerules/documentsincorporated>
<https://schools.utah.gov/file/b470b911-a489-4278-8b05-809adb7e360>
<https://schools.utah.gov/file/f3d60dcc-c592-4137-9e90-981a60b749d5>

Utah Admin. Rules R277-325-3(2) (June 7, 2021)

POLICY 3120

Orderly School Termination for Employees

A. Definitions

1. For purposes of this policy, the following definitions apply:

a. "Career Employee"

(1) An employee of the Box Elder School District who has obtained a reasonable expectation of continued employment. An employee who works for the Box Elder School District on at least a half-time basis or 25 hours per week becomes a career employee upon the successful completion of at least three (3) full consecutive academic school years with the District as a provisional employee (The Box Elder School District may extend the three-year provisional status of an employee up to an additional two (2) consecutive years). If the provisional employee starts after the beginning of the school year, that school year does not count toward "career employee" status. Successful completion is determined by performance of all contractual duties within standards acceptable to the Box Elder School District.

(2) An employee who has obtained a reasonable expectation of continued employment under this policy and then accepts a position with the District which is substantially different from the position in which career status was obtained shall become a provisional employee. An employee with career status who is separated from employment with the District and later returns to work with the District shall upon return be a provisional employee.

[Utah Code § 53G-11-501\(3\) \(2020\)](#)

[Utah Code § 53G-11-503 \(2018\)](#)

2. "Provisional Employee"

a. Any employee who has not achieved career employee status is a "Provisional Employee." A provisional employee is an employee, who works for the Box Elder School District on at least a half-time basis or 25 hours or more per week, hired on an individual, one-year contract and who is not a temporary employee. Provisional employees have no expectation of continued employment beyond the current one-year contract term. Provisional employees are employed at will and their employment can be terminated at the discretion of the Board of Education except that provisional employees can be discharged during the term of each

contract only for cause. The Box Elder School District may extend the provisional status of an employee up to an additional two consecutive years by written notification to the provisional employee no later than 30 days before the end of the contract term of that individual. Circumstances under which an employee's provisional status may be extended include:

- (1) less-than-perfect score on a performance evaluation; or
- (2) receipt of complaint(s) or expression(s) of concern from a parent, co-worker, or member of the community that creates uncertainty about the employee's professionalism, performance, or character;
- (3) declining student enrollment in the district or in a particular program or class;
- (4) the discontinuance or substantial reduction of a particular service or program;
or
- (5) budgetary concerns.

[Utah Code § 53G-11-501\(11\) \(2020\)](#)
[Utah Code § 53G-11-503 \(2018\)](#)

3. "Educational Support Professional (Classified) Employees"

- a. Educational Support Professional (Classified) Employees are all non-certified employees of the District.

4. "Temporary Employee"

- a. Temporary employees are all employees employed on a temporary basis. Employees hired after August 1st are also considered Temporary Employees. Temporary employees also include those seasonal employees who are employed for less than the full academic year. An appointment of a temporary employee may not be for a period of time greater than one year. Temporary employees are employed at the will of the District and have no expectation of continued employment and their employment may be terminated at any time without cause. Temporary employees are not career employees or provisional employees as defined by [Utah Code § 53G-11-501](#) and the policies of this District.

[Utah Code § 53G-11-501\(15\) \(2020\)](#)

5. "Contracted Service Providers"

- a. Contracted Service Providers are individuals regardless of employment status (full or part-time) who by nature of their profession are not required to hold a professional certificate issued by the Utah State Board of Education who are paid by contract to provide specific types of services for the Box Elder School District but who are not employees, are not on the Box Elder School District payroll and do not receive the same benefits enjoyed by regular employees of the District.

6. “Extra Duty Contracts”

- a. An employee who is given extra duty assignments in addition to a primary assignment, such as a teacher who also serves as a coach or activity advisor, is a temporary employee in those extra duty assignments and may not acquire career status beyond the primary assignment. There are no rights to a due process hearing if a person is released from coaching or an extra duty position. A person may be released from a coaching or extracurricular position at the discretion of the school with notification to the Board.

7. “Employee”

- a. A person, other than the District superintendent or business administrator, who is a career or provisional employee of the District.

[Utah Code § 53G-11-501\(7\)\(a\) \(2020\)](#)

8. “Contracted Term or Term of Employment”

- a. The term of employment is the period of time during which an employee is engaged by the District under a contract of employment, whether oral or written. Notwithstanding, all contracts of employment shall be in writing.

9. “Dismissal or Termination”

- a. An employee shall be deemed to be discharged upon occurrence of any of the following events:
 - (1) Termination of the status of employment of an employee.
 - (2) Failure to renew the employment contract of a career employee
 - (3) Reduction in salary of an employee not generally applied to all employees of the same category employed by the District during the employee’s contract term.

- (4) Change of assignment of an employee with an accompanying reduction in pay unless the assignment change and salary reduction are agreed to in writing.

[Utah Code § 53G-11-501\(5\) \(2020\)](#)

10. "Unsatisfactory performance"

- a. A deficiency in performing work tasks which may be:
 - (1) due to insufficient or undeveloped skills or a lack of knowledge or aptitude;
and
 - (2) remediated through training, study, mentoring, or practice.
- b. Does not include the following conduct that is designated as a cause for termination or a reason for license discipline:
 - (1) a violation of work policies;
 - (2) a violation of District policies, State Board of Education rules, or law;
 - (3) a violation of standards or ethical, moral or professional conduct; or
 - (4) insubordination

[Utah Code § 53G-11-501\(15\) \(2020\)](#)

B. Causes for Dismissal or Non-Renewal

1. Any employee may be suspended or discharged during a contract term for any of the following:
 - a. Insubordination or failure to comply with directives from supervisors;
 - b. Incompetence;
 - c. Conviction, including entering a plea of guilty or nolo contendere (no contest), of a felony or misdemeanor involving moral turpitude or immoral conduct;

- d. Conduct which may be harmful to students or to the District;
- e. Improper or unlawful physical contact with students;
- f. Any violation of the District's Employee Code of Conduct;
- g. Violation of district policy, State Board of Education rules, or law;
- h. Unprofessional conduct not characteristic of or befitting a District employee including a violation of standards of ethical, moral, or professional conduct;
- i. Manufacturing, possessing, using, dispensing distributing, selling and/or engaging in any transaction or action to facilitate the use, dispersal or distribution of any illicit (as opposed to authorized) drugs or alcohol on District premises or as a party of any District activity;
- j. Current addiction to or dependency on a narcotic or other controlled substance;
- k. Dishonesty or falsification of any information supplied to the District; including data on application forms; employment records or other information given to the District;
- l. Engagement in sexual harassment of a student or employee of the District;
- m. Neglect of duty, including unexcused absences, excessive tardiness, excessive absences, and abuse of leave policies or failure to maintain certification;
- n. Deficiencies pointed out as part of any appraisal or evaluation;
- o. Failure to fulfill duties or responsibilities or a violation of work rules;
- p. Inability to maintain discipline in the classroom or at assigned school-related functions;
- q. Drunkenness or excessive use of alcoholic beverages or controlled substances;
- r. Disability not otherwise protected by law that impairs performance of required job duties;

- s. Failure to maintain an effective working relationship, or to maintain good rapport with parents, co-workers, the community or colleges;
- t. Failure to maintain requirements for licensure or certification;
- u. Unsatisfactory performance;
- v. For any other reason justifying termination of employment for cause.

C. Termination for Unsatisfactory Performance – Procedural Due Process Notice to Career Employee of Unsatisfactory Performance

1. If the District intends not to renew the contract of a career employee for reasons of unsatisfactory performance it shall:
 - a. Notify the employee at least 30 days prior to issuing a notice of intent not to renew the employee's contract that continued employment is in question and the reasons for anticipated non-renewal;
 - b. The principal or designee shall provide and discuss with the employee written documentation clearly identifying the deficiencies in performance;
 - c. The principal or designee shall develop and implement a plan of assistance, in accordance with procedures and standards established by [Policy 3210 Educator Evaluation](#), to allow the employee an opportunity to improve performance;
 - d. Provide to the employee a sufficient time period to successfully complete the plan of assistance of at least 30 days but not more than 120 days in which to correct the deficiencies; except the 120-day limit may be extended when:
 - (1) an employee is on leave from work during the period the plan of assistance is scheduled to be implemented; and the leave was not approved and scheduled before the written notice intent not to renew was provided; or
 - (2) the leave is specifically approved by the Board

- e. The time period to correct the deficiencies may continue into the next school year;
- f. The time period to implement the plan of assistance and correct the deficiencies shall begin when the employee receives the written notice provided in [Policy 3210](#) and end when the determination is made that the employee has successfully remediated the deficiency or notice of intent to not renew or terminate the employee's contract is given in accordance with [Policy 3210](#);
- g. The principal or designee shall reevaluate the employee's performance;
- h. If upon a reevaluation of the employee's performance, the District determines the employee's performance is satisfactory, and within a three-year period after the initial documentation of unsatisfactory performance for the same deficiency pursuant to [Policy 3210](#), the employee's performance is determined to be unsatisfactory, the District may elect to not renew or terminate the employee's contract.
- i. If the employee's performance remains unsatisfactory after reevaluation, the Superintendent or designee shall give notice of intent to not renew or to terminate the employee's contract, which shall include written documentation of the employee's deficiencies in performance.
- j. Nothing in this Policy shall be construed to require compliance with or completion of evaluations prior to non-renewal of a career employee's contract.
- k. An employee whose performance is unsatisfactory may not be transferred to another school unless the Board specifically approves the transfer of the employee.

[Utah Code § 53G-11-514 \(2018\)](#)
[Utah Code § 53G-11-517 \(2018\)](#)

D. Notice of Intent not to Renew Contract of Career Employee

1. If the District intends not to renew the contract of employment of a career employee after giving notice that continued employment is in question, it shall:

- a. Give notice that a contract of employment will not be offered for the following school year to the individual.
- b. Issue notice at least 30 days before the end of the contract term of the individual.
- c. Serve notice by personal delivery or certified mail to the employee's most recent address shown on the District's personnel records.

E. Notice of Intent to Terminate Employment During Term of Contract

1. If the District intends to terminate an employee's contract during the contract term, the District shall:
 - a. Give written notice of that intent to the employee;
 - b. Serve the notice by personal delivery or by certified mail addressed to the individual's last known address;
 - c. Serve the notice at least 30 days prior to the proposed date of termination;
 - d. State the date of termination and detailed reasons for termination;
 - e. Give notice of the individual's right to appeal the decision to terminate employment and the right to a hearing and the right to legal counsel, to present evidence, cross-examine witnesses and present arguments at the hearing;
 - f. Notify the employee that failure to request a hearing within 15 days after the notice of termination was either personally delivered or mailed to the employee's most recent address shown on the district's personnel records shall constitute a waiver of the right to contest the decision to terminate.

[Utah Code § 53G-11-513 \(2018\)](#)

F. Notice of Intent Not to Offer a Contract to a Provisional Employee

1. If the District intends not to offer a contract of employment for the succeeding school year to a provisional employee, it shall give notice at least 60 days before the end of the provisional employee's contract term that the employee will not be offered a contract for a following term of employment. Because provisional employees do not have an expectation of continued employment, they do not have a right to grieve the decision not to renew employment and do not have a right to a hearing.

[Utah Code § 53G-11-513 \(2018\)](#)

G. Notice of Intent to Terminate or Not Offer a Contract to a Temporary Employee

1. Temporary employees will be given notice of a minimum of 10 working days of the termination of their employment. Because temporary employees do not have an expectation of continued employment, they do not have a right to grieve the decision to terminate or not to extend employment and do not have a right to a hearing.

H. Expectation of Continued Employment in Absence of Notice

1. In the absence of a notice, a career or provisional employee is considered employed for the next contract term with a salary based upon the salary schedule applicable to the class of employees into which the individual falls.
2. This provision does not preclude the dismissal of a career or provisional employee during the contract term for cause.

[Utah Code § 53G-11-513 \(2018\)](#)

I. Right to an Informal Conference

1. A notice of intention not to renew the contract of a career employee or of an intention to terminate the contract of a career or provisional employee during its term must advise the individual that he or she may request an informal conference before the Superintendent or Superintendent's designee. The request for an informal conference must be made in writing and delivered to the Superintendent's within 10 days of the date on the notice of intention not to renew or notice of termination during the contract term. The informal conference will be held as soon as is practicable. Suspension pending a hearing may be without pay if the Superintendent or a designee determines after the informal conference, or after the employee had an opportunity to have an informal conference, that it is likely that the reasons for cause will result in termination.

[Utah Code § 53G-11-513 \(2018\)](#)

J. Employee's Right to Hearing

1. A notice of intention not to renew the contract of a career employee or of an intention to terminate the contract of a career or provisional employee during its term must also advise the individual that if after the informal conference the employee wishes a hearing on the matter, he or she must submit written notice to that effect to the Superintendent's office within five (5) days of the informal conference. If the employee wishes to not have an informal conference, but does wish to have a

hearing, he or she must submit written notice to that effect within 15 days of the date on the notice of intent not to renew or notice of termination during the contract term. Upon timely receipt of the notice, the Superintendent will notify the Board, which will then either appoint a hearing examiner or hearing board or determine to hear the matter itself. In either case, the Board will then send notice of the date, time and place of hearing to the Superintendent and to the employee. If the employee does not request a hearing within 15 days, then the employee shall have waived any right to a hearing and to contest the decision.

[Utah Code § 53G-11-513 \(2018\)](#)

K. Appointing a Hearing Examiner

1. If the Board of Education determines that the hearing shall be conducted by a hearing examiner or board, it shall so advise the Superintendent to appoint a board of three District administrators who have no substantial knowledge of the facts of the case or select an independent hearing examiner.
2. In so appointing a hearing examiner or hearing board, the Board of Education may delegate its authority to the hearing officer or hearing board to make findings and decisions relating to the employment of the employee that are binding upon both the employee and the Board of Education. In the absence of an express delegation, the Board retains the right to make its own decision based on the factual findings of the hearing officer.

[Utah Code § 53G-11-515\(1\) \(2021\)](#)

L. Rights of Employee at a Hearing

1. At the hearing, the employee and administration each have right to counsel, to produce witnesses, to hear testimony, to cross-examine witnesses, and to examine documentary evidence.

[Utah Code § 53G-11-515\(2\) \(2021\)](#)

M. Hearing Record

1. Hearings before the Board or before a hearing examiner appointed by the Board shall be recorded at the District's expense.

[Utah Code § 53G-11-515\(4\) \(2021\)](#)

N. Decision

1. Within 15 days after the hearing, the person or entity that conducted the hearing, whether the hearing examiner, hearing board, or Board of Education, shall issue written findings and conclusions deciding the matter. These shall be provided to the employee by mail or personal delivery.
2. In the event the decision of the board or hearing officer is to not terminate the employment of the employee, then the employee shall be reinstated and back pay shall be paid if the employee was suspended without pay pending a hearing.

[Utah Code § 53G-11-513 \(2018\)](#)

O. Appeal of Decision

1. The final decision or action of the Board may be appealed to the Utah Court of appeals as provided in [Utah Code § 53G-11-515\(5\)](#).

[Utah Code § 53G-11-515\(5\) \(2021\)](#)

P. Suspension During Investigation

1. The active service of an employee may be suspended by the Superintendent pending a hearing if it appears that the continued employment of the individual may be harmful to students or to the District. The employee shall be provided written notice of the suspension, which may be included with written notice of termination of employment during the contract term or notice of non-renewal of contract.

[Utah Code § 53G-11-513 \(2018\)](#)

Q. Necessary Staff Reduction Not Precluded

1. Nothing in this policy prevents staff reduction if necessary to reduce the number of employees because of the following:
 - a. declining student enrollments in the district;
 - b. the discontinuance or substantial reduction of a particular service or program;
 - c. the shortage of anticipated revenue after the budget has been adopted; or
 - d. school consolidation.

[Utah Code § 53G-11-516 \(2018\)](#)

R. No Verbal Agreements

1. It is the policy of the District that all agreements with employees must be written; there are no verbal agreements because all agreements must be approved by the Board of Education. Only the Board of Education has authority to hire and fire unless such authority has been expressly delegated in writing.

S. Notification to Utah Professional Practices Advisory Commission

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

[Utah Admin. Rules R277-217-5 \(April 8, 2021\)](#)

POLICY 4062

Curriculum: College Course Work

A. Definitions

1. "Concurrent enrollment" means enrollment in a course that allows a student to earn credit both towards high school graduation and at an institution of higher education.
2. "Eligible student" means a student who (a) is enrolled in and counted towards average daily membership in a school within the District, (b) has on file a plan for college and career readiness, and (c) is in grade 9, 10, 11 or 12.
3. "Eligible instructor" means an instructor who is either employed as faculty by an institution of higher education or who is employed by the District and meets the requirements of [Utah Code § 53E-10-302\(6\)](#).

[Utah Code § 53E-10-301\(2\), \(4\), \(5\)\(a\)\(i\) \(2021\)](#)

[Utah Code § 53E-10-302\(6\) \(2020\)](#)

4. "Designated institution of higher education" means an institution of higher education designated by the Utah Board of Higher Education to provide a course or program of study within a specific geographic region.

[Utah Code § 53E-10-303\(1\) \(2020\)](#)

B. Establishing Concurrent Enrollment Courses

1. The District may establish concurrent enrollment courses by entering into a contract with an institution of higher education to provide such courses. The District and the institution of higher education must (a) ensure that the course instructor is an eligible instructor, (b) establish qualifying academic criteria for enrollment in the course, (c) ensure that students enrolling are eligible students, and (d) coordinate advising of the eligible students.
2. In establishing a particular concurrent enrollment course, the District must first offer to contract with the designated institution of higher education for the course. If the designated institution of higher education either chooses not to offer the course or does not respond to the District's proposal within 30 days, the District may then contract with another institution of higher education to provide the course.

[Utah Code § 53E-10-303 \(2018\)](#)

3. ~~A contract with an institution of higher education for a concurrent enrollment course for the upcoming school year shall be entered into and a copy provided to the State Superintendent by May 30. The contract shall use the standard language developed by the State Superintendent and the Utah System of Higher Education.~~ The District and the institution of higher education must provide the State Superintendent and the Utah System of Higher Education with proposed new course offerings, including syllabi and curriculum materials, by November 15 of the year preceding the school year in which the courses would be offered.

[Utah Admin. Rules R277-713-9 \(September 24, 2020\)](#)

4. The student is responsible for expenses and arrangements associated with college enrollment as provided for in [Utah Code § 53E-11-305](#).

[Utah Code § 53E-11-305 \(2018\)](#)

[Utah Admin. Rules R277-701-11\(3\), \(4\) \(September 24, 2020\)](#)

C. Participation Form and Parental Permission

1. Before allowing an eligible student to participate in a concurrent enrollment course, the District and the institution of higher education must ensure that the student has, for the current school year, (a) submitted a completed participation form which includes the signature of the student's parent indicating permission to participate and (b) signed an acknowledgment of program participation requirements. (The participation form shall be that which is created by the Utah Board of Higher Education.)

[Utah Code § 53E-10-304 \(2020\)](#)

POLICY 4200

Term of Instruction: School Year & School Day

A. Length of School Year

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

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

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

[Utah Admin. Rules R277-419-14\(2\) \(May 10, 2021\)](#)

B. Term Basis

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

C. Beginning Date

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

D. Emergency/Activity Days

1. The annual school calendar adopted by the Board shall include exigency time for closures for emergencies, activities, or extreme weather conditions. If school is closed for these or any other reason, the instructional time missed shall be made up under the exigency time so that the minimum school program instructional requirements are met. However, the Board may request a waiver from the State Superintendent from the instructional day requirement as provided for in [Utah Administrative Rules R277-121-5](#).

[Utah Admin. Rules R277-121-5 \(April 9, 2020\)](#)

E. Parent-Teacher and Student Plan Conferences

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

[Utah Admin. Rules R277-419-5\(6\)\(b\) \(May 10, 2021\)](#)

F. Kindergarten Assessment

1. ~~With Board approval, schools may conduct parent-teacher and student Plan for College and Career Readiness conferences during the day and the time for those conferences may be counted as instructional time up to the equivalent of three full school days or 16.5 hours during a school year.~~ The Board may designate up to 12 educational service days at either or both the beginning or end of the school year for assessment of students entering or completing kindergarten. Assessments shall be conducted by qualified school employees. The assessment time per student must be adequate to justify the amount of instruction time used for assessment. Such action must be taken in a properly noticed public meeting and the parents of these students shall be given notice and an explanation of the assessment well in advance of the assessment period.

[Utah Admin. Rules R277-419-5\(6\)\(d\), \(e\) \(May 10, 2021\)](#)

G. Length and Schedule Per Day

1. ~~Schools shall be in session for not less than 6 hours and 20 minutes each instructional day, including intermissions and recesses, of which not less than 4 hours shall be devoted to instruction. Kindergarten sessions shall have at least 2 hours per instructional day of instructional time.~~ A school day is a day where the school provides educational services to students consistent with the requirements of Utah Admin. Rules R277-419-5.

[Utah Admin. Rules R277-419-2\(31\) \(May 20, 2021\)](#)

H. Exceptions for Students with Compelling Circumstances

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

Utah Admin. Rules R277-419-14(1) (May 20, 2021)

POLICY 5010

Admissions Eligibility Requirements

- A. The Board shall admit into the free public schools of the District all minor children who are between the ages of 5 and 18 years ~~of age~~ old before September 2 of the school year in which admission is sought if the child's parent resides or is domiciled in the state, and if any of the following conditions exist:
1. The child's parent resides in the District at the time of application for admission regardless of whether the child lives with the parent.
 2. The child resides in the District while in the custody or under the supervision of a Utah State agency, local mental health authority, or substance abuse authority.
 3. The child resides in the District while under the supervision of a private or public agency authorized to provide child placement services by the state of Utah.
 4. The child has been enrolled under [Policy 5025 Student Transfers: Enrollment Option Program](#).
 5. The child resides in the District and is an emancipated minor, such as by marriage.
 - a. The emancipated minor may attend the regular high school program but will be subject to the same school policies as other minors.
 6. The District, in its sole discretion may accept a non-emancipated student as a resident of the District if each of the following are demonstrated to the Board's satisfaction:
 - a. The child lives with a responsible adult who resides in the District and is the student's non-custodial parent, grandparent, brother, sister, uncle or aunt; and
 - b. The child's presence in the District is not for the primary purpose of attending the public schools; and
 - c. The child's physical, mental, moral, or emotional health would best be served by considering the child to be a resident for school purposes; and
 - d. The child is prepared to abide by the rules and policies of the District; and

- e. The person with whom the child resides in the District has been designated as the child's custodian in a durable power of attorney which the District agreed in its sole discretion to accept. (Durable Power of Attorney Form available at schools and the District Office.)

[Utah Code § 53G-6-302\(3\) \(2020\)](#)

[Utah Code § 53G-6-302 \(2020\)](#)

[Utah Code § 53G-6-303 \(2020\)](#)

- B. The District may require evidence that a child is eligible to attend the public free schools of the District at the time it considers an application for admission of the child. The District may withdraw any student who ceases to be a resident subject to Board [Policy 5025 Student Transfers: Enrollment Options Program](#).
- C. Upon enrollment of a student for the first time in a particular school in the District, that school shall notify in writing the person enrolling the student that within 30 days he or she must provide the school with either a certified copy of the student's birth certificate, or other reliable proof of the student's identity and age, together with an affidavit explaining the inability to produce a copy of the birth certificate. If the affidavit appears inaccurate or suspicious, the school shall immediately report such to the Bureau of Criminal Identification within the Department of Public Safety. If a person enrolling a student fails to comply with this requirement, the school shall notify that person in writing that unless he or she complies within ten days the case shall be referred to the local law enforcement authority for investigation. If the person fails to comply within the ten-day period, the school shall refer the case to the Bureau of Criminal Identification with the Department of Public Safety.
 - 1. If a school within the District receives notification from the bureau of Criminal Identification that a child, which is currently or was previously enrolled is missing, the school shall flag that child's records sufficiently to alert school officers that the record is that of a missing child. If the school receives notification from the Bureau of Criminal Investigation that the child is no longer missing, it shall remove the flag from the record.
 - 2. Within 14 days after enrolling a transfer student, a school shall request, directly from the student's previous school, a certified copy of his record, and shall exercise due diligence in obtaining the record.
 - a. If a school within the District is requested to forward a copy of a transferring student's record to the student's new school, it shall comply unless the record has been flagged as being that of a missing child, in which case the copy shall not be forwarded and the school shall notify the Bureau of Criminal Identification of the request.

- b. Any knowledge as to the whereabouts of a missing child shall be reported immediately to the Bureau of Criminal Identification.
- D. A child may be enrolled in the first grade if the child is at least six years of age before September 2 of the current school year or has been enrolled in the first grade, or completed kindergarten in the public schools of another state prior to transferring to the District.
- E. Records and transcripts of students from Utah non-public schools or from out-of-state shall be evaluated, and students shall be placed promptly in appropriate classes. A child may be assigned to a grade other than that which would normally be assigned on the basis of age at the discretion of the District and with the consent of the child's parent.
- F. Any student enrolling in the District for the first time must provide satisfactory evidence of required immunizations.
- G. The principal of each District school shall ensure that each student admitted to that school has complied with Department of Health requirements for vision, dental and hearing examinations.
- H. The District shall accept all credits earned toward state graduation requirements by students in accredited Utah Districts and in accredited non-public schools, including credits earned in accredited summer school programs. Accreditation shall be effective for purposes of this part if done by the Utah State Board of Education for non-public schools, or if done by the Utah State Board of Education or AdvancedEd for public schools.
- I. A student who has been expelled from another District who is otherwise eligible to enroll may enroll in District schools; however, upon receipt of the expulsion order from the other District, the District may continue the expulsion under the terms of the order or may allow the student to attend classes without completing the period of expulsion.
- J. Any individual enrolling a student, or enrolling as a student, in Box Elder District, will be asked, consistent with the law, to provide any information about the enrolling student(s) that the school should or needs to know to protect the safety of this student(s) or other District students. If a student or parent intentionally withholds information about the student's background that could be important for school safety, the student may be excluded from school under [Utah Code § 53G-8-205\(3\)](#) and/or provided alternative educational services.
- K. 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.

L. Transfer from a Persistently Dangerous School

1. The State Superintendent may designate a school as “persistently dangerous” when at least 3% of students for three consecutive school years have been suspended or expelled for either a gun free school violation or for a reported violent criminal offense that took place either on school property or at a school-sponsored activity.

[20 U.S.C. § 7912](#)

[20 U.S.C. § 7961](#)

[Utah Code § 53G-8-205\(2\) \(2019\)](#)

Utah Admin. Rules R277-714-2 (April 9, 2020)

Utah Admin. Rules R277-714-3(1) (April 9, 2020)

2. If a District school is designated by the State Superintendent as persistently dangerous, then the District shall, within 15 days of receiving notice of the designation, notify the parents of the school’s students:
 - a. That the school has been designated as persistently dangerous and the criteria that caused the designation;
 - b. That a parent may transfer the parent’s student to a safer school within the District if the parent chooses; and
 - c. That the parent may request the transfer within 30 days after the parent received notice of the designation.

Utah Admin. Rules R277-714-3(3) (April 9, 2020)

3. Upon receipt of a timely transfer request, the student shall be promptly transferred to a safe school within the District notwithstanding other limitations on transfers or enrollment changes contained in this policy.
4. In the event of a persistently unsafe school designation, the District shall also provide the State Superintendent with the information and materials required under Utah Administrative Rules R277-714-3 and R277-714-4.

Utah Admin. Rules R277-714-3 (April 9, 2020)

Utah Admin. Rules R277-714-4 (April 9, 2020)

Policy 5035

Attendance Requirements / Procedures

- A. Regular attendance at school increases the opportunities for students to benefit from their educational programs. The Utah Compulsory Attendance Law ([Utah Code § 53G-6-201](#)) directs parents to require their children between the ages of six and eighteen years to attend school. Frequent absences of students from daily classroom experiences disrupt the instructional process thus impairing a student's opportunity to learn.
- B. Special circumstances specified in the law allow the Board to excuse a student from attendance and exempt a parent from consequences listed in the law. ([Utah Code § 53G-6-204](#))
- C. Due to Box Elder School District's commitment to quality education, there is concern when a student misses school for any reason. In keeping with state law and to promote the educational goals of the school district, the following attendance requirements are established for all students.
 - 1. It is the responsibility of all students to attend school and to be on time every school day. If a student is absent for any reason, it is the student's responsibility to follow the procedures outlined by the district attendance procedure. Valid absences (excluding pre-arranged family event absences) and parent contact absences must be called in within one week of the absence.
 - 2. Students who are absent will be responsible to make up course work that can be made up. Teachers are required to give students an opportunity to make up course work missed. It is essential that teachers be precise in assigning work to be made up, as well as setting any time deadlines. Make up assignments should be as closely related to work missed as possible and should not exceed quantity of work assigned students during the time missed.
 - 3. When students must leave school for any reason, they shall follow the established procedures outlined by the school. If a student leaves their assigned area without formally checking out, the student will be considered truant.
 - 4. For each student who is or should be enrolled within the school, the administrator, or designee, shall make efforts to resolve attendance problems. These efforts shall include:

- a. A personal meeting with the student when he/she has missed ten days or any one class period ten times.
- b. Maintain a record of school absences that distinguish between absences that are considered as having a “valid excuse” and those considered to be without a valid excuse or “truancy”. Valid excuses include the following:
 - 1) Illness including mental or physical (the school may not require documentation from a medical professional to substantiate the illness);
 - 2) Mental or behavioral health of the school-age child;
 - 3) Family death
 - 4) School activities
 - 5) Prearranged family events with at least one day notice
 - 6) Absence permitted by the provisions of an IEP
 - 7) Absence permitted by the provisions of a 504 plan
- c. Issue a written notice of a compulsory education violation to a student’s parent when the student has accumulated at least ten absences without a valid excuse during the school year. However, during the period from March 17, 2021 to June 1, 2022, the District shall not issue or enforce notices of compulsory education or violations and shall not make any reports of such violations to city, county, or district attorneys. The notice of violation shall:
 - 1) direct the parent to meet with school authorities to discuss the student’s attendance problems
 - 2) instruct the parent that cooperation is required by state law
 - 3) designate who the parent is to meet with
 - 4) notify the parents that it is a class B misdemeanor
- d. A student who is between the ages of twelve and fifteen years and has been truant at least ten times during the school year may be classified as “habitual truant” if the school’s administration has made a reasonable, documented effort to resolve the attendance problems without success.

- D. Students requesting an appeal to the school attendance policy may follow the procedures outlined in Box Elder School District [Policy 5350 Resolution of Student Complaints](#).

POLICY 5037

Attendance Enforcement

- A. A parent of a child who is subject to the compulsory school attendance law may be subject to a class B misdemeanor if:
1. They intentionally or recklessly fail to enroll a school-age child in school, unless that child is exempt from enrollment.
 2. After being served with a notice of compulsory education violation they intentionally or recklessly fail to meet with the school authorities designated in the notice of compulsory education violation to discuss the student's school attendance problems. **However, during the period from March 17, 2021 to June 1, 2022, the District shall not issue or enforce notices of compulsory education or violations and shall not make any reports of such violations to city, county, or district attorneys.**
 3. After being served with a notice of compulsory education violation they intentionally or recklessly fail to prevent the student from being absent without a valid excuse five or more times during the remainder of the school year. **However, during the period from March 17, 2021 to June 1, 2022, the District shall not issue or enforce notices of compulsory education or violations and shall not make any reports of such violations to city, county, or district attorneys.**
- B. Designated school officials shall make earnest and persistent efforts to resolve a student's attendance problems. These efforts shall include the following, as deemed appropriate or feasible in individual cases:
1. Counseling of the student by school authorities including a meeting with the student after their fifth absence without a valid reason.
 2. Issuing a written notice of a compulsory attendance violation after at least five unexcused absences (truancies). **However, during the period from March 17, 2021 to June 1, 2022, the District shall not issue or enforce notices of compulsory education or violations and shall not make any reports of such violations to city, county, or district attorneys.**
 3. Enlisting parental support for attendance by the student.
 4. Meeting with the student and the parents.

5. Adjusting the curriculum and schedule if determined necessary to meet special needs of the student.
 6. Monitoring of attendance by parents and the school.
 7. Classifying a student who is at least twelve years of age as a habitual truant after at least ten trancies during the school year.
 8. **Except during the period from March 17, 2021 to June 1, 2022, e**Enlisting the assistance of community and law enforcement agencies as appropriate.
- C. If, after earnest and persistent efforts are made by the parents and the school, the truant behavior has not been corrected, the board or designee shall either refer the child to truancy mediation. **However, during the period from March 17, 2021 to June 1, 2022 the District shall not issue or enforce notices of compulsory education or violations and shall not make any reports of such violations to city, county, or district attorneys.**
- D. The District shall annually report to the State Board of Education
1. The number of absences with a valid excuse,
 2. The number of absences without a valid excuse.

"Ring of Fire"

Box Elder School District Leadership

"Gripping adventure and actionable advice."
—Fast Company

The

LEADERSHIP

Moment

Nine True Stories of

Triumph and Disaster and

Their Lessons for Us All



MICHAEL USEEM

Director of the Wharton School's Center for Leadership and Change Management

WITH A NEW FOREWORD BY WARREN BENNIS

Wagner Dodge Retreats in Mann Gulch

August 5, 1949

Central Montana

Air Temp. 97 Degrees

15 Experienced Smoke Jumpers

Wagner Dodge Retreats in Mann Gulch

Crew Chief-*Wagner Dodge*-33 yrs. Old

Nine Year Veteran Firefighter

Deservedly The Team Boss

Crew Ranged from College Kids to War Veterans

Wagner Dodge Retreats in Mann Gulch

One Man Already on the Ground

He had a Map (Faulty)

Radio was Busted on Impact

16 Men in a Bad Situation



Wagner Dodge Retreats in Mann Gulch

Three Terrible Discoveries

1-Fire was Much More Dangerous Than He Thought

2-The Winds Were Swirling Around The Ridge

(Closing The Escape Route to the River)

3-The Speed of the Fire (Much Faster Than Normal)



Wagner Dodge Retreats in Mann Gulch

The Fire was Transitional Between Timber and Range Grass



Wagner Dodge Retreats in Mann Gulch

The Solution

Wagner Dodge Stopped and Lit a Match

Almost Instantly Became a Widening Circle of Flame

Dodge Jumped Into The Ring (He Lived)

Dodge Waved for his Men to Join

Wagner Dodge Retreats in Mann Gulch

What is fighting a wildfire really like?

Wagner Dodge Retreats in Mann Gulch

The Fatal End

Two Men Saw Dodge Waving-Went on to The Rockslide
(Robert Sallee & Walter Rumsey)

The Other 13 Men Rushed by Dodge (To Their Death)

Dodge Heard One Man Say - ***“To Hell With That I Am
Getting Out of Here”***

Wagner Dodge Retreats in Mann Gulch

A Credibility Spiral

Leadership-Is a product of both today's actions and yesterday's groundwork. The fatal combination that emerged in Mann Gulch was partly what Dodge did or did not do on August 5th, but also partly what he did or did not do well before the smoke jumpers ever climbed aboard the aircraft.

Wagner Dodge Retreats in Mann Gulch

A Credibility Spiral

Had Dodge Gone Nuts?

By The Time He Lit a Match Dodge Had Lost His
Credibility

Several Problematic Mistakes in a Row

Wagner Dodge Retreats in Mann Gulch

Missteps and Few Words

Misstep #1--Early On He Sent His Crew Forward Without Him

Misstep #2--Dodge Had His Men Drop Their Gear and Lose
Their Identity

Very Little Two Way Communication

Wagner Dodge Retreats in Mann Gulch

A Leader's Ally

“What If” Sallee & Rumsey Had Jumped Into the Ring With Dodge

“What If” Dodge Had Cultivated a Loyal Ally or 2nd In Command

“Premise” One Person Is Crazy From Time to Time--But Two?

“Loyal Allies” Strong Leadership Team

Wagner Dodge Retreats in Mann Gulch

Culture & Cohesion

Discussion!!!

Box Elder School District

Box Elder Leadership Team “**BELT**”

Culture & Cohesion (*Collaboration*)

134 Years of Educational Experience

Box Elder School District Students

This is about our students Lives

Box Elder School District

Will You Jump Into Our Ring of Fire?



Box Elder School District

Can You Get Your Team To Jump Into Your Fire?



Clear Eyes, Full Heart, Can't Lose

Clear Eyes, Full Heart, Can't Lose

Steve Sawyer LCSW—Explanation from *“Friday Night Lights”*

Shared in a funeral talk by Mason Sawyer

Clear Eyes, Full Heart, Can't Lose

Clear Eyes—The ability to see what needs to be done, an understanding of what the problem or challenge is. The ability to see the macro and micro. In the sports world it is knowing your assignment, what you have to do, an understanding what your teammates are doing while reading the changing situation that plays out in front of you. The ability to not get distracted by less important things. Like another player's trash talk or a mistake made on a previous play, or becoming overly confident because you did something well on the previous play. The ability to not be thwarted by what we think we know to be true diminishing the ability to take in new information so we can better see what is in front of us.

Clear Eyes, Full Heart Can't Lose

Full Heart—Strong and sustained effort. Picking yourself up and moving forward when you get knocked down. The attitude that life is 10% what happens to you and 90% what you do about it. Being all in and committed. Loyal to those you share the challenge with. Keeping the balance between one for all and all for one. It is grit that when you are losing you at least slow the process down so there is less ground to make up when coming back. It is having pride in what you do. It is respecting the effort of others even when they might be our competitor.

Clear Eyes, Full Heart, Can't Lose

Can't Lose—It is valuing effort even when we fall short of our hopes and expectations. We might lose the game, lose the girl, not get the promotion, be disappointed in the end result but recognize that clear eyes and full heart breed success in many ways perhaps not visible to the eye or apparent to the moment. That this type of approach will create personal growth and connections with others that you might not realize until long after the experience or perhaps never at least in this life. It improves our ability to win the next game and if we don't win the effort improves who we are.

August 12, 2021

To the Superintendent and Members of the Board of Education,

Thank you for your service to the children of Utah. Utah PTA recognizes that the past year has been difficult and you have taken on many challenges throughout this worldwide pandemic. We appreciate the time and attention you have taken to move the best practices forward to keep our students safe and healthy. **As we continue to focus on the health of our youth, we respectfully request that you add a presentation and discussion to your agenda regarding "School District v. Juul Labs, Inc., et. al."**

Utah PTA requests that by December, your School Board take the opportunity to discuss whether or not it would consider joining with over 450 districts nationwide, including Ogden, Provo, Tooele, and Weber in Utah in the "School District v. Juul Labs, Inc., et. al." litigation efforts as a potential opportunity to receive additional resources for education and prevention. This could also be a critical discussion on what the district is already doing to help fight the vaping epidemic.

Utah PTA takes positions on policy and legislation based on resolutions voted on by local members of Utah PTA. Utah PTA is directed in our work on e-cigarettes and youth usage by Utah PTA Health Resolution 2015-2 "Electronic Cigarettes And Utah's Youth" which states, "Utah PTA work in collaboration with state and local health departments, school boards, school districts, and other agencies to educate youth, parents, communities, and local elected officials on the dangers of ENDS products..."

Utah PTA has worked tirelessly in its advocacy efforts to stop vaping usage of students. It is discouraging to know that the 2019 Sharp Survey shows that 31.5% of 12th graders self-reported having vaped at least once. In addition, Utah's 12th graders were approximately 3 times more likely to have tried vaping than smoking, and almost 7 times more likely to have vaped in the past 30-days than they were to have smoked. There is still work to be done.

Regards,



Stacey Mollinet, Utah PTA President
on behalf of the Utah PTA Board of Directors

ELECTRONIC CIGARETTES AND UTAH'S YOUTH

- WHEREAS, Electronic Nicotine Delivery Systems (ENDS) – also known as Electronic Cigarettes (E-Cigarettes), vapes, or vape pens – may contain nicotine, a highly addictive substance; ^{1, 2} and,
- WHEREAS, Nicotine has immediate bio-chemical effects on the brain and body, is toxic in concentrated doses, and has been known to affect the youth brain disproportionately; ^{3, 4} and,
- WHEREAS, The FDA has found that the inhaled and second-hand vapor created by ENDS contain a number of chemical compounds which are suspected of being harmful to humans while the health effects of the long term routine inhalation of the vapor is unknown; ^{5, 6} and,
- WHEREAS, The Centers for Disease Control (CDC) National Youth Surveys indicate that youth usage of ENDS have doubled from 2011 to 2012; ⁷ and,
- WHEREAS, Between 2011 and 2013, the percentage of 8th, 10th and 12th graders in Utah using ENDS has tripled; with 6% of survey students reporting being regular users of these products, while only 3.8% smoke cigarettes; ^{8, 9, 10} and,
- WHEREAS, Utah youth use data shows that 31.7% of students that report ever using an ENDS say that they have never tried a conventional cigarette, thus raising concern that these devices could serve as a entry to nicotine addiction; ¹¹ and,
- WHEREAS, ENDS liquid come in more than 7700 flavors, many of which are fruit and candy flavors (such as cherry, chocolate, cheesecake, bubble gum, gummy bear or mocha) and are advertised with celebrities and music that are appealing to youth; ^{12, 13, 14} and,
- WHEREAS, There are currently no federal restrictions that would prevent the sale or advertising of e-cigarettes to minors; ^{15, 16} and,
- WHEREAS, The Food and Drug Administration (FDA) has banned such marketing techniques and advertising of traditional tobacco products, yet there is no such ban on advertising of ENDS; ¹⁷ and,
- WHEREAS, There are currently no state restrictions that require licensure to sell ENDS; ¹⁸ and,
- WHEREAS, There is no regulatory oversight of the chemical or electronic manufacturing processes of these devices which could lead to contaminations, poisonings or explosions; ^{19, 20} and,
- WHEREAS, The CDC reports phone calls to poison control centers related to toxic levels of nicotine exposure has increased from 1 per month in September of 2010 to more than 200 per month in February of 2014; ²¹ and,
- WHEREAS, Between 2011 and 2014, the Utah Poison Control Center reported a 350% increase in children being poisoned by electronic cigarette products – increasing from 6 in 2011 and rising to 72 in 2013; ^{22, 23} now, therefore be it

- Resolved, That Utah PTA support effective FDA efforts to regulate ENDS as tobacco products; and, be it further
- Resolved, That Utah PTA seek and support legislation that would include ENDS in the Utah Code Annotated definition of tobacco products and treat them as such – including the need for *licensing*, sales restrictions, tax parity, and marketing; and, be it further
- Resolved, That Utah PTA support state and local ordinances that appropriately address regulations of ENDS products; and, be it further
- Resolved, That Utah PTA support the position that any revenue generated through taxation of ENDS should support tobacco cessation and prevention programs; and, be it further
- Resolved, That the Utah PTA work in collaboration with state and local health departments, school boards, school districts, and other agencies to educate youth, parents, communities, and local elected officials on the dangers of ENDS products; and, be it further
- Resolved, That this resolution be forwarded to National PTA for consideration at their convention.

Documentation:

- ^{1,4,5,7,8,13}“Notes from the Field: Electronic Cigarette Use Among Middle and High School Students – United States, 2011-2012.” Center for Disease Control and Prevention. <http://www.cdc.gov/mmwr/preview/mmwrhtml/mm6235a6.htm>. 6 Sep 2013. Web. 6 Jan 2015.
- ^{2,11,12,15,18}“Tobacco Prevention and Control in Utah, Fourteenth Annual Report.” Utah Department of Health. <http://www.tobaccofreeutah.org/pdfs/tpcpfy14report2.pdf>. (August 2014). Web. 6 Jan 2015.
- ³“Smoking and Youth.” Center for Disease Control and Prevention. http://www.cdc.gov/tobacco/data_statistics/sgr/50th-anniversary/pdfs/fs_smoking_youth_508.pdf. (2014). Web. 6 Jan 2015.
- ^{6,14,19}“American Lung Association Statement on E-Cigarettes.” American Lung Association. <http://www.lung.org/stop-smoking/tobacco-control-advocacy/federal/e-cigarettes.html>. 25 Aug 2014. Web. 7 Jan 2015.
- ⁹“Utah e-cigarette retailers set new standards as use triples among youth.” Bramwell, Adam. Salt Lake Tribune. <http://www.sltrib.com/sltrib/news/56940723-78/utah-cigarettes-cigarette-frazier.html.csp>. 1 Oct 2013. Web. 6 Jan 2015.
- ¹⁰“Utah Health Status Update: Electronic Cigarette Use Among Utah Students (Grades 8, 10, and 12) and Adults.” Utah Department of Health. http://health.utah.gov/opho/publications/hsu/1312_ECig.pdf. December 2013. Web. 9 Jan 2015.
- ^{16,17,20}“Electronic Cigarettes.” U.S. Food and Drug Administration. <http://www.fda.gov/NewsEvents/PublicHealthFocus/ucm172906.htm>. 11 Aug 2014. Web. 7 Jan 2015.
- ²¹“Notes from the Field: Calls to Poison Control Centers for Exposure to Electronic Cigarettes – United States, Sep 2010-Feb 2014.” Center for Disease Control and Prevention. http://www.cdc.gov/mmwr/preview/mmwrhtml/mm6313a4.htm?s_cid=mm6313a4_w. 4 Apr 2014. Web. 6 Jan 2015.
- ²²“E-cigarettes...Poison Exposure on the Rise.” Utah Poison Control Center. <http://poisoncontrol.utah.edu/publiced/pdfs/spring14.pdf>. Spring/Summer 2014. Web. 7 Jan 2015.
- ²³“Utah Poison Control Center. 350% increase in children being poisoned by e-cigs.” Good4Utah.com. <http://www.good4utah.com/story/d/story/utah-poison-control-center-350-increase-in-children/42155/B2z17bEhF0y66jdreW6a4g>. 12 Aug 2014. Web. 7 Jan 2015.

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

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Wednesday evening August 11, 2021 at 6:30 p.m. at the ILSC.

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

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

After the reverence which was offered by Julie Taylor, Board President, Connie Archibald, Board Member, led the pledge of allegiance.

Recognitions

Tiffani Summers Presented the following recognitions:

Melanie Day – Received the Utah Advisory Council of Theater Teachers, Teacher of the Year award

IT Department – Robert Gordon and Staff

Mountain View Elementary – Heidi Jo West and Staff

Child Nutrition – Candace Parr – Summer Meals Program

Approval of Agenda

Bryan Smith made the motion to approve the agenda. Karen Cronin seconded the motion, which passed unanimously.

Public Comment

There was no public comment

Action Items

Approval of Change of October Board Meeting Date

Superintendent Steve Carlsen recommended to the Board that the October Board Meeting be moved to Tuesday October 12 because of Fall Break which is October 14th and 15th.

Karen Cronin made the motion to change the October Board Meeting to October 12. Connie Archibald seconded the motion which passed unanimously.

Approval of Early Learning Plan

Keri Greener, Assistant Superintendent for Elementary Teaching and Learning presented the Early Learning Plan for Board approval.

Connie Archibald made the motion to accept the Early Learning Plan as presented. Wade Hyde seconded the motion which passed unanimously.

Truth in Taxation Budget Hearing

The Board meeting was opened up for public comment on the proposed certified rate increase proposed by the Board.

Public Comments

DeAnna Hardy spoke about her concerns about the tax increase including the idea of public education controlled by the government.

Russel L. Scott also did not consent to the tax increase.

Patty Tillman Is against the increase tax increase.

Floyd Fuller also protested the tax increase but supports the schools.

Steven Harper reevaluation caused taxes on pasture to go up 550%.

Peter Rona protested the tax increase.

Rick Paulfreyman protested the tax increase.

Jim Valdez agrees with all comments against taxes.

Moe Thomlinson is against the higher tax, the increase coming from values going up.

Erhart Poelzel against the tax increase because he is on a fixed income, not morally correct.

Lori Rasmussen wants to know why now?

Connie Harper is against the tax breaks given to big businesses.

Approval of Tax Rates

Rod Cook, Business Administrator, presented the truth in taxation information and a recommendation to raise the certified tax rate by a total of .000182 the total rate being .006842. This would be the rate budgeted in the budget approved in June.

Karen Cronin made the following comment:

“I just wanted to address something - we were talking about some of the maintenance. We kind of get it from both sides. A couple of years ago we had a lot of angry parents because there is not air conditioning in the buildings. We are trying to do what we can to keep it as low as possible and we still need it safe for our children to be in. So, we do need to maintain our schools and that is where just less than half of the money is going to - teacher salaries and maintenance and buildings without being extravagant.”

Karen Cronin made the motion to approve the tax increase as recommended. Bryan Smith seconded the motion which passed unanimously.

Information/Discussion Items

Construction Report

Corey Thompson, Director of Facilities reported on the current construction in progress.

Monthly Financial Report

Business Administrator, Rod Cook presented the Monthly Financial Report.

COVID-19 Plan

Steve Carlsen, Superintendent reviewed the School COVID Response plan with the Board Members. He said in order for us to follow a mask mandate the County Commission would have to approve a Department of Health Order for the mandate.

Policy Review

Second Reading

Policy 5035 Attendance Requirements Procedures
Policy 5037 Attendance Enforcement

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

Consent Calendar

Connie Archibald moved to accept the consent items. The motion was seconded by Tiffani Summers it passed on a unanimous vote.

The Consent Calendar included the following items:

Approval of the minutes of the working regular meeting July 13, 2021.

Approval of claims numbered 37624-37839,02071321, 05071221, 07073121, 08073121, 09072021, 09073121, 7073121A, 8073121A, 9072021A, 9073121A, 9073121R, and the District Foundation and ACH payments as well as School Activity checks for the month of July.

Personnel Items

As detailed in the agenda.

150 Mile Trips

As detailed in the 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 September 8, 2021 at ILSC, at 6:30 p.m. President Julie Taylor adjourned the meeting at 8:40 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 | 00037840 | 200.00 | 08/05/21 | 1 ADAM WHEATLEY OR GABE ADAMS | C |
| 01 | 00037841 | 21.00 | 08/05/21 | 1 ANASTASIA SHOELL | C |
| 01 | 00037842 | 20.40 | 08/05/21 | 1 CONNIE KNUDSEN | C |
| 01 | 00037843 | 95.45 | 08/05/21 | 1 DANNIELLE WILSON | C |
| 01 | 00037844 | 125.30 | 08/05/21 | 1 KRISTINA RASMUSSEN | C |
| 01 | 00037845 | 66.80 | 08/05/21 | 1 MELISSA NIELSON | C |
| 01 | 00037846 | 255.50 | 08/05/21 | 85768 BEAR RIVER SEWER DEPT | C |
| 01 | 00037847 | 257.32 | 08/05/21 | 87120 BEEHIVE TELEPHONE CO | C |
| 01 | 00037848 | 153.50 | 08/05/21 | 104242 BIZWEAR INC | C |
| 01 | 00037849 | 1,260.00 | 08/05/21 | 104348 BOX ELDER MIDDLE SCHOOL | C |
| 01 | 00037850 | 250.00 | 08/05/21 | 106820 ANGELA BRANDT | C |
| 01 | 00037851 | 247.87 | 08/05/21 | 3271 CANON SOLUTIONS AMERICA | C |
| 01 | 00037852 | 911.52 | 08/05/21 | 19178 CHEAPERTHANSHIRT | C |
| 01 | 00037853 | 82.00 | 08/05/21 | 156817 CORINNE CITY CORP | C |
| 01 | 00037854 | 9,192.75 | 08/05/21 | 38091 DATAIO LLC | C |
| 01 | 00037855 | 2,815.00 | 08/05/21 | 56197 DENTONS DURHAM JONES PINEGAR PC | C |
| 01 | 00037856 | 4,263.72 | 08/05/21 | 143160 FRONTIER COMMUNICATION | C |
| 01 | 00037857 | 946.41 | 08/05/21 | 304217 GARLAND CITY | C |
| 01 | 00037858 | 550.31 | 08/05/21 | 324430 GRAYBAR ELECTRIC COMPANY INC | C |
| 01 | 00037859 | 94.90 | 08/05/21 | 111125 IML SECURITY SUPPLY | C |
| 01 | 00037860 | 157.50 | 08/05/21 | 57126 JODI WILDING | C |
| 01 | 00037860 | -157.50 | 08/16/21 | 57126 JODI WILDING | CV |
| 01 | 00037861 | 7,847.93 | 08/05/21 | 100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN | C |
| 01 | 00037862 | 3,085.89 | 08/05/21 | 110561 MAXIM HEALTHCARE SERVICES INC | C |
| 01 | 00037863 | 128.67 | 08/05/21 | 29858 MOUNTAINLAND SUPPLY COMPANY | C |
| 01 | 00037864 | 4,980.52 | 08/05/21 | 111273 NUCO2 LLC | C |
| 01 | 00037865 | 233.50 | 08/05/21 | 700077 PERRY CITY | C |
| 01 | 00037866 | 34.38 | 08/05/21 | 110417 RESCO | C |
| 01 | 00037867 | 1,185.74 | 08/05/21 | 52914 RICH COUNTY SCHOOL DISTRICT | C |
| 01 | 00037868 | 39.95 | 08/05/21 | 110789 SECURE INSTANT PAYMENTS LLC | C |
| 01 | 00037869 | 25.96 | 08/05/21 | 6246 JASON SPARKS | C |
| 01 | 00037870 | 35.95 | 08/05/21 | 110914 SUPERIOR WATER AND AIR INC | C |
| 01 | 00037871 | 84,748.73 | 08/05/21 | 12688 SYSCO | C |
| 01 | 00037872 | 385.00 | 08/05/21 | 100686 UHSAA / UTAH HIGH SCHOOL ACT ASSOC | C |
| 01 | 00037873 | 27,113.00 | 08/05/21 | 999016 UTAH RETIREMENT SYSTEMS | C |
| 01 | 00037874 | 6,378.50 | 08/05/21 | 924155 WASTE MGMT OF UTAH INC | C |
| 01 | 00037875 | 1,916.77 | 08/05/21 | 21679 ACCO BRANDS USA LLC / GBC | C |
| 01 | 00037876 | 3,465.93 | 08/05/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 01 | 00037877 | 31,782.50 | 08/05/21 | 45764 CLASSLINK, INC. | C |
| 01 | 00037878 | 5,400.86 | 08/05/21 | 386370 HYKO SUPPLY CO | C |
| 01 | 00037879 | 7,141.89 | 08/05/21 | 111125 IML SECURITY SUPPLY | C |
| 01 | 00037880 | 4,287.08 | 08/05/21 | 455120 JACKS TIRE & OIL INC | C |
| 01 | 00037881 | 8,000.00 | 08/05/21 | 54470 LEVEL CHINESE | C |
| 01 | 00037882 | 688.36 | 08/05/21 | 109001 LINCOLN AQUATICS | C |
| 01 | 00037883 | 532.65 | 08/05/21 | 110994 MONOPRICE, INC | C |
| 01 | 00037884 | 2,043.90 | 08/05/21 | 633340 OFFICE DEPOT | C |
| 01 | 00037885 | 436.46 | 08/05/21 | 54313 SCHOOL SPECIALTY, LLC | C |
| 01 | 00037886 | 8,750.00 | 08/05/21 | 29947 WILSON LANE SERVICE | C |
| 01 | 00037887 | 640.32 | 08/11/21 | 812477 ALSCO/AMERICAN LINEN | C |
| 01 | 00037888 | 698.25 | 08/11/21 | 4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF | C |
| 01 | 00037889 | 8,033.00 | 08/11/21 | 85748 BEAR RIVER MIDDLE SCHOOL | C |
| 01 | 00037890 | 63,942.71 | 08/11/21 | 108217 BRIGHAM CITY CORPORATION | C |
| 01 | 00037891 | 511.68 | 08/11/21 | 43907 BRIGHAM GLASS | C |
| 01 | 00037892 | 100.00 | 08/11/21 | 57142 KERRY BROWER | C |
| 01 | 00037893 | 111.00 | 08/11/21 | 107994 CERTIFIED SHRED | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
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| 01 | 00037894 | 30.00 | 08/11/21 | 14958 CULLIGAN | C |
| 01 | 00037895 | 4,271.94 | 08/11/21 | 729332 ECONO WASTE INC | C |
| 01 | 00037896 | 6,585.00 | 08/11/21 | 48879 KREMEDY LLC / KANNACT | C |
| 01 | 00037897 | 846.29 | 08/11/21 | 543168 MADDOX RANCH HOUSE | C |
| 01 | 00037898 | 100.00 | 08/11/21 | 57134 WILLIAM MCCALMANT | C |
| 01 | 00037899 | 1,462.52 | 08/11/21 | 106641 PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC | C |
| 01 | 00037900 | 539.44 | 08/11/21 | 732367 RAFT RIVER RURAL | C |
| 01 | 00037901 | 734.05 | 08/11/21 | 110772 PLASTIC FABRICATING | C |
| 01 | 00037902 | 1,649.36 | 08/11/21 | 892645 ROCKY MOUNTAIN POWER | C |
| 01 | 00037903 | 167.93 | 08/11/21 | 55336 S & D CARWASH MANAGEMENT, LLC | C |
| 01 | 00037904 | 106.99 | 08/11/21 | 769715 SAM'S CLUB BUSINESS PAYMENTS | C |
| 01 | 00037905 | 718.47 | 08/11/21 | 802087 SNOWVILLE WATERWORKS INC | C |
| 01 | 00037906 | 116,599.21 | 08/11/21 | 102558 UTAH DEPARTMENT OF HEALTH | C |
| 01 | 00037907 | 176.75 | 08/11/21 | 941217 WILLARD CITY CORP | C |
| 01 | 00037908 | 72.38 | 08/11/21 | 941620 ALISON WILLIAMS | C |
| 01 | 00037909 | 2,564.50 | 08/11/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 01 | 00037910 | 642.00 | 08/11/21 | 110672 ANCORA PUBLISHING | C |
| 01 | 00037911 | 1,989.00 | 08/11/21 | 106497 APPLE STORE | C |
| 01 | 00037912 | 37,975.00 | 08/11/21 | 42986 GAGGLE.NET, INC | C |
| 01 | 00037913 | 4,032.72 | 08/11/21 | 386370 HYKO SUPPLY CO | C |
| 01 | 00037914 | 3,000.20 | 08/11/21 | 50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC | C |
| 01 | 00037915 | 1,498.68 | 08/11/21 | 1791 INTERSTATE ALL BATTERIES CENTER | C |
| 01 | 00037916 | 2,586.90 | 08/11/21 | 455120 JACKS TIRE & OIL INC | C |
| 01 | 00037917 | 569.00 | 08/11/21 | 545971 MARC / MID AMERICAN RESEARCH | C |
| 01 | 00037918 | 64,709.84 | 08/11/21 | 586159 MOUNTAIN STATE TEXTBOOK DEP | C |
| 01 | 00037919 | 4,264.38 | 08/11/21 | 633340 OFFICE DEPOT | C |
| 01 | 00037920 | 180.00 | 08/11/21 | 35955 PROMO PLUS | C |
| 01 | 00037921 | 7,093.92 | 08/11/21 | 109721 RMT EQUIPMENT | C |
| 01 | 00037922 | 450.00 | 08/11/21 | 799841 SMITH DETROIT DIESEL INC | C |
| 01 | 00037923 | 922.81 | 08/11/21 | 157371 STAPLES | C |
| 01 | 00037924 | 750.00 | 08/11/21 | 100652 TARBETS CONCRETE CUTTING INC | C |
| 01 | 00037925 | 724.50 | 08/11/21 | 111788 THE LIFEGUARD STORE | C |
| 01 | 00037926 | 44.95 | 08/11/21 | 866716 UTAH CORRECTIONAL INDUSTRIES | C |
| 01 | 00037927 | 200.09 | 08/11/21 | 109355 VOYAGER SOPRIS LEARNING | C |
| 01 | 00037928 | 42.80 | 08/19/21 | 1 BECKY JENSEN | C |
| 01 | 00037929 | 94.30 | 08/19/21 | 1 CHERYL BENNETT | C |
| 01 | 00037930 | 1.75 | 08/19/21 | 1 CHRISTOPHER KNUDSEN | C |
| 01 | 00037931 | 85.10 | 08/19/21 | 1 JAMIE BYWATER | C |
| 01 | 00037932 | 59.70 | 08/19/21 | 1 JENNIFER STEPP | C |
| 01 | 00037933 | 170.20 | 08/19/21 | 1 JULIE BARNES | C |
| 01 | 00037934 | 49.05 | 08/19/21 | 1 KIM CHRISTENSEN | C |
| 01 | 00037935 | 227.40 | 08/19/21 | 1 KORINA LEE | C |
| 01 | 00037936 | 72.70 | 08/19/21 | 1 LEISA MARSHALL | C |
| 01 | 00037937 | 100.00 | 08/19/21 | 1 LISA TOONE | C |
| 01 | 00037938 | 192.58 | 08/19/21 | 1 MARCELINA ROMERO | C |
| 01 | 00037939 | 1,122.30 | 08/19/21 | 1 MICHELLE FALDMO | C |
| 01 | 00037940 | 15.85 | 08/19/21 | 1 RAIGON HOYT | C |
| 01 | 00037941 | 101.60 | 08/19/21 | 1 ROBERT RODEFFER | C |
| 01 | 00037942 | 425.32 | 08/19/21 | 6617 ACME WATER CO | C |
| 01 | 00037943 | 409.50 | 08/19/21 | 14010 AED EVERYWHERE | C |
| 01 | 00037944 | 112.00 | 08/19/21 | 36784 AMERICAN RED CROSS | C |
| 01 | 00037945 | 17.00 | 08/19/21 | 104242 BIZWEAR INC | C |
| 01 | 00037946 | 12,079.55 | 08/19/21 | 102017 DAVIS SCHOOL DISTRICT | C |
| 01 | 00037947 | 26,800.00 | 08/19/21 | 32638 EDGENUITY INC | C |
| 01 | 00037948 | 2,226.00 | 08/19/21 | 110446 EMPLOYER ADVOCATES LLC | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
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| 01 | 00037949 | 157.50 | 08/19/21 | 57126 JODI WILDING | C |
| 01 | 00037950 | 89.85 | 08/19/21 | 6360 JEREMY JOHNSON | C |
| 01 | 00037951 | 24.48 | 08/19/21 | 36838 JOHN KREY | C |
| 01 | 00037952 | 2,404.00 | 08/19/21 | 26000 LEAR & LEAR LAW OFFICE, LLP | C |
| 01 | 00037953 | 7,501.31 | 08/19/21 | 3050 OBSERVERTAB, LLC | C |
| 01 | 00037954 | 89.98 | 08/19/21 | 34576 RHONDA PACE | C |
| 01 | 00037955 | 655.91 | 08/19/21 | 52400 PARADISE FIRE PROTECTION | C |
| 01 | 00037956 | 492.12 | 08/19/21 | 104992 PRINT SHOP | C |
| 01 | 00037957 | 360.00 | 08/19/21 | 106641 PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC | C |
| 01 | 00037958 | 18,315.75 | 08/19/21 | 892645 ROCKY MOUNTAIN POWER | C |
| 01 | 00037959 | 2,096.03 | 08/19/21 | 25976 SHERWIN-WILLIAMS | C |
| 01 | 00037960 | 3,438.96 | 08/19/21 | 981 TARO COMMUNICATION SITES LLC | C |
| 01 | 00037961 | 157.50 | 08/19/21 | 109917 LYNETTE TERVORT | C |
| 01 | 00037962 | 1,125.35 | 08/19/21 | 111383 CONNIE TOONE | C |
| 01 | 00037963 | 4,124.03 | 08/19/21 | 852617 TREMONTON CITY CORP | C |
| 01 | 00037964 | 16,732.17 | 08/19/21 | 102558 UTAH DEPARTMENT OF HEALTH | C |
| 01 | 00037965 | 7,531.00 | 08/19/21 | 999016 UTAH RETIREMENT SYSTEMS | C |
| 01 | 00037966 | 1,100.00 | 08/19/21 | 109816 UTAH SAFETY COUNCIL | C |
| 01 | 00037967 | 18,401.42 | 08/19/21 | 34622 UTAH STATE BOARD OF EDUCATION / USBE | C |
| 01 | 00037968 | 12,833.19 | 08/19/21 | 892916 DGO FUEL NETWORK TEAM | C |
| 01 | 00037969 | 8,894.74 | 08/19/21 | 42846 VERACITY NETWORKS, LLC | C |
| 01 | 00037970 | 4,704.30 | 08/19/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 01 | 00037971 | 1,197.87 | 08/19/21 | 110672 ANCORA PUBLISHING | C |
| 01 | 00037972 | 576,985.00 | 08/19/21 | 113116 BRYSON SALES & SERVICE | C |
| 01 | 00037973 | 3,500.00 | 08/19/21 | 1945 EMA / EDUCATIONAL MANAGEMENT ASSOC INC | C |
| 01 | 00037974 | 479.56 | 08/19/21 | 386370 HYKO SUPPLY CO | C |
| 01 | 00037975 | 208.25 | 08/19/21 | 100522 INTERMOUNTAIN FARMERS ASSOC / IFA | C |
| 01 | 00037976 | 912.20 | 08/19/21 | 50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC | C |
| 01 | 00037977 | 1,254.54 | 08/19/21 | 901150 IMT COMPANIES LLC | C |
| 01 | 00037978 | 424.00 | 08/19/21 | 111727 LAVENDER HILL PRESS | C |
| 01 | 00037979 | 1,626.41 | 08/19/21 | 55476 MICKENZIE MILSAP | C |
| 01 | 00037980 | 4,699.00 | 08/19/21 | 108828 MORETON & COMPANY INC | C |
| 01 | 00037981 | 2,086.92 | 08/19/21 | 586159 MOUNTAIN STATE TEXTBOOK DEP | C |
| 01 | 00037982 | 346.00 | 08/19/21 | 105708 NICKYS FOLDERS/ROCHESTER 100 | C |
| 01 | 00037983 | 2,952.67 | 08/19/21 | 633340 OFFICE DEPOT | C |
| 01 | 00037984 | 589.84 | 08/19/21 | 714550 POSITIVE PROMOTIONS | C |
| 01 | 00037985 | 180.00 | 08/19/21 | 35955 PROMO PLUS | C |
| 01 | 00037986 | 2,614.59 | 08/19/21 | 157371 STAPLES | C |
| 01 | 00037987 | 490.00 | 08/19/21 | 19488 T SHIRT CHOP SHOP | C |
| 01 | 00037988 | 539.75 | 08/19/21 | 111788 THE LIFEGUARD STORE | C |
| 01 | 00037989 | 22,421.50 | 08/19/21 | 109355 VOYAGER SOPRIS LEARNING | C |
| 01 | 00037990 | 74,098.00 | 08/19/21 | 110040 WALL 2 WALL | C |
| 01 | 00037991 | 394.48 | 08/19/21 | 109804 WARD'S NATURAL SCIENCE | C |
| 01 | 00037992 | 81.65 | 08/26/21 | 1 CHRISI THOMPSON | C |
| 01 | 00037993 | 117.20 | 08/26/21 | 1 HEIDI BROWN | C |
| 01 | 00037994 | 113.40 | 08/26/21 | 1 NICOLE NAWYN | C |
| 01 | 00037995 | 128.80 | 08/26/21 | 1 PATRICIA NORRIS | C |
| 01 | 00037996 | 71.95 | 08/26/21 | 1 PRECIOUS GUY | C |
| 01 | 00037997 | 97.70 | 08/26/21 | 1 SARAH HAMER | C |
| 01 | 00037998 | 131.60 | 08/26/21 | 1 SHARON NICHOLAS | C |
| 01 | 00037999 | 516.10 | 08/26/21 | 1 SHELECE MASON | C |
| 01 | 00038000 | 139.95 | 08/26/21 | 1 STACIE ISAACSON | C |
| 01 | 00038001 | 49.25 | 08/26/21 | 1 STEPHANIE WALLIS | C |
| 01 | 00038002 | 87.99 | 08/26/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 01 | 00038003 | 1,291.17 | 08/26/21 | 57347 ANDERSON MONOGRAMS | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
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| 01 | 00038004 | 148.80 | 08/26/21 | 106895 BADGER SCREEN PRINTING CO | C |
| 01 | 00038005 | 1,150.00 | 08/26/21 | 85556 BEAR RIVER HEALTH DEPARTMENT | C |
| 01 | 00038006 | 2,585.70 | 08/26/21 | 18180 LINDA BOURN | C |
| 01 | 00038007 | 106,440.20 | 08/26/21 | 108217 BRIGHAM CITY CORPORATION | C |
| 01 | 00038008 | 2,770.25 | 08/26/21 | 3271 CANON SOLUTIONS AMERICA | C |
| 01 | 00038009 | 1,768.81 | 08/26/21 | 890740 CENTURYLINK | C |
| 01 | 00038010 | 621.72 | 08/26/21 | 890740 CENTURYLINK LONG DISTANCE | C |
| 01 | 00038011 | 146.00 | 08/26/21 | 44911 JED CRANER | C |
| 01 | 00038012 | 867.30 | 08/26/21 | 164255 CUMMINS ROCKY MOUNTAIN LLC | C |
| 01 | 00038013 | 5,714.95 | 08/26/21 | 102017 DAVIS SCHOOL DISTRICT | C |
| 01 | 00038014 | 1,320.00 | 08/26/21 | 56197 DENTONS DURHAM JONES PINEGAR PC | C |
| 01 | 00038015 | 2,806.07 | 08/26/21 | 49026 IVY LANE PEDATRICS | C |
| 01 | 00038016 | 5,842.87 | 08/26/21 | 100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN | C |
| 01 | 00038017 | 2,185.82 | 08/26/21 | 110561 MAXIM HEALTHCARE SERVICES INC | C |
| 01 | 00038018 | 2,833.81 | 08/26/21 | 111273 NUCO2 LLC | C |
| 01 | 00038019 | 701.50 | 08/26/21 | 53392 JESSICA NYE | C |
| 01 | 00038020 | 1,642.02 | 08/26/21 | 937851 PRAXAIR DISTRIBUTION INC | C |
| 01 | 00038021 | 1,938.00 | 08/26/21 | 10731 SMITH'S CUSTOMER CHARGES | C |
| 01 | 00038022 | 90,700.00 | 08/26/21 | 53074 TECHSMART, INC | C |
| 01 | 00038023 | 371.42 | 08/26/21 | 25836 KRIS THOMPSON | C |
| 01 | 00038024 | 950.00 | 08/26/21 | 892918 USBA / UTAH SCHOOL BOARDS ASSN | C |
| 01 | 00038025 | 34,896.80 | 08/26/21 | 891181 LB 410027 | C |
| 01 | 00038026 | 97.50 | 08/26/21 | 891185 UTAH TAXPAYERS ASSOC | C |
| 01 | 00038027 | 7,826.78 | 08/26/21 | 24580 VERIZON WIRELESS | C |
| 01 | 00038028 | 8,417.67 | 08/26/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 01 | 00038029 | 144.53 | 08/26/21 | 48755 ECRI -EXEMPLARY CENTER FOR READING INST. | C |
| 01 | 00038030 | 900.00 | 08/26/21 | 107027 HOUGHTON MIFFLIN HARCOURT | C |
| 01 | 00038031 | 15,705.86 | 08/26/21 | 386370 HYKO SUPPLY CO | C |
| 01 | 00038032 | 208.25 | 08/26/21 | 100522 INTERMOUNTAIN FARMERS ASSOC / IFA | C |
| 01 | 00038033 | 1,368.30 | 08/26/21 | 50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC | C |
| 01 | 00038034 | 2,250.00 | 08/26/21 | 25810 INSTRUCTURE, INC. | C |
| 01 | 00038035 | 14,820.00 | 08/26/21 | 37010 MANDARIN MATRIX INC | C |
| 01 | 00038036 | 6,609.61 | 08/26/21 | 586159 MOUNTAIN STATE TEXTBOOK DEP | C |
| 01 | 00038037 | 16,489.00 | 08/26/21 | 56855 MYSTERY SCIENCE INC. | C |
| 01 | 00038038 | 1,028.00 | 08/26/21 | 105708 NICKYS FOLDERS/ROCHESTER 100 | C |
| 01 | 00038039 | 10,982.92 | 08/26/21 | 633340 OFFICE DEPOT | C |
| 01 | 00038040 | 333,418.00 | 08/26/21 | 110840 RUSH TRUCK CENTER OF UTAH | C |
| 01 | 00038041 | 503.37 | 08/26/21 | 110873 SOLUTION TREE | C |
| 01 | 00038042 | 3,128.50 | 08/26/21 | 157371 STAPLES | C |
| 01 | 00038043 | 3,789.80 | 08/26/21 | 861085 TV SPECIALISTS INC | C |
| 01 | 00038044 | 24,231.90 | 08/26/21 | 310 VIRCO INC | C |
| 01 | 00038045 | 27,298.50 | 08/26/21 | 109355 VOYAGER SOPRIS LEARNING | C |
| 01 | 00038046 | 3,350.00 | 08/26/21 | 41068 ZOH0 CORPORATION | C |
| 01 | 00038047 | 1,247.07 | 08/27/21 | 999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE | C |
| 01 | 00038048 | 4,727.73 | 08/27/21 | 999014 AMERICAN FAMILY LIFE COMP | C |
| 01 | 00038049 | 70.00 | 08/27/21 | 999027 B E SCHOOL BOARD FUND | C |
| 01 | 00038050 | 764.32 | 08/27/21 | 999024 BOSTON MUTUAL LIFE INS CO - W | C |
| 01 | 00038051 | 8,196.83 | 08/27/21 | 999021 BOX ELDER CREDIT UNION | C |
| 01 | 00038052 | 526.00 | 08/27/21 | 999055 BOX ELDER FOUNDATION | C |
| 01 | 00038053 | 2,136.00 | 08/27/21 | 999033 BUREAU CHILD SUPPORT SERV | C |
| 01 | 00038054 | 29,763.36 | 08/27/21 | 999077 DENTAL SELECT | C |
| 01 | 00038055 | 497.89 | 08/27/21 | 999019 EDUCATORS MUTUAL | C |
| 01 | 00038056 | 526.69 | 08/27/21 | 999131 EDWIN B PARRY ATTORNEY | C |
| 01 | 00038057 | 69.12 | 08/27/21 | 999017 GLOBE LIFE INSURANCE CO | C |
| 01 | 00038058 | 19,957.25 | 08/27/21 | 999035 HORACE MANN INSURANCE COMPANY | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|-------------------------|----------|---------------------|----------|---|------|
| 01 | 00038059 | 451.00 | 08/27/21 | 51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT | C |
| 01 | 00038060 | 752.82 | 08/27/21 | 5851 JOHNSON MARK ATTORNEYS LLC | C |
| 01 | 00038061 | 252.55 | 08/27/21 | 999111 MEADE RECOVERY SERVICES LLC | C |
| 01 | 00038062 | 8,075.00 | 08/27/21 | 999084 NATIONAL BENEFITS SERVICES LLC | C |
| 01 | 00038063 | 3,420.83 | 08/27/21 | 999008 OPTICARE | C |
| 01 | 00038064 | 733,807.10 | 08/27/21 | 999079 PUBLIC EMPLOYEES HEALTH P | C |
| 01 | 00038065 | 1,769.50 | 08/27/21 | 999032 PRE-PAID LEGAL SERVICES | C |
| 01 | 00038066 | 19,758.06 | 08/27/21 | 999018 THE HARTFORD | C |
| 01 | 00038067 | 440.00 | 08/27/21 | 999012 UESP | C |
| 01 | 00038068 | 13,994.73 | 08/27/21 | 999007 UTAH EDUCATION ASSOCIATION | C |
| 01 | 00038069 | 217,315.78 | 08/27/21 | 999003 UTAH STATE TAX COMMISSION | C |
| 01 | 05081021 | 97,387.04 | 08/10/21 | 888540 US BANK | M |
| 01 | 07083121 | 135,511.51 | 08/27/21 | 999070 HEALTH EQUITY INC | M |
| 01 | 08083121 | 1,358,083.18 | 08/27/21 | 999005 UTAH STATE RETIREMENT FUND | M |
| 01 | 09080221 | 1,052.80 | 08/27/21 | 999140 BANK OF UTAH | M |
| 01 | 09082021 | 115,368.67 | 08/27/21 | 999140 BANK OF UTAH | M |
| 01 | 09083121 | 1,030,116.22 | 08/27/21 | 999140 BANK OF UTAH | M |
| Total Bank No 01 | | 5,988,246.86 | | | |
| 02 | 00100897 | 2,000.00 | 08/05/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 02 | 00100898 | 1,500.00 | 08/05/21 | 100471 WEBER STATE UNIVERSITY | C |
| 02 | 00100899 | 557.20 | 08/11/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 02 | 00100900 | 3,000.00 | 08/11/21 | 804830 SOUTHERN UTAH UNIVERSITY | C |
| 02 | 00100901 | 640.54 | 08/19/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 02 | 00100902 | 1,000.00 | 08/19/21 | 109542 UTAH EDUCATION POLICY CENTER | C |
| 02 | 00100902 | -1,000.00 | 08/19/21 | 109542 UTAH EDUCATION POLICY CENTER | CV |
| 02 | 00100903 | 1,000.00 | 08/19/21 | 891181 UTAH STATE UNIVERSITY | C |
| 02 | 00100904 | 1,000.00 | 08/19/21 | 891181 UTAH STATE UNIVERSITY | C |
| 02 | 00100905 | 1,000.00 | 08/19/21 | 109542 UNIVERISTY OF UTAH | C |
| 02 | 00100906 | 60.00 | 08/26/21 | 347560 ALICE C HARRIS INTERM SCH | C |
| 02 | 00100907 | 10,000.00 | 08/26/21 | 104338 BOX ELDER HIGH SCHOOL | C |
| 02 | 00100908 | 1,000.00 | 08/26/21 | 85559 CENTURY ELEMENTARY | C |
| 02 | 00100909 | 582.00 | 08/26/21 | 56936 ESTES INDUSTRIES, LLC | C |
| 02 | 00100910 | 1,000.00 | 08/26/21 | 512588 LAKE VIEW SCHOOL | C |
| 02 | 00100911 | 232.85 | 08/26/21 | 699420 PERMA BOUND BOOKS | C |
| 02 | 00100912 | 1,000.00 | 08/26/21 | 804830 SOUTHERN UTAH UNIVERSITY | C |
| 02 | 00100913 | 1,000.00 | 08/26/21 | 804830 SOUTHERN UTAH UNIVERSITY | C |
| 02 | 00100914 | 4,654.03 | 08/26/21 | 891181 UTAH STATE UNIVERSITY/BRIGHAM CAMPUS | C |
| Total Bank No 02 | | 30,226.62 | | | |
| 07 | 77082621 | 20,202.70 | 08/23/21 | 102931 ZIONS BANK NATIONAL BANK | M |
| Total Bank No 07 | | 20,202.70 | | | |
| 11 | 01103247 | 49.00 | 08/05/21 | 104132 BEAZER LOCK & KEY | A |
| 11 | 01103248 | 5,179.90 | 08/05/21 | 101520 BELL JANITORIAL | A |
| 11 | 01103249 | 313.16 | 08/05/21 | 106437 CARSON ELEVATOR CO INC | A |
| 11 | 01103250 | 17,844.82 | 08/05/21 | 53473 CHARLIE'S PRODUCE | A |
| 11 | 01103251 | 1,539.55 | 08/05/21 | 728870 DOMINION ENERGY UTAH | A |
| 11 | 01103252 | 1,376.90 | 08/05/21 | 322776 GRAINGERS INC | A |
| 11 | 01103253 | 7,270.69 | 08/05/21 | 35718 O C TANNER RECOGNITION COMPANY | A |
| 11 | 01103254 | 531.71 | 08/05/21 | 100590 WAXIE SANITARY SUPPLY | A |
| 11 | 01103255 | 30,000.00 | 08/11/21 | 109023 ARBITERPAY TRUST ACCOUNT | A |
| 11 | 01103256 | 751.67 | 08/11/21 | 101520 BELL JANITORIAL | A |
| 11 | 01103257 | 1,204.08 | 08/11/21 | 102177 BRADY INDUSTRIES LLC | A |
| 11 | 01103258 | 1,397.03 | 08/11/21 | 728870 DOMINION ENERGY UTAH | A |
| 11 | 01103259 | 500,419.65 | 08/11/21 | 107656 DWA CONSTRUCTION INC | A |
| 11 | 01103260 | 54.40 | 08/11/21 | 27243 KELLY SERVICES INC | A |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|-------------------------|----------|-------------------|----------|------------------------------------|------|
| 11 | 01103261 | 328.56 | 08/11/21 | 100590 WAXIE SANITARY SUPPLY | A |
| 11 | 01103262 | 3,604.91 | 08/19/21 | 101520 BELL JANITORIAL | A |
| 11 | 01103263 | 1,746.75 | 08/19/21 | 134250 CEM SALES & SERVICE | A |
| 11 | 01103264 | 3,033.42 | 08/19/21 | 728870 DOMINION ENERGY UTAH | A |
| 11 | 01103265 | 15,002.27 | 08/19/21 | 107656 DWA CONSTRUCTION INC | A |
| 11 | 01103266 | 352.52 | 08/19/21 | 322776 GRAINGERS INC | A |
| 11 | 01103267 | 30.00 | 08/19/21 | 111750 MARCI HATCH | A |
| 11 | 01103268 | 100.00 | 08/19/21 | 52493 ROBERT KENNER | A |
| 11 | 01103269 | 95.95 | 08/19/21 | 16934 SANNA NELSON | A |
| 11 | 01103270 | 4,152.00 | 08/19/21 | 100866 VALCOM | A |
| 11 | 01103271 | 175.86 | 08/19/21 | 100590 WAXIE SANITARY SUPPLY | A |
| 11 | 01103272 | 35,000.00 | 08/26/21 | 109024 ARBITERPAY TRUST ACCOUNT | A |
| 11 | 01103273 | 1,770.11 | 08/26/21 | 101520 BELL JANITORIAL | A |
| 11 | 01103274 | 36,619.26 | 08/26/21 | 105301 CACHE VALLEY ELECTRIC INC | A |
| 11 | 01103275 | 486.00 | 08/26/21 | 100325 CDW GOVERNMENT INC | A |
| 11 | 01103276 | 2,645.68 | 08/26/21 | 107656 DWA CONSTRUCTION INC | A |
| 11 | 01103277 | 30.00 | 08/26/21 | 108590 CINDY GIBBS | A |
| 11 | 01103278 | 464.41 | 08/26/21 | 322776 GRAINGERS INC | A |
| 11 | 01103279 | 110,964.60 | 08/26/21 | 53201 ILLUMINATE EDUCATION, INC. | A |
| 11 | 01103280 | 128,043.90 | 08/26/21 | 32816 KLEO INC / CLASS WALLET | A |
| 11 | 01103281 | 43.00 | 08/26/21 | 47686 TNT ENGRAVING | A |
| 11 | 01103282 | 80.27 | 08/26/21 | 100866 VALCOM | A |
| 11 | 01103283 | 18.29 | 08/26/21 | 100590 WAXIE SANITARY SUPPLY | A |
| Total Bank No 11 | | 912,720.32 | | | |
| 20 | 10400469 | 30.00 | 08/23/21 | 57312 HANSEN, LAVAR | C |
| Total Bank No 20 | | 30.00 | | | |
| 22 | 13200625 | 64.19 | 08/27/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| Total Bank No 22 | | 64.19 | | | |
| 23 | 13400637 | 24.95 | 08/13/21 | 164108 CULLIGAN WATER CONDITIONING | C |
| Total Bank No 23 | | 24.95 | | | |
| 24 | 13600971 | 1,216.44 | 08/19/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| Total Bank No 24 | | 1,216.44 | | | |
| 25 | 15000688 | 129.50 | 08/23/21 | 830461 TACO TIME/BRIGHAM | C |
| Total Bank No 25 | | 129.50 | | | |
| 28 | 16701071 | 100.00 | 08/16/21 | 1 JEANETTE ATKINSON | C |
| 28 | 16701072 | 390.89 | 08/16/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 28 | 16701073 | 229.61 | 08/16/21 | 833 ELAN PUBLISHING COMPANY INC | C |
| 28 | 16701074 | 69.98 | 08/16/21 | 489240 KENTS MARKET PL/TREMONTON | C |
| Total Bank No 28 | | 790.48 | | | |
| 31 | 18800331 | 103.95 | 08/27/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 31 | 18800332 | 79.80 | 08/27/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| Total Bank No 31 | | 183.75 | | | |
| 32 | 20000254 | 235.09 | 08/12/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 32 | 20000255 | 159.98 | 08/12/21 | 19178 CHEAPERTHANSHIRT | C |
| Total Bank No 32 | | 395.07 | | | |
| 33 | 30402557 | 17.99 | 08/04/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 33 | 30402558 | 1,626.41 | 08/04/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 33 | 30402559 | 350.00 | 08/04/21 | 56901 MITZI ELLIOTT | C |
| 33 | 30402560 | 44.88 | 08/04/21 | 327480 GREER'S HARDWARE | C |
| 33 | 30402561 | 228.16 | 08/04/21 | 157371 STAPLES | C |
| 33 | 30402562 | 353.00 | 08/04/21 | 57061 GEOLOGY UNFOLDED L.L.C. | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|-------------------------|----------|------------------|----------|---|------|
| 33 | 30402563 | 301.38 | 08/16/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 33 | 30402564 | 250.00 | 08/16/21 | 33200 SCHOOL CHECK IN | C |
| 33 | 30402565 | 184.30 | 08/30/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 33 | 30402566 | 719.00 | 08/30/21 | 158220 COVER UP | C |
| Total Bank No 33 | | 4,075.12 | | | |
| 34 | 30802961 | 339.98 | 08/04/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 34 | 30802962 | 9,153.00 | 08/04/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 34 | 30802963 | 1,232.50 | 08/04/21 | 111171 LAGOON CORPORATION | C |
| 34 | 30802964 | 154.08 | 08/04/21 | 5908 WALMART COMMUNITY | C |
| 34 | 30802965 | 271.95 | 08/17/21 | 37354 ATTAINMENT COMPANY INC | C |
| 34 | 30802966 | 2,138.25 | 08/17/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 34 | 30802967 | 3,818.10 | 08/17/21 | 37087 COASTAL ENTERPRISES | C |
| 34 | 30802968 | 611.25 | 08/17/21 | 4812 IDLE ISLE CAFE | C |
| 34 | 30802969 | 226.50 | 08/17/21 | 830461 TACO TIME/BRIGHAM | C |
| 34 | 30802970 | 741.29 | 08/17/21 | 109463 WOODWIND AND BRASSWIND | C |
| 34 | 30802971 | 100.00 | 08/20/21 | 1 CELESTE WARD | C |
| 34 | 30802972 | 8.00 | 08/20/21 | 1 MORGAN JONES | C |
| 34 | 30802973 | 163.68 | 08/20/21 | 33430 LEADING EDGE LAMINATING | C |
| 34 | 30802974 | 98.97 | 08/20/21 | 4960 OLD GRIST MILL BREAD | C |
| 34 | 30802975 | 15.00 | 08/20/21 | 830461 TACO TIME/BRIGHAM | C |
| 34 | 30802976 | 325.73 | 08/31/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 34 | 30802977 | 694.50 | 08/31/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 34 | 30802978 | 726.18 | 08/31/21 | 111635 BRIDGERLAND BAND INSTRUMENT REPAIR | C |
| 34 | 30802979 | 163.68 | 08/31/21 | 33430 LEADING EDGE LAMINATING | C |
| 34 | 30802980 | 264.04 | 08/31/21 | 5908 WALMART COMMUNITY | C |
| Total Bank No 34 | | 21,246.68 | | | |
| 35 | 40402636 | 9.99 | 08/10/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 35 | 40402637 | 817.22 | 08/10/21 | 103604 SCHOLASTIC MAGAZINES | C |
| 35 | 40402638 | 511.10 | 08/12/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 35 | 40402638 | -511.10 | 08/12/21 | 104321 BOX ELDER SCHOOL DISTRICT | CV |
| 35 | 40402639 | 511.10 | 08/12/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 35 | 40402640 | 448.13 | 08/24/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 35 | 40402641 | 596.00 | 08/24/21 | 4618 COLEMAN KNITTING MILL | C |
| 35 | 40402642 | 1,460.00 | 08/24/21 | 48615 CONSONUS MUSIC INSTITUTE, LLC | C |
| 35 | 40402643 | 23.94 | 08/24/21 | 8443 THOMAS JAMES MORRELL | C |
| Total Bank No 35 | | 3,866.38 | | | |
| 36 | 40803568 | 15.00 | 08/06/21 | 1 ANNA OLSEN | C |
| 36 | 40803569 | 15.00 | 08/06/21 | 1 CELESTE WARD | C |
| 36 | 40803570 | 15.00 | 08/06/21 | 1 JENNIFER DAILY | C |
| 36 | 40803571 | 30.00 | 08/06/21 | 1 KRISTEN ASHCROFT | C |
| 36 | 40803572 | 15.00 | 08/06/21 | 1 MEGAN MECHAM | C |
| 36 | 40803573 | 15.00 | 08/06/21 | 1 SHEILA FISHER | C |
| 36 | 40803574 | 38.71 | 08/06/21 | 112046 ACE HARDWARE - BRIGHAM | C |
| 36 | 40803575 | 320.00 | 08/06/21 | 106202 JOHN FINDLAY | C |
| 36 | 40803576 | 63.00 | 08/06/21 | 4812 IDLE ISLE CAFE | C |
| 36 | 40803577 | 96.19 | 08/06/21 | 51063 SHRED IT STERICYCLE, INC | C |
| 36 | 40803578 | 30.91 | 08/06/21 | 810361 STANDARD PLUMBING SUPPLY | C |
| 36 | 40803579 | 58.56 | 08/06/21 | 5908 WALMART COMMUNITY | C |
| 36 | 40803580 | 113.00 | 08/24/21 | 1 RICHARD DWAILLEBEE | C |
| 36 | 40803581 | 113.00 | 08/24/21 | 1 RINI QUINLAN | C |
| 36 | 40803582 | 3.00 | 08/24/21 | 1 TASHA HOWARD | C |
| 36 | 40803583 | 799.48 | 08/24/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 36 | 40803584 | 6,000.00 | 08/24/21 | 110241 ANVIL CABINET & MILL | C |
| 36 | 40803585 | 1,140.71 | 08/24/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|-------------------------|----------|------------------|----------|--|------|
| 36 | 40803586 | 3,629.77 | 08/24/21 | 19178 CHEAPER THAN SHIRT | C |
| 36 | 40803587 | 8.95 | 08/24/21 | 109248 J W PEPPER MUSIC | C |
| 36 | 40803588 | 593.32 | 08/24/21 | 543168 MADDOX RANCH HOUSE | C |
| 36 | 40803589 | 23.20 | 08/24/21 | 108663 SCHOOL OUTFITTERS | C |
| 36 | 40803590 | 126.36 | 08/24/21 | 19879 SHEET MUSIC PLUS | C |
| 36 | 40803591 | 83.54 | 08/24/21 | 7170 THE PIE DUMP | C |
| 36 | 40803592 | 195.00 | 08/24/21 | 42579 VALLEY VIEW GRANITE | C |
| Total Bank No 36 | | 13,541.70 | | | |
| 37 | 70411202 | 9,933.00 | 08/02/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 37 | 70411203 | 100.00 | 08/05/21 | 49697 TARENA AVERY | C |
| 37 | 70411204 | 366.20 | 08/05/21 | 106895 BADGER SCREEN PRINTING CO | C |
| 37 | 70411205 | 280.60 | 08/05/21 | 1910 BEAR RIVER VALLEY HOSPITAL | C |
| 37 | 70411206 | 78.40 | 08/05/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 37 | 70411207 | 112.00 | 08/05/21 | 107994 CERTIFIED SHRED | C |
| 37 | 70411208 | 863.50 | 08/05/21 | 158220 COVER UP | C |
| 37 | 70411209 | 138.87 | 08/05/21 | 327480 GREER'S HARDWARE | C |
| 37 | 70411210 | 150.00 | 08/05/21 | 52892 LG DESIGN & PHOTOGRAPHY | C |
| 37 | 70411211 | 475.58 | 08/05/21 | 111030 LOWE'S | C |
| 37 | 70411212 | 1,113.27 | 08/05/21 | 769715 SAM'S CLUB BUSINESS PAYMENTS | C |
| 37 | 70411213 | 2,615.10 | 08/05/21 | 48194 SARANONI | C |
| 37 | 70411214 | 35.00 | 08/05/21 | 5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC | C |
| 37 | 70411215 | 428.70 | 08/13/21 | 1724 ACE HARDWARE TREMONTON | C |
| 37 | 70411216 | 1,035.65 | 08/13/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 37 | 70411217 | 268.80 | 08/13/21 | 107102 BEAR RIVER BOWLING CENTER / THE GRILL | C |
| 37 | 70411218 | 7,782.41 | 08/13/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 37 | 70411219 | 17,275.02 | 08/13/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 37 | 70411220 | 128.70 | 08/13/21 | 15725 COSTCO MEMBERSHIP | C |
| 37 | 70411221 | 460.00 | 08/13/21 | 4219 GARRETT'S DUTCH OVEN | C |
| 37 | 70411222 | 200.00 | 08/13/21 | 38644 GREEN CANYON HIGH SCHOOL | C |
| 37 | 70411223 | 100.00 | 08/13/21 | 32093 ELLIE ROSE HADFIELD | C |
| 37 | 70411224 | 458.00 | 08/13/21 | 51764 JONES SHIRTS & SIGNS | C |
| 37 | 70411225 | 900.00 | 08/13/21 | 57185 MARCI LEAVITT | C |
| 37 | 70411226 | 3,047.50 | 08/13/21 | 4910 NATIONAL FFA ORGANIZATION | C |
| 37 | 70411227 | 550.00 | 08/13/21 | 28967 ROBOTICS ED & COMPETITION FOUNDATION | C |
| 37 | 70411228 | 373.63 | 08/13/21 | 103604 SCHOLASTIC EDUCATION | C |
| 37 | 70411229 | 400.00 | 08/13/21 | 33200 SCHOOL CHECK IN | C |
| 37 | 70411230 | 3,000.00 | 08/13/21 | 8303 SKY VIEW HIGH SCHOOL | C |
| 37 | 70411231 | 258.62 | 08/13/21 | 7323 SQUARE ONE PRINTING | C |
| 37 | 70411232 | 62.49 | 08/13/21 | 25674 STUDIO R MEDIA | C |
| 37 | 70411233 | 1,147.18 | 08/13/21 | 16535 VEX ROBOTICS | C |
| 37 | 70411234 | 458.57 | 08/19/21 | 6092 A W MARSHALL CO | C |
| 37 | 70411235 | 596.97 | 08/19/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 37 | 70411236 | 516.75 | 08/19/21 | 1910 BEAR RIVER VALLEY HOSPITAL | C |
| 37 | 70411237 | 80.00 | 08/19/21 | 50105 JENNIFER BJORN | C |
| 37 | 70411238 | 314.74 | 08/19/21 | 31658 BSN SPORTS | C |
| 37 | 70411239 | 2,094.84 | 08/19/21 | 31658 BSN SPORTS, LLC | C |
| 37 | 70411240 | 355.38 | 08/19/21 | 57231 HAMPTON INN & SUITES SPANISH FORK | C |
| 37 | 70411241 | 4,432.70 | 08/19/21 | 489240 KENTS MARKET PL/TREMONTON | C |
| 37 | 70411242 | 100.00 | 08/19/21 | 107871 TED RICHARDS | C |
| 37 | 70411243 | 256.63 | 08/19/21 | 55115 RIVERSIDE CORNER LLC | C |
| 37 | 70411244 | 559.94 | 08/19/21 | 157371 STAPLES | C |
| 37 | 70411245 | 1,929.26 | 08/19/21 | 111790 SUNSTONE POTTERY | C |
| 37 | 70411246 | 140.00 | 08/19/21 | 27383 UTAH RESTAURANT ASSOCIATION | C |
| 37 | 70411247 | 1,432.69 | 08/19/21 | 16535 VEX ROBOTICS | C |

A/P Summary Check Register

FPREG01A

| Bank | Check No | Amount | Date | Vendor | Type |
|-------------------------|----------|-------------------|----------|--|------|
| 37 | 70411248 | 30.00 | 08/27/21 | 1 CHARIE BEAN | C |
| 37 | 70411249 | 772.47 | 08/27/21 | 38032 AMAZON CAPITAL SERVICES INC | C |
| 37 | 70411250 | 1,201.76 | 08/27/21 | 106895 BADGER SCREEN PRINTING CO | C |
| 37 | 70411251 | 800.00 | 08/27/21 | 48852 JAMES BARNES | C |
| 37 | 70411252 | 53.05 | 08/27/21 | 111287 BOWCUTT'S FLOWERS & GIFTS | C |
| 37 | 70411253 | 60.20 | 08/27/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 37 | 70411254 | 1,275.00 | 08/27/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 37 | 70411255 | 800.00 | 08/27/21 | 48860 CHRISTOPHER BROWER | C |
| 37 | 70411256 | 500.00 | 08/27/21 | 12734 CITY OF ST GEORGE | C |
| 37 | 70411257 | 1,378.85 | 08/27/21 | 158220 COVER UP | C |
| 37 | 70411258 | 2,577.43 | 08/27/21 | 4790 HOME DEPOT CREDIT SERVICE | C |
| 37 | 70411259 | 400.00 | 08/27/21 | 57401 LASTING MEMORIES BY MARJEAN | C |
| 37 | 70411260 | 4,210.00 | 08/27/21 | 57398 LET'S DO IT / LET'S PRINT IT | C |
| 37 | 70411261 | 200.00 | 08/27/21 | 48836 BROOKE LYNCH | C |
| 37 | 70411262 | 260.65 | 08/27/21 | 38849 MARATHON PRINTING | C |
| 37 | 70411263 | 1,700.00 | 08/27/21 | 42994 OGDEN CITY CORPORATION | C |
| 37 | 70411264 | 4,321.00 | 08/27/21 | 57088 RAE CROWTHER COMPANY | C |
| 37 | 70411265 | 59.00 | 08/27/21 | 39667 SIGN GYPSIES BOX ELDER | C |
| 37 | 70411266 | 759.97 | 08/27/21 | 7323 SQUARE ONE PRINTING | C |
| 37 | 70411267 | 4,690.00 | 08/27/21 | 830460 TACO TIME/TREMONTON | C |
| 37 | 70411268 | 200.00 | 08/27/21 | 57410 TOP OF UTAH CAMP | C |
| 37 | 70411269 | 4,015.00 | 08/27/21 | 5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC | C |
| 37 | 70411270 | 315.00 | 08/27/21 | 57304 HADLEE WOODWARD | C |
| 37 | 70411271 | 45.00 | 08/27/21 | 109463 WOODWIND AND BRASSWIND | C |
| 37 | 70411272 | 144.00 | 08/31/21 | 1 CORI PERRY | C |
| 37 | 70411273 | 144.00 | 08/31/21 | 1 TRACI MERRITT | C |
| 37 | 70411274 | 1,973.80 | 08/31/21 | 6076 BAND SHOPPE | C |
| 37 | 70411275 | 2,970.80 | 08/31/21 | 11304 CONCORD THEATRICALS CORP | C |
| 37 | 70411276 | 75.25 | 08/31/21 | 158220 COVER UP | C |
| 37 | 70411277 | 1,000.00 | 08/31/21 | 32093 ELLIE ROSE HADFIELD | C |
| 37 | 70411278 | 1,222.94 | 08/31/21 | 51764 JONES SHIRTS & SIGNS | C |
| 37 | 70411279 | 2,365.00 | 08/31/21 | 10804 MUSIC THEATRE INTERNATIONAL | C |
| 37 | 70411280 | 1,200.00 | 08/31/21 | 37591 ONEIGHTY ATHLETICS LLC | C |
| 37 | 70411281 | 25.94 | 08/31/21 | 28967 ROBOTICS ED & COMPETITION FOUNDATION | C |
| 37 | 70411282 | 35.00 | 08/31/21 | 53058 SODA FIXX SODA SHACK | C |
| 37 | 70411283 | 759.64 | 08/31/21 | 157371 STAPLES | C |
| 37 | 70411284 | 200.00 | 08/31/21 | 57428 THE TIMBERED ROSE | C |
| Total Bank No 37 | | 110,147.44 | | | |
| 38 | 70810977 | -1,200.00 | 08/09/21 | 13420 HUDL | CV |
| 38 | 70811023 | 22.25 | 08/05/21 | 112046 ACE HARDWARE - BRIGHAM | C |
| 38 | 70811024 | 13.37 | 08/05/21 | 34711 AIR COMM CORPORATION | C |
| 38 | 70811025 | 416.00 | 08/05/21 | 52922 BOWS BY ALLY | C |
| 38 | 70811026 | 5,762.51 | 08/05/21 | 104321 BOX ELDER SCHOOL DISTRICT | C |
| 38 | 70811027 | 15.00 | 08/05/21 | 16314 HOSA-FUTURE HEALTH PROFESSIONALS | C |
| 38 | 70811028 | 231.80 | 08/05/21 | 4987 PICTURELINE INC | C |
| 38 | 70811029 | 7,254.95 | 08/05/21 | 110975 RIDDELL ALL AMERICAN SPORTS | C |
| 38 | 70811030 | 120.00 | 08/05/21 | 57100 SAMMANTHA TANNER | C |
| 38 | 70811031 | 55.00 | 08/05/21 | 47686 TNT ENGRAVING | C |
| 38 | 70811032 | 189.62 | 08/05/21 | 5347 VS ATHLETICS | C |
| 38 | 70811033 | 32.00 | 08/10/21 | 1 MISTY CURTIS | C |
| 38 | 70811034 | 32.00 | 08/10/21 | 1 SHANNA HALES | C |
| 38 | 70811035 | 32.00 | 08/10/21 | 1 TIFFNEE RICHARDS | C |
| 38 | 70811036 | 430.00 | 08/10/21 | 57169 4WALL ENTERTAINMENT, INC. | C |
| 38 | 70811037 | 798.83 | 08/10/21 | 38032 AMAZON CAPITAL SERVICES INC | C |

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 |
| | | | | 22 | 000100 | -1,200.00 |
| | | | | 22 | 000116 | 13,617.86 |
| | | | | 22 | 000188 | 9,933.00 |
| | | | | 22 | 000190 | 155,383.51 |
| | | | | 22 | 000191 | 7,578.00 |
| | | | | 22 | 000192 | 22,089.18 |
| | | | | 22 | 000193 | 89,955.30 |
| | | | | 22 | 000195 | 3,500.00 |
| | | | | 22 | 000207 | 2,267.44 |
| | | | | 22 | 000212 | 353.00 |
| | | | | 22 | 000214 | 10,879.56 |
| | | | | 22 | 000220 | 6,328.52 |
| | | | | 22 | 000224 | 14,080.50 |
| | | | | 22 | 000231 | 712.37 |
| | | | | 22 | 000239 | 166,341.34 |
| | | | | 22 | 000240 | 68,423.76 |
| | | | | 22 | 000241 | 4,783.62 |
| | | | | 22 | 000242 | 202,852.72 |
| | | | | 22 | 000243 | 500,419.65 |
| | | | | 22 | 000244 | 3,557.20 |
| | | | | 22 | 000247 | 2,086.43 |
| | | | | 22 | 000248 | 827.21 |
| | | | | 22 | 000260 | 117,825.07 |
| | | | | 22 | 000261 | 25,898.52 |
| | | | | 22 | 000262 | 14,192.58 |
| | | | | 22 | 000263 | 696,726.26 |
| | | | | 22 | 000264 | 11,275.46 |
| | | | | 22 | 000265 | 2,640.54 |
| | | | | 22 | 000273 | .00 |
| | | | | 22 | 000274 | 395.07 |
| | | | | 22 | 000276 | 511.10 |
| | | | | 22 | 000278 | 37,876.70 |
| | | | | 22 | 000284 | 24.95 |
| | | | | 22 | 000289 | 790.48 |
| | | | | 22 | 000292 | 551.38 |
| | | | | 22 | 000297 | 7,807.34 |
| | | | | 22 | 000310 | 13,268.47 |
| | | | | 22 | 000312 | 20,965.54 |
| | | | | 22 | 000319 | 1,216.44 |
| | | | | 22 | 000321 | 1,000.00 |
| | | | | 22 | 000324 | 4,175.87 |
| | | | | 22 | 000330 | 532,311.92 |
| | | | | 22 | 000331 | 10,217.31 |
| | | | | 22 | 000332 | 12,961.03 |
| | | | | 22 | 000333 | 441,685.04 |
| | | | | 22 | 000334 | 20,592.70 |
| | | | | 22 | 000335 | 19,528.88 |
| | | | | 22 | 000338 | 13,385.69 |
| | | | | 22 | 000341 | 385.65 |
| | | | | 22 | 000343 | 129.50 |
| | | | | 22 | 000349 | 30.00 |
| | | | | 22 | 000356 | 2,504.13 |
| | | | | 22 | 000358 | 12,829.33 |
| | | | | 22 | 000362 | 23.94 |
| | | | | 22 | 000375 | 97,387.04 |
| | | | | 22 | 000379 | 33,009.97 |
| | | | | 22 | 000386 | 30,624.38 |
| | | | | 22 | 000387 | 3,708,652.01 |
| | | | | 22 | 000394 | 103.95 |
| | | | | 22 | 000396 | 79.80 |
| | | | | 22 | 000399 | 64.19 |
| | | | | 22 | 000403 | 903.30 |
| | | | | 22 | 000414 | 12,116.37 |

For September 8, 2021 Board Meeting

Leaving the District

| <i>Site</i> | <i>Employee</i> | <i>Position</i> | <i>Reason</i> |
|-----------------|------------------|------------------------|---------------|
| District Office | Heather Stone | Psych Intern | Resigned |
| District Office | Jamie Weinstein | Online SpEd Teacher | Resigned |
| BRHS | Shane Nelson | Social Studies Teacher | Resigned |
| Foothill | Li Wang | DLI | Resigned |
| Transportation | Sylvia Collom | Bus Aide | Resigned |
| Foothill | Lea Flinder | Literacy Para | Resigned |
| ACHI | Kassie Manley | Instructional Para | Resigned |
| BEHS | Daniel McDermott | Custodian | Resigned |
| Transportation | Lorica Pilivi | Bus Driver | Resigned |
| ACHI | Terilyn Porritt | Registrar | Resigned |
| ILSC | Gina Warr | Functoinal Para | Resigned |

New Hires

| <i>Site</i> | <i>Employee</i> | <i>Position</i> | <i>Replacing</i> |
|------------------|------------------------------|---------------------|------------------|
| DO | Shannon Ellis | SLT | |
| Century | Connie Hayden | Math Specialist | |
| Three Mile Creek | Rebecca Reeder | 5th Grade Teacher | |
| Lake View | Maria Del Carmen Leal Lamata | DLI Spanish | |
| North Park | Paola Rosa Castella Carrera | DLI Spanish | |
| BEMS | Tyler Robertson | ELL Spanish | |
| Mtn View | Megan Johnson | Kindergarten | |
| Lake View | Florentina Nufrio | DLI Teacher | |
| Garland | Mailee Hershfeldt | 1st Grade Teacher | |
| Discovery | Sandra Taylor | SLP | |
| ACHI | Satacie Anderson | ED Para | |
| Willard | V. Michelle Archer | Head Literacy Para | |
| BEMS | Katelin Beauregard | Receptionist | |
| BEHS | April Blakely | ED Para | |
| Fielding | Shayla cook | Kindergarten Para | |
| BEHS | Monica Glover | Cook | |
| Discovery | Tesla Hancey | Cook | |
| Foothill | Jamie Hislop | Head Literacy Para | |
| BRMS | Robert Lee | Asst Head Custodian | |
| McKinley | Megan Loveless | Media Para | |
| BEHS | Lcay Minert | Theatre Para | |
| Three Mile Creek | Jaime Myers | Cook | |
| BRHS | Brooks Nelson | ISS Aide | |
| BEMS | Valene Nelson | Registrar | |
| Century | Katie Norman | Functional Para | |
| Foothill | JoLynn Packer | Functional Para | |
| Sunrise | Whitlee Roundy | Instructional Para | |
| Lake View | Josh Sepulveda | Custodian | |
| Mtn View | Amanda Siggard | Functional Para | |
| Lake View | Kristen Taylor | Media Para | |
| McKinley | Camilla Walker | Kindergarten Para | |
| BEMS | Kassie Weyand | Accompanist | |
| BEHS | Walker Wise | ED Para | |
| Foothill | Andrew Workman | Custodian | |

PERSONNEL ACTION

| | | | |
|---------|------------------|-------------------|--|
| Willard | Stephanie Worthy | Kindergarten Para | |
| | | | |

Suggestions for Future Board Meetings

October 12, 2021 – (tentative)

- October 1 Enrollment Report – Keith Mecham
- Exemption from Compulsory Attendance (Home School) – Steve Carlsen
- DLI Achievement Data – Jeremy Young
- Sage Accountability – Jeremy Young
- School/District Report Cards – Jeremy Young
- Construction Report – Corey Thompson
- School Land Trust Board Training – Keri Greener
- Policy Review

November 10, 2021 – (tentative)

- Brigham City RDA Update
- Audit Report – Rod Cook
- Policy Review

December 8, 2021 – (tentative)

- New Courses – Gary Allen
- Approval of 2022-23 School District Calendar – Keith Mecham
- Policy Review

January 12, 2022 – (tentative)

- School Fees – Rod Cook
- Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Ethics
- ACT and AP Data
- Policy Review
- Board Committee Assignments

February 9, 2022 – (tentative)

- Approval 2 Year Contract for Superintendent – Keith Mecham
- Legislative Update – Steve Carlsen
- Policy Review
- USBA Conference Report

March 9, 2022 – (tentative)

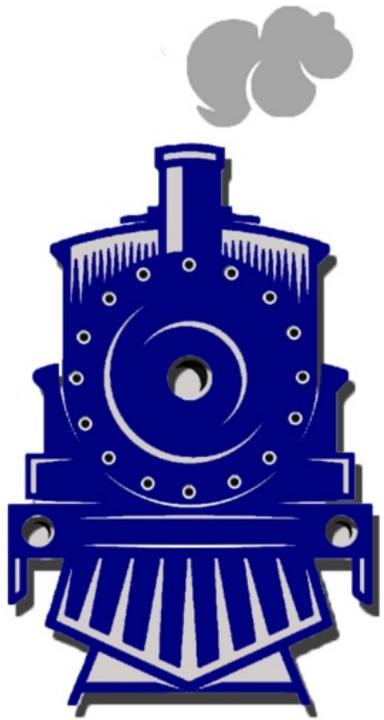
- Negotiations Team Approval – Keith Mecham
- Legislative Update – Steve Carlsen
- Policy Review

April 13, 2022 – (tentative)

- ESP Recognitions
- College and Career Readiness Counseling Program (CCRCP) Approval – Alison Williams
- FY 2023 Capital Improvement Plan – Corey Thompson
- School Lunch Report – Candace Parr
- Energy Report – Mike Clark
- Policy Review
- Board Graduation Assignments

May 11, 2022 – (tentative)

- Retirement Recognitions
- Administrative Association Recognitions
- Approval of School Land Trust Plans – Gary Allen and Keri Greener
- 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

Box Elder School District Board of Education Handbook Table of Contents

| | |
|--|-------------|
| Introduction | Page 2 |
| Authority and Responsibilities of the Board | Page 2 |
| Principles of Board Leadership | Page 2 |
| Making School Board Decisions | Pages 3-4 |
| Holding Closed Meetings | Pages 4-6 |
| Collaborative Relationships: Shared Governance | Page 6 |
| Essentials of a Professional Learning Community | Pages 6-7 |
| Authority of Individual Board Members | Page 7 |
| Nominations and Elections for Board Leadership | Pages 7-8 |
| Board Leadership Responsibilities | Pages 8 |
| New Board Member Orientation | Page 8 |
| Board of Education Code of Conduct | Pages 9 |
| Board Member Commitments and Ethics | Pages 9-11 |
| Disciplining Board Members | Page 11 |
| Policies Governing the Board | Page 12 |
| Guidelines and Parliamentary Motions | Pages 12-13 |
| Simplified Chart of Parliamentary Motions | Pages 13-14 |
| Board Policies Relevant to Board of Education Legal Status, Responsibilities, and Ethics | Pages 14-24 |
| Board Policies Relevant to School Board Meetings | Pages 24-34 |

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.