



BOARD OF EDUCATION  
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

**Wednesday, January 12, 2022**

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

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

**A. Closed Session to Discuss Personnel - 5:30 p.m.**

**1. Evaluation of Superintendent**

Julie Taylor, Board President

**2. Evaluation of Business Administrator**

Steve Carlsen, Superintendent

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

**1. Call to Order**

President Julie Taylor

**2. Reverence**

Wade Hyde, Board Member

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

Julie Taylor, Board President

**4. Recognitions**

Wade Hyde, Board Member

a. Sterling Scholars

b. BEHS Madrigals and Casey Wood

c. Rachel Smith, Bus Driver

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

**D. Public Comment on School Fees - 6:50 p.m.**

**E. Public Comment - 7:00 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 - 7:10 p.m.**

**1. Approval of Superintendent's Contract**

3

**2. Approval of 2022-23 School Fees**

4

Keith Mecham, Assistant Superintendent

**3. Approval of New Courses**

14

Gary Allen, Assistant Superintendent

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

**1. Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Commitments and Ethics**

25

**2. AAPPL Scores, ACT, State Report Cards**

29

Jeremy Young, Director of Assessment

**3. Monthly Financial Report**

66

Rod Cook, Business Administrator

**4. Board Committee Reports**

**5. Covid 19 Update**

74

Steve Carlsen, Superintendent

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

**1. Second Reading**

a. Policy 2001 Fiscal Management Goals

78

b. Policy 2070 Cash Receipts, Expenditures, and Purchasing	81
c. Policy 4077 Course Disclosure Statements - Secondary	85
d. Policy 4103 Grading Policy Grades 8-12	87
e. Policy 5071 Communicable Disease Guidelines for Exclusion of Children from School	89
f. Policy 5075 AIDS, HIV or ARC - Students	92
g. Policy 5260 Student Clubs	97
h. Policy 5294 Student Discipline - Searches	101
i. Policy 5310 Fundraising	103
j. Policy 5312 Non-School and Private Fundraising and Donations	108
k. Policy 6000 Public Records Access and Management	116
<b>I. <u>Board Discussion Items</u> 8:00 p.m.</b>	
1. <b>USBA Conference Report</b>	
2. <b>School Board Member Boundaries</b>	<b>126</b>
Steve Carlsen, Superintendent	
<b>J. <u>Consent Items</u> 8:30 p.m.</b>	
1. <b>Minutes</b>	<b>129</b>
2. <b>Claims</b>	<b>134</b>
3. <b>Personnel</b>	<b>149</b>
<b>K. <u>Suggestions for Future Board Meetings</u> 8:35 p.m.</b>	<b>150</b>
<b>L. <u>Board Handbook</u></b>	<b>153</b>
<b>M. <u>Adjournment</u> 8:40 p.m.</b>	

The next meeting of the Board of Education will be held on Wednesday, February 9, 2022, with a Work Session at 5:30 and a Regular Session at 6:30 p.m., at Sunrise High School, 230 W 200 S, Brigham City, Utah.

## **Recommendation to approve Renewal of two-year contract for Superintendent Carlsen**

Submitted by: Superintendent Carlsen

### **Recommendation:**

It is recommended that the Board of Education approve a two-year renewal on Superintendent Carlsen's contract.

### **Recommended Motion:**

I move that that the Box Elder School Board of Education renew Superintendent Carlsen's two-year contract. The contract is to begin on July 1, 2022 and end on June 30, 2024.

**Background:** In the state of Utah Superintendent contracts cannot be any longer than two years at a time. Following the Superintendent/BESD Board of Education Contract this renewal has to be completed by the February Board Meeting.

**Policy Implications:** Policies 1130, 1140, 1150, 1160, 1170 are all involved in the renewal process.

**Financial Implications:** None

**Staff Implications:** None

## **Recommendation to approve**

Submitted by: Keith Mecham

### **Recommendation:**

It is recommended that the BESD Board of Education approve the 2022-2023 BESD General Student Fees and Deposits schedule.

### **Recommended Motion:**

I move that we approve the 2022-2023 BESD General Student Fees and Deposits schedule as presented. [2022-2023 School Fees Draft](#)

### **Background:**

Annually, the General Student Fees and Deposits Schedule is approved by the School Board in early Spring following 2 official opportunities for community, parent and student input.

For the past several months, each school has reviewed the provided document and have made the necessary deletions, modifications and additions.

### **Policy Implications:**

Policy 5230: [Student Fees/Fee Waiver](#)

### **Financial Implications:**

With General Fees being decreased by 15% to 20%, there will need to be some district funds used to compensate for lower General Student fees.

### **Staff Implications:**

No additional implications

## 2022 - 2023 BESD Maximum General Student Fees & Deposits Schedule

Approved by School Board on "Draft"

**Maximum Fee amount total for a student for a calendar year: \$3500**

### Standard Academic Fees for Middle School

Bear River Middle School		Box Elder Middle School		Western Schools	
General Class Fee	\$65 [1]	General Class Fee	\$65 [2]	General Class Fee	\$65 [3]
Student Body Fee	\$15 [4]	Student Body Fee	\$15 [5]	Student Body Fee	\$15 [6]
Grade Class Fee (9th Grade Only)	\$3	Grade Class Fee (9th Grade Only)	\$3	Grade Class Fee (9th Grade Only)	\$3
8th Grade Total	<b>\$80</b>	8th Grade Total	<b>\$80</b>	8th Grade Total	<b>\$80</b>
9th Grade Total	<b>\$83</b>	9th Grade Total	<b>\$83</b>	9th Grade Total	<b>\$83</b>

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

Bear River Middle School		Box Elder Middle School		Western Schools	
Class Change	\$15	Drivers Education Fee	\$195	Class Change	\$15
Drivers Education Fee	\$195	Dual Enrollment Fee	\$75	Drivers Education Fee	\$195
Dual Enrollment Fee	\$75	<u>Field Trip Fee (transportation &amp; admission fee)</u>	\$15	<u>Field Trip Fee (transportation &amp; admission fee)</u>	\$15
<u>Field Trip Fee (transportation &amp; admission fee)</u>	\$15	Locker Fee	\$3	Locker Fee	\$3
Locker Fee	\$3	<u>Music Instrument Rental (per trimester)</u>	\$50	<u>Yearbook (optional - not to exceed)</u>	\$25
<u>Music Instrument Rental (per trimester)</u>	\$50	<u>Yearbook (optional - not to exceed)</u>	\$25	<u>BRHS High School Activity Pass (optional)</u>	\$30
<u>Yearbook (optional - not to exceed)</u>	\$25				
<u>High School Activity Pass (optional)</u>	\$30				

### Standard Academic Fees for Intermediate Schools

Harris Intermediate School		Young Intermediate School		Western Schools	
General Class Fee (7th Grade)	\$54 [7]	General Class Fee (7th Grade)	\$54 [8]	General Class Fee (7th Grade)	\$54 [9]

General Class Fee (6th Grade)	\$25 [10]	General Class Fee (6th Grade)	\$25 [11]	General Class Fee (6th Grade)	\$25 [12]
Student Body Fee	\$10 [13]	Student Body Fee	\$10 [14]	Student Body Fee	\$10 [15]
Locker Fee	\$3	7th Grade Total	<b>\$64</b>	Locker Fee	\$3
7th Grade Total	<b>\$67</b>	6th Grade Total	<b>\$35</b>	7th Grade Total	<b>\$67</b>
6th Grade Total	<b>\$38</b>			6th Grade Total	<b>\$38</b>

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

<b>Harris Intermediate School</b>		<b>Young Intermediate School</b>		<b>Western Schools</b>	
Class Change	\$15	Class Change	\$15	Class Change	\$15
Dual Enrollment Fee	\$75	Dual Enrollment Fee	\$75	<u>Field Trip Fee (transportation &amp; admission fee)</u>	\$15
<u>Field Trip Fee (transportation &amp; admission fee)</u>	\$15	<u>Field Trip Fee (transportation &amp; admission fee)</u>	\$15	<u>Yearbook (optional - not to exceed)</u>	\$25
<u>Music Instrument Rental (per trimester)</u>	\$50	<u>Music Instrument Rental (per trimester)</u>	\$50		
<u>Yearbook (optional - not to exceed)</u>	\$25	PE clothing (optional to purchase)	\$20 [16]		
		<u>Yearbook (optional - not to exceed)</u>	\$25		

**Fee Waivers Apply Unless Noted**

[1] General Fees are given to individual departments at each school to purchase consumable items and supplies on the current students. In general, they are used to purchase, paper supplies, handouts, books, science experiment materials, calculators, bussing for student activities, CTE, PE and Art equipment and supplies etc...

[2] General Fees are given to individual departments at each school to purchase consumable items and supplies on the current students. In general, they are used to purchase, paper supplies, handouts, books, science experiment materials, calculators, bussing for student activities, CTE, PE and Art equipment and supplies etc...

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[4] In General, the student body fee is used to provide students with rewards and activities to help make their connection to school and peers stronger. Some examples would be: Positive behavior rewards, no-tardy parties, student of the week or month, dances, assemblies, mental health week, homecoming week, hope week, boys vs girls week, buying shirts, water bottles etc... Often the student government students in consultation with administration determine how to spend this money each year.

[5] In General, the student body fee is used to provide students with rewards and activities to help make their connection to school and peers stronger. Some examples would be: Positive behavior rewards, no-tardy parties, student of the week or month, dances, assemblies, mental health week, homecoming week, hope week, boys vs girls week, buying shirts, water bottles etc... Often the student government students in consultation with administration determine how to spend this money each year.

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and Art equipment and supplies etc...

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[16] ACYI - Gym clothes are Optional. The current prices are: \$15 for the set of clothes or 7.50 each. Bag is \$5.00

## 2022 - 2023 BESD Maximum General Student Fees & Deposits Schedule

Approved by School Board on "Draft"

**Maximum Fee amount total for a student for a calendar year: \$3500**

### Standard Academic Fees for High School

Bear River High School		Box Elder High School		Sunrise High School		Western Schools	
General Class Fee	\$91 [1]	General Class Fee	\$91 [2]	General Class Fee	\$50 [3]	General Class Fee	\$91 [4]
Student Body Fee	\$20 [5]	Student Body Fee	\$20 [6]	Total	\$50	Student Body Fee	\$20 [7]
Grade Class Fee	\$3	Grade Class Fee	\$3			Grade Class Fee	\$3
Total	\$114	Total	\$114			Total	\$114

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

Bear River High School		Box Elder High School		Sunrise High School		Western Schools	
Class Change	\$15	Drivers Education Fee	\$195	<u>Field Trip Fee (transportation &amp; admission fee)</u>	\$15	Class Change	\$15
Drivers Education Fee	\$195	Dual Enrollment Fee	\$75	GED Book (Optional)	\$25	Drivers Education Fee	\$195
Dual Enrollment Fee	\$75	<u>Field Trip Fee (transportation &amp; admission fee)</u>	\$15	Adult Education Registration	\$50	<u>Field Trip Fee (transportation &amp; admission fee)</u>	\$15
<u>Field Trip Fee (transportation &amp; admission fee)</u>	\$15	Locker Fee	\$3	<u>Adult Education Books – Optional to Purchase for Home Use</u>	\$20/book	Locker Fee	\$3
Locker Fee	\$3	<u>Music Instrument Rental (per trimester)</u>	\$50	Adult Education CASAS Test Fee	\$10	<u>Yearbook (optional - not to exceed)</u>	\$25
<u>Music Instrument Rental (per trimester)</u>	\$50	Summer School Registration	\$40	Adult Education Course Re-Activation Fee	\$5	High School Activity Pass (optional for 10th graders- paid to Bear River HS fin. secretary)	\$30
<u>Uniform Rental &amp; Cleaning – Music Department:</u>	\$20	<u>Uniform Rental &amp; Cleaning – Music Department:</u>	\$20				
<u>High School Activity Pass (optional for 9th graders - paid to HS fin. secretary)</u>	\$30						

### Outside District Partnerships (Non-Waiverable)

Bear River High School		Box Elder High School		Sunrise High School	
<u>Advanced Placement Testing (as determined by non-district providers per test)</u>	\$100 Approx.	<u>Advanced Placement Testing (as determined by non-district providers per test)</u>	\$100 Approx.	<u>Caps &amp; Gowns for Graduation (approximate price set by suppliers and paid to suppliers)</u>	\$40 Approx.
<u>Bridgerland Classes (fees will vary and be charged and collected by Bridgerland)</u>	Price varies (Fee Waivers Apply)	<u>Bridgerland Classes (fees will vary and be charged and collected by Bridgerland)</u>	Price varies (Fee Waivers Apply)	<u>Bridgerland Classes (fees will vary and be charged and collected by Bridgerland)</u>	Price varies (Fee Waivers Apply)
<u>Caps &amp; Gowns for Graduation (approximate price set by suppliers and paid to suppliers)</u>	\$40 Approx.	<u>Caps &amp; Gowns for Graduation (approximate price set by suppliers and paid to suppliers)</u>	\$40 Approx.		
<u>Concurrent Enrollment (approximate price/class set by universities and paid to university)</u>	Price varies [8]	<u>Concurrent Enrollment (approximate price/class set by universities and paid to university)</u>	Price varies [9]		
<u>Yearbook (optional - not to exceed)</u>	\$50	<u>Yearbook (optional - not to exceed)</u>	\$50		
<u>Preferred Parking Pass</u>	\$20 per Tri	<u>Preferred Parking Pass</u>	\$20 per Tri		

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[8] Weber State and Utah State has an enrollment fee of approximately \$45. Then it is \$5 per credit plus a text book that can range from \$70 to \$300 per class.

[9] Weber State and Utah State has an enrollment fee of approximately \$45. Then it is \$5 per credit plus a text book that can range from \$70 to \$300 per class.

## 2022 - 2023 BESD Maximum General Student Fees & Deposits Schedule

Approved by School Board on "Draft"

**Maximum Fee amount total for a student for a calendar year: \$3500**

### Policy 5230 - School Fees

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

### Policy 5226 - Activity Disclosure Statements

**Each Coach, Advisor or Supervisor of each activity listed above, will provide annually to parents and students (before tryouts) an Activity Disclosure Statement that will give details including expected fees of the respective activity, club or sport. These lists are available on each school's website under the school fees tab.**

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

\* UHSAA per sport/activity maximum includes participation fee, transportation, drug testing, officials, uniforms, equipment refurbishing, participant packs, off-campus and on-campus clinics, and other associated travel costs. Schools may charge less than the approved fees. **If a team qualifies for a UHSAA Post Season Competition, an additional \$75 fee in addition to the maximums listed below may be charged to cover student room and board per day, if necessary.**

*UHSAA Team Fees		Performing Groups Fees		Co-Curricular Club Fees		Non-Curricular Club Fees	
Baseball	\$800	Overnight travel not included		Overnight travel not included		Overnight travel not included	
Basketball	\$800	Arioso	\$150	All Clubs Not Listed	\$10	All Clubs Not Listed	\$10
Cross Country	\$800	Band & Jazz Band (Summer)	\$50	AP Psychology	\$25	Chess	\$25
Football	\$800	Chamber/Show Choir	\$50	Auto Club	\$25	Eagle Eye News	\$25
Golf	\$800	Choir (All-State)	\$250	Dance Company	\$300	ESports	\$75
Lacrosse	\$800	Color Guard	\$850	FBLA	\$150	Hope Squad	\$50
Soccer	\$800	Concert Choir	\$50	FCCLA	\$50	Interact	\$25
Softball	\$800	Madrigals	\$250	FFA	\$25	Key Club	\$25
Swimming	\$800	Marching Band	\$50	HOSA	\$100	Mine Craft	\$200
Tennis	\$800	Orchestra	\$50	Latinos in Action	\$50	Peer Sports Advisor	\$25
Track	\$800	School Musical / Play	\$250	NHS	\$50	Swarm Trooper	\$50
Volleyball	\$800	Speech & Debate	\$100	Peer Tutor	\$25	Robotics (Elementary)	\$75
Wrestling	\$800	Student Government	\$650	Pentathlon	\$25		

Cheerleaders	\$1,300	Theatre (Competitive)	\$250	Tech Crew	\$25		
Drill Team	\$1,300			TSA / Robotics	\$125		
	0						
<b>Drug Testing Fee</b>		<b>Athletic Participation Fee</b>		<b>Overnight Travel as approved by the District</b>			
<u>Extracurricular Activities</u>		<u>Sport Participation Fee covers, transportation, officials and athletic budget expenses</u>		<u>In the State of Utah per night (includes Hotel, Breakfast \$8, Lunch \$11 and Dinner \$13)</u>		<u>Out of State per night (includes, Transportation, Hotel, Flight, Breakfast \$8, Lunch \$11 and Dinner \$13)</u>	
<u>Drug Testing</u>	\$5/Sport		\$100/Sport		\$75/Night		\$245/Night
<b><u>Off-Season Camps, Clinics, Tournaments</u></b>							
Camps, Clinics and Tournaments during the off-season are optional to attend. If a student wants to attend a summer camp sponsored by BESD, there will be additional fees and expenses. However, fee waivers still apply.							
<b>Fee Waivers Apply Unless Noted</b>							
<a href="#">Box Elder High School Athletic/Activity Fees</a>							
<a href="#">Bear River High School Athletic/Activity Fees</a>							
Box Elder Middle School Athletic/Activity Fees							
Bear River Middle School Athletic/Activity Fees							
Young Intermediate School Athletic/Activity Fees							
Harris Intermediate School Athletic/Activity Fees							

## **Recommendation to approve**

Submitted by: Gary Allen

### **Recommendation:**

It is recommended that the BESD Board of Education approve the following as 2022 - 2023 new district courses.

### **Recommended Motion:**

I move that we approve the following new courses for Box Elder School District; CS 1030 Foundations of Computer Science and Sports Literature and Composition.

### **Background:**

Computer Science Principles (CE) has been approved to align to USBE 35020013035. This is a 3-credit course which fulfills the USU Breadth Physical Science requirement. Investigation of computers and computing in today's society, including the basic scientific and mathematical concepts that underlie computer science, computing, and systems.

Sports Literature and Composition will be offered once a year and will fulfill a ½-credit 12th grade Language Arts requirement. Sports Literature and Composition would offer a favorite genre that would allow students of all walks of life the chance to explore new literature, focusing on sports. This course will be aligned with 12th grade core standards.

### **Policy Implications:**

None

### **Financial Implications:**

#### **CS Principles (CE)**

USU :

\$ 50.00 admissions fee (pay only once)

\$ 5.00 per credit hour - most classes are three credit classes - so \$15.00 per class.

#### **Sports Literature and Composition**

None

### **Staff Implications:**

None - for either course

# Box Elder School District New Course Application

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

Proposed Course Title

CS 1030 Foundations of Computer Science  
USU Concurrent Enrollment  
Aligns to USBE Computer Science Principles

Approved State Core Course

- Yes  
 No

Course Description

The course has been approved to align to USBE 35020013035 - Computer Science Principles CE. This is a 3-credit course which fulfills the USU Breadth Physical Science requirement. Investigation of computers and computing in today's society, including the basic scientific and mathematical concepts that underlie computer science, computing, and computer systems.

Prerequisite

None

Submitting School and Department

BEHS Computer Science

Type of Course (Drop Down Menu)

Concurrent Enrollment

Credit	Type of Course	Special Endorsement Required?	Grade Level All that apply
<input type="radio"/> .5	<input type="radio"/> Core	<input type="radio"/> No	<input type="checkbox"/> 6th
<input checked="" type="radio"/> 1.0	<input checked="" type="radio"/> Elective	<input checked="" type="radio"/> Yes	<input type="checkbox"/> 7th
<input type="radio"/> 1.5			<input type="checkbox"/> 8th
			<input type="checkbox"/> 9th
			<input type="checkbox"/> 10th
			<input checked="" type="checkbox"/> 11th
			<input checked="" type="checkbox"/> 12th

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

Computer science is one of the fastest-growing industries in the United States. Even students who do not plan on working in IT need a basic understanding of computers to function in today's society. To determine the need, we looked at the existing Computer Science Principles course and evaluated student progress in computational understanding using a combination of grades, curriculum reviews, and student interviews. We determined that an alternative course would better meet student needs.

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

It will directly replace Computer Science Principle A & B, so it will have no impact on course sections or school resources.

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

USU:

\$50 admissions fee (pay only once)

\$5 per credit hour - most classes we offer are 3 credit classes - so \$15 per class

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

Alignment for USBE testing is under currently under advisement. There are a couple of options.

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

There will not be a negative impact to budgets for the following reasons:

-BESD was awarded the Utah K-12 Computer Science Grant for the next 4 years which included professional development for teachers and programming curriculum into that budget.

-Our computer labs are on a 5 year replacement rotation keeping our computers in excellent condition.

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

The teacher, Aaron Crawford, will be meeting with USU's Dr. Charles Mano in January to discuss scope and sequence, testing and grading for the course. As a general rule, computer science is easy to evaluate student progress, as it is largely skills-based.

Submitted by:

Date

Alison Williams

01/03/2022

**For Curriculum Department Use**

Curriculum Department Approval Date

Board Approval Date

Course Title

State Core Code

Assigned Course Number

Box Elder School District  
Curriculum, Instruction & Assessment Services  
**New Course Application Form**

Proposed course title: Sports Literature and Composition

Prerequisite(s): Language Arts 10A, 10B, 11A, 11B

Type of Course: Core: ELA Elective \_\_\_\_\_ Amount of Credit: ½ Credit

Department course will be offered: Language Arts (LA) Graduation requirement filled: ½ LA credit

Proposed teacher: Kelbie Jackson Grade level: 12

Endorsement required: ELA Certified Endorsement met? Yes  No \_\_\_\_\_

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

At our school, we have a limited amount of diversity in classes. We would like to offer more options to our seniors. We currently have a course for our fantasy students and our Western students, but not our athletic students. Sports Literature and Composition would offer a favorite genre that would allow students of all walks of life the chance to explore new literature, focusing on sports, and write in-depth articles and papers that require research and compiling which match the current Core standards.

2. How does this course correlate with the Utah State Core Curriculum?

The Utah ELA core requires students to read a range of texts and tasks. In this course, students will be meeting all of the requirements for Key Ideas and Details, Craft and Structure, Integration of Knowledge and Ideas, Range of Reading, Writing Standards, and Speaking and Listening Standards.

3. How will this course impact overall school curriculum and resources? (i.e. scheduling, FTEs, teaching loads, class-size in other courses, etc.)

Because we are anticipating seniors who mainly take Language Arts 12A and 12B, it will only reduce the course numbers by one class. This class would only be offered once a year and relieve the class sizes that are in the current 12A and 12B classes.

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

No. There will be no additional fees needed for the course.

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

No, although classroom starters would be aligned with other 12th grade Language Arts classes

Core code 06010000075

**Submitted by:** Kelbie Jackson & Heidi Jensen

**School:** Bear River High School

**Date:** November 5, 2021

**Principal Signature:** \_\_\_\_\_



**Curriculum Director Signature:** \_\_\_\_\_

**Human Resources Director Signature:** \_\_\_\_\_

**Course Description:**

SPORTS LIT/COMP (12 GRADE – TRIMESTER – ½ CREDIT) Sports is one of the central discourses of American culture with a unique blend of positive themes such as heroism, pride, identity and negative themes of cheating, scandal and disappointment. Nearly every American paper has an entire section devoted to sports and outlets like Sports Illustrated and ESPN give constant access to scores, athletes, and up to the minute information about current sports stories. People play fantasy sports and collect all types of sporting memorabilia. Live sporting events draw thousands of attendees and millions more watch on television. Millions are spent developing and marketing equipment, uniforms, and training regimens. And sports controversies about athletes' behavior and salaries, about owners' millions, about performance enhancing drugs, cheating scandals, gambling, race, gender and sexuality abound.

Sports also shape the ways we experience the world around us and reveal what American culture values. We root for underdogs, praise perfection, admire record breakers and records that can't be broken. We laud dominance, but love the upset. We celebrate the long sought victory or the final second heroics with as much vigor as we decry the blown call or the final, fatal error. And we know that when it comes down to it, no win is certain until the game is over. Emotion and expectation play as much a role in sports as the facts, statistics and rules of the game.

This course will examine the way the discourses surrounding sports are expressed in writing. Specifically, we will look at the various themes that arise in both fiction and non-fiction writing about American sports and American sports figures. Through a combination of reading, writing and research, we will explore the following questions:

- 1.) What are the histories of sports in America?
- 2.) What types of writing is done about sports in America? Who does that writing?
- 3.) What purposes does writing about sports serve?
- 4.) What themes are recurrent in writing about American sports?
- 5.) What does writing about American sports reveal about American culture?
- 6.) How does sports literature impact readers and serve as a way to express personal beliefs about the controversy in sports?

Within a framework of sports themes and literature, this course will reinforce Utah core skills including students' ability to think and write critically, analyze literature, communicate effectively, and collaborate well with others. Students in this course will be required to read, listen, speak, and write effectively in private, small-group, and public settings.

## **Course Standards and Objectives:**

### **Objectives:**

On completion of this course, students should be able to:

1. Articulate an understanding of the history of sports in America through reading, writing, and research
2. Identify and articulate the connections between sports and American culture and the ways those connections are expressed in writing
3. Locate various types of writing about sports, including fiction and non-fiction

The following requirements are designed to help meet the goals of this course so that students will be able to complete this course successfully. Students must complete ALL the requirements fully to receive a passing grade for this class.

Students will be assigned reading throughout the trimester, and they are responsible for completing the reading and coming to class prepared to discuss the readings with their classmates. Students are also responsible for producing written annotations for the texts we read. Students will also be responsible for working with a small group to lead a portion of discussion during the trimester. Their group will be responsible for helping their classmates engage with the assigned text(s) for the week. Students can lead a discussion with discussion questions, do a small group activity, begin with some type of writing or take any creative approach they think will encourage discussion and active engagement with the text. Students will also be required to read one novel as a class and one novel as a literature circle.

### **Standards:**

#### **Reading Literature**

**RL 12.1** Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text, including determining where the text leaves matters uncertain.

**RL 12.2** Determine two or more themes or central ideas of a text and analyze their development over the course of the text, including how they interact and build on one another to produce a complex account; provide an objective summary of the text.

**RL 12.5** Analyze how an author's choices concerning how to structure specific parts of a text (e.g. The choice of where to begin or end a story, the choice to provide a comedic or tragic resolution) contribute to its overall structure and meaning as well as its aesthetic impact.

**RL 12.6** Analyze a case in which grasping point of view requires distinguishing what is directly stated in a text from what is really meant (e.g., satire, sarcasm, irony, or understatement).

#### **Reading Informative Texts**

**RI 12.1** Cite strong and thorough textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text, including determining where the text leaves matters uncertain.

**RI 12.2** Determine two or more central ideas of a text and analyze their development over the course of the text, including how they interact and build on one another to provide a complex analysis; provide an objective summary of the text.

**RI 12.3** Analyze a complex set of ideas or sequence of events and explain how specific individuals, ideas, or events interact and develop over the course of the text.

**RI 12.5** Analyze and evaluate the effectiveness of the structure an author uses in his or her exposition or argument, including whether the structure makes points clear, convincing, and engaging.

**RI 12.6** Determine an author's point of view or purpose in a text in which the rhetoric is particularly effective, analyzing how style and content contribute to the power, persuasiveness or beauty of the text.

### Writing

**W 12.1** Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.

**W 12.2** Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content.

**W 12.4** Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. (Grade-specific expectations for writing types are defined in standards 1–3 above.)

**W 12.5** Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. (Editing for conventions should demonstrate command of Language standards 1-3 up to and including grades 11-12.)

**W 12.6** Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.

**W 12.7** Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation.

**W 12.8** Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation.

**W 12.9** Draw evidence from literary or informational texts to support analysis, reflection, and research.

**W 12.10** Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of tasks, purposes and audiences.

### Speaking and Listening

**SL 12.1** Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on *grades 11–12 topics, texts, and issues*, building on others' ideas and expressing their own clearly and persuasively.

**SL 12.3** Evaluate a speaker's point of view, reasoning, and use of evidence and rhetoric, assessing the stance, premises, links among ideas, word choice, points of emphasis, and tone used.

**SL 12.4** Present information, findings, and supporting evidence, conveying a clear and distinct perspective, such that listeners can follow the line of reasoning, alternative or opposing perspectives are addressed, and the organization, development, substance, and style are appropriate to purpose, audience, and a range of formal and informal tasks.

**SL 12.5** Make strategic use of digital media (e.g., textual, graphical, audio, visual, and interactive elements) in presentations to enhance understanding of findings, reasoning, and evidence and to add interest.

**SL 12.6** Adapt speech to a variety of contexts and tasks, demonstrating a command of formal English when indicated or appropriate.

### Language

**L 12.1** Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.

**L 12.2** Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.

**L 12.3** Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening.

**L 12.4** Determine or clarify the meaning of unknown and multiple-meaning words and phrases based on *grades 11–12 reading and content*, choosing flexibly from a range of strategies.

**L 12.6** Acquire and use accurate general academic and domain-specific words and phrases, sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.

### **Course Materials:**

(texts, software, etc.)

Novels: *Gym Candy*, *Swagger*, *Heart of Champions*, & *Gutless* by Carl Deuker, *Bleachers* by John Grisham. We may also explore nonfiction articles and literature (for example: *It's Not About the Bike* by Lance Armstrong)

### **Course Assessment:**

Sports History: This is a group presentation project in which students will work in small groups of 3-4 to present the history of a sport in America. Student presentations will include information about the sports origins, general information about how it's played, information about its importance to America at particular times in history (i.e. during war, at the Olympics, after tragedy, etc.) and its current role in American culture.

Book Annotation: This is a group project for which each student will do one part. Students will choose a novel, which is a literature circle novel. After reading the book, students will write a 1-2 page annotation of the book that will be presented to the rest of the class. As a group, students will write an introduction to show the themes in the works and to describe the organization of the collection, including bibliographic information, information about the author, a brief summary, and an evaluation that reveals the themes in the book and their connections to American culture. It also must include some non-textual element (audio, video, still images) that enhances the students annotation. The final product will be a group presentation delivered to the class.

Connections Essay: This will be a 3-5 page paper that demonstrates some connection between at least 4 of the works we will read during the trimester. The students goal is to make an argument about a specific element in the texts we will read in the trimester. Students will have a list of questions, begun by me and developed by the class, to prompt their thinking for this essay.

Researched Essay: This 5-8 page paper will be the final project of the trimester. Students will need to select a theme related to sports writing to pursue and develop an argumentative, researched essay that articulates their theme and supports their claims with works (including those we read during the trimester) and outside research. Possible starting points for this project include gender in sports, heroism in sports, sports and community, sports and nationalism, student athletes or commercialism.

**New Course Approval:**

**Course Title:** \_\_\_\_\_

**Course # assigned** \_\_\_\_\_ **CIP Course number** \_\_\_\_\_

**Amount of Credit** \_\_\_\_\_

**Date School Board Approved:** \_\_\_\_\_

**Signature District Information Services Director:**

\_\_\_\_\_

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

## 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 \(Utah Code § 52-4-1 et seq.\)](#);

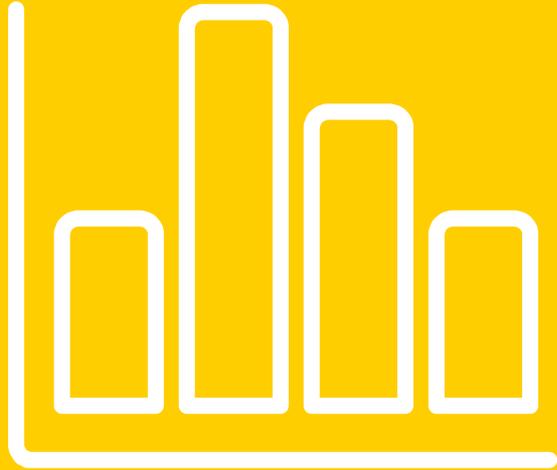
9. Exercise Board authority exclusively to perform legislative and judicial functions;
10. Encourage free expression of opinion and seek regular communication and feedback from the public;
11. Work toward consensus in Board decision making and foster respectful and civil working relationships with other 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

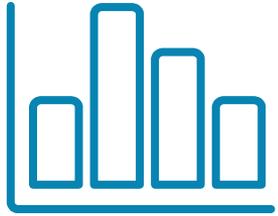
1. Members of the Board may receive compensation for services and necessary expenses in accordance with [Utah Code § 53G-4-204](#). For purposes of Utah Retirement Systems (URS) coverage, however, duly elected members of the Board are classified as part-time employees and ineligible for URS benefits.
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.



# AAPPL Scores **ACT** State Report Cards



# AAPPL 2021

# Subtest Assignments by Grade

## Interpersonal Speaking

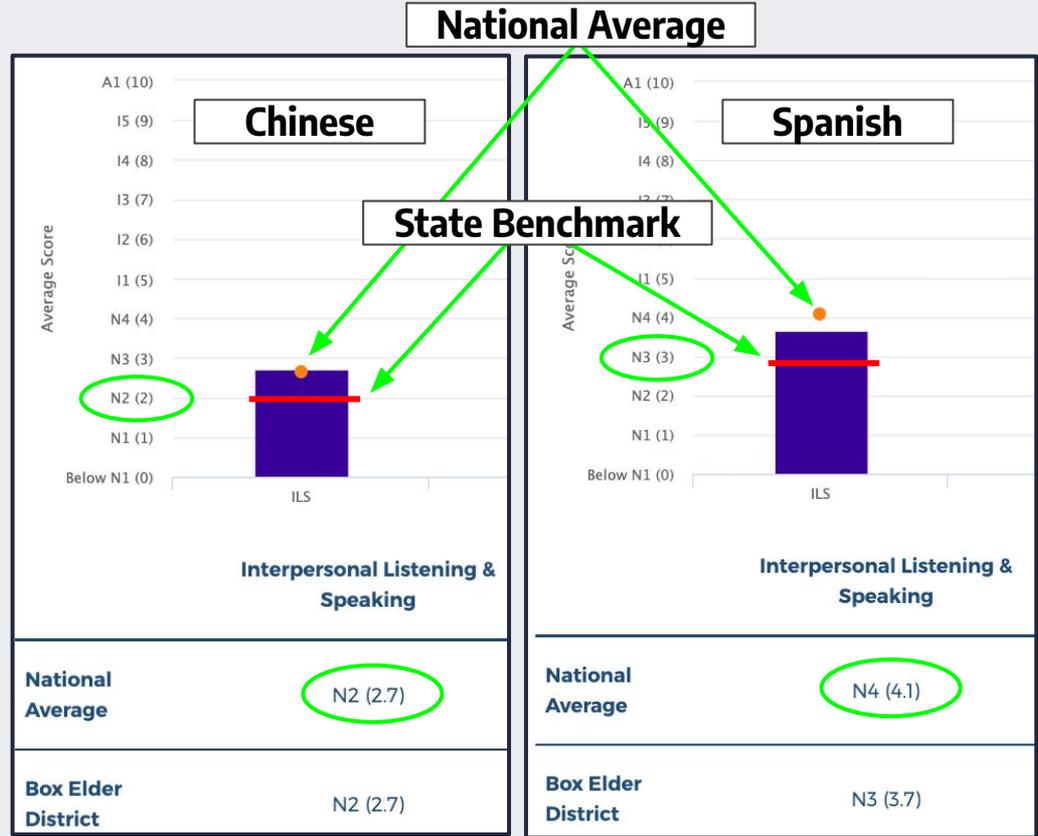
- 3rd Grade
- 5th Grade
- 7th Grade

## Writing, Reading, Listening

- 4th Grade
- 6th Grade
- 8th Grade
- 9th Grade

# 3rd Grade

3rd Grade Speaking		
Below Benchmark	At Benchmark	Above Benchmark
41	35	119
21%	18%	61%
	79%	
Total	195	



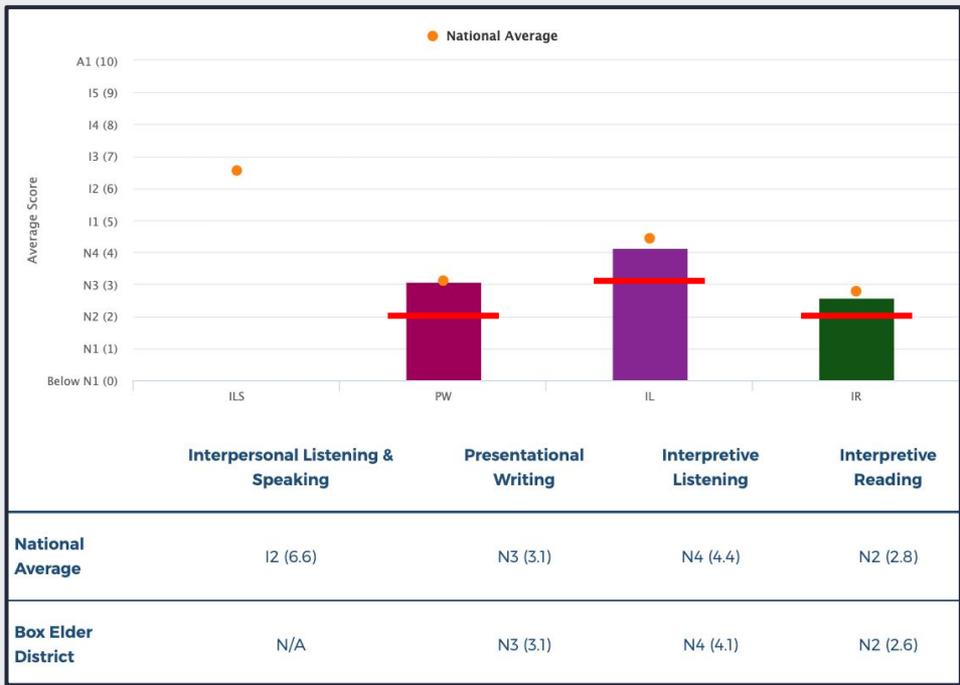
# 4th Grade

4th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
27	36	135
14%	18%	68%
	86%	
Total	198	

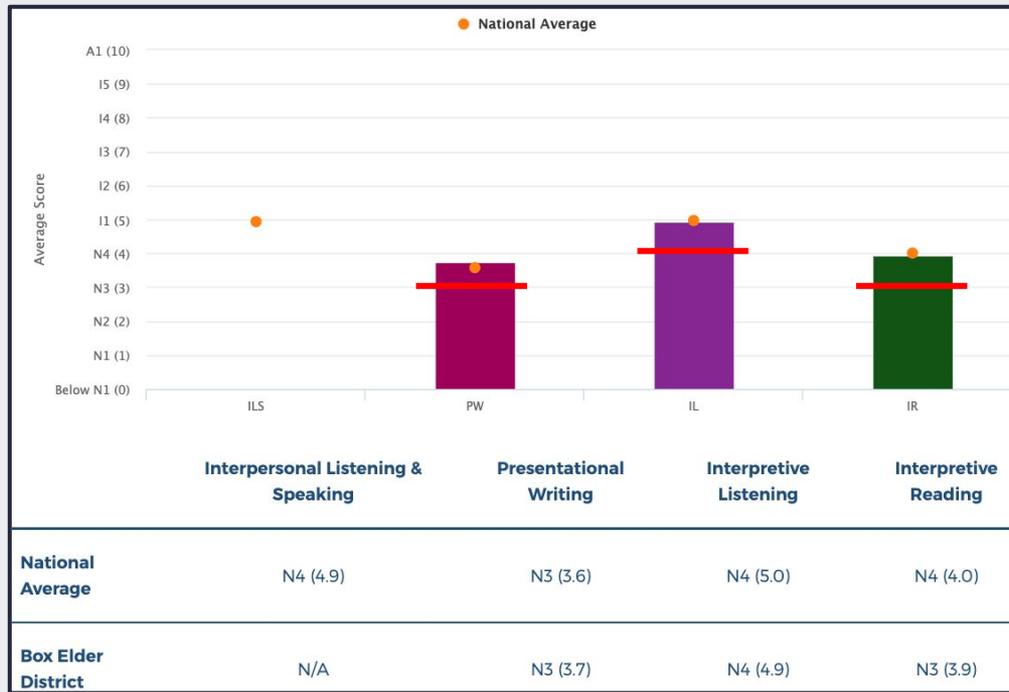
4th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
25	62	111
13%	31%	56%
	87%	
Total	198	

4th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
39	42	116
20%	21%	59%
	80%	
Total	197	

# 4th Grade - Chinese

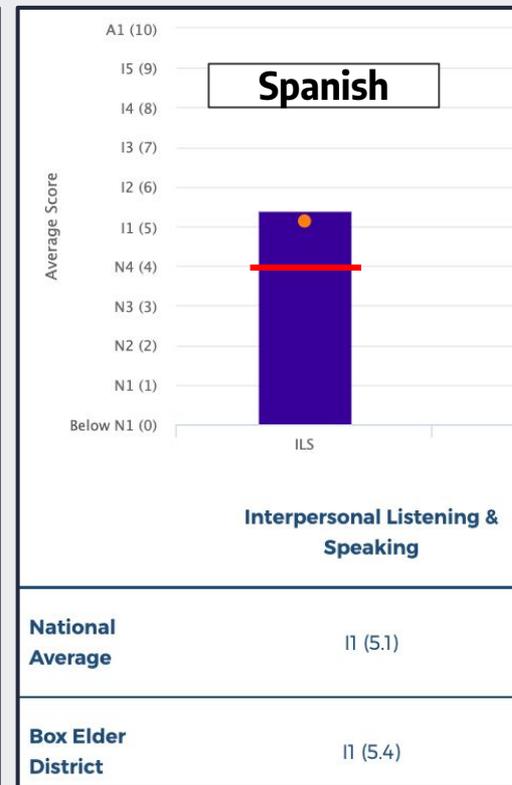
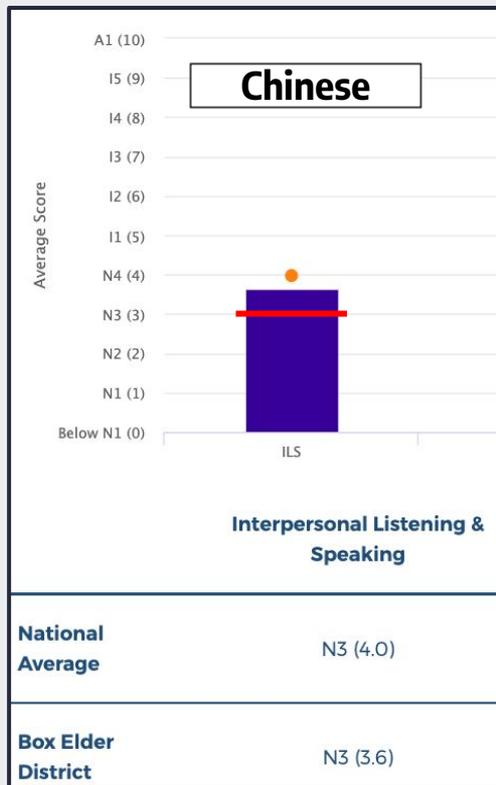


# 4th Grade - Spanish



# 5th Grade

5th Grade Speaking		
Below Benchmark	At Benchmark	Above Benchmark
20	46	135
10%	23%	67%
	90%	
<b>Total</b>	<b>201</b>	



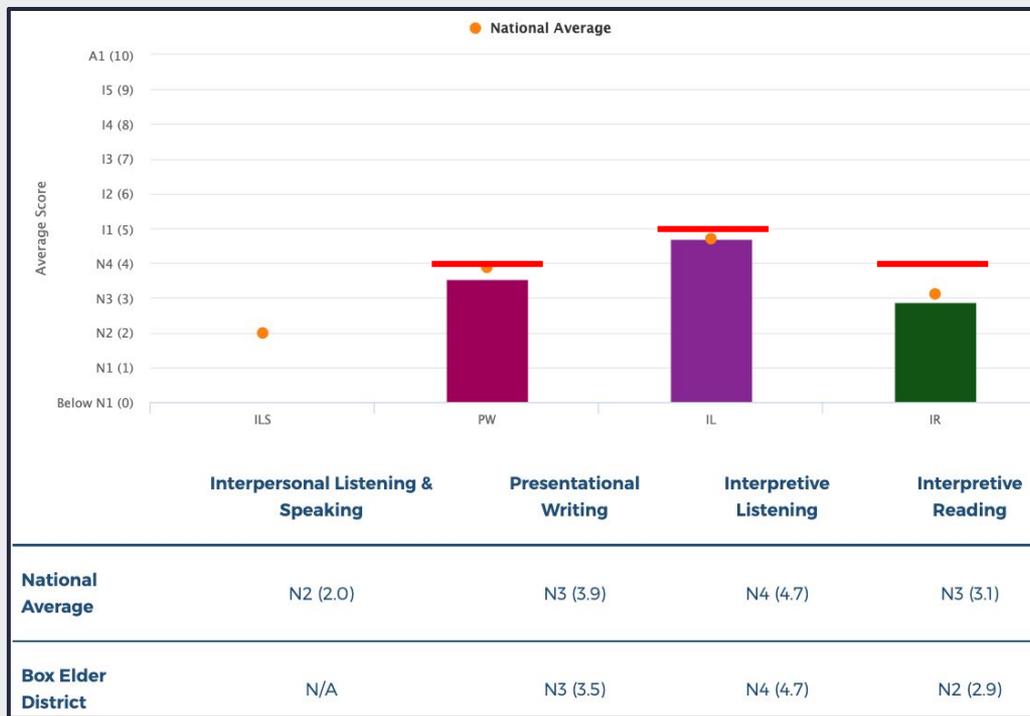
# 6th Grade

6th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
29	23	96
20%	16%	65%
	80%	
Total	148	

6th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
44	25	79
30%	17%	53%
	70%	
Total	148	

6th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
59	44	45
40%	30%	30%
	60%	
Total	148	

# 6th Grade – Chinese

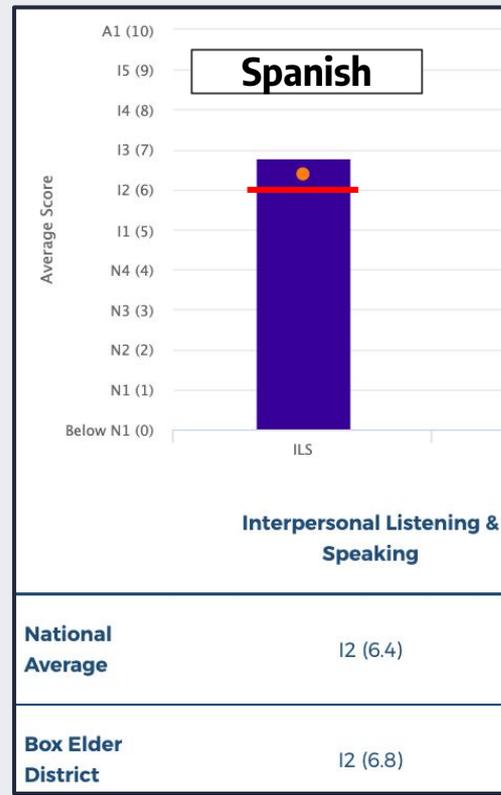
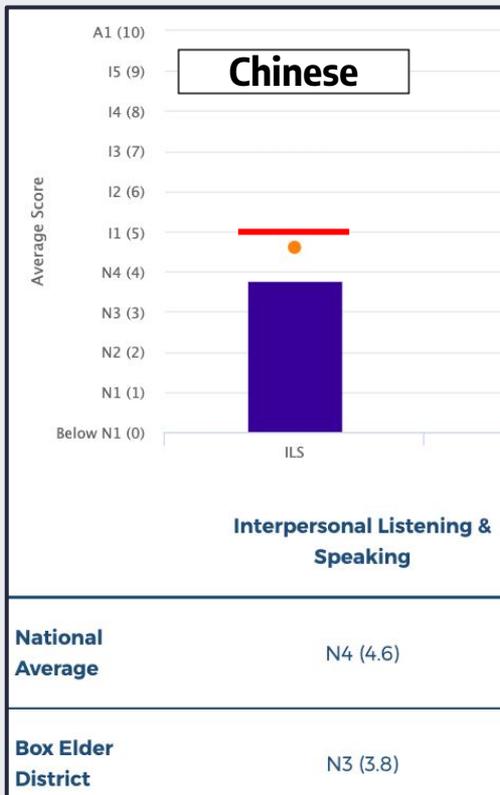


# 6th Grade - Spanish



# 7th Grade

7th Grade Speaking		
Below Benchmark	At Benchmark	Above Benchmark
58	23	60
41%	16%	43%
	59%	
<b>Total</b>	<b>141</b>	



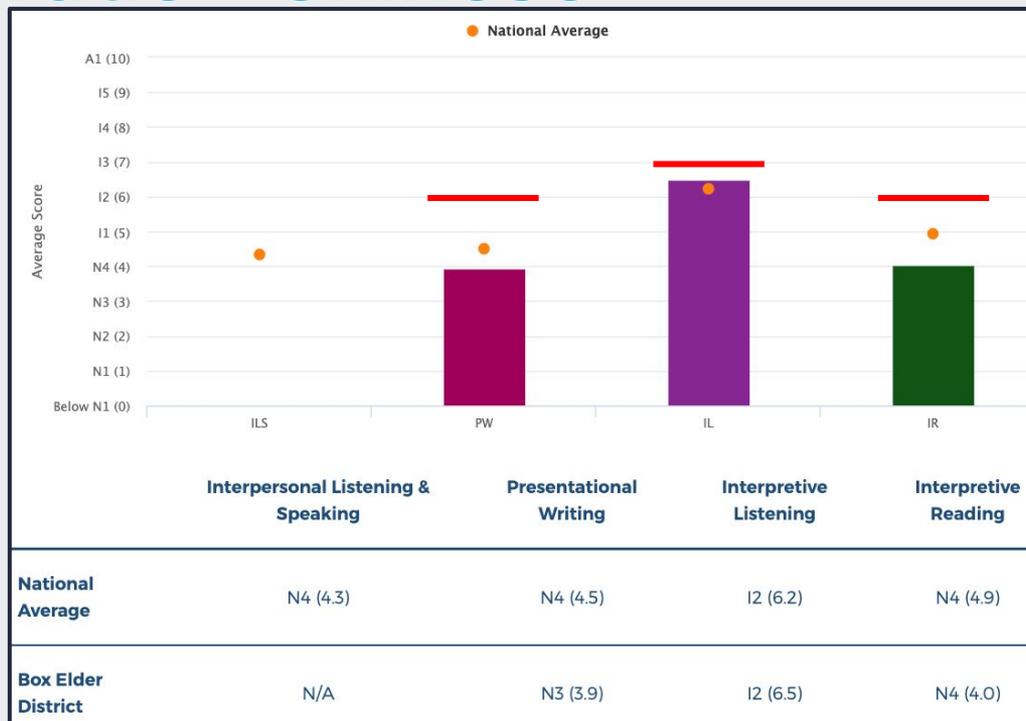
# 8th Grade

8th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
32	32	73
23%	23%	53%
	77%	
Total	137	

8th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
42	5	91
30%	4%	66%
	70%	
Total	138	

8th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
74	13	51
54%	9%	37%
	46%	
Total	138	

# 8th Grade - Chinese



# 8th Grade - Spanish



**National Average**

N4 (4.7)

I1 (5.2)

I2 (6.2)

I2 (6.3)

**Box Elder District**

N/A

I2 (6.7)

I4 (8.1)

I4 (8.3)

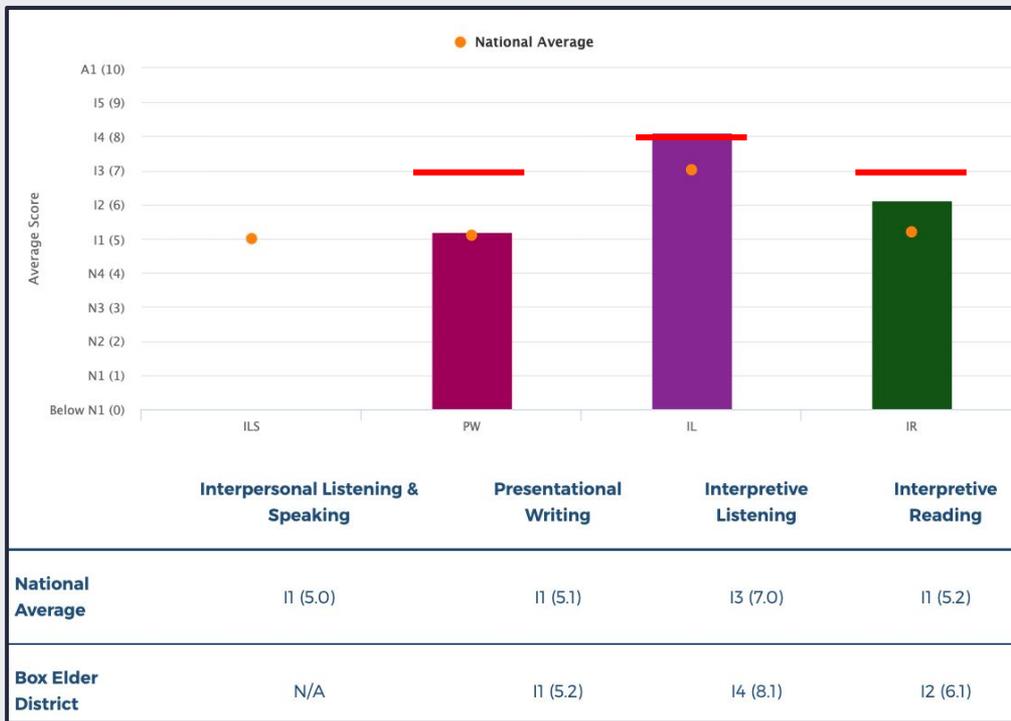
# 9th Grade

9th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
39	46	33
33%	39%	28%
	67%	
Total	118	

9th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
22	10	86
19%	8%	73%
	81%	
Total	118	

9th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
52	40	25
44%	34%	21%
	56%	
Total	117	

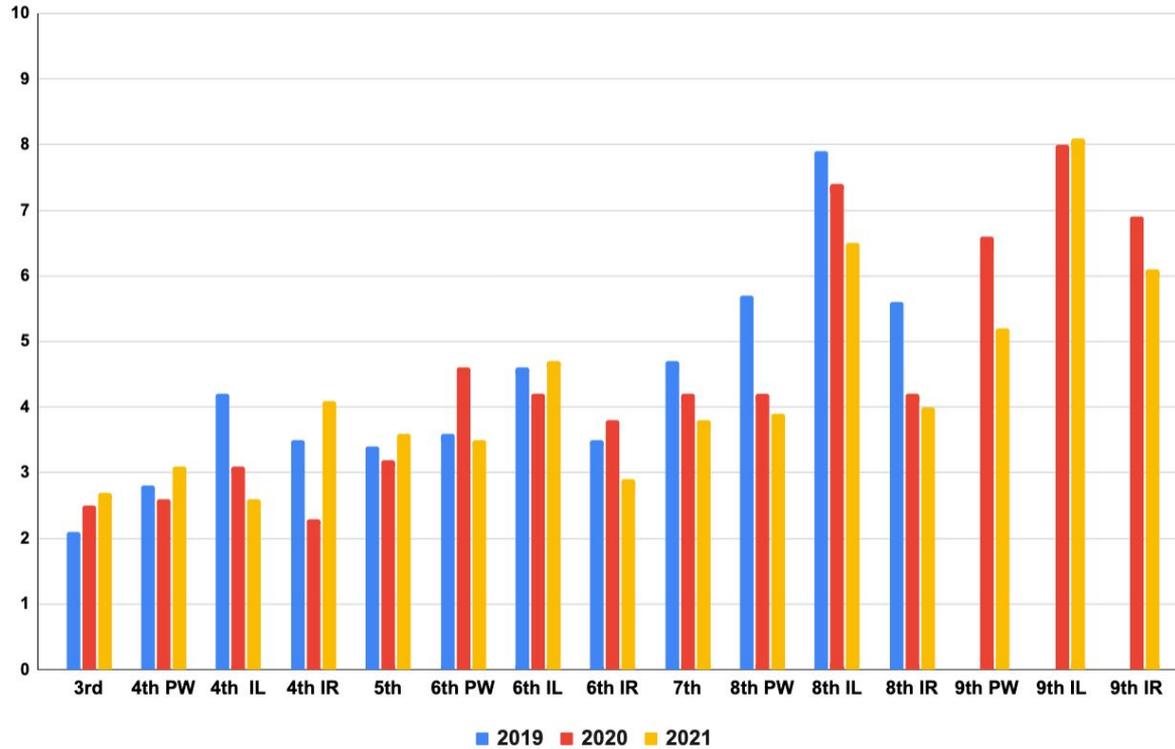
# 9th Grade - Chinese



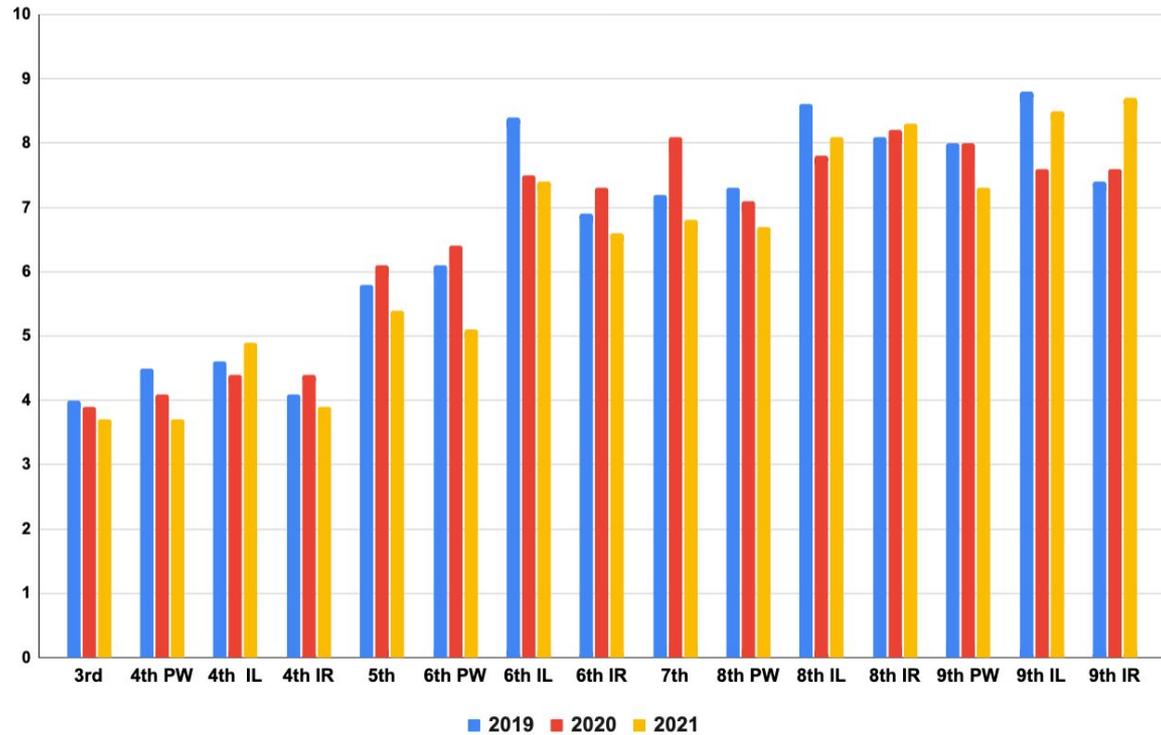
# 9th Grade - Spanish

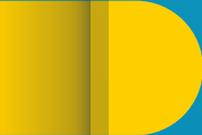


## Multi-Year Comparison - Chinese

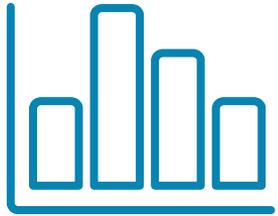


## Multi-Year Comparison - Spanish



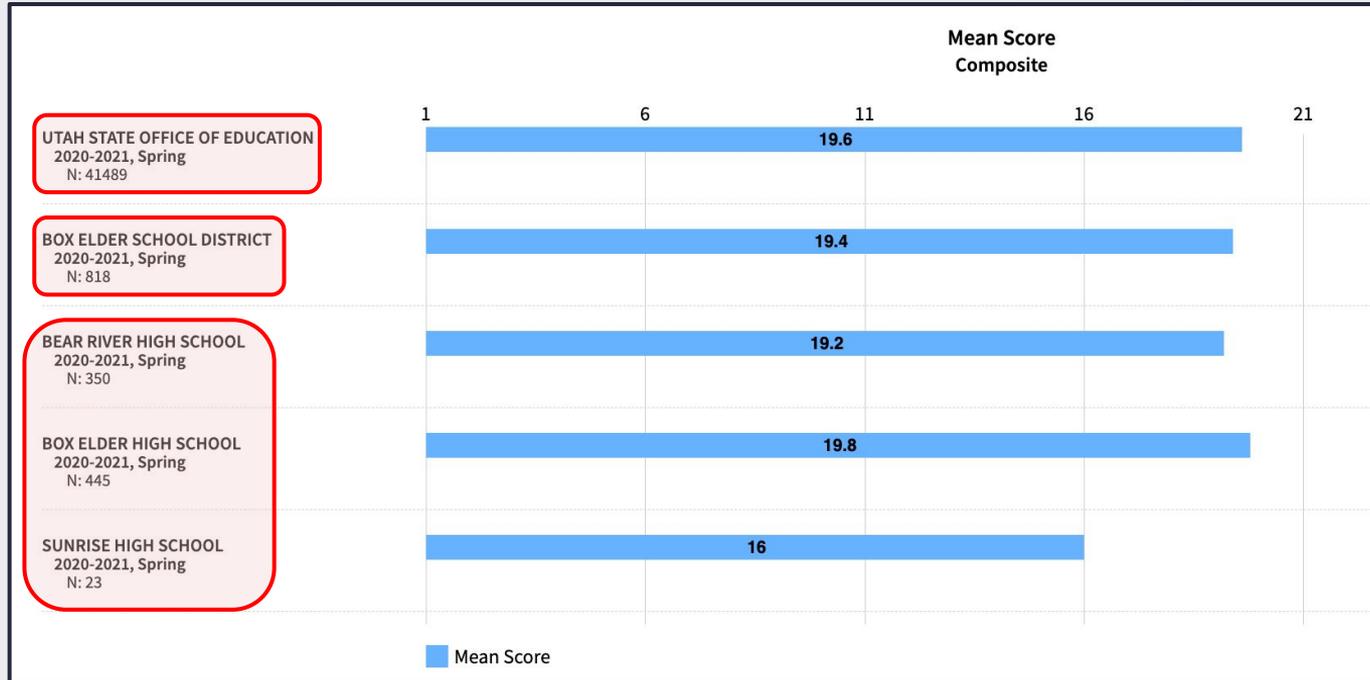


# AAPPL Questions?

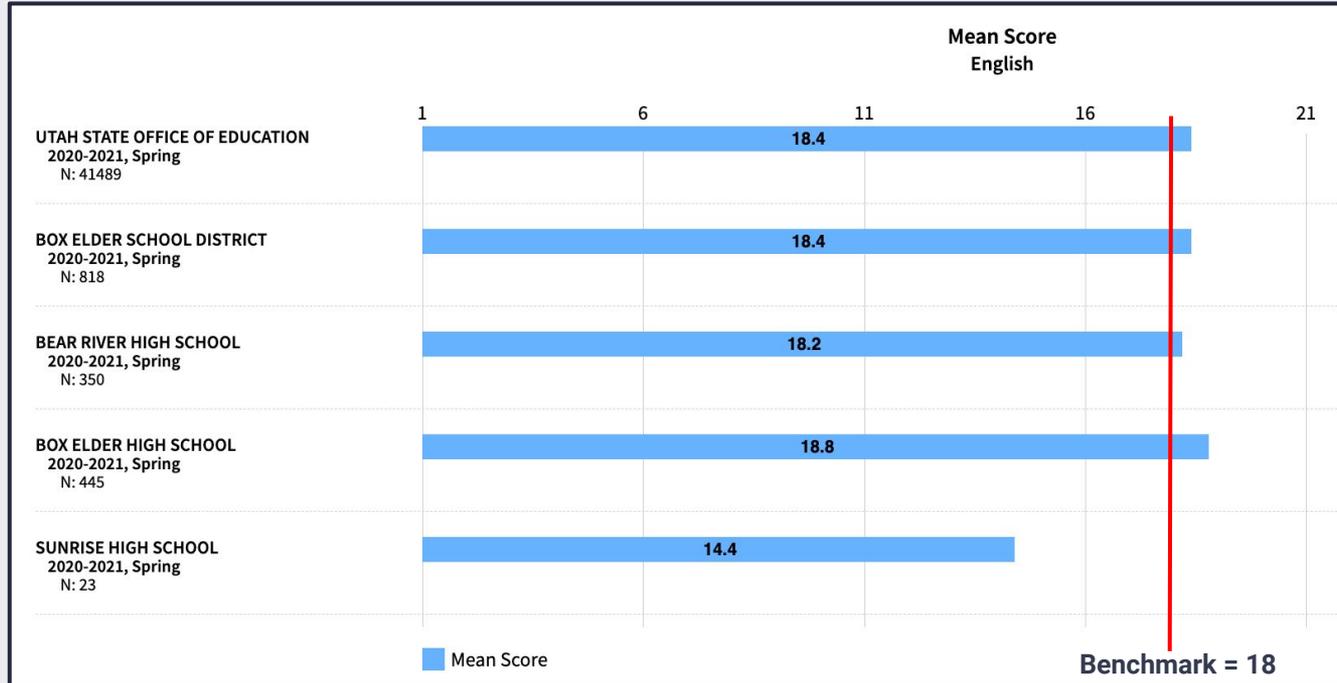


# ACT Data 2021

# ACT Composite Scores – Spring 2021



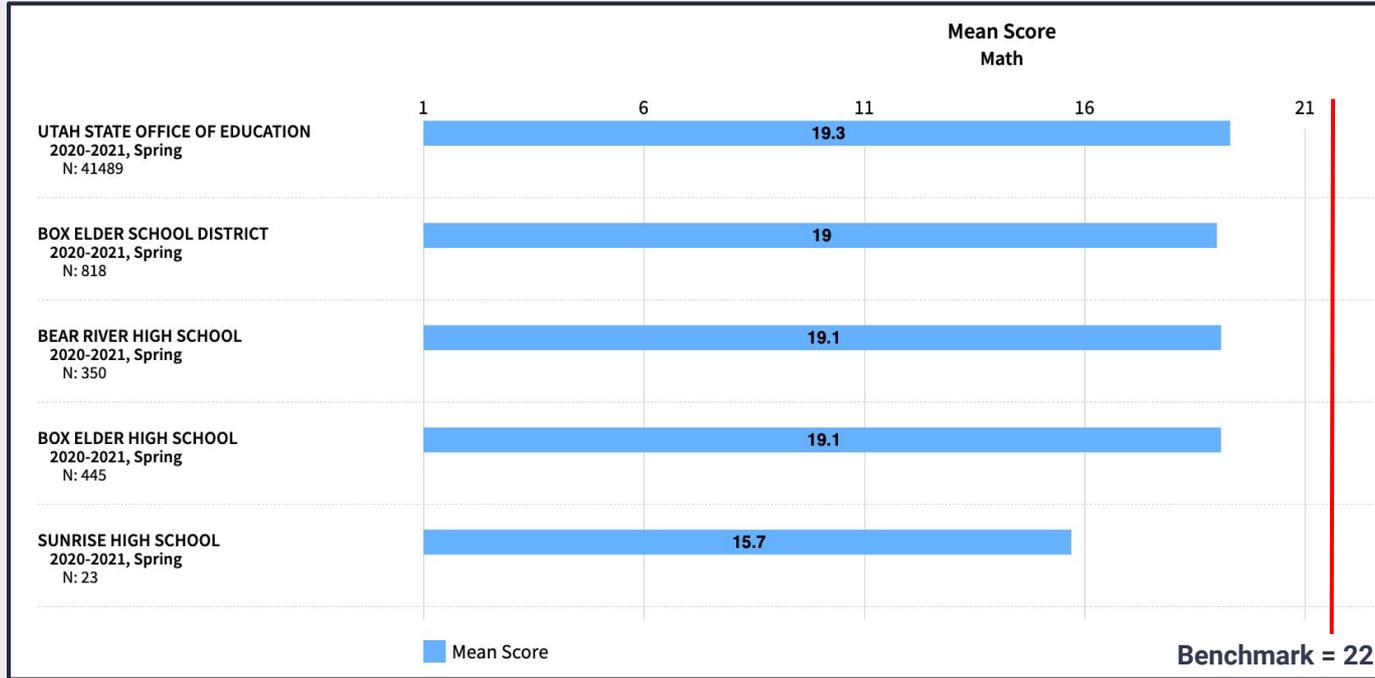
# ACT English Scores - Spring 2021



# ACT Reading Scores – Spring 2021



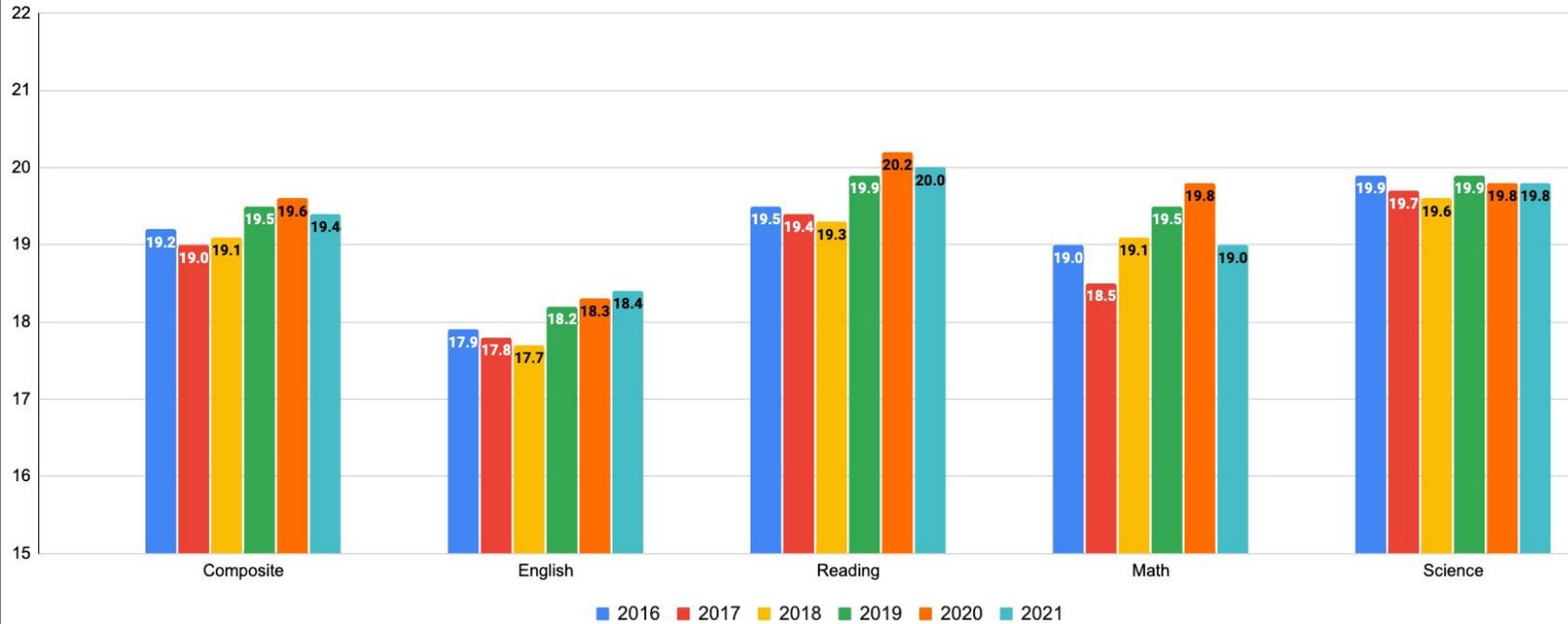
# ACT Math Scores – Spring 2021

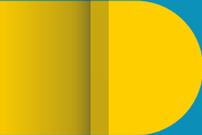


# ACT Science Scores – Spring 2021

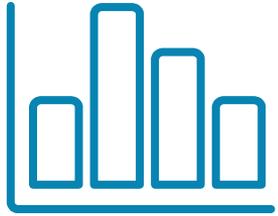


## District Average ACT Scores





# ACT Questions?



# School Report Cards

## Assessment

### Department Directory

Name	Title	Extension
Jeremy Young	Director of Assessment & ELL Services	ext. 1138
Tori Haderlie	Administrative Secretary	ext. 1132

### Mission Statement

Box Elder School District's Department of Assessment supports our district, school, and classroom leaders in meeting state and district testing requirements. We work to ensure a shared understanding of proper assessment practices, provide exemplary professional learning opportunities, and expedite access to critical data sources/reports for all educators. We are committed to the vital role assessment plays in teaching and learning and to our shared mission of ensuring that all students learn at high levels.

[State Assessment and Accountability Website](#)

### State Assessments

AAPPL (DLI)	+
Acadience Math	+
Acadience Reading	+
ACT	+
Civics Test	+
HS Core Benchmarks	+
KEEP	+
RISE	+
Utah Aspire Plus	+
WIDA ACCESS 2.0	+

### District Resources

Accountability	-
<ul style="list-style-type: none"><li>Utah Accountability System</li><li>Accountability Infographic</li><li>Utah School Report Card</li><li>Utah School Report Card FAQ</li><li>School Grades</li><li>PACE Report Cards</li></ul>	
BESD Assessment	+
Calendar Resources	+
Parental Exclusion (Opt-Out)	+
Testing Ethics	+
Utah Participation and Accommodations Policy	+

# What's Included?

01

## EL PROGRESS & PROFICIENCY

Progress and proficiency percentages of EL students taking the WIDA Access test.

02

## ACHIEVEMENT

Percentage of students who are proficient in English Language Arts, Math, and Science.

03

## GRADUATION RATE

Percentage of students graduating within 4 years.

04

## COLLEGE/CAREER READINESS

Percentage of students who earn a C or better in AP or Concurrent Enrollment or complete a CTE Pathway.

05

## POST SECONDARY ENROLLMENT

Percentage of students who enroll in college in the state of Utah within 1 year of graduation.

# EL Adequate Progress

## 9-12

School	ELL Progress
State Average	37%
BESD	62%
BEHS	74%
BRHS	ND
Sunrise	ND
BEMS	62%
BRMS	62%

ND = Not enough students to give the school a rating

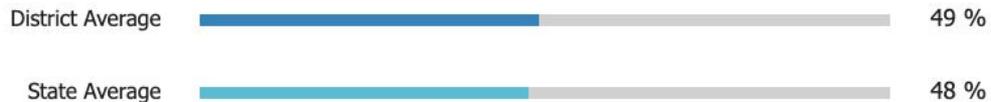
## K-8

School	ELL Progress
State Average	18%
BESD	25%
ACHI	13%
ACYI	3%
Century	0%
Discovery	19%
Fielding	ND
Foothill	0%
Garland	38%
Lake View	21%
McKinley	14%
Mountain View	ND
North Park	44%
Park Valley	ND
Snowville	ND
Three Mile Creek	ND
Willard	ND

# Student Achievement (9-10)

Utah Aspire Plus

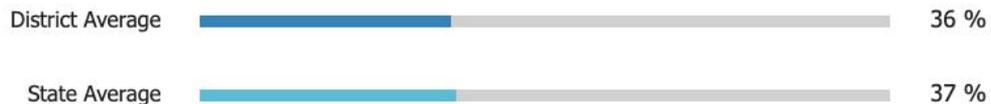
## ENGLISH LANGUAGE ARTS



## MATHEMATICS



## SCIENCE



# Student Achievement (3-8)

**RISE**

## ENGLISH LANGUAGE ARTS

District Average 42 %

State Average 43 %

## MATHEMATICS

District Average 43 %

State Average 42 %

## SCIENCE

District Average 47 %

State Average 47 %

# Postsecondary Readiness (19-20 SY)

## ACT 18+

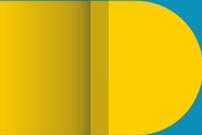


## 4-YEAR GRADUATION RATE



## READINESS COURSEWORK





# School Report Card Questions?

**MONTHLY FINANCIAL REPORT**  
December 31, 2021

				<b>Current Bud vs Actual</b>	<b>Prev Bud vs Actual</b>		
		<b>2021-22 Preliminary</b>	<b>2021-22 YTD</b>	<b>%</b>	<b>%</b>	<b>2020-21 YTD</b>	<b>2020-21 Actual</b>
<b>Description</b>							
	<b>Percent of Year completed to date</b>			<b>50.00%</b>	<b>50.00%</b>		
	<b>Percent of 9 month contract complete</b>			<b>41.66%</b>	<b>41.66%</b>		
<b>1</b>	<b>GENERAL FUND (M&amp;O) FUND (10)</b>						
<b>2</b>							
<b>3</b>	<b>REVENUE:</b>						
<b>4</b>	<b>Local</b>						
<b>5</b>	<b>Property</b>	<b>25,091,289</b>	<b>18,913,600</b>	<b>75.4%</b>	<b>53.6%</b>	<b>13,286,871</b>	<b>24,796,049</b>
<b>6</b>	<b>Tuitions</b>	<b>350,000</b>	<b>112,437</b>	<b>32.1%</b>	<b>15.2%</b>	<b>69,198</b>	<b>454,278</b>
<b>7</b>	<b>Inv Earnings</b>	<b>150,000</b>	<b>121,510</b>	<b>81.0%</b>	<b>78.7%</b>	<b>53,148</b>	<b>67,493</b>
<b>8</b>	<b>Indir. Costs-SL</b>	<b>680,000</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0</b>	<b>1,019,906</b>
<b>9</b>	<b>Rental Fees/Building/Tra</b>	<b>110,000</b>	<b>15,798</b>	<b>14.4%</b>	<b>61.6%</b>	<b>50,157</b>	<b>81,451</b>
<b>10</b>	<b>Other</b>	<b>900,000</b>	<b>258,657</b>	<b>28.7%</b>	<b>112.0%</b>	<b>1,301,106</b>	<b>1,161,864</b>
<b>11</b>	<b>State</b>	<b>74,424,348</b>	<b>37,914,209</b>	<b>50.9%</b>	<b>49.0%</b>	<b>33,663,461</b>	<b>68,725,191</b>
<b>12</b>	<b>Federal</b>	<b>8,525,000</b>	<b>1,815,208</b>	<b>21.3%</b>	<b>3.3%</b>	<b>296,255</b>	<b>8,958,392</b>
<b>13</b>	<b>Misc./ Fund Bal</b>	<b>1,114,000</b>					<b>870,488</b>
<b>14</b>	<b>TOTAL M &amp; O</b>						
<b>15</b>	<b>REVENUE</b>	<b>111,344,637</b>	<b>59,151,419</b>	<b>53.1%</b>	<b>45.9%</b>	<b>48,720,196</b>	<b>106,135,112</b>
<b>16</b>	<b>Beg Balance</b>	<b>2,043,744</b>					<b>1,809,180</b>
<b>17</b>	<b>Less:</b>						
<b>18</b>	<b>Ending Balance</b>	<b>1,176,013</b>					<b>173,429</b>
<b>19</b>	<b>TOTAL M &amp; O FUNDS</b>						
<b>20</b>	<b>available</b>	<b>112,212,367</b>	<b>59,151,419</b>	<b>52.7%</b>	<b>45.2%</b>	<b>48,720,196</b>	<b>107,770,863</b>
<b>21</b>	<b>EXPENDITURES:</b>						
<b>22</b>	<b>Instruction (1000)</b>						
<b>23</b>	<b>Salaries</b>	<b>49,077,975</b>	<b>20,356,752</b>	<b>41.5%</b>	<b>41.7%</b>	<b>19,448,041</b>	<b>46,636,603</b>
<b>24</b>	<b>Benefits</b>	<b>18,358,921</b>	<b>8,815,527</b>	<b>48.0%</b>	<b>43.4%</b>	<b>8,485,434</b>	<b>19,551,996</b>
<b>25</b>	<b>Purchased Serv.</b>	<b>3,070,500</b>	<b>1,416,634</b>	<b>46.1%</b>	<b>43.1%</b>	<b>1,155,717</b>	<b>2,683,024</b>
<b>26</b>	<b>Supplies/Textbooks</b>	<b>5,100,000</b>	<b>2,689,412</b>	<b>52.7%</b>	<b>55.0%</b>	<b>3,147,746</b>	<b>5,721,787</b>
<b>27</b>	<b>Equipment</b>	<b>1,905,000</b>	<b>311,960</b>	<b>16.4%</b>	<b>43.6%</b>	<b>225,635</b>	<b>517,560</b>
<b>28</b>	<b>Other</b>	<b>700,000</b>	<b>6,600</b>	<b>0.9%</b>	<b>59.8%</b>	<b>376,397</b>	<b>629,179</b>
<b>29</b>	<b>Total</b>	<b>78,212,396</b>	<b>33,596,885</b>	<b>43.0%</b>	<b>43.4%</b>	<b>32,838,970</b>	<b>75,740,149</b>
<b>30</b>							
<b>31</b>	<b>Student Services (2100)</b>						
<b>32</b>	<b>Salaries</b>	<b>3,510,841</b>	<b>1,527,567</b>	<b>43.5%</b>	<b>39.1%</b>	<b>1,282,226</b>	<b>3,276,884</b>
<b>33</b>	<b>Benefits</b>	<b>1,309,542</b>	<b>623,064</b>	<b>47.6%</b>	<b>39.5%</b>	<b>523,511</b>	<b>1,326,311</b>
<b>34</b>	<b>Other</b>	<b>350,000</b>	<b>136,347</b>	<b>39.0%</b>	<b>27.0%</b>	<b>73,904</b>	<b>273,459</b>
<b>35</b>	<b>Total</b>	<b>5,170,383</b>	<b>2,286,978</b>	<b>44.2%</b>	<b>38.5%</b>	<b>1,879,641</b>	<b>4,876,654</b>
<b>36</b>							
<b>37</b>	<b>Instructional Staff (2200)</b>						
<b>38</b>	<b>Salaries</b>	<b>1,605,520</b>	<b>751,411</b>	<b>46.8%</b>	<b>46.0%</b>	<b>713,929</b>	<b>1,553,428</b>
<b>39</b>	<b>Benefits</b>	<b>629,160</b>	<b>299,124</b>	<b>47.5%</b>	<b>47.0%</b>	<b>288,849</b>	<b>615,191</b>
<b>40</b>	<b>Other</b>	<b>400,000</b>	<b>143,608</b>	<b>35.9%</b>	<b>43.4%</b>	<b>110,323</b>	<b>254,337</b>
<b>41</b>	<b>Total</b>	<b>2,634,680</b>	<b>1,194,143</b>	<b>45.3%</b>	<b>45.9%</b>	<b>1,113,101</b>	<b>2,422,956</b>

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				<b>Current</b>			
		<b>2021-22</b>	<b>2021-22</b>	<b>Bud vs</b>	<b>Prev Bud vs</b>	<b>2020-21</b>	<b>2020-21</b>
<b>Description</b>	<b>Preliminary</b>	<b>YTD</b>	<b>YTD</b>	<b>Actual</b>	<b>Actual</b>	<b>YTD</b>	<b>Actual</b>
				<b>%</b>	<b>%</b>		
				<b>50.00%</b>	<b>50.00%</b>		
				<b>41.66%</b>	<b>41.66%</b>		
<b>42 District Administration (2300)</b>							
<b>43 Salaries</b>	<b>389,454</b>	<b>181,087</b>		<b>46.5%</b>	<b>49.7%</b>	<b>168,860</b>	<b>339,524</b>
<b>44 Benefits</b>	<b>169,797</b>	<b>85,768</b>		<b>50.5%</b>	<b>52.6%</b>	<b>81,312</b>	<b>154,547</b>
<b>45 Purch Services</b>	<b>170,000</b>	<b>372,917</b>		<b>219.4%</b>	<b>45.1%</b>	<b>47,390</b>	<b>104,986</b>
<b>46 Liability Insurance</b>	<b>235,000</b>	<b>160,336</b>		<b>68.2%</b>	<b>100.0%</b>	<b>223,473</b>	<b>223,473</b>
<b>47 Supplies</b>	<b>35,000</b>	<b>19,036</b>		<b>54.4%</b>	<b>51.4%</b>	<b>17,514</b>	<b>34,090</b>
<b>48 Other</b>	<b>25,000</b>	<b>22,070</b>		<b>88.3%</b>	<b>84.3%</b>	<b>21,482</b>	<b>25,473</b>
<b>49 Total</b>	<b>1,024,251</b>	<b>841,214</b>		<b>82.1%</b>	<b>63.5%</b>	<b>560,031</b>	<b>882,093</b>
<b>50 School Administration (2400)</b>			<b>ESSER II Contr Serv</b>				
<b>51 Salaries</b>	<b>4,331,198</b>	<b>2,029,966</b>		<b>46.9%</b>	<b>8.0%</b>	<b>1,837,041</b>	<b>4,044,617</b>
<b>52 Benefits</b>	<b>1,747,827</b>	<b>824,043</b>		<b>47.1%</b>	<b>7.5%</b>	<b>759,972</b>	<b>1,657,254</b>
<b>53 Prof Serv/Travel</b>	<b>80,000</b>	<b>30,117</b>		<b>37.6%</b>	<b>97.6%</b>	<b>31,157</b>	<b>67,635</b>
<b>54 Other</b>	<b>15,000</b>	<b>9,205</b>		<b>61.4%</b>	<b>75.1%</b>	<b>10,170</b>	<b>10,170</b>
<b>55 Total</b>	<b>6,174,025</b>	<b>2,893,331</b>		<b>46.9%</b>	<b>45.6%</b>	<b>2,638,340</b>	<b>5,779,676</b>
<b>56</b>							
<b>57 Business &amp; Support (2500)</b>							
<b>58 Salaries</b>	<b>771,881</b>	<b>367,497</b>		<b>47.6%</b>	<b>50.2%</b>	<b>324,543</b>	<b>645,918</b>
<b>59 Benefits</b>	<b>316,483</b>	<b>135,154</b>		<b>42.7%</b>	<b>50.5%</b>	<b>124,761</b>	<b>247,198</b>
<b>60 Purchased Services</b>	<b>165,000</b>	<b>77,356</b>		<b>46.9%</b>	<b>48.8%</b>	<b>66,006</b>	<b>135,297</b>
<b>61 Other</b>	<b>25,000</b>	<b>2,870</b>		<b>11.5%</b>	<b>45.7%</b>	<b>7,633</b>	<b>16,696</b>
<b>62 Total</b>	<b>1,278,364</b>	<b>582,877</b>		<b>45.6%</b>	<b>50.0%</b>	<b>522,943</b>	<b>1,045,109</b>
<b>63</b>							
<b>64 Operation &amp; Maintenance (2600)</b>							
<b>65 Salaries</b>	<b>5,466,376</b>	<b>2,631,509</b>		<b>48.1%</b>	<b>48.2%</b>	<b>2,405,208</b>	<b>4,985,356</b>
<b>66 Benefits</b>	<b>2,202,539</b>	<b>1,062,853</b>		<b>48.3%</b>	<b>50.2%</b>	<b>1,004,903</b>	<b>2,003,104</b>
<b>67 Electricity</b>	<b>884,000</b>	<b>395,357</b>		<b>44.7%</b>	<b>41.2%</b>	<b>378,613</b>	<b>918,191</b>
<b>68 Purchased Service</b>	<b>757,500</b>	<b>290,407</b>		<b>38.3%</b>	<b>55.6%</b>	<b>322,635</b>	<b>580,795</b>
<b>69 Telephone</b>	<b>282,012</b>	<b>188,237</b>		<b>66.7%</b>	<b>45.4%</b>	<b>116,325</b>	<b>256,236</b>
<b>70 Natural Gas</b>	<b>515,000</b>	<b>117,026</b>		<b>22.7%</b>	<b>20.4%</b>	<b>103,231</b>	<b>504,870</b>
<b>71 Prop Insurance</b>	<b>195,000</b>	<b>257,879</b>		<b>132.2%</b>	<b>100.0%</b>	<b>189,052</b>	<b>189,052</b>
<b>72 Repair</b>	<b>330,000</b>	<b>107,622</b>		<b>32.6%</b>	<b>73.8%</b>	<b>90,680</b>	<b>122,853</b>
<b>73 Supplies</b>	<b>730,000</b>	<b>411,727</b>		<b>56.4%</b>	<b>57.7%</b>	<b>454,422</b>	<b>787,291</b>
<b>74 Other</b>	<b>2,500</b>	<b>0</b>		<b>0.0%</b>	<b>27.6%</b>	<b>175</b>	<b>633</b>
<b>75</b>							<b>0</b>
<b>76 Total</b>	<b>11,364,927</b>	<b>5,462,617</b>		<b>48.1%</b>	<b>48.9%</b>	<b>5,065,244</b>	<b>10,348,381</b>
<b>77</b>			<b>Increase Costs</b>				

**MONTHLY FINANCIAL REPORT**  
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				<b>Current</b>	<b>Prev Bud vs</b>		
		<b>2021-22</b>	<b>2021-22</b>	<b>Bud vs</b>	<b>Actual</b>	<b>2020-21</b>	<b>2020-21</b>
	<b>Description</b>	<b>Preliminary</b>	<b>YTD</b>	<b>Actual</b>	<b>Actual</b>	<b>YTD</b>	<b>Actual</b>
				<b>%</b>	<b>%</b>		
	<b>Percent of Year completed to date</b>			<b>50.00%</b>	<b>50.00%</b>		
	<b>Percent of 9 month contract complete</b>			<b>41.66%</b>	<b>41.66%</b>		
<b>78</b>	<b>Transportation (2700)</b>						
<b>79</b>	<b>Salaries</b>	<b>2,760,295</b>	<b>1,149,963</b>	<b>41.7%</b>	<b>38.5%</b>	<b>1,102,965</b>	<b>2,861,804</b>
<b>80</b>	<b>Benefits</b>	<b>829,152</b>	<b>356,092</b>	<b>42.9%</b>	<b>43.4%</b>	<b>356,769</b>	<b>821,802</b>
<b>81</b>	<b>Purch Serv</b>	<b>280,000</b>	<b>123,274</b>	<b>44.0%</b>	<b>38.4%</b>	<b>121,831</b>	<b>317,502</b>
<b>82</b>	<b>Fuel</b>	<b>505,000</b>	<b>263,564</b>	<b>52.2%</b>	<b>28.3%</b>	<b>147,307</b>	<b>521,415</b>
<b>83</b>	<b>Supplies</b>	<b>450,000</b>	<b>234,080</b>	<b>52.0%</b>	<b>35.5%</b>	<b>111,123</b>	<b>313,308</b>
<b>84</b>	<b>Other/Property</b>	<b>485,800</b>	<b>2,661,869</b>	<b>547.9%</b>	<b>100.0%</b>	<b>1,008,680</b>	<b>1,008,680</b>
<b>85</b>	<b>Total</b>	<b>5,310,247</b>	<b>4,788,842</b>	<b>90.2%</b>	<b>48.7%</b>	<b>2,848,675</b>	<b>5,844,511</b>
<b>86</b>	<b>Community Services (3300)</b>		<b>Bus Order next Fiscal year</b>				
<b>87</b>	<b>Salary</b>	<b>680,566</b>	<b>277,513</b>	<b>40.8%</b>	<b>46.1%</b>	<b>258,390</b>	<b>561,013</b>
<b>88</b>	<b>Benefits</b>	<b>186,527</b>	<b>83,857</b>	<b>45.0%</b>	<b>47.7%</b>	<b>79,261</b>	<b>166,276</b>
<b>89</b>	<b>Purchased Serv</b>	<b>60,000</b>	<b>4,883</b>	<b>8.1%</b>	<b>25.1%</b>	<b>6,005</b>	<b>23,958</b>
<b>90</b>	<b>Supplies/Util</b>	<b>70,000</b>	<b>65,053</b>	<b>92.9%</b>	<b>42.2%</b>	<b>29,326</b>	<b>69,501</b>
<b>91</b>	<b>Property</b>	<b>30,000</b>	<b>1,335</b>	<b>4.5%</b>	<b>32.0%</b>	<b>1,298</b>	<b>4,055</b>
<b>92</b>	<b>Other Objects</b>	<b>16,000</b>	<b>16,731</b>	<b>104.6%</b>	<b>60.0%</b>	<b>3,918</b>	<b>6,529</b>
<b>93</b>	<b>Desig. Fund Bal</b>						
<b>94</b>	<b>Total</b>	<b>1,043,093</b>	<b>449,372</b>	<b>43.1%</b>	<b>45.5%</b>	<b>378,198</b>	<b>831,332</b>
<b>86</b>	<b>Total Expenditures</b>	<b>112,212,367</b>	<b>52,096,259</b>	<b>0</b>	<b>4</b>	<b>47,845,143</b>	<b>107,770,861</b>
<b>95</b>	<b>Interfund Trans</b>		<b>1</b>			<b>0</b>	<b>1</b>
<b>96</b>	<b>Change Desig Fund Bal</b>	<b>0</b>	<b>36,659</b>			<b>0</b>	<b>1</b>
<b>97</b>	<b>Other/Budget Cuts</b>		<b>0</b>			<b>0</b>	<b>0</b>
<b>98</b>	<b>TOTAL EXPENDITURERS</b>		<b>0</b>				<b>0</b>
<b>99</b>	<b>M &amp; O</b>	<b>112,212,367</b>	<b>52,132,919</b>	<b>46.46%</b>	<b>44.4%</b>	<b>47,845,143</b>	<b>107,770,863</b>

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				<b>Current</b>	<b>Prev Bud vs</b>		
		<b>2021-22</b>	<b>2021-22</b>	<b>Bud vs</b>	<b>Actual</b>	<b>2020-21</b>	<b>2020-21</b>
	<b>Description</b>	<b>Preliminary</b>	<b>YTD</b>	<b>Actual</b>	<b>Actual</b>	<b>YTD</b>	<b>Actual</b>
				<b>%</b>	<b>%</b>		
	<b>Percent of Year completed to date</b>			<b>50.00%</b>	<b>50.00%</b>		
	<b>Percent of 9 month contract complete</b>			<b>41.66%</b>	<b>41.66%</b>		
<b>100</b>	<b>School Activity Fund (21)</b>						
<b>101</b>							
<b>102</b>	<b>REVENUE:</b>						
<b>103</b>	<b>School Deposits</b>	<b>4,400,000</b>	<b>2,239,672</b>	<b>50.9%</b>	<b>58.5%</b>	<b>2,003,258</b>	<b>3,422,501</b>
<b>104</b>							
<b>105</b>	<b>Other</b>		<b>0</b>			<b>0</b>	
<b>106</b>	<b>Total Revenue</b>		<b>2,239,672</b>		<b>58.5%</b>	<b>2,003,258</b>	<b>3,422,501</b>
<b>107</b>	<b>EXPENDITURES:</b>						
<b>108</b>	<b>Purchased Services</b>	<b>902,150</b>	<b>234,552</b>	<b>26.0%</b>	<b>23.3%</b>	<b>99,658</b>	<b>428,078</b>
<b>109</b>	<b>Supplies</b>	<b>2,882,850</b>	<b>1,241,825</b>	<b>43.1%</b>	<b>39.9%</b>	<b>1,127,265</b>	<b>2,824,283</b>
<b>110</b>	<b>Equipment</b>	<b>290,000</b>	<b>39,684</b>	<b>13.7%</b>	<b>56.5%</b>	<b>11,814</b>	<b>20,926</b>
<b>111</b>	<b>Desig/Other/Adm</b>	<b>325,000</b>	<b>78,358</b>	<b>24.1%</b>	<b>49.3%</b>	<b>81,583</b>	<b>165,396</b>
<b>112</b>	<b>Total Expenditures</b>						
<b>113</b>	<b>School Activity</b>	<b>4,400,000</b>	<b>1,594,419</b>	<b>36.2%</b>	<b>38.4%</b>	<b>1,320,320</b>	<b>3,438,683</b>
<b>114</b>	<b>DEBT SERVICE FUND (31)</b>						
<b>115</b>							
<b>116</b>	<b>REVENUE:</b>						
<b>117</b>	<b>Property Tax</b>	<b>2,945,632</b>	<b>2,284,210</b>	<b>77.5%</b>	<b>49.7%</b>	<b>1,512,007</b>	<b>3,039,480</b>
<b>118</b>	<b>Interest</b>	<b>105,750</b>	<b>8,281</b>	<b>7.8%</b>	<b>53.5%</b>	<b>19,429</b>	<b>36,333</b>
<b>119</b>	<b>Other</b>						
<b>120</b>	<b>Total</b>	<b>3,051,382</b>	<b>2,292,491</b>	<b>75.1%</b>	<b>49.8%</b>	<b>1,531,436</b>	<b>3,075,813</b>
<b>121</b>	<b>Begining Bal</b>	<b>5,696,268</b>	<b>5,802,645</b>	<b>101.9%</b>	<b>130.0%</b>	<b>7,800,099</b>	<b>6,001,582</b>
<b>122</b>	<b>LESS:</b>						
<b>123</b>	<b>Ending Balance</b>	<b>5,659,746</b>	<b>4,876,865</b>	<b>86.2%</b>	<b>123.5%</b>	<b>7,167,630</b>	<b>5,802,645</b>
<b>124</b>	<b>Funds Available</b>	<b>4,770,488</b>	<b>4,827,736</b>	<b>101.2%</b>	<b>104.4%</b>	<b>6,059,285</b>	<b>5,802,645</b>
<b>125</b>	<b>EXPENDITURE:</b>						
<b>126</b>	<b>Bond Debt</b>	<b>3,927,162</b>	<b>3,267,400</b>	<b>68.5%</b>	<b>100.0%</b>	<b>3,269,750</b>	<b>3,269,750</b>
<b>127</b>	<b>Fees</b>	<b>50,000</b>	<b>0</b>	<b>0.0%</b>	<b>50.0%</b>	<b>2,500</b>	<b>5,000</b>
<b>128</b>	<b>Other Uses</b>		<b>0</b>			<b>0</b>	<b>0</b>
<b>129</b>	<b>Total</b>	<b>3977162</b>	<b>3,267,400</b>	<b>6534.8%</b>	<b>99.9%</b>	<b>3,272,250</b>	<b>3,274,750</b>

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		<b>2021-22</b>	<b>2021-22</b>	<b>Bud vs</b>	<b>Actual</b>	<b>2020-21</b>	<b>2020-21</b>
	<b>Description</b>	<b>Preliminary</b>	<b>YTD</b>	<b>Actual</b>	<b>Actual</b>	<b>YTD</b>	<b>Actual</b>
				<b>%</b>	<b>%</b>		
	<b>Percent of Year completed to date</b>			<b>50.00%</b>	<b>50.00%</b>		
	<b>Percent of 9 month contract complete</b>			<b>41.66%</b>	<b>41.66%</b>		
<b>130</b>	<b>CAPITAL OUTLAY FUND (32)</b>						
<b>131</b>							
<b>132</b>	<b>REVENUE:</b>						
<b>133</b>	<b>Property Tax</b>	<b>12,837,500</b>	<b>7,505,262</b>	<b>58.5%</b>	<b>69.5%</b>	<b>6,844,936</b>	<b>9,844,206</b>
<b>134</b>	<b>Interest</b>	<b>255,941</b>	<b>67,687</b>	<b>26.4%</b>	<b>38.2%</b>	<b>112,274</b>	<b>293,682</b>
<b>135</b>	<b>Other</b>	<b>176,400</b>	<b>245,727</b>	<b>139.3%</b>	<b>206.5%</b>	<b>128,539</b>	<b>62,249</b>
<b>136</b>	<b>State</b>	<b>158,025</b>	<b>18,976</b>	<b>12.0%</b>	<b>50.0%</b>	<b>41,002</b>	<b>82,003</b>
<b>137</b>	<b>Federal /MBA</b>	<b>63,288</b>	<b>25,117</b>	<b>39.7%</b>	<b>49.9%</b>	<b>30,058</b>	<b>60,274</b>
<b>138</b>	<b>Ins./Prop.Recry</b>	<b>94,500</b>	<b>103,900</b>	<b>109.9%</b>	<b>72.3%</b>	<b>46,067</b>	<b>63,673</b>
<b>139</b>	<b>Total Revenue</b>	<b>13,585,653</b>	<b>7,966,669</b>	<b>58.6%</b>	<b>69.2%</b>	<b>7,202,876</b>	<b>10,406,087</b>
<b>140</b>	<b>Lease Revenue MBA</b>	<b>0</b>	<b>0</b>			<b>15,000,000</b>	<b>15,000,000</b>
<b>141</b>	<b>Other Sources(F50)</b>	<b>345,580</b>	<b>0</b>			<b>0</b>	<b>326,422</b>
<b>142</b>	<b>Desig. Fund Bal</b>		<b>Donations BRHS and BEHS</b>				<b>0</b>
<b>143</b>	<b>TOTAL REVENUE CAPITAL</b>						
<b>144</b>	<b>OUTLAY</b>	<b>13,931,233</b>	<b>7,966,669</b>	<b>57.2%</b>	<b>86.3%</b>	<b>22,202,876</b>	<b>25,732,509</b>
<b>145</b>	<b>Beg. Balance</b>	<b>25,428,650</b>					<b>23,509,689</b>
<b>146</b>	<b>Less:</b>						
<b>147</b>	<b>Ending Balance</b>	<b>5,055,580</b>					<b>31,036,384</b>
<b>148</b>	<b>Capital Outlay Funds</b>						
<b>149</b>	<b>available</b>	<b>34,304,303</b>	<b>7,966,669</b>	<b>157.6%</b>	<b>122.0%</b>	<b>22,202,876</b>	<b>18,205,814</b>

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		<b>2021-22</b>	<b>2021-22</b>	<b>Bud vs</b>	<b>Actual</b>	<b>2020-21</b>	<b>2020-21</b>
	<b>Description</b>	<b>Preliminary</b>	<b>YTD</b>	<b>Actual</b>	<b>Actual</b>	<b>YTD</b>	<b>Actual</b>
				<b>%</b>	<b>%</b>		
	<b>Percent of Year completed to date</b>			<b>50.00%</b>	<b>50.00%</b>		
	<b>Percent of 9 month contract complete</b>			<b>41.66%</b>	<b>41.66%</b>		
<b>150</b>	<b>EXPENDITURES:</b>						
<b>151</b>	<b>Oper/Maint</b>	<b>5,000</b>	<b>3,500</b>	<b>70.0%</b>		<b>0</b>	<b>2,000</b>
<b>152</b>	<b>Other Equipment</b>	<b>850,000</b>	<b>0</b>	<b>0.0%</b>		<b>1,000</b>	
<b>153</b>	<b>Purchased Services</b>	<b>0</b>	<b>0</b>		<b>4.0%</b>	<b>250</b>	<b>6,267</b>
<b>154</b>	<b>Technology/Software</b>	<b>0</b>	<b>1,106,058</b>		<b>91.8%</b>	<b>933,561</b>	<b>1,017,044</b>
<b>155</b>	<b>Improvement</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>1</b>
<b>156</b>	<b>Buildings Maint</b>	<b>2,600,000</b>	<b>2,046,008</b>	<b>78.7%</b>	<b>100.9%</b>	<b>1,166,961</b>	<b>1,157,046</b>
<b>157</b>	<b>Vehicles</b>	<b>870,000</b>	<b>38,992</b>	<b>4.5%</b>	<b>89.8%</b>	<b>259,775</b>	<b>289,359</b>
<b>158</b>	<b>Furniture/Equip</b>	<b>1,794,000</b>	<b>842,398</b>	<b>47.0%</b>	<b>52.0%</b>	<b>707,922</b>	<b>1,362,434</b>
<b>159</b>	<b>Other Objects</b>	<b>1</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0</b>	<b>1</b>
<b>160</b>	<b>Vehicle charges</b>		<b>0</b>			<b>0</b>	<b>1</b>
<b>161</b>	<b>Total Capital</b>	<b>6,119,001</b>	<b>4,036,956</b>	<b>66.0%</b>	<b>80.1%</b>	<b>3,069,469</b>	<b>3,834,153</b>
<b>162</b>	<b>Other</b>		<b>0</b>			<b>0</b>	<b>1</b>
<b>163</b>	<b>Other Proj</b>	<b>200,000</b>	<b>0</b>	<b>0.0%</b>	<b>53.2%</b>	<b>102,793</b>	<b>193,118</b>
<b>164</b>	<b>Sunrise High School</b>	<b>200,000</b>	<b>35,570</b>	<b>17.8%</b>	<b>80.9%</b>	<b>3,380,897</b>	<b>4,180,473</b>
<b>165</b>	<b>Golden Spike</b>	<b>25,300,000</b>	<b>8,407,629</b>	<b>33.2%</b>	<b>1.8%</b>	<b>168,675</b>	<b>9,235,064</b>
<b>166</b>	<b>HS Athletic Facilities</b>	<b>80,000</b>	<b>796,585</b>	<b>995.7%</b>	<b>2408.7%</b>	<b>201,563</b>	<b>8,368</b>
<b>167</b>	<b>Property Purchase</b>	<b>420,000</b>	<b>0</b>	<b>0.0%</b>		<b>0</b>	<b>480,266</b>
<b>168</b>	<b>Total Construction</b>	<b>26,200,000</b>	<b>9,239,784</b>	<b>35.3%</b>	<b>27.3%</b>	<b>3,853,928</b>	<b>14,097,290</b>
<b>169</b>	<b>Desig. F Bal</b>						
<b>170</b>	<b>MBA/Bond Fee/Fund 50</b>	<b>1,985,302</b>	<b>1,686,937</b>	<b>85.0%</b>	<b>22.6%</b>	<b>61,998</b>	<b>274,371</b>
<b>171</b>	<b>Other</b>		<b>0</b>			<b>0</b>	<b>0</b>
<b>172</b>	<b>TOTAL EXPENDITURES CAPITAL</b>				<b>BRHS Turf not budgeted</b>		
<b>173</b>	<b>OUTLAY</b>	<b>34,304,303</b>	<b>14,963,677</b>	<b>43.6%</b>	<b>38.4%</b>	<b>6,985,395</b>	<b>18,205,814</b>

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		<b>2021-22</b>	<b>2021-22</b>	<b>Bud vs</b>	<b>Actual</b>	<b>2020-21</b>	<b>2020-21</b>
	<b>Description</b>	<b>Preliminary</b>	<b>YTD</b>	<b>Actual</b>	<b>Actual</b>	<b>YTD</b>	<b>Actual</b>
				<b>%</b>	<b>%</b>		
	<b>Percent of Year completed to date</b>			<b>50.00%</b>	<b>50.00%</b>		
	<b>Percent of 9 month contract complete</b>			<b>41.66%</b>	<b>41.66%</b>		
<b>174</b>	<b>SCHOOL FOOD SERVICE FUND (49)</b>						
<b>175</b>							
<b>176</b>	<b>REVENUE:</b>						
<b>177</b>	<b>Lunch Sales</b>	<b>250,000</b>	<b>25,764</b>	<b>10.3%</b>	<b>58.4%</b>	<b>142,249</b>	<b>243,736</b>
<b>178</b>	<b>Other Local</b>	<b>1,500</b>	<b>251</b>	<b>16.7%</b>	<b>52.6%</b>	<b>440</b>	<b>836</b>
<b>179</b>	<b>State</b>	<b>1,075,000</b>	<b>392,068</b>	<b>36.5%</b>	<b>19.9%</b>	<b>260,401</b>	<b>1,309,158</b>
<b>180</b>	<b>Federal</b>	<b>4,000,000</b>	<b>1,940,760</b>	<b>48.5%</b>	<b>28.6%</b>	<b>1,653,621</b>	<b>5,789,153</b>
<b>181</b>	<b>Other/Inventory Adj</b>	<b>0</b>	<b>0</b>		<b>0.0%</b>	<b>0</b>	<b>-13,244</b>
<b>182</b>	<b>TOTAL REVENUE SCHOOL</b>						
<b>183</b>	<b>FOODS</b>	<b>5,326,500</b>	<b>2,358,843</b>	<b>44.3%</b>	<b>28.1%</b>	<b>2,056,711</b>	<b>7,329,639</b>
<b>184</b>	<b>Beg. Balance</b>	<b>1,000,835</b>					<b>938,697</b>
<b>185</b>	<b>Less:</b>						
<b>186</b>	<b>Ending Balance</b>	<b>1,179,481</b>					<b>2,364,057</b>
<b>187</b>	<b>School Food Service Funds</b>						
<b>188</b>	<b>available</b>	<b>5,147,854</b>	<b>2,358,843</b>	<b>45.8%</b>	<b>34.8%</b>	<b>2,056,711</b>	<b>5,904,279</b>
<b>189</b>	<b>EXPENDITURES:</b>						
<b>190</b>	<b>Salaries</b>	<b>1,786,241</b>	<b>822,772</b>	<b>46.1%</b>	<b>40.7%</b>	<b>775,858</b>	<b>1,904,236</b>
<b>191</b>	<b>Benefits</b>	<b>692,613</b>	<b>261,850</b>	<b>37.8%</b>	<b>43.6%</b>	<b>255,107</b>	<b>585,710</b>
<b>192</b>	<b>Food/Supplies</b>	<b>2,294,000</b>	<b>1,196,349</b>	<b>52.2%</b>	<b>33.3%</b>	<b>976,166</b>	<b>2,932,132</b>
<b>193</b>	<b>Equipment</b>	<b>50,000</b>	<b>122,026</b>	<b>244.1%</b>	<b>103.4%</b>	<b>42,025</b>	<b>40,630</b>
<b>194</b>	<b>Other Costs</b>	<b>25,000</b>	<b>20,848</b>	<b>83.4%</b>	<b>16.6%</b>	<b>8,761</b>	<b>52,822</b>
<b>195</b>	<b>Dir/Indirect Costs</b>	<b>300,000</b>	<b>278</b>	<b>0.1%</b>	<b>0.1%</b>	<b>278</b>	<b>388,749</b>
<b>196</b>	<b>TOTAL EXPENDITURES SCHOOL</b>		<b>Lunch Tables &amp; Equip</b>				
<b>197</b>	<b>FOODS</b>	<b>5,147,854</b>	<b>2,424,123</b>	<b>47.1%</b>	<b>34.9%</b>	<b>2,058,195</b>	<b>5,904,279</b>

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	<b>Description</b>	<b>Preliminary</b>	<b>YTD</b>	<b>Actual</b>	<b>Actual</b>	<b>YTD</b>	<b>Actual</b>
				<b>%</b>	<b>%</b>		
	<b>Percent of Year completed to date</b>			<b>50.00%</b>	<b>50.00%</b>		
	<b>Percent of 9 month contract complete</b>			<b>41.66%</b>	<b>41.66%</b>		
<b>198</b>	<b>Foundation Fund (75)</b>						
<b>199</b>							
<b>200</b>	<b>REVENUE:</b>						
<b>201</b>	<b>Total Revenue</b>	<b>250,000</b>	<b>96,916</b>	<b>38.8%</b>	<b>33.2%</b>	<b>117,621</b>	<b>354,177</b>
<b>202</b>	<b>Avallable Revenue</b>	<b>250,000</b>	<b>96,916</b>	<b>38.8%</b>	<b>33.2%</b>	<b>117,621</b>	<b>354,177</b>
<b>203</b>	<b>EXPENDITURE:</b>						
<b>204</b>	<b>Expenses</b>	<b>180,000</b>	<b>63,762</b>	<b>35.4%</b>	<b>29.1%</b>	<b>38,428</b>	<b>131,898</b>
<b>205</b>	<b>Changes/Desg Fund Bal</b>						<b>0</b>
<b>206</b>	<b>TOTAL EXPENDITURE</b>	<b>180,000</b>	<b>63,762</b>	<b>35.4%</b>	<b>29.1%</b>	<b>38,428</b>	<b>131,898</b>
<b>207</b>	<b>Agency Fund (76)</b>						
<b>208</b>							
<b>209</b>	<b>REVENUE:</b>						
<b>210</b>	<b>Agent Services</b>	<b>125,000</b>	<b>24,001</b>	<b>19.2%</b>	<b>43.5%</b>	<b>3,680</b>	<b>8,451</b>
<b>211</b>	<b>State</b>	<b>5,000</b>	<b>0</b>			<b>4,359</b>	<b>0</b>
<b>212</b>	<b>Federal</b>						<b>0</b>
<b>213</b>	<b>Other</b>	<b>7,000</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0</b>	<b>1</b>
<b>214</b>	<b>TOTAL REVENUE/BB</b>						
<b>215</b>	<b>AGENCY FUND</b>	<b>137,000</b>	<b>24,001</b>	<b>17.5%</b>	<b>95.1%</b>	<b>8,039</b>	<b>8,452</b>
<b>216</b>	<b>EXPENDITURE:</b>						
<b>217</b>	<b>Instruction</b>		<b>5,978</b>			<b>6,105</b>	<b>0</b>
<b>218</b>	<b>NUCC</b>	<b>125,000</b>	<b>8,866</b>	<b>7.1%</b>	<b>24.5%</b>	<b>6,818</b>	<b>27,843</b>
<b>219</b>	<b>Other</b>	<b>7,000</b>	<b>10,202</b>	<b>145.7%</b>	<b>200300.0%</b>	<b>2,003</b>	<b>1</b>
<b>220</b>	<b>Changes/Desg Fund Bal</b>	<b>5,000</b>	<b>1,198</b>				<b>0</b>
<b>221</b>	<b>TOTAL EXPENDITURES</b>						
<b>222</b>	<b>AGENCY FUND</b>	<b>137,000</b>	<b>26,244</b>	<b>19.2%</b>	<b>53.6%</b>	<b>14,926</b>	<b>27,844</b>
<b>223</b>							
<b>224</b>							
<b>225</b>			<b>SUMMARY</b>			<b>SUMMARY</b>	
<b>226</b>							
<b>227</b>	<b>GRAND TOTAL FUNDS AVAILABLE</b>						
<b>228</b>	<b>ALL FUNDS</b>	<b>138,440,752</b>	<b>74,130,011</b>	<b>53.5%</b>	<b>52.5%</b>	<b>76,640,137</b>	<b>146,058,203</b>
<b>229</b>	<b>GRAND TOTAL EXPENDITURE</b>						
<b>230</b>	<b>ALL FUNDS</b>	<b>160,358,686</b>	<b>74,472,544</b>	<b>46.4%</b>	<b>44.3%</b>	<b>61,534,657</b>	<b>138,754,131</b>

# Adjusted School COVID Response Plan for 2022

As we begin the new year, we have adjusted our COVID response plan to reflect changes in health department guidelines. This document was developed jointly between the Bear River Health Department, the four Northern Utah school districts, and charter schools.

## PREVENTION

### Face Coverings

Masks and other face coverings remain an important tool for reducing the spread of COVID-19. While masks are not generally required in our school buildings or on school grounds, **mask use is encouraged as a prevention approach**. For example, individuals may choose to wear a mask to keep themselves and others safe, if they have underlying health conditions, if transmission rates are high, or if they have been exposed to COVID-19. Any individual who chooses to wear a mask should feel comfortable and welcome to do so in our schools. Please see the back of this document for guidance on mask wearing for individuals who have tested positive for COVID-19 or who have been exposed.

### COVID Testing

The Bear River Health Department continues to provide free diagnostic testing for any K-12 student or employee of public and charter schools that experience symptoms or believe they have been exposed. Information on testing locations and times will be provided on the [Bear River Health Department website](#). The health department will also assist with “Test to Stay” protocols should we experience significant outbreaks.

### Vaccination

A major tool currently available to anyone 5 and older is vaccination. Most of our adult population over 65 have been vaccinated, as well as a majority of adults 18 or older and a significant percentage of our student population 12 and older. The decision to receive a vaccine is a personal decision and parental consent is required for anyone under 18. Vaccinations are free through the Bear River Health Department or can be scheduled through local pharmacies or health care providers.

### Illness Protocols

It is critical to continue to be diligent with district illness protocols. Employees or students who experience symptoms or are ill should remain home until symptoms subside. If symptoms are COVID-19 related, individuals should take advantage of testing.

### Hygiene

Handwashing and hand-sanitizing continue to be important in reducing the spread of COVID-19 or other infectious conditions. Hand sanitizer and soap dispensers are readily available in schools for students and staff. Handwashing, hand sanitizing, and other good hygiene practices will be encouraged by teachers and school staff.

### Enhanced Cleaning

Enhanced cleaning of schools will continue. Enhanced cleaning is defined as more frequent cleaning of high-touch surfaces, strategic cleaning of high-use areas, and focused cleaning if a classroom or school has a high case count.

## INTERVENTION (New Protocols)

In cooperation with the Bear River Health Department, we will address positive cases or exposures to COVID-19 cases in the Bear River Health District as follows:

### Individuals Who Test Positive (Isolation)

Individuals who test positive:

- Must isolate themselves for at least five days starting the day after the test collection date.
- They may return to school after five days if their symptoms have improved and they have been fever free for 24 hours without fever-reducing medication.
- It is recommended that individuals returning after five days wear a mask for five additional days.

### Individuals Who Are Exposed and Current on Vaccinations (see definition below)

If an individual is exposed to COVID and is current on COVID-19 vaccination (three doses of either Pfizer or Moderna for those 18 and older and currently two doses for those under 18) or has had COVID-19 in the last 90 days

- They do not need to quarantine and can go to school or work and participate in activities
- It is recommended they wear a mask for 10 days after an exposure.
- Anyone who has been exposed to COVID-19 should seek testing at the onset of any symptoms.

### Individuals Who Are Exposed and NOT Current on Vaccinations (see definition below)

If an individual is exposed to COVID and is NOT current on COVID-19 vaccination (three doses of either Pfizer or Moderna for those 18 and older and currently two doses for those under 18) or has not had COVID-19 in the last 90 days

- It is recommended they quarantine at home for five days and wear a mask at school for five days after quarantine **OR** wear a mask for 10 days at school following an exposure.
- Anyone who has been exposed to COVID-19 should seek testing at the onset of any symptoms.

### Test to Stay

If a school meets a threshold of either 2% or 30 positive cases, a “Test to Stay” protocol will be implemented in cooperation with the Bear River Health Department.

A “Test to Stay” protocol means that individuals would need a negative COVID test result to remain in school during an outbreak period. If an individual chooses not to be tested, they would not have a negative test and according to state statute cannot attend school during an outbreak period.

# Adjusted School COVID Response Plan for 2022

Al comenzar el nuevo año, hemos ajustado nuestro plan de respuesta hacia COVID para reflejar los cambios en las pautas del departamento de salud. Este documento fue desarrollado conjuntamente entre el Departamento de Salud de Bear River, los cuatro distritos escolares del norte de Utah y las escuelas charter.

## Prevención

### Máscaras Faciales (Masks)

Las máscaras y otros revestimientos faciales siguen siendo una herramienta importante para reducir la propagación de COVID-19. Aunque generalmente no se requieren máscaras en nuestros edificios escolares o en los terrenos de la escuela, se recomienda el uso de máscaras como un enfoque de prevención. Por ejemplo, las personas pueden optar por usar una máscara para mantenerse a sí mismos y a los demás seguros, si tienen afecciones de salud subyacentes, si las tasas de transmisión son altas o si han estado expuestas al COVID-19. Cualquier individuo que elija usar una máscara debe sentirse cómodo y bienvenido a hacerlo en nuestras escuelas. Consulte la parte posterior de este documento para obtener dirección sobre el uso de mascarillas para las personas que dieron positivo en la prueba de COVID-19 o que han estado expuestas.

### Pruebas de COVID

El Departamento de Salud de Bear River continúa brindando pruebas de diagnóstico gratuitas para cualquier estudiante K-12 o empleado de escuelas públicas y charter que experimenten síntomas o crean que han estado expuestos. La información sobre los lugares y los horarios de las pruebas se proporcionará en el sitio web del [Departamento de Salud de Bear River](#). El departamento de salud también ayudará con los protocolos de "Prueba Para Permanecer" en caso de que experimentemos brotes significativos.

### Vacunación

Una herramienta importante actualmente disponible para cualquier persona de 5 años o más es la vacunación. La mayoría de nuestra población adulta mayor de 65 años ha sido vacunada, así como la mayoría de los adultos mayores de 18 años y un porcentaje significativo de nuestra población estudiantil de 12 años y en adelante. La decisión de recibir una vacuna es una decisión personal y se requiere el consentimiento de los padres para cualquier persona menor de 18 años. Las vacunas son gratuitas a través del Departamento de Salud de Bear River o se pueden recibir a través de farmacias locales o proveedores de atención médica haciendo una cita.

### Protocolos de Enfermedad

Es fundamental seguir siendo diligente con los protocolos de enfermedad del distrito. Los empleados o estudiantes que experimenten síntomas o estén enfermos deben permanecer en casa hasta que desaparezcan los síntomas. Si los síntomas están relacionados con COVID-19, las personas deben aprovechar las pruebas.

### Higiene

Lavarse y desinfectarse las manos siguen siendo importantes para reducir la propagación del COVID-19 u otras condiciones infecciosas. Los dispensadores de jabón y desinfectante de manos están disponibles en las escuelas para los estudiantes y el personal. Los maestros y el personal de la escuela promoverá el lavado de manos, la desinfección de manos y otras buenas prácticas de higiene.

### Limpieza Mejorada

Continuará la limpieza mejorada de las escuelas. La limpieza mejorada se define como una limpieza más frecuente de superficies de alto contacto, limpieza estratégica de áreas de alto uso y limpieza enfocada si un salón o escuela tiene un alto número de casos.

## Intervención (Nuevos Protocolos)

En cooperación con el Departamento de Salud de Bear River responderemos a los casos positivos o exposiciones a casos de COVID-19 en el Distrito de Salud de Bear River de la siguiente manera:

### Individuos Que Dan Positivo en la Prueba (Aislamiento)

Individuos que dan positivo en la prueba:

- Deben aislarse durante al menos cinco días a partir del siguiente día de recolección de la prueba.
- Pueden regresar a la escuela después de cinco días si sus síntomas han mejorado y no han tenido fiebre durante 24 horas y no han usado medicamentos para reducir la fiebre.
- Se recomienda que las personas que regresan después de cinco días usen una máscara durante cinco días adicionales.

### Personas Que Fueron Expuestas y Están al Día Con Las Vacunas (ver definición a continuación)

Si una persona está expuesta al COVID y está corriente con la vacuna contra COVID-19 (tres dosis de Pfizer o Moderna para los mayores de 18 años y actualmente dos dosis para los menores de 18) o ha tenido COVID-19 en los últimos 90 días

- No necesitan mantenerse en cuarentena y pueden ir a la escuela o trabajar y participar en actividades.
- Se recomienda que usen una mascarilla durante 10 días después de una exposición.
- Cualquiera que haya estado expuesto al COVID-19 debe buscar pruebas al inicio de cualquier síntoma.

### Personas Que Fueron Expuestas y NO Están al Día Con Las Vacunas (ver definición a continuación)

Si una persona está expuesta al COVID y NO está corriente con la vacuna COVID-19 (tres dosis de Pfizer o Moderna para los mayores de 18 años y actualmente dos dosis para los menores de 18) o no ha tenido COVID-19 en los últimos 90 días

- Se recomienda que se mantengan en cuarentena en casa durante cinco días y que usen una máscara en la escuela durante cinco días después de la cuarentena O que usen una máscara durante 10 días en la escuela después de una exposición.
- Cualquiera que haya sido expuesto al COVID-19 debe buscar pruebas al inicio de cualquier síntoma.

## Prueba Para Quedarse

Si una escuela alcanza un umbral de 2% o 30 casos positivos, se implementará un protocolo de "Prueba Para Permanecer" en cooperación con el Departamento de Salud de Bear River.

Un protocolo de "Prueba Para Permanecer" significa que las personas necesitan un resultado negativo en la prueba de COVID para permanecer en la escuela durante un período de brote. Si una persona elige no hacerse la prueba, no tendrá una prueba negativa y, de acuerdo con los estatutos estatales, no puede asistir a la escuela durante un período de brote.

## POLICY 2001

### Fiscal Management Goals

- A. The Board recognizes that its primary purpose is to provide the best education possible within the limits of the financial ability of the school district. The Board also recognizes its deep responsibility to the citizens of the district for the efficient use of public funds. To achieve these purposes, the Board establishes the following fiscal management goals:
1. To engage in thorough advance planning, with broad-based staff and community involvement, to develop budgets and guide expenditures to achieve the greatest educational benefit possible.
  2. To pursue all practical and legal sources of public and private funding.
  3. To use the best and most efficient techniques for budgeting, accounting, purchasing, and reporting. This includes program accounting, cash handling, expenditures, fundraising, donation and gifts, and financial reporting and training. (These areas are covered in other policies and procedures.) R277-113-5
  4. To work with state legislature, state board of education, and other appropriate agencies to establish and maintain levels of funding adequate to provide quality education.
  5. To establish fiscal policies and procedures which shall address all applicable state and federal statutes and regulations. These may have different components, specificity, and levels of complexity for the District's elementary and secondary schools. They may reference specific training manuals or other resources that provide detailed descriptions of business practices which are too lengthy or detailed to include in the policy. The District's fiscal policies shall at a minimum address
    - a. Program accounting,
    - b. Cash handling,
    - c. Expenditures,
    - d. Fundraising,

- e. Donations and gifts, and
- f. Financial reporting.

*Utah Admin. Rules R277-113-5(4), (5), (6), (8), (9) (November 10, 2020)*

- 6. To regularly review its fiscal policies and procedures. The District shall develop and follow a plan for annual training of District employees on policies and procedures specific to job function.

*Utah Admin. Rules R277-113-5(1), (2) (November 10, 2020)*

- 7. To make fiscal policies and procedures available at the District Office, at individual District schools, and on the District's website.

*Utah Admin. Rules R277-113-5(3) (November 10, 2020)*

- B. All budget and other fiscal processes will conform to all state laws, rules, and requirements set forth by constitution, statute, state rules, and Board policy.

## C. District Reporting

### 1. Definitions

- a. "Generally Accepted Accounting Principles" ("GAAP") means a common framework of accounting rules and standards for financial report promulgated by either FASB or GASB, as applicable to the district.
- b. "Financial Accounting Standards Board" ("FASB") means the board whose purpose is to establish GAAP for nongovernmental entities within in the United Sates.
- c. "Governmental Accounting Standards Board" ("GASB") means the board whose purpose is to establish GAAP for state and local governments within the United States.
- d. "Generally Accepted Auditing Standards" ("GAAS") a set of auditing standards and guidelines promulgated by the Auditing Standards Board of the American Institute of Certified Public Accountants.

- e. “Generally Accepted Government Auditing Standards” (“GAGAS”) means a set of auditing standards and guidelines promulgated by the Government Accountability Office.

*Utah Admin. Rules R277-113-2(5) – (9) (November 10, 2020)*

- 2. The District shall arrange for external audits of District financial reporting, compliance, and performance in accordance with GAAS and GAGAS. The District’s financial reporting shall be done in a manner consistent with the basis of accounting as required by GAAP, as applicable to the District. Beginning with state fiscal year 2021, the basis for accounting shall be GASB. The District shall provide data and information consistent with budgeting, accounting (including the uniform chart of accounts for local education agencies), and auditing standards for Utah local educational agencies provided online annually by the State Superintendent.

*Utah Admin. Rules R277-113-5(9)(e) (November 10, 2020)*

## POLICY 2070

### Cash Receipts, Expenditures, and Purchasing

- A. This policy is applicable without exception to all funds owned or administered by the District. This policy applies to all District administration, licensed educators, staff, students, organizations, and individuals that handle cash receipts or accept payment in any form on behalf of the District or individual school or initiate, authorize, or process cash disbursements on behalf of the District or individual school. The scope includes all activities at the District and individual schools and in all locations where District activities and public funds are collected or expended. All expenditures of the District are to be consistent with applicable state and federal laws and regulations; any restrictions, rules, or regulations placed on the use of the funds by donors and granting agencies; and prudent management practices. It is expected that in all dealings, District employees will act in an ethical manner that is consistent with the District's code of ethics, the [Utah Educators' Standards](#), the [Public Officers' and Employees' Ethics Act](#), and [State Procurement Code](#).
- B. Wherever possible, duties such as custody of purchase cards and blank checks, initiating expenditures, approving expenditures, maintaining documentation, issuing checks, collecting funds, maintaining documentation, preparing deposits and reconciling records should be segregated among different individuals. When segregation of duties is not possible due to the small size and limited staffing of the District or individual school, compensating controls such as management supervision and review of cash receipting records by independent parties should be implemented.
- C. All individual schools are required to take every precaution to safeguard school monies and records.
- D. Receipting Funds, Bank Accounts, Cash

*Utah Admin. Rules R277-515-5 (B)(ii)*

1. Monies are to be banked daily where practicable but no less than every three days. **Appropriate internal controls and segregation of duties should be implemented for all cash activity. Cash should always be verified (balanced with receipts). Where verification is difficult, cash should be counted by two individuals.**

[Utah Code § 51-4-2\(2\)\(a\) \(2017\)](#)

2. No money is to be left in elementary schools, except as approved by the Business Administrator for change or petty cash as designated in District procedures.
  3. All receipting of funds shall be done by the designated District or school finance secretary. Collections at school events shall be under the direction of the building administrator and follow the ticketing and collection procedures of the District.
  4. All bank accounts shall be approved by the Business Administrator who is included as an authorized signer on all accounts. Employees shall not open bank accounts or have checks written to them personally. Personal checks should not be cashed from receipts.
  5. Funds are to be controlled by the finance secretary and kept at a secure location until deposited. Employees shall never hold funds in any location for any reason. A specified safe location should be established when the finance secretary is not available.
  6. Receipts shall be issued for all funds on the approved accounting system and where possible duties should be segregated with different people receiving, receipting, reconciling, and depositing the money. All processes shall be documented with an approved paper trail.
  7. All disbursements are to be paid using the School District payable procedures and not from cash receipts, refunds, or by other methods.
  8. In addition to all items above, School District and school procedures are to be followed by all collection of funds by the schools or District.
  9. The School District tax exempt status shall only be used for school purchases. Schools must collect tax on taxable sales or rental of tangible personal property to students, employees, or to the public.
- E. Where applicable, each school's detailed activity budget vs. actual statements should be reviewed by program directors, coaches, teachers, etc. on a quarterly basis for accuracy and reasonableness.
- F. Expenditure transactions must be approved by an individual having sufficient knowledge and authority to evaluate the transaction for reasonableness and appropriateness. The school or District shall designate employees by title or job descriptions that are authorized to approve various dollar amount levels of disbursements and instructed never to sign blank checks.

- G. All expenditures made using cash, checks, credit/purchase cards, electronic fund transfers, etc.
1. Shall be recorded in the school or District's accounting records.
  2. Passwords should be established on user access to the accounting system and changed periodically.
  3. Checks should be made payable to specified payees and never to "cash" or "bearer."
- H. All disbursement activity should be substantiated by supporting documents. Documents should be available, and should demonstrate that proper disbursement controls are in place (signatures for approval, purchase orders, receipts, invoices, bids or quotes, reimbursement forms, travel forms, journal entries, reconciliations, etc.). Quotes shall contain the following information:
1. Date received or dates that the quoted price is valid, delivery date
  2. Company name, address, salesperson
  3. Each item, description or specifications, unit, total price, and quantity listed
  4. Shipping and freight charges
  5. Salesperson and contact information
  6. Vendor, District employee name and position
- I. Quotes may be obtained and documented by printing pages from a website; however, all of the quote elements must be documented. Better prices are usually obtained by contacting vendors directly. Telephone quotes must be documented and include all quote elements. Written quotes should be requested on the vendor's letterhead.
- J. Bank and credit card statements should be reviewed and accounts reconciled in a timely manner. Activity accounts should be reviewed quarterly by the custodian of the activity.
- K. All checks or check stock, credit/purchase cards, access to bank accounts and statements, etc. shall be secured and controlled by the accounting/front office with limited access. All disbursing of funds at the school or District should be done through the accounting/front office.

- L. Bank reconciliation(s) should be performed on all District-approved accounts, including credit card transactions. If the bank reconciliation is completed by someone who has access to the accounting system and bank accounts, it should be reviewed and approved by another person, such as the principal or director, business administrator, or a member of the audit committee or board on a monthly basis.
- M. Administration should review bank statements and bank reconciliations, as well as credit card statements, and document the review and approval. The District's audit committee or District management should ensure that monthly bank reconciliations and credit/purchase card statement reconciliations are occurring on a monthly basis.
- N. A check register should be reviewed when signing checks to ensure all disbursements are reviewed and approved. Administration or designated members of management shall review cash disbursements to verify that all District and State policies and procedures are being followed on a periodic basis.
- O. The school or District must comply with applicable District and state purchasing laws.
  - 1. Contracts must follow the guidelines outlined in the District's procurement policies and [Utah Procurement Code](#), specifically regarding the length of multi-year contracts.
  - 2. Construction and improvements must comply with the provisions of the District's procurement policies and the State Procurement Code [Utah Code § 63G-6a-101 et seq.](#), the [Utah Procurement Code](#), and Title IX.
  - 3. Exclusive contracts must comply with the guidelines outlined in the State Procurement Code [Utah Code § 63G-6a-101 et seq.](#), the District's procurement policy, and the Utah Public Officers' and Employees' Ethics Act [Utah Code § 67-16-1 et seq.](#).
  - 4. Purchases of goods or services with District funds for personal use or personal gain are strictly prohibited; see the Utah Public Officers' and Employees' Ethics Act [Utah Code § 67-16-1 et seq.](#). Expenditures will follow the guidelines outlined in the District's procurement policies and the State Procurement Code [Utah Code § 63G-6a-101 et seq.](#) and federal purchasing laws.

## POLICY 4077

### Course Disclosure Statements – Secondary

- A. Each course offered to students in grade 6-12 shall have a Course Disclosure Statement.
- B. Course Disclosure Statements shall be updated **at the beginning of each trimester regularly**, contain accurate information, and be available to parents and students at the beginning of each course.
- C. Course Disclosure Statements shall contain information and guidelines consistent with Box Elder School District Policies and individual school student handbooks.
- D. Course Disclosure Statements shall contain at least the following information:
  1. A brief description of the course including major course goals;
  2. A list of books, videos, etc., other than District adopted texts that will be used in the course;
  3. A statement on attendance and tardiness and the impact of such on citizenship grades;
  4. A statement on grading that may include:
    - a. A grading scale;
    - b. Weighting of assignments, quizzes, tests, etc.
    - c. A statement on make-up work, extensions, interventions **and evidence of relearning prior to re-takes**;
  5. A statement on or a listing of class rules and/or expectations;
  6. A statement on any **optional** fees associated with the course **and/or additional materials needed for the course**;

7. A statement offering accommodations for qualifying individuals with disabilities;
  8. Notation of how to contact the teacher and when she/he is available to meet with parents and/or students;
- E. In addition to the required information listed in Section D, teachers are encouraged to include suggestions for success in the course, encouragement to students, and other information to help students be successful.

## POLICY 4103

### Grading Policy Grades 8-12

#### A. Grading

1. Student work and assessments will be based on standards from the Utah State Curriculum.
2. Grades on report cards will accurately reflect students' academic proficiency in relation to course standards.
3. Student proficiency is measured in a variety of ways including; projects, reports, tests, observations, discussions and performance tasks.
4. Additional opportunities for all students to demonstrate increased proficiency will be provided through extensions, **interventions** and remediation.
  - a. **Extra credit will not be included in the academic grade.**
  - b. **Additional opportunities include re-doing assignments or re-taking quizzes and tests following an intervention in a timely manner.**

B. Grades will be determined based on the Box Elder School District Secondary grading scale.

C. Attendance, tardies and behavior will not be included in the academic grade.

#### D. Reporting

1. Report cards will be issued a minimum of three times each school year.
2. Student proficiency data will be updated weekly using the electronic grade book.
3. Students and parents will be informed as soon as possible when a student's academic performance, citizenship, or behavior becomes unsatisfactory or shows a marked or sudden decline.

E. Interventions

1. Interventions (re-teaching) will be provided when a student performs below proficiency.
2. When intervention opportunities are provided within the school day, identified students will be required to participate.

F. Homework

\*See Box Elder School District [Policy 4100 Homework](#)

1. Non-content related material will not be used as additional opportunities to demonstrate increased proficiency
2. Service opportunities (activities) will be counted in the Life Skills or Citizenship categories and not the academic grade.

## Policy 5071

### Communicable Disease Guidelines for Exclusion of Children from School

#### A. Conditions Requiring Temporary Exclusion

#### B. Temporary exclusion (child should be kept home) is recommended when:

1. An illness prevents the child from participating comfortably in activities as determined by the school staff.
2. The illness results in a greater need to care than the staff can provide or, the child has any of the following conditions:
  - a. Child appears to be severely ill.
  - b. Fever greater than 101 orally or tympanically (ear) accompanied by behavioral change or other signs and symptoms (rash, sore throat, vomiting, diarrhea, cough etc.)
  - c. Diarrhea – defined as an increased number of stools compared to the child’s normal pattern and inability to control or contain fecal matter.
  - d. Bloody diarrhea – must be cleared for re-admission by a healthcare provider.
  - e. Blood in stools, not explained by dietary change, medication, or constipation.
  - f. Vomiting
  - g. Severe abdominal pain – should be evaluated by a healthcare provider ASAP.
  - h. Less severe abdominal pain that continues longer than 2 hours.
  - i. Mouth sores with uncontrolled drooling – drooling increases risk of spreading whatever disease is causing the illness.
  - j. Rash with fever or behavioral changes.

- k. Ringworm – exclusion is recommended until treatment is started.
- l. Scabies, until after treatment has been given.
- m. Chicken Pox – until all lesions have dried or crusted (about 1 week after onset of rash).
- n. COVID-19 – 10 days following onset and 24 hours after fever without fever reducing medication.
- o. Impetigo – until 24 hours after treatment has started or until crusting lesions are no longer present.
- p. Streptococcal infection (strep throat or other streptococcal infection), until 24 hours after treatment has started.
- q. Pertussis (Whooping cough) – until 5 days of appropriate antibiotic treatment.
- r. Mumps – until 9 days after onset of parotid gland swelling – exclude unvaccinated children until cleared by the Health Department.
- s. Measles – until 4 days after onset of the rash – un-immunized people who are not vaccinated within 72 hours of the exposure should be excluded until at least 2 weeks after the onset of rash in the last case of measles in the group, or until cleared by the Health Department.
- t. Rubella (German Measles) – until 7 days after the rash appears – exclude exposed unvaccinated children (children who have received less than 2 doses of the vaccine) until cleared by the Health Department.
- u. Hepatitis A virus infection – until 1 week after onset of illness or jaundice or as directed by the Health Department.
- v. Meningitis – child must be cleared for return by a healthcare provider.
- w. Any student determined by the Health Department to be contributing to the transmission of illness during an outbreak.

#### C. Conditions that do Not Require Exclusion

- 1. Common colds and runny noses – (regardless of color or consistency of nasal discharge) and coughs.

2. Fever without any other signs or symptoms of illness.
  3. Infected eyes (conjunctivitis-pink eye) – exclusion should be considered if there are 2 or more children in the group (classroom) with the same presentation.
  4. Rash – without fever or behavioral changes.
  5. Thrush
  6. Fifth Disease – the rash occurs after the contagious period so by the time the diagnosis is made, the child is no longer infectious.
  7. Influenza – exclusion not required unless meets other criteria or recommended by public health officials.
  8. HIV – exclusion not required unless child has weeping skin lesions that cannot be covered.
  9. RSV – exclusion not required unless child is in respiratory distress or meets other criteria for exclusion.
  10. MRSA – exclusion not required unless lesion and drainage cannot be covered and contained.
  11. Mononucleosis – EBV
  12. Cytomegalovirus – CMV
  13. Warts – human papilloma virus.
- D. The above are guidelines/recommendations and may require modification due to circumstances unique to a particular situation. If there are questions or concerns about these recommendations, please consult with the child’s personal physician or contact the Bear River Health Department (435-792-6500).

## POLICY 5075

### AIDS, HIV or ARC - Students

- A. Students Infected with Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS) or Aids Related Complex (ARC)
1. In the school setting, no person shall be discriminated against, or denied activities or associations, based solely upon a diagnosis of HIV infection.
  2. Most students with AIDS can attend school in the regular classroom without restrictions. If a parent or school official believes that a child with AIDS needs related services or placement outside the regular classroom, Section 504 requires an evaluation and placement process to determine the appropriate educational setting for a child with AIDS. However, a full educational evaluation is not required when neither the school officials nor parents believe that a child is in need of special education or related services.
  3. A student with AIDS has a right to confidentiality under FERPA and Section 504. However, such confidentiality would not affect state and local public health rules regarding the duty of school to report specified diseases to public health departments. However, when reporting any cases of AIDS to public health authorities, schools should convey such information in the same way that information about other diseases is treated.
  4. The Occupational Safety and Health Administration (OSHA) has issued regulations whose purpose is to reduce or eliminate the possibility of an employee or students contracting any of a series of diseases that are spread through blood contact contained in 29 CFR Part 1910. All school employees should be following OSHA blood-borne pathogen standards when dealing with body fluids.
- ~~B. All students diagnosed as having HIV, ARC or AIDS or related complexes shall be treated as a child having a disability. An IEP team shall be convened to determine the least restrictive environment consistent with the following guideline. Decisions regarding the least restrictive environment and care setting for HIV-infected children should be based on the behavior, neuralgic development and physical condition of the child and the expected type of interactions with other in that setting. These decisions are to be made using the IEP team which shall also include the child's physician, public health personnel, and the child's parent together with personnel associated with the~~

~~proposed care or educational setting. In each case, the risk and benefits to both the infected child and to others in the setting must be weighted. If a child diagnosed with HIV, ARC or AIDS evidences any one of the following conditions, then the evaluation committee shall convene for the purpose of making recommendations regarding the most appropriate educational placement of the student:~~

- ~~1. Manifestation of clinical signs and/or symptoms which indicate progression of illness from covert (HIV infection only) to overt status (ARC or AIDS Related Complex) or from overt status to disability (AIDS or Acquired Immune Deficiency Syndrome) or from disability to debilitation (late stage disease).~~
- ~~2. Demonstration of risky or harmful behavior to self or others, including any behavior which may spread bodily fluids to others.~~
- ~~3. Unstable or de-compensated neurophysiological behavior.~~
- ~~4. Presence of open wounds, cuts, lacerations, abrasions or sores in exposed body surfaces which occlusion cannot be maintained.~~
- ~~5. Impairment of gastrointestinal and/or genital-urinary function such that control of internal bodily fluids cannot be maintained.~~

~~C. The Evaluation Committee shall have the following responsibilities:~~

- ~~1. Review student's medical history and current status.~~
- ~~2. Review available educational and social data, progress reports as available, test results, prior school placement, etc.~~
- ~~3. Assess risk benefit options; then present and advise parent of educational options.~~
- ~~4. Reduce findings, options and recommendations to writing in an Individual Educational Placement draft report before submission to the designated chair person of the evaluation committee, focusing on key issues, unresolved problems, if any, and summary recommendations.~~
- ~~5. Submit the written report to the designated chairpersons of the Individual Educational Placement and evaluation committee and remain available as needed.~~
- ~~6. Re-evaluate all cases on a continuing basis at least once every six months and more often as circumstances change in categories listed in A.1. above.~~

- ~~D. If the designated chairperson of evaluation committee determines that any one of the conditions in paragraphs A through B exists, the student in question shall be placed on home bound instruction status for no longer than 9 school days, consent for release of medical information shall be obtained and past medical history, laboratory test, and other relevant records shall be provided to and reviewed by the director of the school district or designee and other physicians as appropriate. Critical medical tests and other procedures shall be conducted during this period by the Director of the School District or designee or other medical practitioners as warranted.~~
- ~~E. Based upon results and medical interpretation of the student's current status, the director of the school district or designee (or other consultants as appropriate) shall advise the designated chairperson of the evaluation committee within five (5) days if continued home instruction or is not warranted.~~
- ~~F. If medical review indicates that continuation of special status is not warranted, the student shall return to regular school status at the end of the nine (9) day review period or upon the advice of the Director of the School District or designee.~~
- ~~G. If medical review indicates that continuation of special status is indicated, the student shall remain on home instruction for a period not to exceed fifteen (15) school days or three (3) more calendar weeks.~~
- ~~H. During the period of review, the designated chairperson of the evaluation committee shall arrange the following steps in preparation for the evaluation committee:~~
- ~~1. Alert the committee of the forthcoming meeting to be scheduled.~~
  - ~~2. Obtain written authorization from parents of the student to contact attending physician for medical information.~~
  - ~~3. Obtain a signed consent from parents of the student to permit release of information from the attending physician and others to the designated chairperson of the evaluation committee of the school district.~~
  - ~~4. Receive relevant medical and social information about the person with HIV infection and maintain it in strict confidence.~~
  - ~~5. Circulate confidential information about the HIV infected person to the committee members only.~~
  - ~~6. Schedule and notify committee members of an initial review meeting, the date, time, and location suitable for the members. The meeting should be established for a time~~

~~when the complete medical information has been obtained and circulated to all committee members.~~

- I. ~~Siblings of children diagnosed as having HIV, ARC or AIDS or with clinical evidence of infection with the AIDS-associated virus (HIV) shall be able to attend school without any restrictions.~~
- J. ~~Only persons with an absolute need to know shall have medical knowledge of a particular student's case. In individual situations, the designated chairperson of the evaluation committee may notify one or more of the following: (1) school principal; (2) school nurse; (3) student's immediate teachers. Notification should be made through a process that maximizes patient confidentiality. All persons who become informed of the student's condition shall be informed that they must maintain strict confidentiality.~~
- K. ~~A student who is infected with an AIDS associated virus shall be excluded from school if there is an outbreak of a threatening communicable disease such as chicken pox or measles, until the student is properly treated and/or the threat of communicable disease is passed.~~
- L. ~~In-service programs for all staff members of the school shall be conducted as required when new information becomes available.~~
- M. ~~The following guidelines shall be followed when handling bodily fluids from students with a known communicable disease, including specifically any student diagnosed as having an HIV, ARC or AIDS related complex disease.~~
  1. ~~The bodily fluids of all persons should be considered to contain potential infectious agents. The term "bodily fluids" includes: blood, semen, tears, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions such as nasal discharge and saliva. Contact with bodily fluids presents a risk of infection with a variety of infectious agents. In general, however, the risk is low and dependent upon a variety of factors including the type of fluid with which contact is made and the type of contact made with it.~~
  2. ~~Whenever possible, direct skin contact with bodily fluids should be avoided. Disposable gloves should be available in the office of the custodian, nurse, or principal. Gloves are recommended when direct hand contact with bodily fluids is anticipated (for example, when treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand, wiping noses, etc.). If contact is made with bodily fluids, hands should be washed afterwards.~~
  3. ~~Gloves used for this purpose should be put in a plastic bag or lined trash can,~~

~~secured and disposed of daily.~~

- ~~4. Hands and other affected areas of all exposed persons should be routinely washed with soap and water after direct contact with bodily fluids of any student has occurred. Clothing and other non-disposable items such as towels used to wipe up bodily fluid that are soaked through with body fluids should be rinsed and placed in plastic Bags. If pre-soaking is required to remove stains (such as with blood, feces, etc.) gloves should be used to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents or teachers. Contaminated disposable items such as tissues, paper towels and diapers should be handled as with disposable gloves above. An appropriate disinfectant should be used in connection with hand washing and applied, when appropriate, to all clothing which has come into contact with any bodily fluid.~~

## POLICY 5260

### Student Clubs

A. Definitions: ([Utah Code § 53G-7-701](#))

1. A “club” is a student organization that meets during non-instructional time.
2. “Instructional time” includes the time during which the school is responsible for a student and the student is required or expected to be actively engaged in a learning activity.
3. “Curriculum club” means a club that is school sponsored and that may receive leadership, direction, and support from the school or school district beyond providing a meeting place during non-instructional time. A secondary school curricular club must meet at least one of the following criteria:
  - a. The club’s subject matter is taught or will soon be taught in a regular course.
  - b. The club’s subject matter concerns the body of courses as a whole.
  - c. Participation in the club is required for a particular course; or
  - d. Participation in the club results in academic credit.
4. “Non-curricular club” is a student initiated group that may be authorized and allowed school facilities use during non-instructional time in secondary schools by a school and school governing board in accordance with the provisions of state code. A non-curricular club’s meetings, ideas, and activities are not sponsored or endorsed in any way by the School Board, the school, or by school or school district employees.

B. The Board of Education will permit student clubs to be organized at the secondary level under the following restrictions:

1. All clubs will be organized with approval of, and under the supervision of, the school principal and staff. ([Utah Code § 53G-7-706](#))
2. Clubs may be either curricular or non-curricular in nature.

3. Student organizations whose membership is determined by student body or class elections are exempt from this provision as are activities that fall under the jurisdiction of the Utah High School Activities Association.
4. The school principal must petition the Board of Education or their designee for permission to organize a club.
  - a. The school principal, when petitioning for the organizing of a club, must submit the following information: ([Utah Code § 53G-7-703](#)) No petitions will be considered that do not have all of the following elements.
    - 1) Recommended club name
    - 2) Statement of the club's purpose, goals, and activities
    - 3) Statement of the club's categorization. Categorizations include
      - a) Athletic
      - b) business/economic
      - c) agriculture
      - d) art/music/performance
      - e) science
      - f) gaming
      - g) religious
      - h) community service/social justice, and
      - i) other
    - 4) The recommended meeting times, dates, and places
    - 5) A statement that the club will comply with the provisions of this part and all other applicable laws, rules, or policies; and
    - 6) Proposed budget including anticipated revenues and proposed expenditures.
    - 7) **Personal costs associated with the activity.**
5. The school or district has the right to deny the authorization of a club or require changes to the club before authorization is granted as provided for in [Utah Code § 53G-7-705](#).
6. Club membership requires written parental consent for student participation. ([Utah Code § 53G-7-708\(1\)](#))

7. A non-curricular club must have a minimum of three members to be authorized. ([Utah Code § 53G-7-704](#))
8. ~~Charges made for club activities may not be excessive to the exclusion of otherwise eligible members.~~
9. The Board of Education will not be responsible for transportation to/or from club functions, nor for the purchasing of supplies, materials, equipment, etc., for club purposes.
10. Each club must have at least one faculty sponsor whose responsibility it shall be to organize and actively supervise club activities while providing the necessary oversight required under [Utah Code § 53G-7-706](#). Faculty sponsors shall be approved by the school's administration annually. ([Utah Code § 53G-7-706\(2\)\(a\)](#))
11. Club activities should be held on the respective school premises where possible and practicable. In using school facilities, however, the sponsor and club members will be responsible for conduct required by the Board concerning the use of school facilities.
12. The Board of Education reserves the right to suspend or revoke the charter of any club as a result of activities beyond the scope of the club's purpose, or violations of applicable law, rule, regulation, or policy.

[Utah Code § 53G-7-710](#)

13. A clubs charter and/or proposed activities may not: ([Utah Code § 53G-7-705](#))
  - a. Encourage criminal or delinquent conduct;
  - b. Promote bigotry;
  - c. Involve human sexuality; or
  - d. Involve any effort to engage in or conduct mental health therapy, counseling, or psychological services for which a license would be required under state law.
14. A school or district may deny or limit the ability of a club to use school facilities in order to: ([Utah Code § 53G-7-705](#))
  - a. Protect the students or faculty;

- b. Maintain order and discipline
- c. Prevent interference with the orderly conduct of a school's educational activities;
- d. Protect the rights of parents and students;
- e. Maintain the boundaries of socially appropriate behavior;
- f. Ensure compliance with all applicable laws, rules, regulations, and policies; or
- g. Respond if the activities of the club reflect any of the behaviors listed in Section 12 of this policy.

15. The administration may give priority to curricular clubs over non-curricular clubs when assigning school facilities for club meetings and activities. Preference or priority may not be given to one non-curricular club over another. Access to such things as the school newspaper, yearbook, bulletin boards, or public address system by non-curricular clubs is up to the school's administration, but all non-curricular clubs must be treated equally.

[Utah Code § 53G-7-707](#)

16. Membership in curriculum clubs may be limited to students who are currently attending the sponsoring school or school district. Membership in non-curricular clubs must be voluntary and is restricted to only those students enrolled at the school. ([Utah Code § 53G-7-708](#))

- C. The Board prohibits any fraternity, sorority, or secret society, or any organization composed wholly or in part of students of Box Elder School District schools which seeks to perpetuate itself by taking in additional members from the students enrolled on the basis of the decision of its membership, rather than upon the free choice of any student in the school, who is qualified under the rules of the school, to fill the special aims of the organization.
- D. If an application is denied or a club suspended or terminated by the school or the Board's designee, the club/proposed club has ten school days from the date of the denial, suspension, or termination to file a written appeal to the Box Elder Board of Education. ([Utah Code § 53G-7-711](#))

## POLICY 5294

### Student Discipline - Searches

- A. Students shall be free from unreasonable search and seizure by school officials. School officials may search a student or a student's property with reasonable suspicion or with the student's consent. **A search must be reasonable both in the reason for the search and the scope of the search.**

*New Jersey v. T.L.O., 469 U.S. 325 (1985)*  
*Jones v. Latexo, 499 F. Supp. 223 (E.D. Tex. 1980)*  
*Bellnier v. Lund, 438 F. Supp. 47 (N.D.N.Y 1977)*

- B. "Reasonable suspicion" is a particularized and objective basis, supported by specific articulable facts, for suspecting a person of violating law or policy.
- C. Students ~~do not have an~~ have a limited expectation of privacy ~~or exclusive control~~ of areas such as lockers, which are owned and jointly controlled by the district. ~~While students may lock or otherwise secure lockers from access by other students, this does not give the student an expectation of privacy with regard to school access, nor may a student lock or secure a locker with means that are not approved by the school. These areas may be searched with or without reasonable suspicion on a school-wide or individual basis when the school determines there is cause to conduct such a search. In addition, the school district has a reasonable and valid interest in insuring that the lockers are properly maintained. For this reason, periodic inspection of lockers is permissible to check for cleanliness and vandalism. Any illegal items or contraband discovered during such searches (including electronic cigarette products) shall be confiscated by school officials and may be turned over to law enforcement officials. Student privacy regarding contents of the locker which are not contraband or in violation of law or policy will be respected.~~

*Zamora v. Pomeroy, 639 F. 662 (10th Cir. 1981)*  
*Singleton v. Board of Educ. USD 500, 894 F. Supp. 386 (D. Kan. 1995)*

- D. Searches of student's outer clothing and pockets may be conducted if reasonable ~~suspicion~~ **cause** exists.

*Singleton v. Board of Educ. USD 500, 894 F. Supp. 386 (D. Kan. 1995)*  
*Doe v. Renfrow, 475 F. Supp. 1012 (N.D. Ind. 1979)*

- E. Highly intrusive invasions of a student's privacy, such as searches of the student's person ~~or strip searches~~, shall be conducted only if ~~individualized~~ reasonable ~~cause suspicion~~ exists to believe that ~~there is a legitimate safety concern due to a student's possession of weapons~~. These searches must be designed to be minimally intrusive, taking into account the item for which the search is conducted. Strip searches are seldom warranted and shall not be conducted without prior consultation with District administration and if possible legal counsel ~~the student possesses contraband or dangerous weapons, or material~~.

*Singleton v. Board of Educ. USD 500, 894 F. Supp. 386 (D. Kan. 1995)*  
*Doe v. Renfrow, 631 F.2d 91 (7th Cir. 1980)*  
*Konop v. Northwestern School Dist., 26 F. Supp. 2d 1189 (D. S.D. 1998)*

- F. Based on reasonable suspicion, a student may be searched for electronic cigarette products (as those are defined under Policy 5290). Electronic cigarette products are contraband and shall be confiscated and disposed of as provided for in Policy 5290.

[Utah Code § 53G-8-203\(3\) \(2020\)](#)  
[Utah Code § 53G-8-508\(2\) \(2020\)](#)  
*Utah Admin. Rules R277-615-4(1) (August 12, 2020)*

- G. Where school officials initiate a search and police involvement is minimal, the reasonableness standard is applicable. The ordinary warrant requirement and probable cause standard will apply where "outside" police officers initiate, or are predominantly involved in, a school search of a student or student property for police investigative purposes. ~~If law enforcement authorities are involved in the search, the search shall be conducted under criminal law standards rather than under the provisions of this policy.~~

*Myers v. State, 839 N.E.2d 1154 (Ind. 2005)*  
*F.S.E. v. State, 993 P.2d 771 (Ok. Crim. App. 1999)*  
*In Re Josue T., 989 P.2d 431 (N.M. Ct. App. 1999)*

- H. If the district does not have reasonable suspicion to search a student or his property, the district may search with the student's free and voluntary consent. However, coercion, whether express or implied, invalidates the apparent consent ~~obtained through threat of contacting the police authorities is not considered to be freely and voluntarily given~~.

## POLICY 5310

### Fundraising

#### A. General Policy Statements – District/School Sponsored Fundraising

1. ~~School-sponsored Events~~ or activities ~~which are provided, sponsored, or supported by are those authorized by~~ the District or an individual building principal that supports the District or individual school's authorized curricular school clubs, activities, sports, classes or programs that satisfies one or more of the following:
  - a. Is managed or supervised by the District or an individual school or a District or school employee in the capacity of the employee's District employment.
  - b. Uses the District or school's facilities, equipment, or other school resources.
  - c. Is supported or subsidized by public funds including the school's activity funds or minimum school program.
2. All monies raised through fundraisers for ~~school-sponsored events~~ or activities are considered public funds and must fully comply with the District's cash receipting and cash disbursement policies. It is expected that in all dealings, District and school employees will act ethically, consistent with the District's ethics training, the Utah Educator Standards (R277-217), the Public Officers' and Employees' Ethics Act ([Utah Code ' 67-16-1 et seq.](#)) The District and individual schools will comply with all applicable state and federal laws; the State procurement code ([Utah Code § 63G-6a](#)); State Board of Education rules, including construction and improvements; [IRS Publication 526 "Charitable Contributions"](#); and other applicable IRS regulations.  
  
[Utah Code § 51-7-3\(26\)](#)
3. Donations should be used for the purpose for which they were donated and in accordance with State and District policies. Donations, whether in-kind, cash, or otherwise, shall be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become exclusive property of the District upon delivery.
4. The Box Elder School District Foundation (the "Foundation") is an entity established to receive donations and gifts for the benefit of the District and the District's schools. Any organization or individual wishing to donate cash, materials, equipment, other

property or programs to a school is encouraged to make such donations through the Foundation.

5. The District recognizes that fundraising efforts, donations, gifts, sponsorships, and public support vary among schools. The District is committed to appropriate distribution of unrestricted funds and the management of donations and gifts to ensure that the educational opportunities for all students are equal and fair. If the District accepts a donation, it shall prevent potential inequities in schools within the District in distributing the donation.

[Utah Admin. Rules R277-407-7\(5\) \(December 10, 2019\)](#)

6. Approval may be denied for fundraising activities that would expose the school or District to risk of financial loss or liability if the activity is not successful.
7. Records of all fundraising efforts shall be open to the parents, students and donors, including accurate reporting on participation levels and financial outcomes. This policy does not require the release of students' personally identifiable information protected by FERPA.

[Utah Admin. Rules R277-407-7\(5\) \(December 10, 2019\)](#)

8. The District is committed to principles of gender equity and compliance with Title IX guidance. The District commits to use all facilities, unrestricted donations and gifts, and other available funds in harmony with these principles. The District reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. The benefits derived from donations and gifts should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.
9. Records of all **school-sponsored** fundraising efforts are open to the parents, students and donors, including accurate reporting on participation levels and financial outcomes. (Information that may identify individual students is protected under the provisions of the [Family Educational Rights and Privacy Act \(FERPA\)](#).)
10. Fundraising activities require prior written authorization as follows:
  - a. District wide or multiple school fundraising activities require the approval of the superintendent and the building principals that will be affected by the activity.
  - b. Individual school fundraising activities where the anticipated earnings are less than \$10,000 require the approval of the building principal.

- c. Individual school fundraising activities where the anticipated earnings are \$10,000 to \$50,000 require the approval of the building principal and the superintendent.
- d. Individual school fundraising activities where the anticipated earnings exceed \$50,000 must be approved by the Board of Education.
- e. The sale of banners, advertising, signs, or other promotional material that will be displayed on school property must be approved by the building principal. Political advertising or advertising of products prohibited by law for sale or use by minors is prohibited.
- f. All projects dealing with construction, maintenance, facility renovation or improvement or other capital equipment purchases must be approved by the superintendent and the facilities director or the business administrator.

#### 11. Students involved in fundraising

- a. Participation in fundraising is voluntary, although a student may be required to participate in a school, team, or group-wide fundraiser in order to benefit from the fundraiser. Any fees that are required to participate in the **school events or activities which are provided**, sponsored or supported **by a school activity** are subject to fee waiver regardless of whether an eligible student participates in a fundraising activity. Costs that are **not** required to participate in the **school provided**, sponsored or supported activity—either explicitly or implicitly—but are optional costs are not subject to fee waiver but may be covered by funds raised for those students who participate in the fundraiser.
- b. Participation in fundraising shall not affect a student's grade, shall not be a condition of belonging to a team or group, or be used as criteria for participation time. A request for approval of a required group fundraiser shall describe the nature of the fundraiser and the estimated required participation time for the student and/or parent. Parents and students shall be notified of required group fundraising and how and when the details about the fundraising will be provided to parents and students.

[Utah Admin. Rules R277-407-10\(2\)\(d\) \(December 10, 2019\)](#)

- c. Competitive enticements for participation in fundraisers are strongly discouraged, especially when the enticements are aimed at individual students.

- d. A sales quota is not permitted, nor is the practice of requiring students to pay for any unsold items.

12. Faculty and staff involved in fundraising

- a. Participation in fundraising is voluntary unless directed to supervise a specific activity as an employment assignment.
- b. Rewards, prizes, commissions, or other forms of compensation shall not be received by any teacher, activity, club or group director or any other District employee or volunteer.
- c. Employees who approve, manage, or oversee fundraising activities are required to disclose any conflict of interest that they may have with the fundraising organization or company.

13. The District reserves the right to prohibit, restrict or limit any fundraising activity associated with the District and/or any school within the District.

14. Newly constructed schools may exceed the number of fundraisers under the following conditions:

- a. Proceeds are used for equipment purchases.
- b. Fundraisers must be as authorized by this policy.
- c. Fundraisers under this clause may not be conducted for more than five (5) years from the completion and occupancy of the building.
- d. This policy will govern all fundraising done by, in the name of, or in behalf of the school.

B. Elementary/Middle/Intermediate School Sponsored Fundraising

- 1. Each school will be limited to one (1) fundraising activity per year.
- 2. Additionally, the school PTA organization will be permitted to disseminate information about one (1) PTA fundraising activity through the school, e.g., newsletter, notes sent home with students, or other such uses of school resources or persons.

3. All fundraising activities involving students shall consistently insist students do not go door-to-door for any purpose. Fundraising instructions shall specify students' involvement is to be limited to family and/or close personal friends.
4. An annual carnival or similar activity may be held in each school, in addition to the one (1) fundraiser.

#### C. High School Sponsored Fundraising

1. All proposed fundraising projects for the school year must be submitted in writing to the principal not later than the Friday nearest to October 1.
2. A committee of five (5) appointed by the principal will review all proposed fundraising projects.
3. Projects will be screened to eliminate inappropriate fundraising activities.
4. Recommended projects will be presented to those responsible for authorization by the building principal.
5. Approved projects will be scheduled throughout the school year to avoid conflict and excessive fundraising at any given time.
6. Students involved in door-to-door solicitation should go in groups, not individually.

## POLICY 5312

### Non-School and Private Fundraising and Donations

#### A. Scope of Policy

1. This policy applies to all district administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for ~~school-sponsored~~ events or activities **which are provided, sponsored, or supported by a school**; or receive, authorize, accept, value, or record donations, gifts, or record donations, gifts, or sponsorships for the District or individual schools. It is expected that in all dealings, District and school employees will act ethically, consistent with the District's ethics training, the Utah Educator Standards (R277-217), the [Public Officers' and Employees' Ethics Act \(Utah Code § 67-16-1 et seq.\)](#), and [State procurement law \(Utah Code § 63G-6a-101 et seq.\)](#).

#### B. Definitions

1. **"Provided, ~~School~~-sponsored, or supported by a school" for purposes of this policy** means activities, fundraising events, clubs, camps, clinics, or other events, or activities that are authorized by the District or individual school(s) that also satisfy one or more of the following criteria. The activity:
  - a. Is managed or supervised by the District or a District school, or District or District school employee.
  - b. Uses the District's or a District school's facilities, equipment, or other school resources.
  - c. Is supported or subsidized, more than inconsequently, by public funds, including the District's activity funds or minimum school program dollars.
  - d. May include up to one club and one general "service" fundraiser per secondary, and two general "service" fundraisers per elementary per year sponsored by the school. Any additional general "service" fundraisers shall be approved through the Business Administrator.
  - e. Does not include non-curricular clubs specifically authorized and meeting all criteria of [Utah Code §§ 53G-7-704 through 707](#).

*Utah Admin. Rules R277-113-2(15) (June 22, 2018)*

*Utah Admin. Rules R277-113-2(16) (November 10, 2022)*

C. District Interaction with Non-School-Sponsored Activities ~~“Arm’s length” transaction~~

- ~~Both parties are acting in their own interest and are not subject to any pressure or duress from the other party.~~ In interacting with any activity which is not provided sponsored, or supported by a school, the District shall conduct all transactions at arm’s length and may not co-mingle revenue or expenditures of such activities with public (District) funds.

*Utah Admin. Rules R277-113-9(7) (November 10, 2020)*

D. School Sponsored Service Activities

- The school board recognizes the importance of service and giving to the overall education of students. Each secondary school is allowed one general fundraiser per year. The school will carefully select a general non-profit organization for the donation. The donation may not go toward an individual or family.

E. Non-School Sponsored Activities and Fundraisers

- Activities, clubs, groups and their associated fundraisers or other activities, ~~sports, or programs that are not provided, school-sponsored, or supported by a school or groups, clubs, sports, and programs that are not managed by District employees are deemed to be non-school-sponsored.~~ Non-school-sponsored activities MAY NOT:
  - ~~NOT~~ use the school’s or District’s name without express District permission.
  - ~~NOT~~ use the District’s facilities, equipment, and other assets or staff unless a facilities use agreement is initiated and approved. These agreements follow District policy for other facilities use agreements.
  - ~~NOT~~ utilize District employees (in their official capacity) and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
  - ~~NOT~~ be insured under a District’s risk management or insurance policy. Non-school-sponsored activities must provide their own insurance through a third-party insurer.

- e. ~~NOT~~ provide additional compensation or stipends for District employees, if the activity is not substantially different from a District employee's regular job functions and duties and outside of employee's contract hours. (See District employee disclosure agreement below.)
  - f. ~~Not~~ co-mingle public funds and private fundraising proceeds or expenditures.
  - g. ~~Not~~ use school records to contact parents or students.
2. Parental notification by a district employee is required if district employees are involved in the planning, administration, advertising, or serving as staff for a non-school-sponsored activity and if District students are involved. This notification shall occur using the "Non-School-Sponsored Parent Notification" form. A copy of this form shall be submitted to the principal by the District employee prior to the event.
  3. Funds, donations, or gifts generated through non-school-sponsored activities or events may be donated to the District or to an individual school to support specific programs, teams, groups, clubs, etc. All donations or gifts shall follow the guidance established in the District's [Policy 2100 Gifts, Donations, and Bequests - Acceptance](#).
  4. Non-school-sponsored activities may work in conjunction with the District or an individual school to raise funds. The District may allow these groups to use District facilities at little or no charge in exchange for contributions or percentages of proceeds. The District may choose to provide some level of support or pay for portions of these activities. These arrangements shall be set forth in a written agreement or contract, and all transactions will be conducted as "arm's-length transactions." These agreements shall take into consideration the District's fiduciary responsibility for the management and use of public funds and assets. The terms of these contracts will be approved by the principal, the facilities use agreement approver, and the business administrator. The District will consult with its insurer or legal counsel to ensure risks are adequately considered and managed.

*Utah Admin. Rules R277-113-9(6), (7) (November 10, 2020)*

5. Non-curricular clubs specifically authorized under [Utah Code § 53G-7-704 through 707](#) are not considered school-sponsored.

#### F. Participation in Private or Non-School-Sponsored Events

1. District employees

- a. May participate in a private but public education-related activity, such as ecclesiastical graduation and firesides, extracurricular travel, etc.
  - b. Must ensure that personal participation in activities is separate and distinguishable from the employee's public employment, official job title, or job duties.
  - c. May not contact students in the District using education records or information obtained through public employment unless the records or information are available to the general public.
  - d. May not use school time to discuss, promote, or prepare for a private or non-school-sponsored activity.
  - e. May offer public education-related services, programs or activities to students, provided they are not advertised or promoted during school time or using any type or amount of school resources.
  - f. May use school or student publications available to the general public to advertise and promote the private or non-school-sponsored activity.
  - g. May not require private or non-school-sponsored activities for credit or participation in school programs.
  - h. Must satisfy all requirements of [Utah Code § 53E-3-512](#), regarding ethical conduct standards, and R277-107, regarding educational services outside of the educator's regular employment.
2. District employees may purchase advertising space to promote private or non-school-sponsored events in the same manner as the general public. The District employee's employment and experience can be used to demonstrate qualifications. The advertisement must specifically state that the activity is not school-sponsored. (See R277-107-4.)
  3. District employees may engage in outside employment with a private entity or other separate organizations that does not interfere with District duties or job functions. Employees must complete the District disclosure agreement annually when engaging in outside employment that is similar to the employee's official job duties or functions.

4. Parental notification is required if District students are recruited to participate in these activities.
5. District employees may not set up bank accounts for activities or fundraisers associated with District responsibilities or job functions.
6. District employees may not direct fees or fundraiser proceeds from school-sponsored activities to outside entities.
7. District employees may not direct operating expenditures to outside funding sources or groups to avoid District procurement rules (such as equipment, uniforms, salaries or stipends, improvements, maintenance for facilities, etc.).
8. District employees must comply with District procurement policies and procedures, including complying with competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.

Non-School Sponsored Event  
(Date letter is sent)

Dear Parent,

On \_\_\_\_\_ (date) your student will have the opportunity to participate in

\_\_\_\_\_ .

Please be aware that this is a Non-School Sponsored Trip that is being offered by a Box Elder School District employee but is not an activity planned or provided for by the school district. Please also be aware that any communication regarding the Non-School Sponsored Event should only be directed to the person responsible for planning the trip. Box Elder School District assumes no responsibility or liability for any activity or action related to this Non-School Sponsored activity. Moreover, Box Elder School District has no insurance coverage that is applicable to the event and its activities.

Sincerely,

Principal

Box Elder School District

NON-SCHOOL SPONSORED EVENT VERIFICATION NOTICE

As the parent of \_\_\_\_\_, I understand that by receiving and signing this form that I am aware the trip my student is going on is a non-school sponsored trip. I also understand that it is my responsibility to communicate only with the sponsor of this trip and not other Box Elder School District personnel concerning this trip. Box Elder School District assumes no responsibility or liability for any activity or action related to this non-school sponsored activity. Moreover, Box Elder School District has no insurance coverage that is applicable to the trip and its activities.

Parent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*This form must be returned by the parent to the sponsor and the school principal at least 30 days before the trip begins.

Box Elder School District

Non-School Sponsored Parental Notification Form  
Policy 5312

School \_\_\_\_\_

Teacher or Employee \_\_\_\_\_

Event \_\_\_\_\_

Date \_\_\_\_\_

Number of Students Attending \_\_\_\_\_

I certify:

All Parents have been notified and Notification Forms Received have been filed with School Principals Office. All approvals have been secured from school principal. I understand that I may not use the District's name, facilities, or employees, without express District permission. I also understand that this event will not be insured under the District's risk management or insurance policy. There will not be any compensation paid to district employees by the district or other means if the activity is not substantially different from the District employee's regular job functions and duties and outside of employee's contract hours. That I have not used school records to contact parents or students.

Signature of Person Responsible \_\_\_\_\_

Print Name \_\_\_\_\_

## POLICY 6000

### Public Records Access and Management

- A. This policy is adopted pursuant to the Government Records Access and Management Act [Utah Code § 63G-2-701](#) (“GRAMA”) and applies to district records relating to information practices, including classification, access, appeals, management and retention of documents. [Note: Upon adoption, a school district GRAMA policy must be filed with the state archives within 30 days of the policy’s effective date.]

[Utah Code § 63G-2-701 \(2019\)](#)

- B. The District reserves the right to claim a privilege with respect to all documents which are subject to attorney work product, attorney-client, physician-patient, psychiatrist-patient or other statutory privilege.
- C. A person may request access to the district's records free of charge, if that person meets the requirements set forth in this policy.
- D. The district business administrator is hereby designated as the Records Officer as the Superintendent’s appointed “records officers” he/she is to work with Division of Archives and Records Service in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records. Each records administrator shall, on an annual basis, successfully complete online training and obtain certification from Division of Archives and Records Service.

[Utah Code § 63G-2-103 \(24\) \(2018\)](#)

[Utah Code § 63G-2-108 \(2012\)](#)

- E. Public records shall include official minutes, actions and decisions of the Board of Education and District Administration unless the record involves information which is classified as private, controlled or protected. Public records also include official district and school policies, contracts, minutes, accounts, employment records to the extent they disclose only names, gender, job titles, job descriptions, business addresses, business telephone numbers, gross salaries, working hours and dates of employment. Public records shall also include formal criminal charges or disciplinary actions against a current or former employee if the disciplinary action has been completed, all time periods for administrative appeal have expired, and the charges on which the disciplinary action was based were sustained. [Utah Code § 63G-2-301 \(2018\)](#)

1. For purposes of this policy, “records” do not include: temporary drafts or other materials prepared for the originator’s personal use or for the personal use of another, personal notes, notes kept in personal journals, diaries or other day timers, notes of informal observations, notes of evaluations or materials owned by the originator in his or her private capacity, documents relating to the Board of Education’s actions in a quasi-judicial capacity, books or other items catalogued in District libraries, copyrighted material (unless copyrighted by a government entity), or computer programs or software. In addition, GRAMA does not apply to District documents and information relating to security plans; security codes, combinations, and passwords; passes and keys; security procedures; and building and public works designs to the extent that those relate to ongoing security measures.

[Utah Code § 63G-2-204\(1\) \(2021\)](#)

[Utah Code § 63G-2-201 \(2019\)](#)

[Utah Code § 63G-2-106 \(2008\)](#)

- F. Public records shall be open for public inspection during regular office hours, subject to compliance with the procedures set forth in this policy. A “public record” generally means any record that is not private, controlled, or protected. However, a “public record” does not include a record to which access is restricted pursuant to a court rule, a federal regulation, another statute, or records to which access is restricted or governed as a condition of participation in a state or federal program or for receiving state or federal funds.
- G. Private documents shall include all documents identified in [Utah Code § 63G-2-302\(1\)\(a\) through \(c\), \(g\) through \(i\), \(n\), \(w\) and 302\(2\)](#), personnel files including but not limited to applications, nominations, recommendations, any formal employee evaluation signed by the employee, proposals for advancement or appointment, all documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical conditions and military status. Any record the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. Exceptions include information provided to the Board for the purpose of complying with a financial assurance requirement, or records that must be disclosed pursuant to another statute and those portions of personnel records identified as public above.
- H. All student records are designated as "education records" and the disclosure of such education records is not governed under GRAMA but under [20 USC § 1232g](#) and [34 CFR § 99 et seq.](#) and [34 CFR § 300 et seq.](#) The district may not release information related to educational records without parental consent, except as provided in the

Family Educational Rights and Privacy Act (FERPA). (See [Policy 5100 Student Records](#))

- I. Private records shall be open only to the subject of the record, or the parent of an un-emancipated minor who is the subject of the private record or the legal guardian of a legally incapacitated individual who is the subject of the private record, or any individual who has a power of attorney from the subject of the record, or who submits a notarized release from the subject of the record, or his legal representative which is dated not more than ninety (90) days before the date the request is made, or pursuant to an order of a court of competent jurisdiction to disclose such record.

[Utah Code § 63G-2-302\(1\) \(2021\)](#)

- J. Controlled records shall include medical, psychiatric or physiological data of an individual which, if disclosed, could be detrimental to the individual's mental health or safety or releasing the information would constitute a violation of normal professional practice and medical ethics; and, the district has properly classified the record.
  1. Records showing medical or psychological tests of a student may be disclosed to persons within the school district who are members of that student's individual education program (IEP) team.

[Utah Code § 63G-2-304 \(2008\)](#)

2. Upon proper request, the District shall disclose a controlled record to, a physician, physician assistant, nurse practitioner, psychologist, certified social worker, insurance provider or producer, or a government public health agency upon submission of a release from the subject of the record that is dated no more than 90 days prior to the date the request is made; and a signed acknowledgment of the terms of disclosure of controlled information or any person to whom the record must be disclosed pursuant to a court order or legislative subpoena.

[Utah Code § 63G-2-202\(2\)\(a\) \(2021\)](#)

- K. Protected records include all records identified in [Utah Code § 63G-2-305](#) information that, if disclosed, would jeopardize the life or safety of an individual or security of district property or program. Protected records also may include information such as a trade secret as defined in [Utah Code § 13-24-2](#), or commercial information or non-individual financial information from a person if disclosure of that information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the District to obtain necessary information in the future; or the person submitting the information has a greater interest in prohibiting access than

the public in obtaining access if the person submitting that information to the District has provided the District with the information specified in [Utah Code § 63G-2-309](#);

1. Documents that, if disclosed, would place the district at a disadvantage in contract negotiations, property transactions, or bargaining positions or could enable circumvention of an audit; records related to potential litigation or personnel or hearing; records ~~touching upon~~ **of investigations of loss occurrences and analyses of loss occurrences that may be** covered by the ~~Division of~~ Risk Management **Fund, the Employer's Reinsurance Fund, the Uninsured Employers' Fund, or similar divisions in other governmental entities**; records generated in meetings which are closed in accordance with the [Utah Open Public Meetings Law](#); and test questions.
2. Records, other than personnel evaluations, that contain a personal recommendation concerning an individual if disclosure would constitute a clearly unwarranted invasion of personal privacy, or disclosure is not in the public interest;
3. Materials to which access must be limited for purposes of securing or maintaining the District's proprietary protection of intellectual property rights including patents, copyrights, trademarks and trade secrets;
4. Records showing medical or psychological tests of a student may be disclosed to persons within the school district who are members of that student's individual education program (IEP) team.

[Utah Code § 63G-2-305 \(2021\)](#)

- L. Protected records shall only be open to authorized individuals and agencies or in response to court order.

[Utah Code § 63G-2-202\(4\) \(2021\)](#)

- M. Exempt records include student records which are protected by the Family Educational Rights and Privacy Act.
- N. Any document which is copyrighted, either by formal filing under federal copyright laws or by informal claim of copyright, or which is covered by a patent, trademark or other protected designation, shall not be copied or provided to any person without an order of a court of competent jurisdiction ordering such disclosure or written permission from the author of the record.

[Utah Code § 63G-2-103\(22\)\(b\)\(iv\) \(2021\)](#)

[Utah Code § 63G-2-305\(36\) \(2021\)](#)

O. Access to district records may be obtained under the following procedures:

1. The District shall provide a private, controlled, or protected record to another governmental entity if it is entitled by law to inspect the record; or is required to inspect the record as a condition of participating in a state or federal program or for receiving state or federal funds.
2. The District may provide a record that is private, controlled, or protected to another governmental entity, that serves as a repository, enforce or litigates law, authorized to audit, or directed by the legislature. The agency must provide written assurances that meet the above policy and state law with regard to records management.

[Utah Code § 63G-2-206 \(2019\)](#)

3. The request to view district records should be addressed to the appropriate records officer during the regular business hours. The requester must submit a written request containing the requester's name, mailing address, daytime telephone number, a specific description of the records requested. The request shall specifically state whether:
  - a. the requester seeks only to inspect the records;
  - b. the requester seeks to inspect and obtain copies of records; or
  - c. the requester seeks to have the District identify and provide copies of the requested records, without prior inspection by the requester.
  - d. In submitting the records request, the requester shall also state if the requester desires copies of the records in electronic format.

[Utah Code § 63G-2-201\(14\) \(2019\)](#)

4. Individuals requesting to view records classified as "Private, Controlled and Protected" must prove their right to access to the records through personal identification, written release from the subject of the record, power of attorney, court order or other appropriate means.

5. The records officer shall determine whether access to the requested records is to be granted or denied.
  - a. If the request is approved, the record shall be provided as soon as possible and not more than ten (10) working days from the date the request is received. If the requester seeks an expedited response, the time for response to the request shall be five (5) business days if the requester demonstrates that the request benefits the public rather than the requester. This public benefit is presumed if the request is made to obtain information for a story or report for publication or broadcast to the general public. The District shall promptly evaluate all requests for expedited responses and if the District determines that the requester has not demonstrated that the request is for public benefit and that the response to the request will therefore not be expedited, the District shall so inform the requester within five (5) business days of the request.
  - b. If the request is denied, the records officer must specify the reason in writing and specify the record denied and the regulation, exempting the record. The requestor shall be informed of the right to appeal which must be made within 30 days after the denial is sent. The name and address of the superintendent where the appeal must be sent. If the records are not maintained by the District, the requester should be informed that the records cannot be provided for that reason.

[Utah Code § 63G-2-205 \(2008\)](#)

- c. If the District determines that extraordinary circumstances as identified in [Utah Code § 63G-2-204\(6\)](#) require a longer time for response, the District shall notify the requester of that determination within ten business days (five for public benefit requests) and shall describe in the notice the circumstances which constitute the extraordinary circumstances and shall inform the requester when the records or shall be available or response shall be made consistent with [Utah Code § 63G-2-204\(7\)](#).
- [Utah Code § 63G-2-204 \(2021\)](#)
6. A fee shall be charged for the district's actual cost of duplicating a requested record and also for the personnel time in compiling and obtaining the record. The fee schedule for this service shall be the same as currently charged to employees for personal copies and the hourly rate of lane 1 step 1 of the secretary salary schedule to the closest dollar. Rates for other manipulation or research of data will be determined by the salary of the person who must do the

work. No fee may be charged for the time and work required to determine whether the record is subject to disclosure or the requester's inspection of the record. An additional charge of \$1 shall be charged per each page of a document which has been requested to be certified.

7. The district shall require all fees of the requestor to be paid before copying if fees are expected to exceed \$50.00, or if the requestor has not paid fees from a previous request.

[Utah Code § 63G-2-203 \(2016\)](#)

- P. An appeal of an access denial may be made by the requester or by any interested party. (An "interested party" is a person other than the requester who is aggrieved by an access denial. An "access denial" is the complete or partial refusal to disclose a record or the failure to respond or to timely respond to a records request.) The requester may also appeal a denial of a request to waive fees or the records officer's determination that extraordinary circumstances exist justifying additional time for responding and the date determined for response.

[Utah Code § 63G-2-203\(6\) \(2016\)](#)

[Utah Code § 63G-2-400.5 \(2019\)](#)

[Utah Code § 63G-2-401 \(2019\)](#)

1. An appeal is made by filing a notice of appeal with the superintendent within 30 days after (1) the District sends or delivers the notice of denial or denies a request to waive fees, (2) the records request is considered denied because the District has not timely responded to the request, or (3) the District gives notice of the claim of extraordinary circumstances justifying a longer time for responding.

[Utah Code § 63G-2-401\(1\) \(2019\)](#)

2. The notice of appeal must include (1) the name, mailing address, and daytime telephone number of the requester or interested party and (2) the relief sought. The appealing party may also file a short statement of facts, reasons, and legal authority in support of the appeal.

[Utah Code § 63G-2-401\(2\), \(3\) \(2019\)](#)

3. If the appeal involves a record which is subject to a claim of business confidentiality, then the superintendent shall send notice of the appeal to the person claiming business confidentiality within three business days after receiving the notice of appeal (or, if the notice has to be given to more than 35

persons, as soon as reasonably possible). The superintendent shall also send notice to the appealing party of the business confidentiality claim and the schedule for deciding the appeal within three business days after receiving the notice of appeal. The business confidentiality claimant has seven business days after the superintendent sends notice to the claimant in which to submit further support of the claim of confidentiality.

[Utah Code § 63G-2-401\(4\) \(2019\)](#)

4. The superintendent shall rule on the appeal within five business days of receiving the notice of appeal unless the record is subject to a claim of business confidentiality. In that case, the superintendent shall rule on the appeal within twelve business days after the superintendent sends the notice of appeal to any individual asserting a claim of business confidentiality. If the superintendent does not rule on the appeal within these time periods, then the superintendent is deemed to have affirmed the access denial or the claim of extraordinary circumstances requiring additional time to respond or the extended date to respond.

[Utah Code § 63G-2-401\(5\) \(2019\)](#)

5. The District shall send written notice of the superintendent's decision to all participants. If the superintendent in whole or in part affirms the access denial, this notice shall state (1) that the appealing party has the right to appeal the decision to the State Records Committee or to a state district court, and (2) the name and business address of the executive secretary of the State Records Committee. The time for filing an appeal to the State Records Committee is thirty days after the superintendent's decision is issued. However, if the issue was a claim of extraordinary circumstances or an extended response date based on extraordinary circumstances and if the superintendent does not make a decision, then the appeal to the State Records Committee may be filed within forty-five days of the original records request. If the appeal is by filing a petition for judicial review in district court, the petition must be filed within thirty days of the superintendent's decision.

[Utah Code § 63G-2-401\(7\) \(2019\)](#)

[Utah Code § 63G-2-403\(1\) \(2019\)](#)

[Utah Code § 63G-2-404\(1\)\(a\) \(2021\)](#)

6. An individual who is aggrieved by the District's classification or designation of records for GRAMA purposes (but who is not requesting access to the records) may appeal the District's action to the superintendent following these procedures.

However, if the non-requesting party is the only party appealing, the decision on the appeal is to be made within thirty days of the notice of appeal.

[Utah Code § 63G-2-401\(8\) \(2019\)](#)

- Q. The district shall adhere to the general schedule for records retention approved by the State Records Committee. Records which are not covered by the general schedule shall be submitted to the State Records Committee for scheduling.
- R. If an appropriate requestor requests to have copies of more than fifty (50) pages of records, the district may in its sole discretion provide the requestor with facilities to make copies and require the requestor to make copies him or herself at his or her own expense.
- S. An individual may contest the accuracy or completeness of any public, or private, or protected record concerning him/her by requesting the school district to amend the record. However, this provision does not affect the right of access to private or protected records. This provision does not apply to records relating to title of real property, medical records, judicial case files, or any other records that the school district determines must be maintained in their original form to protect the public interest or preserve the integrity of the record keeping system.
  - 1. The request to amend shall contain the requester's name, mailing address, day time telephone number and a brief description explaining why the specific record should be amended.

[Utah Code § 63G-2-603\(2\)\(b\) \(2008\)](#)

- 2. The school district shall issue an order either approving or disapproving the request to amend no later than thirty (30) days after the request is made. The order shall state reasons for the decision. If the request is denied, the requester may submit a written statement contesting the information in the record. The school district shall place the statement with the record, if possible, and disclose the statement whenever the contested record is disclosed. [Utah Code § 63G-2-603\(5\), \(6\) \(2008\)](#)
- T. The District shall post a notice and explain upon request to a person who is asked to furnish information that could be classified as a private or controlled record:
  - 1. The reasons the person is asked to furnish information that could be classified as a private or controlled record;

2. The intended uses of the information;
3. The consequences for refusing to provide the information; and
4. The reasons and circumstances under which the information may be shared with or provided to other persons or governmental agencies.

[Utah Code § 63G-2-601\(2\), \(3\) \(2008\)](#)

**Box Elder County  
School Board Precincts**

**No. 1 (Tiffani Summers)**

Beaver Dam/Collinston  
Fielding 1  
Fielding 2  
Garland 1  
Garland 2  
Garland East  
Portage  
Riverside  
Plymouth  
Tremonton West

**No. 2 (Connie Archibald)**

Tremonton 1  
Tremonton 2  
Tremonton 3  
Tremonton 4  
Tremonton 5

**No. 3 (Wade Hyde)**

Brigham City North West  
Bear River  
Elwood  
Honeyville 1  
Honeyville 2  
South Willard 2  
Mantua  
Tremonton 6  
Deweyville

**No. 4 (Julie Taylor)**

Brigham City 1  
Brigham City 2  
Brigham City 11  
Corinne 1  
Box Elder West  
Willard 1  
Snowville  
Howell  
Tremonton S

**No. 5 (Nancy Kennedy)**

Brigham City 4  
Brigham City 5  
Brigham City 6  
Brigham City 7  
Brigham City 9  
Brigham City 15

**No. 6 (Bryan Smith)**

Brigham City 3  
Brigham City 8  
Brigham City 10  
Brigham City 12  
Brigham City 13

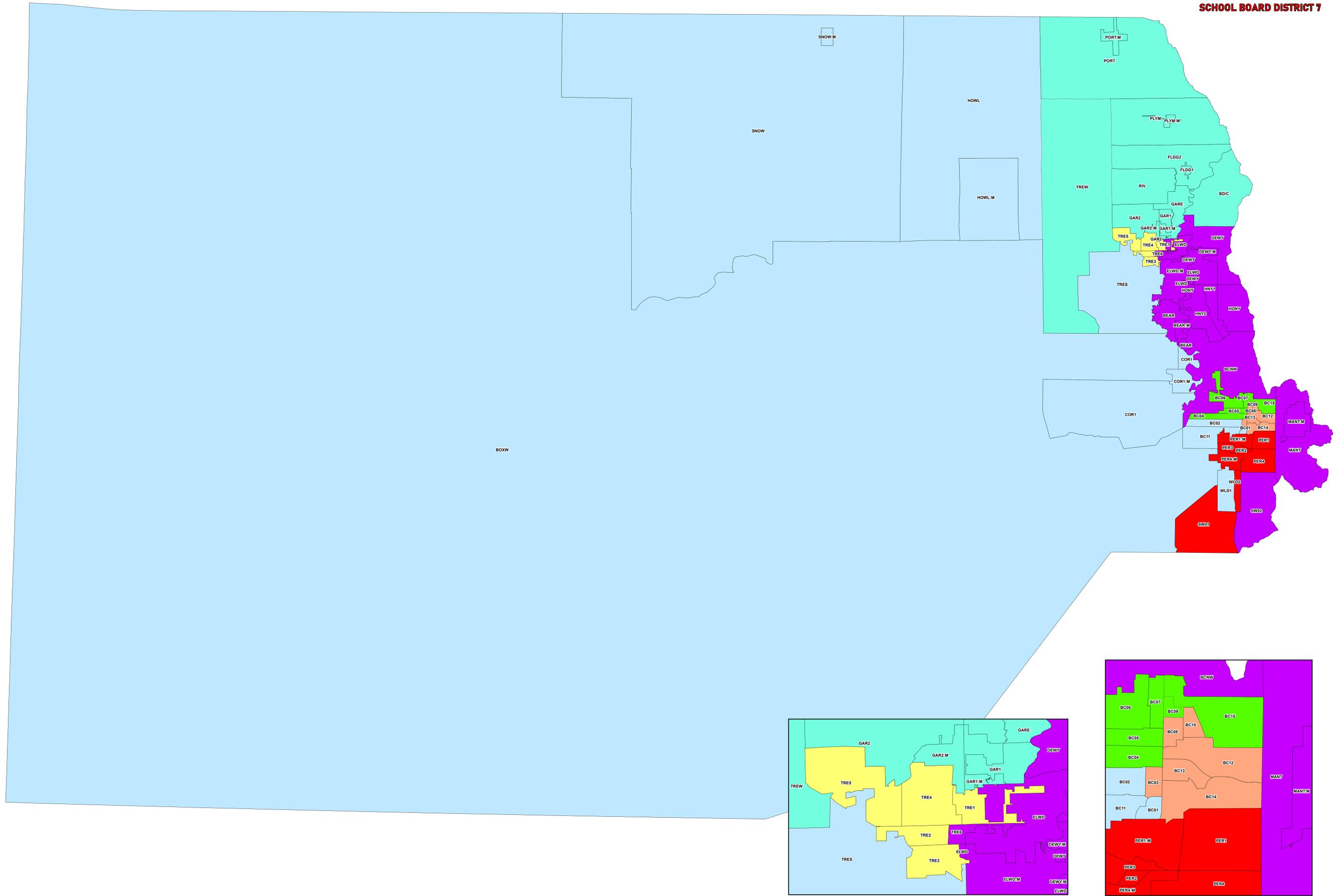
**No. 7 (Karen Cronin)**

Perry 1  
Perry 2  
Perry 3  
Perry 4  
Willard 2  
South Willard 1



# Voter Precincts & School Board Districts 2021

- SCHOOL BOARD DISTRICT 1
- SCHOOL BOARD DISTRICT 2
- SCHOOL BOARD DISTRICT 3
- SCHOOL BOARD DISTRICT 4
- SCHOOL BOARD DISTRICT 5
- SCHOOL BOARD DISTRICT 6
- SCHOOL BOARD DISTRICT 7



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

The School Board met at 5:30 p.m. in a work session to hear reports from Principals Mark Taylor, McKinley, Wendy Dunham, Century, AJ Gilmore, Bear River High.

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Wednesday evening December 8, 2021 at 6:30 p.m. at the Independent Life Skills Center.

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

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

After the reverence which was offered by Nancy Kennedy, Board Member, Karen Cronin, Board Member led the pledge of allegiance.

**Recognitions**

Connie Archibald Presented the following recognition:

Wade Walton – Bear River High School – 4A Music Educator of the Year

Nancy Kennedy mentioned that our student board member Shan Robinson is the BEHS Theater Sterling Scholar.

**Approval of Agenda**

Karen Cronin made the motion to approve the agenda. Wade Hyde seconded the motion which passed unanimously.

**School Fees Discussion**

Keith Mecham recommended school and extra-curricular fees for the 2022-23 School Year. He recommended setting a maximum amount for extra-curricular. This would allow the expenses to change when there was uncertainty with costs. It still requires the advisor or coach to have the specific fee for their activity before tryouts.

Public Comment School Fees

No comments

**Public Comment**

No comments

**Action Items**

Approval of Positive Behavior Plans

Jacqueline Whitaker, Director of Student Services, presented plans to the Board on Positive Behavior.

Wade Hyde made the motion to approve the Positive Behavior Plans as presented. Bryan Smith seconded the motion which passed unanimously.

Calendar 2022-23 School

Keith Mecham, Assistant Superintendent of Human Resources, presented the school calendar for the 2022-23 year.

Bryan Smith made the motion to approve the school calendar for the 2022-23 year. Nancy Kennedy seconded the motion which passed unanimously.

Change of Board Meeting Dates

Superintendent Steve Carlsen presented the options for changes to board meeting dates for January and February.

After discussion of the Board, it was decided that there are conflicts with other Board members if it was moved to different days.

Karen Cronin made the motion to leave the meeting on the same dates as established. Connie Archibald seconded the motion which passed unanimously.

Approval of Expansion of Rocket II and Steel II Solar Projects

Liz Peyton and Meghan Whitley from DESRI addressed the Board concerning the expansion of the Rocket II and Steel II Solar Projects. This would provide increment financing for the projects with 30% rebate to the school district.

Karen Cronin made the motion to approve the expansion of the Rocket II and Steel II CRA projects. Connie Archibald seconded the motion which passed unanimously.

Declaration of Lynn School Property as surplus

Corey Thompson presented the recommendation that Lynn School be declared surplus.

Nancy Kennedy made the motion to declare the Lynn School and Property as surplus and to authorize administration to accept bids and sell to the highest bidder. Wade Hyde seconded the motion which passed unanimously.

**Information Items**

Filtering, Child Internet Protection Act and E-rate

Robert Gordon, IT Director, presented information of the legal requirements of the school district to filter internet content for school children. He also discussed the E-rate funding for the School District.

Long-Term Capital Outlay Report

Corey Thompson, presented the Long-Term Capital Outlay report as approved by the Long-Term Capital outlay committee.

Monthly Financial Report

Rod Cook, Business Administrator, presented the Financial Report to the Board.

Board Committee Reports

Nancy Kennedy reported Bridgerland is building a nursing training building and will need more students to fill it.

**Policy Review**

Policies with No Changes

Policy 5060 Medical Treatment for Students  
Policy 5226 Activity Disclosure Statements

Connie Archibald Made the motion to approve the policies with no changes. Bryan Smith seconded the motion, which passed unanimously.

First Reading

Policy 2001 Fiscal Management Goals  
Policy 2070 Cash Receipts Expenditures and Purchasing  
Policy 4077 Course Disclosure Statements – Secondary

Policy 4103 Grading Policy Grades 8-12  
Policy 5071 Communicable Disease Guidelines for Exclusion of Children from School  
Policy 5075 AIDS, HIV or ARC – Students  
Policy 5260 Student Clubs  
Policy 5294 Student Discipline – Searches  
Policy 5310 Fundraising  
Policy 5312 Non-School and Private Fundraising and Donations  
Policy 6000 Public Records – Access and Management

Karen Cronin made the motion to approve the above policies for first reading. Wade Hyde seconded the motion which passed unanimously.

### Second Reading

Policy 1050 Qualifications & Appointment Procedures of Student Board Member  
Policy 2030 Procurement - Purchasing  
Policy 3040 Employment – Experience on Salary Schedule  
Policy 4033 Early Learning Plan  
Policy 4037 Reading Assessment for K-3  
Policy 4060 High School Graduation Requirements  
Policy 4107 Testing Procedures and Standards  
Policy 4108 Testing Procedures and Standards – Exclusion from Testing  
Policy 4130 Participation in Online Education  
Policy 5011 Admissions and Attendance of Military Children  
Policy 5030 Attendance – Compulsory  
Policy 5230 School Fees  
Policy 5360 Suicide Prevention  
Policy 6015 School Community Councils  
Policy 6060 Conduct on School Premises

Bryan Smith made the motion to approve the above policies for second reading. Connie Archibald seconded the motion which passed unanimously.

### Board Discussion Items

#### Book Study “Time for Change – Chapters 5 and 6

The Board reviewed and discussed the book.

### Consent Calendar

Karen Cronin moved to accept the consent items. The motion was seconded by Bryan Smith. The motion passed unanimously.

The Consent Calendar included the following items:

Approval of the minutes of the working and regular meeting November 10, 2021.

Approval of claims numbered 38654-38935, 02111021, 05111021, 07113021, 08113021, 09111921, 09113021, and the District Foundation and ACH payments as well as School Activity checks for the month of November.

Personnel Action

As detailed in the agenda.

**Adjournment**

Karen Cronin made the motion to adjourn the meeting. Wade Hyde seconded the motion which passed by unanimous vote.

With the announcement that the next meeting will be held on January 12, 2021 at ILSC, with a work session at 5:30 p.m. and regular session beginning at 6:30 p.m. President Julie Taylor adjourned the meeting at 9:02 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	00038936	14.35	12/02/21	1 AMY MONTGOMERY	C
01	00038937	10.00	12/02/21	1 DEBRA HARWOOD	C
01	00038938	16.00	12/02/21	1 LISA REEDER	C
01	00038939	490.68	12/02/21	33855 JENNIFER ADAMS	C
01	00038940	488.37	12/02/21	347560 ALICE C HARRIS INTERM SCH	C
01	00038941	120.00	12/02/21	38040 AMERICAN SIGN LANGUAGE COMMUNICATION	C
01	00038942	4,869.88	12/02/21	25909 AMERIGAS PROPANE	C
01	00038943	59.00	12/02/21	101302 ASCD	C
01	00038944	75.68	12/02/21	111180 PEGGY ASTLE	C
01	00038945	43.92	12/02/21	57878 KRISTIN BALLS	C
01	00038946	256.40	12/02/21	87120 BEEHIVE TELEPHONE CO	C
01	00038947	306.00	12/02/21	95835 JASON V BINGHAM	C
01	00038948	20.25	12/02/21	104242 BIZWEAR INC	C
01	00038949	3,752.08	12/02/21	100913 BORDER STATES INDUSTRIES, INC	C
01	00038950	312.13	12/02/21	104348 BOX ELDER MIDDLE SCHOOL	C
01	00038951	9.28	12/02/21	57894 ELKE CARTER	C
01	00038952	794.40	12/02/21	57606 D'ELAINE CHALOUPKA-LADD	C
01	00038953	436.67	12/02/21	104223 CODALE ELECTRIC	C
01	00038954	82.00	12/02/21	156817 CORINNE CITY CORP	C
01	00038955	4,075.00	12/02/21	102017 DAVIS SCHOOL DISTRICT	C
01	00038956	128.00	12/02/21	7013 FELDMAN'S	C
01	00038957	16.24	12/02/21	48780 VICTOR GARCIA	C
01	00038958	104.40	12/02/21	57886 EMILY HARDY	C
01	00038959	635.92	12/02/21	111125 IML SECURITY SUPPLY	C
01	00038960	15,009.11	12/02/21	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00038961	673.27	12/02/21	109818 VALYNN KUNZLER	C
01	00038962	673.27	12/02/21	94170 KELLY J KUNZLER	C
01	00038963	661.67	12/02/21	107207 RACHEALE KUNZLER	C
01	00038964	936.70	12/02/21	109840 JENNY LOGSDON	C
01	00038965	165.30	12/02/21	58181 HEATHER MALONEY	C
01	00038966	501.12	12/02/21	43982 MIKE MOORE	C
01	00038967	633.83	12/02/21	57622 DAVID MORRIS	C
01	00038968	2,339.56	12/02/21	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00038969	9.28	12/02/21	57908 MANDY MUNNS	C
01	00038970	370.24	12/02/21	57860 BAILEY NESSEN	C
01	00038971	3,307.26	12/02/21	111273 NUCO2 LLC	C
01	00038972	233.50	12/02/21	700077 PERRY CITY	C
01	00038973	350.48	12/02/21	35270 QUADIENT, INC	C
01	00038974	61.60	12/02/21	58599 THOMAS RAISOR	C
01	00038975	14,623.91	12/02/21	892645 ROCKY MOUNTAIN POWER	C
01	00038976	2,631.28	12/02/21	5045 RSM FOOD SERVICE	C
01	00038977	1,000.00	12/02/21	58580 SIDE BY CUSTOMS LLC	C
01	00038978	32,149.07	12/02/21	110873 SOLUTION TREE	C
01	00038979	652.39	12/02/21	12793 SONYA SPACKMAN	C
01	00038980	35.95	12/02/21	110914 SUPERIOR WATER AND AIR INC	C
01	00038981	41.76	12/02/21	53791 ELIZABETH TAYLOR	C
01	00038982	506.96	12/02/21	24580 VERIZON WIRELESS	C
01	00038983	661.67	12/02/21	12939 EMILIE WESTMORELAND	C
01	00038984	17,788.00	12/02/21	107998 WORK4ORCE SYSTEMS GROUP	C
01	00038985	46.98	12/02/21	57630 KERI YEATES	C
01	00038986	1,094.50	12/02/21	58254 5 BUCK BOOKS	C
01	00038987	7,818.28	12/02/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00038988	2,774.00	12/02/21	106497 APPLE STORE	C
01	00038989	5,668.24	12/02/21	107488 ARCHIBALD & SONS INC	C
01	00038990	5,339.00	12/02/21	5568 CANNON SALES INC	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00038991	608.63	12/02/21	105243 DECKER INC	C
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01	00038994	408.24	12/02/21	57207 FILTERBUY INC.	C
01	00038995	341.22	12/02/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00038996	124.75	12/02/21	106378 GOLDEN SPIKE POWERSPORTS	C
01	00038997	6,102.85	12/02/21	24430 HERTZ FURNITURE	C
01	00038998	830.50	12/02/21	100148 HIGH NOON BOOKS	C
01	00038999	2,536.27	12/02/21	386370 HYKO SUPPLY CO	C
01	00039000	456.10	12/02/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00039001	245.81	12/02/21	545971 MARC / MID AMERICAN RESEARCH	C
01	00039002	2,874.96	12/02/21	633340 OFFICE DEPOT	C
01	00039003	11,257.20	12/02/21	16357 OKAPI EDUCATIONAL PUBLISHING	C
01	00039004	798.99	12/02/21	33030 OTICON INC	C
01	00039005	2,422.65	12/02/21	100987 PEARSON EDUCATION CENTER	C
01	00039006	583.96	12/02/21	699420 PERMA BOUND BOOKS	C
01	00039007	2,038.11	12/02/21	48283 PHOENIX TREE PUBLISHING INC	C
01	00039008	284.40	12/02/21	58408 PROJECTOR LAMPS LLC	C
01	00039009	1,523.94	12/02/21	110840 RUSH TRUCK CENTER OF UTAH	C
01	00039010	1,569.40	12/02/21	54313 SCHOOL SPECIALTY, LLC	C
01	00039011	342.07	12/02/21	108783 SIGN PRO	C
01	00039012	709.07	12/02/21	157371 STAPLES	C
01	00039013	3,862.00	12/02/21	54879 THOMAS & SONS LLC	C
01	00039014	492.90	12/02/21	26468 WPS UNLOCKING POTENTIAL	C
01	00039015	8.50	12/09/21	1 AMIE JENSEN	C
01	00039016	57.00	12/09/21	1 MEAGAN SCOW	C
01	00039017	82.90	12/09/21	1 TRAVIS PRICE	C
01	00039018	30.95	12/09/21	1 VALERIE ROBERTSON	C
01	00039019	931.91	12/09/21	10260 ADELE C YOUNG INTERM SCH	C
01	00039020	772.42	12/09/21	812477 ALSCO/AMERICAN LINEN	C
01	00039021	520.00	12/09/21	36784 AMERICAN RED CROSS	C
01	00039022	1,479.66	12/09/21	106895 BADGER SCREEN PRINTING CO	C
01	00039023	453.80	12/09/21	85738 BEAR RIVER HIGH SCHOOL	C
01	00039024	255.50	12/09/21	85768 BEAR RIVER SEWER DEPT	C
01	00039025	377.00	12/09/21	44067 RENEE C. BEARD	C
01	00039026	2,627.28	12/09/21	55220 BETTER QUESTIONS, LLC	C
01	00039027	279.25	12/09/21	104348 BOX ELDER MIDDLE SCHOOL	C
01	00039028	40.04	12/09/21	40410 KAREN BRAITHWAITE	C
01	00039029	80.00	12/09/21	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00039030	209.49	12/09/21	43907 BRIGHAM GLASS	C
01	00039031	111.00	12/09/21	107994 CERTIFIED SHRED	C
01	00039032	4,785.94	12/09/21	729332 ECONO WASTE INC	C
01	00039033	18,588.36	12/09/21	107136 ERS HEATING & COOLING	C
01	00039034	4,179.15	12/09/21	143160 FRONTIER COMMUNICATION	C
01	00039035	499.98	12/09/21	304217 GARLAND CITY	C
01	00039036	5,000.00	12/09/21	19976 HOPE4UTAH	C
01	00039037	109.13	12/09/21	386370 HYKO SUPPLY CO	C
01	00039038	22,612.63	12/09/21	49026 IVY LANE PEDATRICS	C
01	00039039	12,801.80	12/09/21	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00039040	263.95	12/09/21	467700 JOHNSON ELECTRIC MOTORS	C
01	00039041	771.80	12/09/21	14427 JEANNIE JOHNSON	C
01	00039042	166.40	12/09/21	57568 LANGUAGE ACCESS NETWORK LLC	C
01	00039043	990.00	12/09/21	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00039044	1,896.17	12/09/21	58246 LINDE GAS & EQUIPMENT INC	C
01	00039045	293.07	12/09/21	543168 MADDOX RANCH HOUSE	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00039047	2,016.24	12/09/21	3050 OBSERVETAB, LLC	C
01	00039048	457.76	12/09/21	100987 PEARSON EDUCATION CENTER	C
01	00039049	2,007.80	12/09/21	732367 RAFT RIVER RURAL	C
01	00039050	191.92	12/09/21	55336 S & D CARWASH MANAGEMENT, LLC	C
01	00039051	39.95	12/09/21	110789 SECURE INSTANT PAYMENTS LLC	C
01	00039052	1,221.86	12/09/21	10731 SMITH'S CUSTOMER CHARGES	C
01	00039053	1,019.07	12/09/21	43451 SARAH STRINGHAM	C
01	00039054	162,422.97	12/09/21	12688 SYSCO	C
01	00039055	2,500.00	12/09/21	49620 VAN ZYVERDEN ENTERPRISES	C
01	00039056	9,085.62	12/09/21	42846 VERACITY NETWORKS, LLC	C
01	00039057	6,469.20	12/09/21	924155 WASTE MGMT OF UTAH INC	C
01	00039058	858.00	12/09/21	31364 95 PERCENT GROUP	C
01	00039059	14,411.24	12/09/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00039060	1,495.00	12/09/21	106497 APPLE STORE	C
01	00039061	4,437.78	12/09/21	107488 ARCHIBALD & SONS INC	C
01	00039062	652.00	12/09/21	108543 B & H PHOTO VIDEO	C
01	00039063	7,940.00	12/09/21	3271 CANON SOLUTIONS AMERICA	C
01	00039064	809.00	12/09/21	107802 CMT ENGINEERING LABORATORIES	C
01	00039065	1,475.00	12/09/21	100293 DELL COMPUTER	C
01	00039066	2,493.58	12/09/21	386370 HYKO SUPPLY CO	C
01	00039067	228.25	12/09/21	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00039068	1,118.40	12/09/21	1104 KELVIN	C
01	00039069	197.05	12/09/21	110994 MONOPRICE, INC	C
01	00039070	249.00	12/09/21	56855 MYSTERY SCIENCE INC.	C
01	00039071	2,841.74	12/09/21	633340 OFFICE DEPOT	C
01	00039072	369.94	12/09/21	699420 PERMA BOUND BOOKS	C
01	00039073	2,880.80	12/09/21	4987 PICTURELINE INC	C
01	00039074	4,054.14	12/09/21	109809 SCHOOLMART	C
01	00039075	36.95	12/09/21	110873 SOLUTION TREE	C
01	00039076	175.91	12/09/21	157371 STAPLES	C
01	00039077	1,269.95	12/09/21	111109 TOM RANDALL DIST	C
01	00039078	19,934.90	12/09/21	898860 VCBO ARCHITECTS	C
01	00039079	5,285.50	12/09/21	109355 VOYAGER SOPRIS LEARNING	C
01	00039080	1,081.70	12/09/21	924370 WATKINS PRINTING	C
01	00039081	2,109.71	12/09/21	32840 YOUNG FORD OF BRIGHAM CITY	C
01	00039082	216.42	12/10/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
01	00039083	61.00	12/16/21	1 ASHLEY STRINGHAM	C
01	00039084	35.85	12/16/21	1 JALYN HUGGINS	C
01	00039085	80.00	12/16/21	6617 ACME WATER CO	C
01	00039086	40.00	12/16/21	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00039087	1,969.47	12/16/21	102956 BEAR RIVER MENTAL HEALTH	C
01	00039088	287.96	12/16/21	58653 BROOKLYN BOTT	C
01	00039089	1,776.00	12/16/21	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00039090	46,424.74	12/16/21	108217 BRIGHAM CITY CORPORATION	C
01	00039091	73.92	12/16/21	57991 EMILEE BURNHAM	C
01	00039092	390.85	12/16/21	20338 ROXANN CHRISTENSEN	C
01	00039093	808.00	12/16/21	40363 CIO MEDICAL SERVICES	C
01	00039094	52.85	12/16/21	14958 CULLIGAN	C
01	00039095	876.58	12/16/21	173340 DAR'S JJ WHITE BLACKSMITH	C
01	00039096	3,000.00	12/16/21	58670 SHIRLEY DAWSON	C
01	00039097	97.00	12/16/21	44423 EDUCATION WEEK	C
01	00039098	234.51	12/16/21	109665 A J GILMORE	C
01	00039099	237.64	12/16/21	58645 JENNIFER GREEN	C
01	00039100	21.52	12/16/21	50652 SHELLIE HEREM	C

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FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00039101	254.00	12/16/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00039102	12,273.65	12/16/21	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00039103	1,142.01	12/16/21	110259 KONE INC	C
01	00039104	3,000.00	12/16/21	37915 DEANNA MOWER	C
01	00039105	40.00	12/16/21	51586 NAMAR INDUSTRIAL PACKAGING, LLC	C
01	00039106	314.16	12/16/21	44903 HAYLEY PHELPS-CHOURNOS	C
01	00039107	681.59	12/16/21	106641 PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC	C
01	00039108	718.37	12/16/21	58688 LAURA RAHE	C
01	00039109	288.00	12/16/21	58700 ALEX SMITH	C
01	00039110	37.00	12/16/21	802087 SNOWVILLE WATERWORKS INC	C
01	00039111	3,000.00	12/16/21	47228 STEPHANIE SPEICHER	C
01	00039112	199.36	12/16/21	6009 IRLANDA STEVENS	C
01	00039113	126.68	12/16/21	31879 MARCI SUMMERS	C
01	00039114	943.76	12/16/21	852617 TREMONTON CITY CORP	C
01	00039115	2,576.80	12/16/21	55034 UTAH PARENT CENTER, INC	C
01	00039116	73,197.45	12/16/21	892916 DGO FUEL NETWORK TEAM	C
01	00039117	1,593.71	12/16/21	891181 LB 410027	C
01	00039118	75.00	12/16/21	110931 WEESE GLASS LLC	C
01	00039119	200.10	12/16/21	941217 WILLARD CITY CORP	C
01	00039120	1,110.14	12/16/21	36277 NATALIE ALLEN WILLIAMS	C
01	00039121	312.75	12/16/21	1554 JENNIFER WINWARD	C
01	00039122	205.74	12/16/21	101693 BONNIE YOUNG	C
01	00039123	4,248.31	12/16/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00039124	2,955.37	12/16/21	107488 ARCHIBALD & SONS INC	C
01	00039125	2,000.00	12/16/21	58394 CODECOMBAT INC.	C
01	00039126	171.67	12/16/21	180241 DEMCO INC	C
01	00039127	213.21	12/16/21	103155 EAI EDUCATION	C
01	00039128	700.00	12/16/21	58475 EMS LINQ, INC	C
01	00039129	1,995,020.89	12/16/21	109003 HOGAN & ASSOCIATES CONSTRUCTION INC	C
01	00039130	1,347.45	12/16/21	386370 HYKO SUPPLY CO	C
01	00039131	448.85	12/16/21	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00039132	247.92	12/16/21	33430 LEADING EDGE LAMINATING	C
01	00039133	238.80	12/16/21	111013 MARKERBOARD PEOPLE	C
01	00039134	7,388.28	12/16/21	633340 OFFICE DEPOT	C
01	00039135	580.02	12/16/21	664141 ORIENTAL TRADING COMPANY INC	C
01	00039136	18.69	12/16/21	699420 PERMA BOUND BOOKS	C
01	00039137	471.59	12/16/21	58513 PONDDY EDUCATION INC	C
01	00039138	1,529.85	12/16/21	110593 QPR INSTITUTE	C
01	00039139	146.28	12/16/21	103604 SCHOLASTIC EDUCATION	C
01	00039140	2,348.74	12/16/21	54313 SCHOOL SPECIALTY, LLC	C
01	00039141	26.95	12/16/21	110873 SOLUTION TREE	C
01	00039142	2,958.88	12/16/21	157371 STAPLES	C
01	00039143	777.30	12/16/21	310 VIRCO INC	C
01	00039144	42,500.00	12/16/21	110040 WALL 2 WALL	C
01	00039145	933.00	12/16/21	109463 WOODWIND AND BRASSWIND	C
01	00039146	615.00	12/17/21	14346 BOX ELDER COMMUNITY PANTRY	C
01	00039147	1,247.07	12/20/21	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00039148	4,585.51	12/20/21	999014 AMERICAN FAMILY LIFE COMP	C
01	00039149	70.00	12/20/21	999027 B E SCHOOL BOARD FUND	C
01	00039150	104.40	12/20/21	999030 BENEFICIAL LIFE INSURANCE CO.	C
01	00039151	368.96	12/20/21	999110 BONNEVILLE BILLING & COLLECTIONS	C
01	00039152	764.32	12/20/21	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00039153	259.00	12/20/21	999055 BOX ELDER FOUNDATION	C
01	00039154	1,666.81	12/20/21	999033 BUREAU CHILD SUPPORT SERV	C
01	00039155	30,056.07	12/20/21	999077 DENTAL SELECT	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00039156	569.73	12/20/21	999019 EDUCATORS MUTUAL	C
01	00039157	8,196.83	12/20/21	999021 ELEVATE CREDIT UNION	C
01	00039158	69.12	12/20/21	999017 GLOBE LIFE INSURANCE CO	C
01	00039159	19,626.87	12/20/21	999035 HORACE MANN INSURANCE COMPANY	C
01	00039160	451.00	12/20/21	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00039161	957.11	12/20/21	5851 JOHNSON MARK ATTORNEYS LLC	C
01	00039162	354.70	12/20/21	999111 MEADE RECOVERY SERVICES LLC	C
01	00039163	10.15	12/20/21	34177 MOUNTAIN LAND COLLECTIONS, INC	C
01	00039164	8,450.00	12/20/21	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00039165	9,577.82	12/20/21	999081 NATIONAL BENEFITS SERVICES LLC	C
01	00039166	3,419.52	12/20/21	999008 OPTICARE	C
01	00039167	755,076.92	12/20/21	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00039168	1,682.75	12/20/21	999032 PRE-PAID LEGAL SERVICES	C
01	00039169	21,191.43	12/20/21	999018 THE HARTFORD	C
01	00039170	415.35	12/20/21	48119 TITANIUM FUNDS	C
01	00039171	490.00	12/20/21	999012 UESP	C
01	00039172	15,616.09	12/20/21	999007 UTAH EDUCATION ASSOCIATION	C
01	00039173	6,424.43	12/20/21	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00039174	214,812.21	12/20/21	999003 UTAH STATE TAX COMMISSION	C
01	00039175	1,883.96	12/21/21	25909 AMERIGAS PROPANE	C
01	00039176	2,587.00	12/21/21	109929 ASHA / AMERICAN SPEECH LANGUAGE	C
01	00039177	588.90	12/21/21	85738 BEAR RIVER HIGH SCHOOL	C
01	00039178	2,544.49	12/21/21	85748 BEAR RIVER MIDDLE SCHOOL	C
01	00039179	1,000.00	12/21/21	12033 BOB'S BODY SHOP	C
01	00039180	31,204.12	12/21/21	111004 BRIDGERLAND APPLIED TECH/BATC	C
01	00039181	146.00	12/21/21	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00039182	172.45	12/21/21	108217 BRIGHAM CITY CORPORATION	C
01	00039183	13.00	12/21/21	26956 BRAQUEL BRINKERHOFF	C
01	00039184	11,422.96	12/21/21	3271 CANON SOLUTIONS AMERICA	C
01	00039185	1,756.24	12/21/21	890740 CENTURYLINK	C
01	00039186	616.82	12/21/21	890740 CENTURYLINK LONG DISTANCE	C
01	00039187	1,527.00	12/21/21	819370 CLASSICAL STRINGS / G WILHELMSEN	C
01	00039188	6,205.24	12/21/21	102017 DAVIS SCHOOL DISTRICT	C
01	00039189	21,624.75	12/21/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00039190	15,462.28	12/21/21	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00039191	386.32	12/21/21	9652 MARK JOHNSON	C
01	00039192	30.48	12/21/21	489250 KENTS MARKET PL/BRIGHAM	C
01	00039193	9,933.00	12/21/21	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00039194	13,426.42	12/21/21	530755 LOGAN SCHOOL DISTRICT	C
01	00039195	285.40	12/21/21	576620 M & M TOOL AND MACHINERY	C
01	00039196	10,127.35	12/21/21	892645 ROCKY MOUNTAIN POWER	C
01	00039197	191.92	12/21/21	55336 S & D CARWASH MANAGEMENT, LLC	C
01	00039198	13.00	12/21/21	773045 CLAIR SCHENK	C
01	00039199	7,393.34	12/21/21	24580 VERIZON WIRELESS	C
01	00039200	460.00	12/21/21	102864 WALKER CINEMAS	C
01	00039201	215.00	12/21/21	36021 ABLENET	C
01	00039202	2,688.52	12/21/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00039203	4,053.15	12/21/21	49670 CAMBRIDGE UNIVERSITY PRESS	C
01	00039204	593.00	12/21/21	3271 CANON SOLUTIONS AMERICA	C
01	00039205	710.00	12/21/21	107802 CMT ENGINEERING LABORATORIES	C
01	00039206	1,201.16	12/21/21	386370 HYKO SUPPLY CO	C
01	00039207	763.60	12/21/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00039208	218.50	12/21/21	1104 KELVIN	C
01	00039209	1,750.00	12/21/21	58505 MAGOOSH INC.	C
01	00039210	166.44	12/21/21	100359 NASCO MODESTO	C

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01	00039211	287,550.00	12/21/21	58734 NWEA	C
01	00039212	33.29	12/21/21	699420 PERMA BOUND BOOKS	C
01	00039213	426.97	12/21/21	54313 SCHOOL SPECIALTY, LLC	C
01	00039214	7,490.00	12/21/21	110873 SOLUTION TREE	C
01	00039215	65.98	12/21/21	157371 STAPLES	C
01	00039216	83.86	12/21/21	21210 SPIRALEDGE INC	C
01	00039217	1,314.00	12/21/21	109463 WOODWIND AND BRASSWIND	C
01	00039218	37.75	12/22/21	191 TAMI BINGHAM	C
01	00039219	39.25	12/22/21	37516 ERIC DUTSON	C
01	00039220	35.18	12/22/21	358950 JULIE S HESS	C
01	00039221	94.60	12/22/21	107936 JULIE RUPP	C
01	00039222	15.97	12/22/21	806685 MARLENE SPENDLOVE	C
01	00039223	174.33	12/22/21	13765 MINDY WHITE	C
01	02120821	2,823.01	12/06/21	109177 UTAH DEPARTMENT OF WORKFORCE SERVICES	M
01	05121021	75,369.11	12/10/21	888540 US BANK	M
01	07122221	132,051.62	12/20/21	999070 HEALTH EQUITY INC	M
01	08122221	1,767,826.84	12/20/21	999005 UTAH STATE RETIREMENT FUND	M
01	09120321	111,349.38	12/20/21	999140 BANK OF UTAH	M
01	09122021	164,195.48	12/20/21	999140 BANK OF UTAH	M
01	09122221	1,033,051.38	12/20/21	999140 BANK OF UTAH	M
<b>Total Bank No 01</b>		<b>7,603,069.61</b>			
02	00100958	42.50	12/02/21	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100959	1,478.05	12/02/21	105382 DAY MURRAY MUSIC LLC	C
02	00100960	174.87	12/02/21	109704 FOLLETT SCHOOL SOLUTIONS	C
02	00100961	165.00	12/02/21	778870 GOPHER SPORT	C
02	00100962	17.72	12/02/21	699420 PERMA BOUND BOOKS	C
02	00100963	400.00	12/09/21	14575 AIRMOTIVE SERVICE	C
02	00100964	173.25	12/16/21	58726 BYU-PATHWAY WORLDWIDE	C
02	00100965	400.00	12/16/21	186330 DISCOVERY SCHOOL	C
02	00100966	188,600.00	12/21/21	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100967	1,000.00	12/21/21	288478 FOOTHILL SCHOOL	C
02	00100968	510.00	12/21/21	103778 SCHOLASTIC BOOK CLUBS	C
02	00100969	1,500.00	12/22/21	11126 BYU - IDAHO	C
<b>Total Bank No 02</b>		<b>194,461.39</b>			
07	77113021	405,141.60	12/13/21	102931 ZIONS BANK NATIONAL BANK	M
<b>Total Bank No 07</b>		<b>405,141.60</b>			
11	01103445	98.56	12/02/21	3379 LINN BECK	A
11	01103446	2,356.00	12/02/21	101520 BELL JANITORIAL	A
11	01103447	194.88	12/02/21	44342 MICHELLE BREIDER	A
11	01103448	836.30	12/02/21	105340 PEGGY CHAMBERS	A
11	01103449	2,600.17	12/02/21	53473 CHARLIE'S PRODUCE	A
11	01103450	698.66	12/02/21	27030 DISCOUNT TWO-WAY RADIO	A
11	01103451	20,152.91	12/02/21	728870 DOMINION ENERGY UTAH	A
11	01103452	113.34	12/02/21	322776 GRAINGERS INC	A
11	01103453	661.67	12/02/21	109781 MICHELE GREEN	A
11	01103454	595.08	12/02/21	19780 COLLETTE HAWKES	A
11	01103455	30.00	12/02/21	434 MAEGAN HEINER	A
11	01103456	347.48	12/02/21	58173 KELLIE JOHNSON	A
11	01103457	58,102.60	12/02/21	27243 KELLY SERVICES INC	A
11	01103458	661.67	12/02/21	21130 AMBER ROSE	A
11	01103459	151.53	12/02/21	803050 SHI INTERNATIONAL CORP	A
11	01103460	161.00	12/02/21	47686 TNT ENGRAVING	A
11	01103461	5,529.21	12/02/21	100590 WAXIE SANITARY SUPPLY	A
11	01103462	2,355.00	12/09/21	104132 BEAZER LOCK & KEY	A

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11	01103463	6,178.30	12/09/21	101520 BELL JANITORIAL	A
11	01103464	35.60	12/09/21	48011 GAILE BINGHAM	A
11	01103465	219.60	12/09/21	102177 BRADY INDUSTRIES LLC	A
11	01103466	313.16	12/09/21	106437 CARSON ELEVATOR CO INC	A
11	01103467	1,320.82	12/09/21	134250 CEM SALES & SERVICE	A
11	01103468	3,190.75	12/09/21	107034 CHARIOT GROUP INC	A
11	01103469	2,143.60	12/09/21	53473 CHARLIE'S PRODUCE	A
11	01103470	32.80	12/09/21	28169 GREGORY J DUPUIS	A
11	01103471	29.60	12/09/21	108590 CINDY GIBBS	A
11	01103472	30.00	12/09/21	111750 MARCI HATCH	A
11	01103473	32.80	12/09/21	110864 JEFF HUNT	A
11	01103474	32.80	12/09/21	56669 SHEA L JENSEN	A
11	01103475	44,322.40	12/09/21	27243 KELLY SERVICES INC	A
11	01103476	32.00	12/09/21	507075 KELLIE KUNZLER	A
11	01103477	40.00	12/09/21	49999 BILLY MCFARLAND	A
11	01103478	56.40	12/09/21	25640 RAMONA MORA	A
11	01103479	54.94	12/09/21	16934 SANNA NELSON	A
11	01103480	109.77	12/09/21	35718 O C TANNER RECOGNITION COMPANY	A
11	01103481	32.80	12/09/21	23817 CYNTHIA A PAGE	A
11	01103482	42.40	12/09/21	112077 BOB PROFZAIZER	A
11	01103483	1,755.37	12/09/21	100590 WAXIE SANITARY SUPPLY	A
11	01103484	34.40	12/09/21	40002 MAURY WHEATLEY	A
11	01103485	2,648.19	12/16/21	101520 BELL JANITORIAL	A
11	01103486	2,113.55	12/16/21	53473 CHARLIE'S PRODUCE	A
11	01103487	37,550.81	12/16/21	728870 DOMINION ENERGY UTAH	A
11	01103488	81,262.63	12/16/21	107656 DWA CONSTRUCTION INC	A
11	01103489	48.00	12/16/21	56103 KARA MORRISS	A
11	01103490	23.85	12/16/21	100866 VALCOM	A
11	01103491	1,242.81	12/16/21	100590 WAXIE SANITARY SUPPLY	A
11	01103492	2,679.93	12/21/21	108695 AIRGAS USA LLC - CENTRAL DIVISION	A
11	01103493	2,099.70	12/21/21	101520 BELL JANITORIAL	A
11	01103494	344.01	12/21/21	322776 GRAINGERS INC	A
11	01103495	30.00	12/21/21	434 MAEGAN HEINER	A
11	01103496	130.00	12/21/21	32816 KLEO INC / CLASS WALLET	A
11	01103497	10.00	12/21/21	55875 LANGUAGE TESTING INTERNATIONAL	A
11	01103498	28.00	12/21/21	47686 TNT ENGRAVING	A
<b>Total Bank No 11</b>		<b>285,897.85</b>			
20	10400475	208.56	12/21/21	47589 AUDREY MASON	C
20	10400476	23.93	12/21/21	58807 LAURA HOLMS	C
<b>Total Bank No 20</b>		<b>232.49</b>			
21	12500701	40.00	12/20/21	104370 BOX ELDER NEWS JOURNAL	C
21	12500702	103.50	12/20/21	13382 AGUSTIN ESCOBAR	C
21	12500703	146.61	12/20/21	489250 KENTS MARKET PL/BRIGHAM	C
21	12500704	70.00	12/20/21	56006 BRITNI ROBERTS	C
21	12500705	1,524.99	12/20/21	111656 SCHOLASTIC BOOK FAIRS	C
21	12500706	69.90	12/20/21	110914 SUPERIOR WATER AND AIR INC	C
<b>Total Bank No 21</b>		<b>1,955.00</b>			
22	13200642	95.70	12/15/21	38032 AMAZON CAPITAL SERVICES	C
22	13200643	278.95	12/15/21	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200644	60.58	12/15/21	489240 KENTS MARKET PL/TREMONTON	C
22	13200645	400.00	12/20/21	58769 MYOTHERAPY WORKS	C
<b>Total Bank No 22</b>		<b>835.23</b>			
23	13400648	791.50	12/16/21	104321 BOX ELDER SCHOOL DISTRICT	C

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Bank	Check No	Amount	Date	Vendor	Type
23	13400649	24.95	12/16/21	164108 CULLIGAN WATER CONDITIONING	C
23	13400650	400.00	12/16/21	104094 FOOTHILL PTA	C
23	13400651	1,307.11	12/16/21	111656 SCHOLASTIC BOOK FAIRS	C
<b>Total Bank No 23</b>		<b>2,523.56</b>			
24	13600986	93.57	12/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
24	13600987	345.85	12/16/21	489240 KENTS MARKET PL/TREMONTON	C
<b>Total Bank No 24</b>		<b>439.42</b>			
25	15000695	27.35	12/13/21	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 25</b>		<b>27.35</b>			
26	16400979	5.00	12/16/21	1 ASHLEE JONES	C
26	16400980	1,279.07	12/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
26	16400981	1,983.60	12/16/21	31658 BSN SPORTS, LLC	C
26	16400982	132.10	12/16/21	15261 MARILYN STEWART	C
26	16400983	60.00	12/16/21	110914 SUPERIOR WATER AND AIR INC	C
26	16400984	48.95	12/16/21	44512 THE HERALD JOURNAL	C
<b>Total Bank No 26</b>		<b>3,508.72</b>			
27	16600454	400.00	12/03/21	1 MOUNTAIN VIEW PTA	C
27	16600455	98.25	12/03/21	110337 MOUNT OLYMPUS WATERS	C
27	16600456	1,880.71	12/14/21	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 27</b>		<b>2,378.96</b>			
28	16701091	72.21	12/03/21	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701092	65.00	12/03/21	55905 MD SECURE STORAGE	C
28	16701093	20.00	12/15/21	1 JENIFER SCHENK	C
28	16701094	143.20	12/15/21	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701095	230.00	12/15/21	111678 CATCH THE SPIRIT	C
28	16701096	94.25	12/15/21	14958 CULLIGAN	C
28	16701097	100.00	12/20/21	1 TAMI KIMBALL	C
28	16701098	81.26	12/20/21	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701099	20.35	12/20/21	489240 KENTS MARKET PL/TREMONTON	C
<b>Total Bank No 28</b>		<b>826.27</b>			
29	16800463	29.96	12/01/21	489240 KENTS MARKET PL/TREMONTON	C
<b>Total Bank No 29</b>		<b>29.96</b>			
30	17200578	486.28	12/16/21	104335 BOX ELDER SCH DIST FOUNDATION	C
30	17200579	25.00	12/16/21	39543 THREE MILE CREEK PTA	C
30	17200580	46.93	12/22/21	110337 MOUNT OLYMPUS WATERS	C
30	17200581	3,309.00	12/22/21	102864 WALKER CINEMAS	C
<b>Total Bank No 30</b>		<b>3,867.21</b>			
31	18800342	3,954.63	12/09/21	5223 SWIRE COCA-COLA	C
31	18800343	57.71	12/20/21	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 31</b>		<b>4,012.34</b>			
32	20000261	53.50	12/21/21	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 32</b>		<b>53.50</b>			
33	30402631	1,462.35	12/01/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402632	3,209.65	12/01/21	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402633	177.45	12/01/21	327480 GREER'S HARDWARE	C
33	30402634	700.00	12/01/21	58548 MORGAN HAWKES	C
33	30402635	256.35	12/01/21	58050 TWO WAY RADIO GEAR, INC	C
33	30402636	600.00	12/01/21	102864 WALKER CINEMAS	C
33	30402637	141.00	12/01/21	5908 WALMART COMMUNITY	C
33	30402638	71.67	12/09/21	1 SARAH BROCKSMITH	C
33	30402639	4,487.14	12/09/21	38032 AMAZON CAPITAL SERVICES INC	C

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33	30402640	366.00	12/09/21	45500 BOX ELDER SCHOOL DISTRICT	C
33	30402641	69.85	12/09/21	709060 PITSCO EDUCATION, LLC	C
33	30402642	436.96	12/09/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
33	30402643	29.08	12/09/21	157371 STAPLES	C
33	30402644	60.80	12/09/21	109463 WOODWIND AND BRASSWIND	C
33	30402645	1,964.68	12/16/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402646	2,109.00	12/16/21	45500 BOX ELDER SCHOOL DISTRICT	C
33	30402647	1,397.92	12/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402648	383.39	12/16/21	109248 J W PEPPER MUSIC	C
33	30402649	1,172.41	12/16/21	489240 KENTS MARKET PL/TREMONTON	C
33	30402650	78.95	12/16/21	100359 NASCO MODESTO	C
33	30402651	90.24	12/16/21	58050 TWO WAY RADIO GEAR, INC	C
33	30402652	50.00	12/21/21	1 CHERRI WEBSTER	C
33	30402653	2,327.54	12/21/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402654	20.00	12/21/21	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
33	30402655	1,480.88	12/21/21	100359 NASCO MODESTO	C
33	30402656	215.00	12/21/21	695360 PAXTON/PATTERSON LLC	C
33	30402657	19.76	12/21/21	695360 PAXTON/PATTERSON LLC	C
33	30402658	240.23	12/21/21	24058 RIDLEY FAMILY MARKET	C
33	30402659	31.26	12/21/21	157371 STAPLES	C
33	30402660	217.00	12/21/21	58661 THATCHER PEAK LLC	C
33	30402661	172.56	12/21/21	109463 WOODWIND AND BRASSWIND	C
33	30402662	2,377.92	12/21/21	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402663	133.56	12/21/21	284010 FISHER SCIENTIFIC	C
<b>Total Bank No 33</b>		<b>26,550.60</b>			
34	30803052	100.00	12/13/21	1 ALICIA MURPHY	C
34	30803053	80.27	12/13/21	1 SHASTA PETERSON	C
34	30803054	83.00	12/13/21	1 STRAW MARKET	C
34	30803055	360.33	12/13/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30803056	202.40	12/13/21	45500 BOX ELDER SCHOOL DISTRICT	C
34	30803057	339.45	12/13/21	104321 BOX ELDER SCHOOL DISTRICT	C
34	30803058	148.00	12/13/21	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
34	30803059	169.20	12/13/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
34	30803060	213.76	12/13/21	109248 J W PEPPER MUSIC	C
34	30803061	150.00	12/13/21	46353 HEATHER RENEE LYMAN	C
34	30803062	32.62	12/13/21	633340 OFFICE DEPOT	C
34	30803063	550.00	12/13/21	4960 OLD GRIST MILL BREAD	C
34	30803064	220.00	12/13/21	102864 WALKER CINEMAS	C
34	30803065	1,127.36	12/13/21	5908 WALMART COMMUNITY	C
34	30803066	350.90	12/15/21	1 ELISE BURT	C
34	30803067	1,810.19	12/15/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30803068	277.99	12/15/21	109248 J W PEPPER MUSIC	C
34	30803069	40.00	12/20/21	1 CALEB RASMUSSEN	C
34	30803070	303.22	12/20/21	489250 KENTS MARKET PL/BRIGHAM	C
34	30803071	140.00	12/20/21	102451 LAF GRAPHICS	C
34	30803072	176.68	12/20/21	633340 OFFICE DEPOT	C
<b>Total Bank No 34</b>		<b>6,875.37</b>			
35	40402733	74.15	12/01/21	1 DENISE MERRITT	C
35	40402734	50.00	12/01/21	1 JEREMIAH WEST	C
35	40402735	95.72	12/01/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402736	39.95	12/01/21	110914 SUPERIOR WATER AND AIR INC	C
35	40402737	50.00	12/06/21	1 AMBER HAWKES	C
35	40402738	50.00	12/06/21	1 SHAUN NORTON	C
35	40402738	-50.00	12/08/21	1 SHAUN NORTON	CV

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Bank	Check No	Amount	Date	Vendor	Type
35	40402739	553.18	12/06/21	1724 ACE HARDWARE TREMONTON	C
35	40402740	44.90	12/06/21	27308 ADVANCED HARDWARE SUPPLY INC	C
35	40402741	202.84	12/06/21	110509 AUDIO ENHANCEMENT	C
35	40402742	24.51	12/06/21	999140 BANK OF UTAH	C
35	40402743	54.96	12/06/21	327480 GREER'S HARDWARE	C
35	40402744	1,109.94	12/06/21	102470 THE BOOK TABLE	C
35	40402745	197.75	12/15/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402746	1,341.00	12/15/21	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
35	40402747	328.88	12/15/21	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402748	241.99	12/15/21	109248 J W PEPPER MUSIC	C
35	40402749	304.12	12/15/21	489240 KENTS MARKET PL/TREMONTON	C
35	40402750	514.00	12/15/21	57703 MIKAROSE LLC	C
35	40402751	115.49	12/15/21	58629 THE MATCHING TIE GUY	C
35	40402752	494.53	12/20/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402753	2,055.90	12/20/21	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402754	205.80	12/20/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
35	40402755	450.00	12/20/21	53058 SODA FIXX SODA SHACK	C
35	40402756	13.99	12/20/21	157371 STAPLES	C
35	40402757	2,398.68	12/20/21	58076 TREMONTON FOOD PANTRY	C
<b>Total Bank No 35</b>		<b>10,962.28</b>			
36	40803671	502.28	12/02/21	1 JACKIE HOOPER	C
36	40803672	73.38	12/02/21	101520 BELL JANITORIAL	C
36	40803673	230.00	12/02/21	104338 BOX ELDER HIGH SCHOOL	C
36	40803674	72.97	12/02/21	158220 COVER UP	C
36	40803675	1,262.46	12/02/21	39608 SIMPLY SUE'S EMBROIDERY	C
36	40803676	1,037.62	12/02/21	5908 WALMART COMMUNITY	C
36	40803677	73.54	12/08/21	1 SARA MEDINA	C
36	40803678	15.96	12/08/21	112046 ACE HARDWARE - BRIGHAM	C
36	40803679	155.46	12/08/21	38032 AMAZON CAPITAL SERVICES INC	C
36	40803680	90.93	12/08/21	109248 J W PEPPER MUSIC	C
36	40803681	53.44	12/08/21	633340 OFFICE DEPOT	C
36	40803682	1,599.54	12/08/21	104992 PRINT SHOP	C
36	40803683	174.80	12/08/21	19879 SHEET MUSIC PLUS	C
36	40803684	192.38	12/08/21	51063 SHRED IT STERICYCLE, INC	C
36	40803685	216.35	12/08/21	10731 SMITH'S CUSTOMER CHARGES	C
36	40803686	1,015.60	12/08/21	111790 SUNSTONE POTTERY	C
36	40803687	157.99	12/08/21	58629 THE MATCHING TIE GUY	C
36	40803688	67.36	12/16/21	1 BANESSA (LORNA) ROMRIELL	C
36	40803689	67.98	12/16/21	1 CHASITY ABEL	C
36	40803690	67.98	12/16/21	1 JAMIE ESPINOZA	C
36	40803691	161.99	12/16/21	38032 AMAZON CAPITAL SERVICES INC	C
36	40803692	811.62	12/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803693	1,044.61	12/16/21	489250 KENTS MARKET PL/BRIGHAM	C
36	40803694	23.96	12/16/21	7099 LD PRODUCTS	C
36	40803695	19.60	12/16/21	822122 SUMMERHAYS MUSIC CENTER	C
36	40803696	66.12	12/21/21	1 MICHAL YOUNG	C
36	40803697	2,596.44	12/21/21	45500 BOX ELDER SCHOOL DISTRICT	C
36	40803698	385.00	12/21/21	4901 NASSP	C
<b>Total Bank No 36</b>		<b>12,237.36</b>			
37	70411382	-75.00	12/09/21	52434 SUNSHINE & SUGAR	CV
37	70411585	1,682.15	12/02/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70411586	121.31	12/02/21	108563 BEST WESTERN PLUS ABBEY INN	C
37	70411587	1,832.77	12/02/21	106055 BLICK ART MATERIALS	C
37	70411588	517.63	12/02/21	104321 BOX ELDER SCHOOL DISTRICT	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
37	70411589	1,326.00	12/02/21	102017 DAVIS HIGH SCHOOL	C
37	70411590	240.00	12/02/21	56340 IMAGINE IT VINYL	C
37	70411591	1,363.44	12/02/21	111030 LOWE'S	C
37	70411592	180.00	12/02/21	21687 PARK CITY HIGH SCHOOL	C
37	70411593	3,052.90	12/02/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70411594	136.00	12/02/21	29408 SHARON SMOOT	C
37	70411595	869.73	12/02/21	7323 SQUARE ONE PRINTING	C
37	70411596	500.00	12/02/21	35556 TRANSPORTATION CHARTER SERVIC	C
37	70411597	100.00	12/02/21	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
37	70411598	303.97	12/07/21	1724 ACE HARDWARE TREMONTON	C
37	70411599	1,376.00	12/07/21	6068 BACKSTAGE INC	C
37	70411600	3,257.00	12/07/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411601	1,250.00	12/07/21	49840 COPPER NICKEL EVENTS LLC	C
37	70411602	300.00	12/07/21	10375 CREATIVE NOTEBOOK SOLUTIONS	C
37	70411603	200.00	12/07/21	43044 ROBERT EPLING	C
37	70411604	765.87	12/07/21	327480 GREER'S HARDWARE	C
37	70411605	803.99	12/07/21	109248 J W PEPPER MUSIC	C
37	70411606	540.00	12/07/21	50601 JUAB HIGH SCHOOL	C
37	70411607	740.00	12/07/21	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70411608	800.00	12/07/21	27960 SIGN THIS	C
37	70411609	1,333.64	12/07/21	58190 SUPER 8 NEPHI	C
37	70411610	35.00	12/07/21	110914 SUPERIOR WATER AND AIR INC	C
37	70411611	211.25	12/07/21	110825 WASATCH FRONT SOUND/RECORDING	C
37	70411612	947.24	12/09/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70411613	1,365.84	12/09/21	39209 COURTYARD BY MARRIOTT SALT LAKE CITY	C
37	70411614	73.68	12/09/21	106055 BLICK ART MATERIALS	C
37	70411615	648.28	12/09/21	38237 COLE PARMER INSTRUMENT CO	C
37	70411616	435.00	12/09/21	52434 SUNSHINE & SUGAR JANET KING	C
37	70411617	81.00	12/09/21	927359 WEBER SCHOOL DISTRICT	C
37	70411618	124.00	12/14/21	1 JENNIFER POWELL	C
37	70411619	88.99	12/14/21	1 SARAH PETERSON	C
37	70411620	88.18	12/14/21	1 STACY TEMPLE	C
37	70411621	537.96	12/14/21	6092 A W MARSHALL CO	C
37	70411622	870.00	12/14/21	7056 HAPPILY EVER AFTER	C
37	70411623	6,862.29	12/14/21	489240 KENTS MARKET PL/TREMONTON	C
37	70411624	2,167.40	12/14/21	56499 ROBERT MILLER	C
37	70411625	5,600.00	12/14/21	58084 SAUNDERS TOURS	C
37	70411626	880.00	12/14/21	5070 SAVON	C
37	70411627	3,993.24	12/14/21	40010 SOUTHEASTERN PERFORMANCE APPAREL	C
37	70411628	13,979.92	12/14/21	58661 THATCHER PEAK LLC	C
37	70411629	1,200.00	12/14/21	102864 WALKER CINEMAS	C
37	70411630	1,405.29	12/14/21	27812 WEISSMAN'S THEATRICAL SUPPLY	C
37	70411631	494.00	12/14/21	34568 X-GRAIN SPORTS	C
37	70411632	88.99	12/16/21	1 EMIGDIO ALMAZAN	C
37	70411633	80.90	12/16/21	1 EMILY GALLEGOS	C
37	70411634	1,516.58	12/16/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70411635	4,496.25	12/16/21	106895 BADGER SCREEN PRINTING CO	C
37	70411636	10,525.63	12/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411637	20,581.08	12/16/21	31658 BSN SPORTS	C
37	70411638	370.00	12/16/21	56340 IMAGINE IT VINYL	C
37	70411639	800.00	12/16/21	58696 MIMI'S W EVENT PLANNERS	C
37	70411640	339.90	12/16/21	21539 PREMIER FOODS	C
37	70411641	559.30	12/16/21	157371 STAPLES	C
37	70411642	198.29	12/16/21	830460 TACO TIME/TREMONTON	C
37	70411643	360.00	12/16/21	27383 UTAH RESTAURANT ASSOCIATION	C

A/P Summary Check Register

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Bank	Check No	Amount	Date	Vendor	Type
37	70411644	1,060.00	12/16/21	14923 WEBER HIGH SCHOOL	C
37	70411645	25.00	12/21/21	1 JODY VALERIO	C
37	70411646	331.07	12/21/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70411647	401.73	12/21/21	106055 BLICK ART MATERIALS	C
37	70411648	100.00	12/21/21	40363 CIO MEDICAL SERVICES	C
37	70411649	145.00	12/21/21	49581 ANNA JORGENSON	C
37	70411650	3,485.44	12/21/21	107960 TYLER J RHODES	C
37	70411651	100.00	12/21/21	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70411652	350.00	12/21/21	27740 SPANISH FORK CITY RECREATION	C
37	70411653	246.25	12/21/21	7323 SQUARE ONE PRINTING	C
37	70411654	114.39	12/21/21	157371 STAPLES	C
37	70411655	371.42	12/21/21	25674 STUDIO R MEDIA	C
37	70411656	134.75	12/21/21	830460 TACO TIME/TREMONTON	C
37	70411657	281.06	12/21/21	27812 WEISSMAN'S THEATRICAL SUPPLY	C
37	70411658	30.77	12/21/21	32824 YES PRINT COPY N MORE, LLC	C
<b>Total Bank No 37</b>		<b>112,699.76</b>			
38	70811351	-306.00	12/17/21	95835 JASON V BINGHAM	CV
38	70811380	195.00	12/02/21	1 AUTUMN HESS	C
38	70811381	949.15	12/02/21	112046 ACE HARDWARE - BRIGHAM	C
38	70811382	12.00	12/02/21	10260 ADELE C YOUNG INTERM SCH	C
38	70811383	1,865.68	12/02/21	106055 BLICK ART MATERIALS	C
38	70811384	1,150.00	12/02/21	104320 BOX ELDER COUNTY TREASURER	C
38	70811385	87.12	12/02/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811386	227.72	12/02/21	158220 COVER UP	C
38	70811387	1,721.40	12/02/21	31003 HOLIDAY INN EXPRESS/SANDY	C
38	70811388	70.00	12/02/21	109248 J W PEPPER MUSIC	C
38	70811389	700.00	12/02/21	13684 LAYTON HIGH SCHOOL	C
38	70811390	216.00	12/02/21	111637 OASIS STAGE WERKS	C
38	70811391	33.50	12/02/21	633340 OFFICE DEPOT	C
38	70811392	260.00	12/02/21	36200 RIVERTON HIGH SCHOOL	C
38	70811393	100.00	12/02/21	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70811394	225.00	12/02/21	5355 WHIPPLE SOUND LLC	C
38	70811395	92.22	12/07/21	1 BRANDI YOUNG	C
38	70811396	82.91	12/07/21	1 KAREN MENLOVE	C
38	70811397	349.00	12/07/21	108543 B & H PHOTO VIDEO	C
38	70811398	1,220.00	12/07/21	45500 BOX ELDER SCHOOL DISTRICT	C
38	70811399	736.96	12/07/21	50660 BEST WESTERN PARADISE INN NEPHI	C
38	70811400	749.00	12/07/21	106055 BLICK ART MATERIALS	C
38	70811401	3,413.29	12/07/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811402	80.00	12/07/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811403	13.95	12/07/21	230 CAROLINA BIOLOGICAL	C
38	70811404	105.00	12/07/21	37672 EWELL EDUCATIONAL SERVICES INC	C
38	70811405	400.00	12/07/21	50601 JUAB HIGH SCHOOL	C
38	70811406	110.00	12/07/21	55255 KW STRIPING	C
38	70811407	167.96	12/07/21	4987 PICTURELINE INC	C
38	70811408	450.00	12/07/21	5029 ROY HIGH SCHOOL	C
38	70811409	1,125.00	12/07/21	57223 NAVIGATE 360	C
38	70811410	1,032.53	12/07/21	10731 SMITH'S CUSTOMER CHARGES	C
38	70811411	1,125.00	12/07/21	19488 T SHIRT CHOP SHOP	C
38	70811412	51.78	12/09/21	1 DAVID EVERTON	C
38	70811413	72.99	12/09/21	1 MANDY BORGES	C
38	70811414	1,429.88	12/09/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70811415	16.00	12/09/21	104348 BOX ELDER MIDDLE SCHOOL	C
38	70811416	75.00	12/09/21	104321 BOX ELDER SCHOOL DISTRICT	C

A/P Summary Check Register

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Bank	Check No	Amount	Date	Vendor	Type
38	70811417	2,590.79	12/09/21	31658 BSN SPORTS	C
38	70811418	2,616.00	12/09/21	19488 T SHIRT CHOP SHOP	C
38	70811419	11,205.09	12/15/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811420	88.18	12/16/21	1 GREG WATSON	C
38	70811421	88.18	12/16/21	1 LORNA ROMRIELL	C
38	70811422	2,462.52	12/16/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70811423	1,142.00	12/16/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811424	120.00	12/16/21	1295 ELISE BURT	C
38	70811425	2,250.00	12/16/21	23086 COMPANY GRILL	C
38	70811426	306.33	12/16/21	107267 DOMINO'S PIZZA / BRIGHAM	C
38	70811427	110.75	12/16/21	284010 FISHER SCIENTIFIC	C
38	70811428	450.00	12/16/21	13420 HUDL	C
38	70811429	460.51	12/16/21	103961 INTERMOUNTAIN WOOD PRODUCTS	C
38	70811430	1,255.21	12/16/21	33820 LA QUINTA INN OREM UNIVERSITY PKWY	C
38	70811431	15.96	12/16/21	107490 SOUTH FORK HARDWARE	C
38	70811432	2,785.21	12/16/21	40010 SOUTHEASTERN PERFORMANCE APPAREL	C
38	70811433	600.00	12/16/21	14273 VIEWMONT HIGH SCHOOL	C
38	70811434	320.00	12/16/21	33936 JILL WALLENTINE	C
38	70811435	2,966.41	12/16/21	5908 WALMART COMMUNITY	C
38	70811436	146.08	12/16/21	27812 WEISSMAN'S THEATRICAL SUPPLY	C
38	70811437	71.27	12/21/21	108543 B & H PHOTO VIDEO	C
38	70811438	100.00	12/21/21	45500 BOX ELDER SCHOOL DISTRICT	C
38	70811439	70.00	12/21/21	52922 BOWS BY ALLY	C
38	70811440	5,016.70	12/21/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811441	2,355.55	12/21/21	13293 ROBERT BREITENBEKER	C
38	70811442	639.86	12/21/21	31658 BSN SPORTS	C
38	70811443	627.50	12/21/21	3271 CANON SOLUTIONS AMERICA	C
38	70811444	2,575.00	12/21/21	19178 CHEAPER THAN SHIRT	C
38	70811445	130.00	12/21/21	40363 CIO MEDICAL SERVICES	C
38	70811446	174.76	12/21/21	4790 HOME DEPOT CREDIT SERVICE	C
38	70811447	499.64	12/21/21	19810 INTEGRATED TECHNOLOGIES	C
38	70811448	249.59	12/21/21	489250 KENTS MARKET PL/BRIGHAM	C
38	70811449	2,439.47	12/21/21	489250 KENTS MARKET PL/BRIGHAM	C
38	70811450	193.56	12/21/21	58246 LINDE GAS & EQUIPMENT INC	C
38	70811451	1,011.50	12/21/21	4910 NATIONAL FFA ORGANIZATION	C
38	70811452	275.00	12/21/21	109396 BEN LOMOND HIGH SCHOOL	C
38	70811453	134.54	12/21/21	4960 OLD GRIST MILL BREAD	C
38	70811454	1,596.00	12/21/21	53538 PRIVATE POOL PALACE, LLC	C
38	70811455	2,097.57	12/21/21	36935 UTAH'S BEST VACATION RENTALS	C
38	70811456	200.00	12/21/21	57304 HADLEE WOODWARD	C
<b>Total Bank No 38</b>		<b>72,841.77</b>			
39	77800525	50.00	12/16/21	102864 WALKER CINEMAS	C
<b>Total Bank No 39</b>		<b>50.00</b>			

A/P Summary Check Register

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Bank	Check No	Amount	Date	Vendor	Type
				Total Manual Checks	3,691,808.42
				Total Computer Checks	4,774,202.33
				Total ACH Checks	285,897.85
				Total Other Checks	.00
				Total Electronic Checks	.00
				Total Computer Voids	-431.00
				Total Manual Voids	.00
				Total ACH Voids	.00
				Total Other Voids	.00
				Total Electronic Voids	.00
				<b>Grand Total</b>	<b>8,751,477.60</b>
				<b>Number of Checks</b>	<b>669</b>

Batch Yr	Batch No	Amount
22	000333	239.85
22	000690	-75.00
22	000826	315.68
22	000947	5,354.37
22	001018	6,438.78
22	001067	32,870.46
22	001126	-306.00
22	001138	132,906.85
22	001139	45,279.66
22	001140	19,436.62
22	001141	52,714.64
22	001142	400.00
22	001143	1,878.14
22	001186	259.82
22	001189	29.96
22	001190	6,546.80
22	001198	3,178.71
22	001201	7,812.57
22	001208	11,921.93
22	001213	498.25
22	001216	137.21
22	001217	511.28
22	001218	287,956.91
22	001219	6,942.43
22	001220	34,682.77
22	001221	61,114.64
22	001222	20,743.90
22	001228	2,040.33
22	001233	11,916.72
22	001234	11,252.82
22	001245	3,745.99
22	001249	3,954.63
22	001250	6,852.44
22	001251	3,551.04
22	001255	5,521.50
22	001265	216.42
22	001267	146,828.66
22	001268	85,236.41
22	001269	3,064.72
22	001270	61,548.82
22	001271	2,447,030.41
22	001272	573.25
22	001273	3,776.39
22	001275	27.35
22	001290	38,291.27

A/P Summary Check Register

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				<b>Batch Yr</b>	<b>Batch No</b>	<b>Amount</b>
				22	001294	1,880.71
				22	001298	435.23
				22	001299	3,043.23
				22	001301	487.45
				22	001302	2,439.08
				22	001305	7,196.59
				22	001312	11,205.09
				22	001314	15,567.34
				22	001315	2,252.42
				22	001318	40,976.92
				22	001322	2,265.10
				22	001325	50.00
				22	001329	3,508.72
				22	001330	439.42
				22	001332	271.14
				22	001335	4,314,988.87
				22	001336	615.00
				22	001339	5,618.90
				22	001340	659.90
				22	001344	400.00
				22	001348	101,794.53
				22	001349	19,893.75
				22	001350	19,512.16
				22	001351	309,193.34
				22	001352	1,422.22
				22	001353	190,110.00
				22	001354	201.61
				22	001355	1,955.00
				22	001358	57.71
				22	001360	4,774.23
				22	001361	20,457.51
				22	001362	75,369.11
				22	001363	6,116.88
				22	001364	208.56
				22	001365	3,047.56
				22	001366	2,511.48
				22	001370	23.93
				22	001372	53.50
				22	001374	397.08
				22	001376	3,355.93
				22	001382	1,500.00

For January 12, 2022 Board Meeting

**Leaving the District**

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
Transportation	Robyn Christensen	Bus Driver	Retiring
Transportation	G. Craig Christensen	Bus Driver	Retiring
BEMS	Megan Flitton	Teacher	Resigned
Sunrise	Peggy Astle	Principal Secretary	Retiring
North Park	Amelia Barnes	Custodian	
BEMS	Tina Mace	Lunch Clerk	
District Office	Karen Watson	Health Services Secretary	Resigned

**New Hires**

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Replacing</i>
BEHS	Jamie Lee Chandler	Teacher	
North Park	Sarah Clark	Counselor	
Transportation	Kaylyn Petersen	Bus Para	
Fielding	Tiffany Earl	Resource Para	
Transportation	Shaila McClure	Bus Driver	
BEMS	Jennifer McCairns	TSSA Para	
Transportation	Keri Morris	Bus Para	
ACHI	Tracy O-Dell	ED Para	

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## Suggestions for Future Board Meetings

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### **February 9, 2022 – (tentative)**

- Legislative Update – Steve Carlsen
- Policy Review

### **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

### **June 8, 2022 – (tentative)**

- Budget Hearing – Rod Cook
- Approval of Budget – Rod Cook
- Approval of 2022-23 Tax Rates – Rod Cook
- Approval of Internal and Independent Auditors – Rod Cook
- MBA Meeting – Rod Cook
- Pick-up Contributions for Members of Contributory Retirement System – Keith Mecham
- Tentative Ratification of Negotiated Agreement with BEEA – Keith Mecham
- Tentative Ratification of Negotiated Agreement with BESPA – Keith Mecham
- Declaration of Open Enrollment Schools – Keith Mecham
- Approval of TSSA Plans – Gary Allen and Keri Greener
- Construction Report – Corey Thompson
- Policy Review

**July 13, 2022 – (tentative)**

- Internal and Independent Audit 2020-2021 – Rod Cook
- Approval of Sex Education Committee – Gary Allen
- Construction Report – Corey Thompson
- 2021-22 TSSA Plan Results – Gary Allen and Keri Greener
- Policy Review

**August 10, 2022 – (tentative)**

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

**September 14, 2022 – (tentative)**

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

**October 12, 2022 – (tentative)**

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

**November 9, 2022 – (tentative)**

- Audit Report – Rod Cook
- VCBO Report on energy savings in new building – Vern Latham and David Cox
- Policy Review
- Report on BESD Foundation

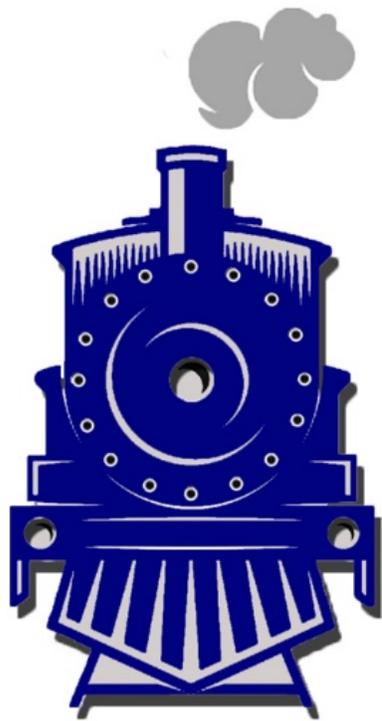
**December 14, 2022 – *(tentative)***

- Approval of New Courses – Gary Allen
- Approval of 2023-24 School District Calendar – Keith Mecham
- Policy Review

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# BOX ELDER SCHOOL DISTRICT BOARD OF EDUCATION HANDBOOK

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**BOX ELDER  
SCHOOL DISTRICT**

*Learning is Everything*

REVISED  
OCTOBER 9, 2019  
BOX ELDER SCHOOL DISTRICT

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# BOARD OF EDUCATION HANDBOOK INTRODUCTION

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

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

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

## Authority and Responsibilities of the Board

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

## Principles of Board Leadership

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

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

[Utah Code § 53G-4](#)

# Making School Board Decisions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Holding Closed Meetings**

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

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

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

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

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

**Purpose of a closed meeting:**

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

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

**Record of closed meetings:**

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

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

## **Collaborative Relationships: Shared Governance**

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

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

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

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

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

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

3. Collaborative teacher teams will focus on the following four questions:
  - a. What is it that our students are expected to know and do?
  - b. How will we know if they know and can do what is expected?
  - c. How will we respond if they don't know and can't do what is expected?
  - d. How will we respond if they already know and can do it?

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

## **Authority of Individual Board Members**

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

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

### **Nominations**

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

### **Elections**

- A. Elections and nominations must conform to the procedure prescribed by the Utah State Law and Board Policy.

- B. In case of a tie vote, the election is decided by lot unless the organization adopts a motion to do otherwise.
- C. Elections are decided by a roll call vote, not by secret ballot. Election to the office is determined by a simple majority.

## **Board Leadership Responsibilities**

The board president will:

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

The board vice president will:

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

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

## **New Board Member Orientation**

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

# **Board of Education Code of Conduct**

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

Board members shall:

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

## **Board Member Commitments and Ethics**

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

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

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

A. Board of Education Code of Ethics

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

violation of [Utah Code, § 67-16-4](#).

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

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

## **Disciplining Board Members**

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

## Policies Governing the Board

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

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

## Guidelines and Parliamentary Motions

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

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

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

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

## Simplified Chart of Parliamentary Motions

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

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

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

### Policy 1010 School Board’s Legal Status

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371387/1010-School\\_Board\\_Legal\\_Status.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371387/1010-School_Board_Legal_Status.pdf)

### Policy 1020 Board Power and Duties

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371388/1020-Board\\_Powers\\_\\_Duties.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371388/1020-Board_Powers__Duties.pdf)

### Policy 1025 Administration Relations

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371389/1025-Administration\\_Relations.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371389/1025-Administration_Relations.pdf)

### Policy 1034 Board of Education Code of Conduct

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371392/1034-Board\\_of\\_Education\\_Code\\_of\\_Conduct.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371392/1034-Board_of_Education_Code_of_Conduct.pdf)

### Policy 1035 Board Member Commitments and Ethics

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371393/1035-Board\\_Member\\_Commitments\\_and\\_Ethics.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371393/1035-Board_Member_Commitments_and_Ethics.pdf)

Policy 1036 Conflict of Interest: Board Member and Employee

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371394/1036-Board\\_Member\\_Employee\\_Conflict\\_of\\_Interest.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371394/1036-Board_Member_Employee_Conflict_of_Interest.pdf)

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

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371395/1037-Employee\\_Assignment\\_of\\_Relatives.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371395/1037-Employee_Assignment_of_Relatives.pdf)

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

Policy 1070 Board Meeting Procedures

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371399/1070-Board\\_Meeting\\_Procedures.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371399/1070-Board_Meeting_Procedures.pdf)

Policy 1072 Board Meetings: Notice Requirements

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371400/1072-Board\\_Meetings\\_Notice\\_Requirements.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371400/1072-Board_Meetings_Notice_Requirements.pdf)

Policy 1074 Board Meetings: Closed Meetings

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371401/1074-Board\\_Meetings\\_Closed\\_Meetings.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371401/1074-Board_Meetings_Closed_Meetings.pdf)

Policy 1080 Board Committees

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371402/1080-Board\\_Committees.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371402/1080-Board_Committees.pdf)

Policy 1090 Rules of Order

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371403/1090-Rules\\_of\\_Order.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371403/1090-Rules_of_Order.pdf)

Policy 1100 Minutes

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371404/1100-Minutes.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371404/1100-Minutes.pdf)

## Policy 1110 Public Participation in Board Meeting

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371405/1110\\_Public\\_Participation\\_in\\_Board\\_Meeting.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371405/1110_Public_Participation_in_Board_Meeting.pdf)