



BOARD OF EDUCATION  
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

**Wednesday, February 9, 2022**

Sunrise High School, 230 W 200 S, Brigham  
City, UT 84302

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

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

1. Principal Reports to the Board:  
Kristi Capener, Mark Johnson, Jeff Morris

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

1. **Call to Order**  
President Julie Taylor
2. **Reverence**  
Keri Greener, Assistant Superintendent
3. **Flag Salute/Pledge of Allegiance**  
Shan Robinson, Student Board Member
4. **Recognitions**  
Tiffani Summers, Board Member

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

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

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

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

1. **Appoint Interim Board Member**  
Julie Taylor, Board President
2. **Administer Oath of Office to Interim Board Member**  
Rod Cook, Business Administrator
3. **Approval of FY23 Capital Improvement Budget** **3**  
Corey Thompson, Director of Facilities
4. **Approval of New Courses** **6**  
Gary Allen, Assistant Superintendent

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

1. **Legislative Update**  
Steve Carlsen, Superintendent
2. **Covid-19 Update**  
Steve Carlsen, Superintendent
3. **Monthly Financial Report** **15**  
Rod Cook, Business Administrator
4. **Board Committee Reports**

**G. Policy Review - 7:40 p.m.**

1. **Policies Reviewed with No Changes**
  - a. Policy 1010 School Board's Legal Status 24
  - b. Policy 1020 Board Powers and Duties 27
  - c. Policy 1034 Board of Education Code of Conduct 29
  - d. Policy 2075 Records Management 30
  - e. Policy 4040 Acceleration/Retention of Students 31

f. Policy 4078 Class Disclosure Statements - Elementary	32
g. Policy 4140 School Volunteers/Resource Persons	33
<b>2. First Reading</b>	
a. Policy 1015 Fiscal Responsibilities	34
b. Policy 1110 Public Participation in Board Meeting	36
c. Policy 2222 Transportation - Use of Cellular Telephones	38
d. Policy 4035 Early Intervention Kindergarten	40
e. Policy 4038 Mathematics Assessment for K-3	41
f. Policy 4110 Homebound Instruction	42
g. Policy 4175 Student Data Protection	43
h. Policy 6025 Parent Access to District Curriculum	54
i. Policy 5071 Communicable Disease Guidelines for Exclusion of Children from School	55
j. Policy 5227 School-Related Head Injuries and Management of Sports-Related Concussions	58
k. Policy 6045 Board of Education Hotline	72
<b>H. Board Discussion Items 7:50 p.m.</b>	
1. Book Study - "How Not to be a Terrible School Board Member"	
Section #1 Terrible District Teamwork	
<b>I. Consent Items 8:00 p.m.</b>	
1. Minutes	76
2. Claims	81
3. Personnel	97
<b>J. Suggestions for Future Board Meetings 8:05 p.m.</b>	98
<b>K. Board Handbook</b>	101
<b>L. Adjournment 8:10 p.m.</b>	

The next meeting of the Board of Education will be held on Wednesday, March 9, 2022, with a Work Session at 5:30 and a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.

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

Submitted by Corey Thompson, Facilities Director

9 February, 2022

### **Recommendation:**

Each year a budget is established for capital improvement projects throughout the school district. Working with Rod Cook, Business Administrator, I have compiled a budget of just under \$2 million. In addition to this budget is a breakdown of the cost of portable classrooms; both those needed to purchase and those we will be moving from Foothill Elementary School.

### **Recommended Motion:**

*I move the proposed fiscal year 2023 budget for capital improvement projects be approved.*

### **Background:**

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

### **Procedural Implications:**

District Policy 2010, 2150

### **Staff Implications:**

None

**BESD - FY 2023 Proposal for Capital Improvement Projects**

PRIORITY LEVEL		DECIDING FACTORS			PRIORITY LEVEL	COST FOR EACH LEVEL
<b>E = Extreme</b>		Facility safety and prevent building/property damage			<b>E = Extreme</b>	\$ 224,000.00
<b>H = High Priority</b>		Critical Repairs for building, property, and systems longevity			<b>H = High</b>	\$ 376,000.00
<b>M = Medium Priority</b>		High effect on the greatest number of students			<b>M = Medium</b>	\$ 425,100.00
<b>L = Low Priority</b>		Improve situations			<b>L = Low</b>	\$ 677,000.00
Contracted to Const. Manager		<b>CM</b>			Other	\$ 250,000.00
Location	Priority Level		Project Description	Estimated \$		
<b>BEHS</b>	<b>H</b>	<b>CM</b>	Seal Coat New Parking	\$ 8,500.00		
<b>BEHS</b>	<b>M</b>		LVT Wing Hallways	\$ 70,000.00		
<b>BEHS</b>	<b>M</b>	<b>CM</b>	New Store Fronts for Hallways	\$ 107,500.00		
<b>BEMS</b>	<b>H</b>	<b>CM</b>	Additional Door in Cafeteria	\$ 11,500.00		
<b>BEMS</b>	<b>M</b>	<b>CM</b>	Strip and Epoxy Paint CTE Shop Floors	\$ 12,100.00		
<b>BRHS</b>	<b>H</b>	<b>CM</b>	Seal Coat Ag Compound & by Greenhouses	\$ 30,000.00		
<b>BRHS</b>	<b>M</b>	<b>CM</b>	Strip and Epoxy Paint CTE Shop Floors	\$ 35,500.00		
<b>BRHS</b>		<b>CM</b>	Tennis Court Resurface - WARRANTY			
<b>BR Nat</b>	<b>H</b>	<b>CM</b>	Seal Coat New Parking	\$ 6,000.00		
<b>BRMS</b>	<b>H</b>	<b>CM</b>	Asbestos Abatement - Coaches Office, Room 28, Main Office	\$ 18,000.00		
<b>BRMS</b>	<b>L</b>	<b>CM</b>	North Curb & Gutter	\$ 240,000.00		
<b>ACHI</b>	<b>E</b>	<b>CM</b>	Gym Skylights - Capped	\$ 55,000.00		
<b>ACHI</b>	<b>E</b>	<b>Cm</b>	3rd Store Front	\$ 50,000.00		
<b>ACYI</b>	<b>E</b>	<b>CM</b>	Dust Collector Fence	\$ 5,500.00		
<b>ACYI</b>	<b>E</b>	<b>CM</b>	Gym Skylights - Capped	\$ 55,000.00		
<b>ACYI</b>	<b>L</b>	<b>CM</b>	Maintain West Property	\$ 40,000.00		
<b>ACYI</b>	<b>E</b>	<b>CM</b>	3rd Store Front	\$ 50,000.00		
<b>Century</b>	<b>H</b>	<b>CM</b>	Seal Coat New Parking	\$ 4,500.00		
<b>Discovery</b>	<b>H</b>	<b>CM</b>	Seal Coat New Parking	\$ 3,000.00		
<b>Discovery</b>	<b>L</b>	<b>CM</b>	Parking Redesign	\$ 35,000.00		
<b>McKinley</b>	<b>L</b>	<b>CM</b>	Parking on East	\$ 45,000.00		
<b>McKinley</b>	<b>H</b>	<b>CM</b>	Concrete on West by single portable	\$ 21,500.00		
<b>McKinley</b>	<b>L</b>	<b>CM</b>	Repair Ceiling in Gym area	\$ 100,000.00		
<b>McKinley</b>	<b>L</b>		Replace Gym Flooring	\$ 75,000.00		
<b>North Park</b>	<b>H</b>	<b>CM</b>	Seal Coat New Parking	\$ 5,000.00		
<b>Park Valley</b>	<b>L</b>	<b>CM</b>	Repave Asphalt	\$ 110,000.00		
<b>So. Transportation</b>	<b>H</b>	<b>CM</b>	Seal Coat New Parking	\$ 25,000.00		
<b>So. Transportation</b>	<b>L</b>	<b>CM</b>	Ceiling Fans in Maintenance Bays (Based on 6 Total)	\$ 12,000.00		
<b>Three-Mile Creek</b>	<b>E</b>	<b>CM</b>	Fencing	\$ 8,500.00		
<b>Willard</b>	<b>H</b>	<b>CM</b>	Seal Coat Play Area	\$ 3,000.00		
<b>CTE</b>	<b>M</b>	<b>CM</b>	Dust Collector Systems - Evaluate & Upgrade (Shops)	\$ 200,000.00		
					<b>TOTAL</b>	<b>\$ 1,952,100.00</b>

Mantua Property	L	CM	Trees	\$ 20,000.00			
District-Wide	H	CM	Portable Classrooms (2 @ BEHS, 2 @ BRHS)	\$ 240,000.00			
PCO			FY23	\$ 250,000.00			
<b>Total:</b>				<b>\$ 1,952,100.00</b>			

## **Recommendation to approve**

Submitted by: Gary Allen

### **Recommendation:**

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

### **Recommended Motion:**

I move that we approve the 2022-2023 Box Elder School District course as presented.  
ENGL 2015 (CE); Adventures in Reading

### **Background:**

ENGL 2015 (CE) is a WSU Concurrent Enrollment course focusing on Intermediate College Writing and Research. It will focus on writing arguments, conducting research, and documenting sources. This course will fulfill both the English Composition and the Information Literacy General Education requirements.

Adventures in Reading is a course that will allow students to do what they love most: READ! Students will explore literature from all genres. Students will be able to collaborate and express their ideals while strengthening reading skills. This course will be an elective course for 9th grade students – it will not count towards LA9 credit.

### **Policy Implications:**

None

### **Financial Implications:**

WSU :

\$ 30.00 admissions fee (pay only once)

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

### **Staff Implications:**

None

# Box Elder School District New Course Application

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

Proposed Course Title

ENGL 2015 | EN 2 Intermediate College  
Writing and Research (4 credit hours)

Approved State Core Course

- Yes  
 No

Course Description

Intermediate College Writing and Research focuses on combining writing and research skills. It will focus on writing arguments, conducting research, and documenting sources. Students will continue to learn practices of successful academic writing including the writing process, writing for specific audiences, and collaboration with peers. Students completing this course will be able to use an academic library and the Internet to successfully identify, access, evaluate and use information resources to support academic success and lifelong learning. This course will fulfill both the English Composition and the Information Literacy General Education core requirements.

Prerequisite

English 1010

Submitting School and Department

BEHS Language Arts

Type of Course (Drop Down Menu)

Concurrent Enrollment

Credit	Type of Course	Special Endorsement Required?	Grade Level All that apply
<input checked="" type="radio"/> .5	<input checked="" type="radio"/> Core	<input type="radio"/> No	<input type="checkbox"/> 6th
<input type="radio"/> 1.0	<input 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?

This course will help fulfill the Written Communication, General Education Core Requirements so students can earn the Transform General Education Certificate. This certificate will allow credentials to be transferred to any degree-granting institutions in partnership with USHE (Utah State Higher Education).

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

Current Language Arts teachers will teach these course instead of English 12. Brock Cheney has been accepted to teach the course and Joy Jones is awaiting approval as well.

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

WSU:  
\$30 admissions fee (pay only once)  
\$5 per credit hour

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

As per WSU requirements.

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

Possible teacher training and materials that will be easily covered by the Concurrent Enrollment budget.

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

The teacher(s) will be meeting with WSU faculty to discuss scope and sequence, testing and grading for the course.

Submitted by:

Date

Alison Williams

01/31/2022

**For Curriculum Department Use**

Curriculum Department Approval Date

Board Approval Date

Course Title

State Core Code

Assigned Course Number

# Box Elder School District New Course Application

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

Proposed Course Title

Approved State Core Course

Adventures in Reading

Yes  
No

Course Description

06010000071

34048

Students will get to do what they love most: read! This course will allow students to explore literature from all genres. It will engage students by offering choice and student led discussions (ex. Socratic Seminar, Book Talks, etc.) supported by the teacher's guidance. Dependent on funding, guest speakers could introduce novels, book series, etc. Students will be able to collaborate and express their ideals while strengthening reading skills.

Prerequisite

None

Submitting School and Department

Type of Course (Drop Down Menu)

Box Elder Middle School

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

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

Offer variety and extension of general language arts curriculum. Give students to different manner

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

Help foster a healthier culture ~~also~~ around reading. Because the language arts teachers will be teaching the class, regular LA classes may increase slightly.

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

None

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

None - but it can support English and Reading tests.

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

35 copies of each book will be required

Saythe (Neal Shusterman)

Book Thief (Marcus Zusak)

Shadow and Bone (Leigh Bardugo)

Fault in Our Stars (John Green)

Hunger Games (Suzanne Collins)

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

Quizzes  
Constructive responses (short writing)  
Book talks  
Socratic Seminars

Submitted by:

Date

SALLY BAILEY

1-25-2021

**For Curriculum Department Use**

Curriculum Department Approval Date

Board Approval Date

Course Title

State Core Code

Assigned Course Number

34048



Gary Allen &lt;gary.allen@besd.net&gt;

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## class addition for BEMS

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Lewis Whitaker &lt;lewis.whitaker@besd.net&gt;

Wed, Jan 12, 2022 at 1:45 PM

To: Gary Allen &lt;gary.allen@besd.net&gt;

Here is a course idea that my 9th grade team would like to teach next year: Adventures in Reading.

**Adventures in Reading**  
Unit Activities

- Individual, small group, and whole class reading.
- Reading challenges
- Book chats
- Literature circles
- Guest speakers (funding permitting)
- Project-based assessments.
- Collaboration with Mr. Park

**There are countless activities and ideas available with reading. Students will be able to collaborate and express their ideas often while strengthening their reading skills.**

**MONTHLY FINANCIAL REPORT**

January 31, 2022

				<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>58.33%</b>	<b>58.33%</b>		
	<b>Percent of 9 month contract complete</b>			<b>50.00%</b>	<b>50.00%</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>21,580,842</b>	<b>86.0%</b>	<b>76.7%</b>	<b>19,008,256</b>	<b>24,796,049</b>
<b>6</b>	<b>Tuitions</b>	<b>350,000</b>	<b>122,365</b>	<b>35.0%</b>	<b>18.2%</b>	<b>82,655</b>	<b>454,278</b>
<b>7</b>	<b>Inv Earnings</b>	<b>150,000</b>	<b>133,410</b>	<b>88.9%</b>	<b>93.8%</b>	<b>63,313</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>139,751</b>	<b>127.0%</b>	<b>40.1%</b>	<b>32,650</b>	<b>81,451</b>
<b>10</b>	<b>Other</b>	<b>900,000</b>	<b>377,285</b>	<b>41.9%</b>	<b>148.3%</b>	<b>1,723,133</b>	<b>1,161,864</b>
<b>11</b>	<b>State</b>	<b>74,424,348</b>	<b>44,159,614</b>	<b>59.3%</b>	<b>58.5%</b>	<b>40,181,573</b>	<b>68,725,191</b>
<b>12</b>	<b>Federal</b>	<b>8,525,000</b>	<b>1,935,439</b>	<b>22.7%</b>	<b>6.3%</b>	<b>561,407</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>68,448,706</b>	<b>61.5%</b>	<b>58.1%</b>	<b>61,652,987</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>68,448,706</b>	<b>61.0%</b>	<b>57.2%</b>	<b>61,652,987</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>24,170,568</b>	<b>49.2%</b>	<b>49.3%</b>	<b>23,006,365</b>	<b>46,636,603</b>
<b>24</b>	<b>Benefits</b>	<b>18,358,921</b>	<b>10,310,540</b>	<b>56.2%</b>	<b>50.3%</b>	<b>9,842,721</b>	<b>19,551,996</b>
<b>25</b>	<b>Purchased Serv.</b>	<b>3,070,500</b>	<b>1,562,220</b>	<b>50.9%</b>	<b>49.7%</b>	<b>1,332,549</b>	<b>2,683,024</b>
<b>26</b>	<b>Supplies/Textbooks</b>	<b>5,100,000</b>	<b>2,924,254</b>	<b>57.3%</b>	<b>56.8%</b>	<b>3,248,757</b>	<b>5,721,787</b>
<b>27</b>	<b>Equipment</b>	<b>1,905,000</b>	<b>394,061</b>	<b>20.7%</b>	<b>53.4%</b>	<b>276,353</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>376,398</b>	<b>629,179</b>
<b>29</b>	<b>Total</b>	<b>78,212,396</b>	<b>39,368,243</b>	<b>50.3%</b>	<b>50.3%</b>	<b>38,083,143</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>1,807,815</b>	<b>51.5%</b>	<b>46.7%</b>	<b>1,530,441</b>	<b>3,276,884</b>
<b>33</b>	<b>Benefits</b>	<b>1,309,542</b>	<b>741,053</b>	<b>56.6%</b>	<b>46.9%</b>	<b>622,029</b>	<b>1,326,311</b>
<b>34</b>	<b>Other</b>	<b>350,000</b>	<b>153,698</b>	<b>43.9%</b>	<b>32.9%</b>	<b>89,862</b>	<b>273,459</b>
<b>35</b>	<b>Total</b>	<b>5,170,383</b>	<b>2,702,566</b>	<b>52.3%</b>	<b>46.0%</b>	<b>2,242,332</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>882,365</b>	<b>55.0%</b>	<b>53.9%</b>	<b>837,051</b>	<b>1,553,428</b>
<b>39</b>	<b>Benefits</b>	<b>629,160</b>	<b>348,254</b>	<b>55.4%</b>	<b>54.9%</b>	<b>337,463</b>	<b>615,191</b>
<b>40</b>	<b>Other</b>	<b>400,000</b>	<b>179,448</b>	<b>44.9%</b>	<b>69.7%</b>	<b>177,354</b>	<b>254,337</b>
<b>41</b>	<b>Total</b>	<b>2,634,680</b>	<b>1,410,067</b>	<b>53.5%</b>	<b>55.8%</b>	<b>1,351,868</b>	<b>2,422,956</b>

**MONTHLY FINANCIAL REPORT**

January 31, 2022

				<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>58.33%</b>	<b>58.33%</b>		
				<b>50.00%</b>	<b>50.00%</b>		
<b>42 District Administration (2300)</b>							
<b>43 Salaries</b>	<b>389,454</b>	<b>209,828</b>		<b>53.9%</b>	<b>58.1%</b>	<b>197,310</b>	<b>339,524</b>
<b>44 Benefits</b>	<b>169,797</b>	<b>98,021</b>		<b>57.7%</b>	<b>60.5%</b>	<b>93,517</b>	<b>154,547</b>
<b>45 Purch Services</b>	<b>170,000</b>	<b>379,982</b>		<b>223.5%</b>	<b>53.3%</b>	<b>56,002</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>21,074</b>		<b>60.2%</b>	<b>65.9%</b>	<b>22,449</b>	<b>34,090</b>
<b>48 Other</b>	<b>25,000</b>	<b>22,545</b>		<b>90.2%</b>	<b>88.0%</b>	<b>22,406</b>	<b>25,473</b>
<b>49 Total</b>	<b>1,024,251</b>	<b>891,786</b>		<b>87.1%</b>	<b>69.7%</b>	<b>615,157</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>2,372,682</b>		<b>54.8%</b>	<b>9.3%</b>	<b>2,155,859</b>	<b>4,044,617</b>
<b>52 Benefits</b>	<b>1,747,827</b>	<b>965,143</b>		<b>55.2%</b>	<b>8.7%</b>	<b>892,410</b>	<b>1,657,254</b>
<b>53 Prof Serv/Travel</b>	<b>80,000</b>	<b>35,937</b>		<b>44.9%</b>	<b>110.3%</b>	<b>48,388</b>	<b>67,635</b>
<b>54 Other</b>	<b>15,000</b>	<b>9,205</b>		<b>61.4%</b>	<b>83.3%</b>	<b>10,170</b>	<b>10,170</b>
<b>55 Total</b>	<b>6,174,025</b>	<b>3,382,967</b>		<b>54.8%</b>	<b>53.8%</b>	<b>3,106,827</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>431,170</b>		<b>55.9%</b>	<b>58.5%</b>	<b>377,858</b>	<b>645,918</b>
<b>59 Benefits</b>	<b>316,483</b>	<b>158,632</b>		<b>50.1%</b>	<b>58.6%</b>	<b>144,860</b>	<b>247,198</b>
<b>60 Purchased Services</b>	<b>165,000</b>	<b>75,831</b>		<b>46.0%</b>	<b>55.1%</b>	<b>74,600</b>	<b>135,297</b>
<b>61 Other</b>	<b>25,000</b>	<b>3,835</b>		<b>15.3%</b>	<b>50.7%</b>	<b>8,467</b>	<b>16,696</b>
<b>62 Total</b>	<b>1,278,364</b>	<b>669,468</b>		<b>52.4%</b>	<b>58.0%</b>	<b>605,785</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>3,060,723</b>		<b>56.0%</b>	<b>56.4%</b>	<b>2,811,900</b>	<b>4,985,356</b>
<b>66 Benefits</b>	<b>2,202,539</b>	<b>1,226,704</b>		<b>55.7%</b>	<b>58.2%</b>	<b>1,165,787</b>	<b>2,003,104</b>
<b>67 Electricity</b>	<b>884,000</b>	<b>504,396</b>		<b>57.1%</b>	<b>50.2%</b>	<b>460,485</b>	<b>918,191</b>
<b>68 Purchased Service</b>	<b>757,500</b>	<b>317,532</b>		<b>41.9%</b>	<b>64.5%</b>	<b>374,361</b>	<b>580,795</b>
<b>69 Telephone</b>	<b>282,012</b>	<b>208,325</b>		<b>73.9%</b>	<b>55.0%</b>	<b>140,814</b>	<b>256,236</b>
<b>70 Natural Gas</b>	<b>515,000</b>	<b>212,967</b>		<b>41.4%</b>	<b>39.5%</b>	<b>199,381</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>115,770</b>		<b>35.1%</b>	<b>85.5%</b>	<b>105,045</b>	<b>122,853</b>
<b>73 Supplies</b>	<b>730,000</b>	<b>500,930</b>		<b>68.6%</b>	<b>65.2%</b>	<b>513,518</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>6,405,226</b>		<b>56.4%</b>	<b>57.6%</b>	<b>5,960,518</b>	<b>10,348,381</b>
<b>77</b>			<b>Increase Costs</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>58.33%</b>	<b>58.33%</b>		
	<b>Percent of 9 month contract complete</b>			<b>50.00%</b>	<b>50.00%</b>		
<b>78</b>	<b>Transportation (2700)</b>						
<b>79</b>	<b>Salaries</b>	<b>2,760,295</b>	<b>1,408,665</b>	<b>51.0%</b>	<b>46.7%</b>	<b>1,335,758</b>	<b>2,861,804</b>
<b>80</b>	<b>Benefits</b>	<b>829,152</b>	<b>425,305</b>	<b>51.3%</b>	<b>51.1%</b>	<b>419,782</b>	<b>821,802</b>
<b>81</b>	<b>Purch Serv</b>	<b>280,000</b>	<b>140,915</b>	<b>50.3%</b>	<b>43.6%</b>	<b>138,309</b>	<b>317,502</b>
<b>82</b>	<b>Fuel</b>	<b>505,000</b>	<b>344,306</b>	<b>68.2%</b>	<b>37.5%</b>	<b>195,396</b>	<b>521,415</b>
<b>83</b>	<b>Supplies</b>	<b>450,000</b>	<b>291,046</b>	<b>64.7%</b>	<b>45.8%</b>	<b>143,551</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>5,272,106</b>	<b>99.3%</b>	<b>55.5%</b>	<b>3,241,476</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>322,221</b>	<b>47.3%</b>	<b>52.6%</b>	<b>295,018</b>	<b>561,013</b>
<b>88</b>	<b>Benefits</b>	<b>186,527</b>	<b>97,285</b>	<b>52.2%</b>	<b>54.7%</b>	<b>90,936</b>	<b>166,276</b>
<b>89</b>	<b>Purchased Serv</b>	<b>60,000</b>	<b>5,656</b>	<b>9.4%</b>	<b>27.5%</b>	<b>6,595</b>	<b>23,958</b>
<b>90</b>	<b>Supplies/Util</b>	<b>70,000</b>	<b>66,528</b>	<b>95.0%</b>	<b>48.0%</b>	<b>33,379</b>	<b>69,501</b>
<b>91</b>	<b>Property</b>	<b>30,000</b>	<b>1,335</b>	<b>4.5%</b>	<b>36.1%</b>	<b>1,465</b>	<b>4,055</b>
<b>92</b>	<b>Other Objects</b>	<b>16,000</b>	<b>18,066</b>	<b>112.9%</b>	<b>74.5%</b>	<b>4,865</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>511,091</b>	<b>49.0%</b>	<b>52.0%</b>	<b>432,258</b>	<b>831,332</b>
<b>86</b>	<b>Total Expenditures</b>	<b>112,212,367</b>	<b>60,613,520</b>	<b>1</b>	<b>5</b>	<b>55,639,364</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>135,326</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>60,748,847</b>	<b>54.14%</b>	<b>51.6%</b>	<b>55,639,364</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>58.33%</b>	<b>58.33%</b>		
	<b>Percent of 9 month contract complete</b>			<b>50.00%</b>	<b>50.00%</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>2,477,460</b>	<b>56.3%</b>	<b>61.8%</b>	<b>2,115,521</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>2,477,460</b>		<b>61.8%</b>	<b>2,115,521</b>	<b>3,422,501</b>
<b>107</b>	<b>EXPENDITURES:</b>						
<b>108</b>	<b>Purchased Services</b>	<b>902,150</b>	<b>334,577</b>	<b>37.1%</b>	<b>26.8%</b>	<b>114,912</b>	<b>428,078</b>
<b>109</b>	<b>Supplies</b>	<b>2,882,850</b>	<b>1,452,927</b>	<b>50.4%</b>	<b>46.4%</b>	<b>1,310,901</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>85,357</b>	<b>26.3%</b>	<b>53.1%</b>	<b>87,749</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>1,912,545</b>	<b>43.5%</b>	<b>44.4%</b>	<b>1,525,376</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>2,606,335</b>	<b>88.5%</b>	<b>71.2%</b>	<b>2,163,425</b>	<b>3,039,480</b>
<b>118</b>	<b>Interest</b>	<b>105,750</b>	<b>9,951</b>	<b>9.4%</b>	<b>60.1%</b>	<b>21,822</b>	<b>36,333</b>
<b>119</b>	<b>Other</b>						
<b>120</b>	<b>Total</b>	<b>3,051,382</b>	<b>2,616,286</b>	<b>85.7%</b>	<b>71.0%</b>	<b>2,185,247</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>108.9%</b>	<b>6,535,160</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>5,149,031</b>	<b>107.9%</b>	<b>93.9%</b>	<b>5,448,157</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>2,500</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>3,269,900</b>	<b>6539.8%</b>	<b>99.9%</b>	<b>3,272,250</b>	<b>3,274,750</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>58.33%</b>	<b>58.33%</b>		
	<b>Percent of 9 month contract complete</b>			<b>50.00%</b>	<b>50.00%</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>8,563,673</b>	<b>66.7%</b>	<b>99.5%</b>	<b>9,796,940</b>	<b>9,844,206</b>
<b>134</b>	<b>Interest</b>	<b>255,941</b>	<b>78,762</b>	<b>30.8%</b>	<b>54.6%</b>	<b>160,262</b>	<b>293,682</b>
<b>135</b>	<b>Other</b>	<b>176,400</b>	<b>225,015</b>	<b>127.6%</b>	<b>248.4%</b>	<b>154,643</b>	<b>62,249</b>
<b>136</b>	<b>State</b>	<b>158,025</b>	<b>22,138</b>	<b>14.0%</b>	<b>58.3%</b>	<b>47,835</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>103,975</b>	<b>110.0%</b>	<b>72.4%</b>	<b>46,112</b>	<b>63,673</b>
<b>139</b>	<b>Total Revenue</b>	<b>13,585,653</b>	<b>9,018,680</b>	<b>66.4%</b>	<b>98.4%</b>	<b>10,235,850</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>0</b>
<b>143</b>	<b>TOTAL REVENUE CAPITAL</b>						
<b>144</b>	<b>OUTLAY</b>	<b>13,931,233</b>	<b>9,018,680</b>	<b>64.7%</b>	<b>98.1%</b>	<b>25,235,850</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>Donations to BRHS and BEHS</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>9,018,680</b>	<b>178.4%</b>	<b>138.6%</b>	<b>25,235,850</b>	<b>18,205,814</b>

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				<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>58.33%</b>	<b>58.33%</b>			
<b>Percent of 9 month contract complete</b>			<b>50.00%</b>	<b>50.00%</b>			
<b>150 EXPENDITURES:</b>							
<b>151 Oper/Maint</b>	<b>5,000</b>	<b>3,529</b>	<b>70.6%</b>		<b>0</b>	<b>2,000</b>	
<b>152 Other Equipment</b>	<b>850,000</b>	<b>0</b>	<b>0.0%</b>		<b>3,000</b>		
<b>153 Purchased Services</b>	<b>0</b>	<b>0</b>		<b>4.0%</b>	<b>250</b>	<b>6,267</b>	
<b>154 Technology/Software</b>	<b>0</b>	<b>1,116,027</b>		<b>93.1%</b>	<b>946,536</b>	<b>1,017,044</b>	
<b>155 Improvement</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>1</b>	
<b>156 Buildings Maint</b>	<b>2,600,000</b>	<b>2,045,589</b>	<b>78.7%</b>	<b>103.6%</b>	<b>1,198,783</b>	<b>1,157,046</b>	
<b>157 Vehicles</b>	<b>870,000</b>	<b>38,992</b>	<b>4.5%</b>	<b>98.7%</b>	<b>285,456</b>	<b>289,359</b>	
<b>158 Furniture/Equip</b>	<b>1,794,000</b>	<b>967,212</b>	<b>53.9%</b>	<b>64.2%</b>	<b>875,256</b>	<b>1,362,434</b>	
<b>159 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 Vehicle charges</b>		<b>0</b>			<b>0</b>	<b>1</b>	
<b>161 Total Capital</b>	<b>6,119,001</b>	<b>4,171,349</b>	<b>68.2%</b>	<b>86.3%</b>	<b>3,309,281</b>	<b>3,834,153</b>	
<b>162 Other</b>		<b>0</b>			<b>0</b>	<b>1</b>	
<b>163 Other Proj</b>	<b>200,000</b>	<b>1,185</b>	<b>0.6%</b>	<b>53.2%</b>	<b>102,793</b>	<b>193,118</b>	
<b>164 Sunrise High School</b>	<b>200,000</b>	<b>35,570</b>	<b>17.8%</b>	<b>92.4%</b>	<b>3,863,201</b>	<b>4,180,473</b>	
<b>165 Golden Spike</b>	<b>25,300,000</b>	<b>9,683,916</b>	<b>38.3%</b>	<b>8.9%</b>	<b>821,986</b>	<b>9,235,064</b>	
<b>166 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 Property Purchase</b>	<b>420,000</b>	<b>0</b>	<b>0.0%</b>		<b>0</b>	<b>480,266</b>	
<b>168 Total Construction</b>	<b>26,200,000</b>	<b>10,517,256</b>	<b>40.1%</b>	<b>35.4%</b>	<b>4,989,543</b>	<b>14,097,290</b>	
<b>169 Desig. F Bal</b>							
<b>170 MBA/Bond Fee/Fund 50</b>	<b>1,985,302</b>	<b>1,688,487</b>	<b>85.0%</b>	<b>22.6%</b>	<b>61,998</b>	<b>274,371</b>	
<b>171 Other</b>		<b>0</b>			<b>97</b>	<b>0</b>	
<b>172 TOTAL EXPENDITURES CAPITAL</b>				<b>BRHS Turf not budgeted</b>			
<b>173 OUTLAY</b>	<b>34,304,303</b>	<b>16,377,092</b>	<b>47.7%</b>	<b>45.9%</b>	<b>8,360,919</b>	<b>18,205,814</b>	

**MONTHLY FINANCIAL REPORT**

January 31, 2022

				<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>58.33%</b>	<b>58.33%</b>		
	<b>Percent of 9 month contract complete</b>			<b>50.00%</b>	<b>50.00%</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>30,507</b>	<b>12.2%</b>	<b>70.3%</b>	<b>171,300</b>	<b>243,736</b>
<b>178</b>	<b>Other Local</b>	<b>1,500</b>	<b>300</b>	<b>20.0%</b>	<b>59.4%</b>	<b>497</b>	<b>836</b>
<b>179</b>	<b>State</b>	<b>1,075,000</b>	<b>478,359</b>	<b>44.5%</b>	<b>25.0%</b>	<b>327,142</b>	<b>1,309,158</b>
<b>180</b>	<b>Federal</b>	<b>4,000,000</b>	<b>3,203,728</b>	<b>80.1%</b>	<b>36.4%</b>	<b>2,109,462</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>3,712,894</b>	<b>69.7%</b>	<b>35.6%</b>	<b>2,608,401</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>3,712,894</b>	<b>72.1%</b>	<b>44.2%</b>	<b>2,608,401</b>	<b>5,904,279</b>
<b>189</b>	<b>EXPENDITURES:</b>						
<b>190</b>	<b>Salaries</b>	<b>1,786,241</b>	<b>979,046</b>	<b>54.8%</b>	<b>48.5%</b>	<b>922,826</b>	<b>1,904,236</b>
<b>191</b>	<b>Benefits</b>	<b>692,613</b>	<b>305,932</b>	<b>44.2%</b>	<b>51.0%</b>	<b>298,955</b>	<b>585,710</b>
<b>192</b>	<b>Food/Supplies</b>	<b>2,294,000</b>	<b>1,317,796</b>	<b>57.4%</b>	<b>39.9%</b>	<b>1,169,104</b>	<b>2,932,132</b>
<b>193</b>	<b>Equipment</b>	<b>50,000</b>	<b>125,030</b>	<b>250.1%</b>	<b>140.6%</b>	<b>57,108</b>	<b>40,630</b>
<b>194</b>	<b>Other Costs</b>	<b>25,000</b>	<b>21,404</b>	<b>85.6%</b>	<b>24.5%</b>	<b>12,937</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>2,749,486</b>	<b>53.4%</b>	<b>41.7%</b>	<b>2,461,208</b>	<b>5,904,279</b>

**MONTHLY FINANCIAL REPORT**

January 31, 2022

		2021-22	2021-22	Current	Prev Bud vs	2020-21	2020-21
	Description	Preliminary	YTD	Bud vs Actual %	Actual %	YTD	Actual
	<b>Percent of Year completed to date</b>			<b>58.33%</b>	<b>58.33%</b>		
	<b>Percent of 9 month contract complete</b>			<b>50.00%</b>	<b>50.00%</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>162,014</b>	<b>64.8%</b>	<b>43.1%</b>	<b>152,591</b>	<b>354,177</b>
<b>202</b>	<b>Avallable Revenue</b>	<b>250,000</b>	<b>162,014</b>	<b>64.8%</b>	<b>43.1%</b>	<b>152,591</b>	<b>354,177</b>
<b>203</b>	<b>EXPENDITURE:</b>						
<b>204</b>	<b>Expenses</b>	<b>180,000</b>	<b>70,595</b>	<b>39.2%</b>	<b>43.7%</b>	<b>57,574</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>70,595</b>	<b>39.2%</b>	<b>43.7%</b>	<b>57,574</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>44.6%</b>	<b>3,765</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>96.1%</b>	<b>8,124</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>11,269</b>	<b>9.0%</b>	<b>24.5%</b>	<b>6,818</b>	<b>27,843</b>
<b>219</b>	<b>Other</b>	<b>7,000</b>	<b>1,198</b>	<b>17.1%</b>	<b>205200.0%</b>	<b>2,052</b>	<b>1</b>
<b>220</b>	<b>Changes/Desg Fund Bal</b>	<b>5,000</b>	<b>0</b>				<b>0</b>
<b>221</b>	<b>TOTAL EXPENDITURES</b>						
<b>222</b>	<b>AGENCY FUND</b>	<b>137,000</b>	<b>18,445</b>	<b>13.5%</b>	<b>53.8%</b>	<b>14,975</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>86,460,041</b>	<b>62.5%</b>	<b>64.3%</b>	<b>93,958,721</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>85,146,910</b>	<b>53.1%</b>	<b>51.4%</b>	<b>71,331,666</b>	<b>138,754,131</b>

**Elementary and Secondary School Emergency  
Relief Fund (ESSER)  
As of January 31, 2022**

<b>Program</b>	<b>Awarded Amount</b>	<b>Expended Amount</b>	<b>Balance Remaining to be Spent</b>
<b>ESSER I</b>	804,397.99	804,397.99	0.00
<b>ESSER II</b>	3,250,617.87	3,250,617.87	0.00
<b>ESSER III (ARP)</b>	7,300,426.00	135,326.21	7,165,099.79
<b>Box Elder County</b>	622,744.01	622,744.01	0.00
<b>GEER I</b>	488,900.51	488,900.51	0.00
<b>GEER II</b>	181,937.16	83,885.70	98,051.46

## POLICY 1010

### School Board's Legal Status

#### A. Promote education

1. The Board has the legal power and duty to do all things necessary for the maintenance, prosperity and success of the schools and for the promotion of education and to exercise all powers given by statute. The Board's legal powers and duties include the actions set forth in this policy, but are not necessarily limited to the listed powers and duties.

[Utah Code § 53G-4-402\(20\) \(2020\)](#)

#### B. Govern

1. The Board of Education recognizes that under Utah law "it is the province of the Board of Education to determine what things are detrimental to the successful management, good order, and discipline of the schools and the rules required to produce" successful management, good order, and discipline in the schools.

*Beard v. Board of Education, 16 P.2d 900 (Utah 1932)*

#### C. Adopt rules

1. Adopt such rules, regulations, and bylaws as the Board deems proper for the operation of the Board and for the control and management of the District's schools.

[Utah Code § 53G-4-402\(14\), \(15\) \(2020\)](#)

#### D. Levy taxes

1. Establish tax rates each year and submit the proposed rate to the county legislative body in which the District is located according to statutory procedures:

[Utah Code § 53F-8-201\(1\) \(2019\)](#)

[Utah Code § 53F-8-202 \(2018\)](#)

[Utah Code § 53F-8-401 \(2018\)](#)

[Utah Code § 53F-8-402 \(2019\)](#)

E. Annual budget

1. Prepare, adopt, and file a budget for the next succeeding fiscal year with the county legislative body in which the District is located as required by statute.

[Utah Code § 53F-8-201 \(2019\)](#)

F. Bequests

1. Receive bequests and donations or other monies or funds which are made for educational purposes.

[Utah Code § 53G-4-402\(12\) \(2020\)](#)

G. Acquisition and ownership of property

1. Acquire and hold real and personal property in the name of the District, inclusive of all rights and titles, and lease and lease with an option to purchase property. The Board of Education has the direction and control of all school property in the district.

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

H. Eminent domain

1. Exercise the right of eminent domain to acquire property.

*Board of Education of South Sanpete School District v. Barton, 617 P.2d 347 (Utah 1980).*

*Olsen v. Board of Education of the Granite School District, 571 P.2d 1336 (Utah 1977).*

I. Employ personnel

1. Employ by contract a Superintendent, Business Administrator, Principal(s), teacher(s), or other executive officer(s) and set salary schedules therefor.

[Utah Code § 53G-7-202 \(2018\)](#)

[Utah Code § 53G-4-301 \(2018\)](#)

[Utah Code § 53G-4-302 \(2012\)](#)

J. Close schools and change school boundaries

1. Close schools or suspend operation of schools or change school attendance area boundaries as determined to be appropriate by the Board of Education after appropriate public notice and hearing as required by statute.

*Allen v. Board of Education Weber County School District 236 P.2d 756 (Utah 1951)*  
*Save Our Schools v. Board of Education of Salt Lake City, 2005 UT 55*  
[Utah Code § 53G-4-402\(21\) \(2020\)](#)

K. Sue and be sued

1. Sue and be sued in the name of the District.

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

L. Fulfill other statutory duties and exercise other statutory powers

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

## POLICY 1020

### Board Powers and Duties

A. The Board of Education, on its own behalf, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by applicable law, rules and regulations to establish the framework of school policies and projects including, but without limitation because of enumeration, the right:

1. To appoint, by contract, a district superintendent who serves as the Board's chief executive officer.

[Utah Code § 53G-4-301\(1\) \(2018\)](#)

2. To appoint a business administrator.

[Utah Code § 53G-4-302\(1\) \(2018\)](#)

3. To make and enforce policy necessary for the control and management of the district schools.

[Utah Code § 53G-4-402\(15\) \(2021\)](#)

4. To prepare and adopt a budget and make appropriations for the next fiscal year.

[Utah Code § 53G-7-303\(2\) \(2019\)](#)

5. To administer and implement Federal education programs in accordance with the Federal Programs Act.

[Utah Code § 53G-4-402\(10\) \(2021\)](#)

6. To establish, locate, and maintain elementary, secondary, and applied technology schools.

[Utah Code § 53G-4-402\(5\) \(2021\)](#)

7. To employ staff necessary to carry out the functions of the school district. The Board shall also determine qualifications, conditions of employment, salary schedules, dismissal, demotion, promotion and work assignments.

8. To establish and supervise the program of instruction, including methods of instruction, schedules, materials, necessary staff, etc., and to make the necessary assignments for all extra-curricular programs that, in the opinion of the Board, benefit students.
9. To sue and be sued in the name of the district.

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

10. To take, hold, lease, sell, and convey real and personal property as the interests of the schools may require.

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

11. To purchase, sell, and make improvements on school sites, buildings, and equipment and construct, erect, and furnish school buildings.

[Utah Code § 53G-4-402\(3\) \(2021\)](#)

12. To accept private grants, loans, gifts, endowments, devises, or bequests that are made for educational purposes.

[Utah Code § 53G-4-402\(12\)\(a\) \(2021\)](#)

13. To close the schools or suspend operation if necessary.

14. To do all things necessary for the maintenance, prosperity, and success of the schools and the promotion of education.

[Utah Code § 53G-4-402\(20\) \(2021\)](#)

- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be limited only by the Constitution and Laws of the State of Utah and the Constitution and Laws of the United States.
- C. To work to understand and represent the interest of the community members.

## POLICY 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 2075  
Amended  
January 11, 2017  
First Reading  
February 9, 2022

POLICY 2075  
Records Management

See [Policy 6000 Public Records Access and Management](#)

## POLICY 4040

### Acceleration/Retention of Students

- A. Every effort will be made to assure that students move through the school system in a continuous manner. Teachers will plan instruction to meet the individual needs of students, based upon assessment data.
- B. If a parent, or teacher recommends acceleration or retention of a student, which will place that student in a learning environment other than with own age peers, a team will be formed to make a recommendation based on the following criteria:
  - 1. Student achievement data
  - 2. Teacher information and observations
  - 3. Parent information and observations
  - 4. Research based best practices.
- C. The team will include:
  - 1. A building level administrator
  - 2. A district office representative
  - 3. A parent
  - 4. The student if appropriate
  - 5. The student's teacher if appropriate
- D. A recommendation concerning acceleration/retention shall be made jointly by the team. Parents have the right to appeal any recommendation made at the school level through the process outlined in [Policy 5350 Student Complaints - Resolution](#).

## POLICY 4078

### Class Disclosure Statements – Elementary

- A. Each elementary class will have a Class Disclosure Statement.
- B. Class Disclosure Statements shall be updated regularly, contain accurate information, and be available to parents and students at the beginning of the school year.
- C. Class Disclosure Statements shall contain information and guidelines consistent with Box Elder School District Policies and student handbooks including the schools Vision, Mission, and Collective Commitments.
- D. Class Disclosure Statements shall contain at least the following information:
  - 1. A brief description of the class/grade level objectives, including Essential Learning Standards for the grade.
  - 2. A statement on attendance and tardiness and the impact of such on student achievement.
  - 3. A statement on how proficiency will be measured using standards based practices that may include:
    - a. A grading rubric;
    - b. A statement on how extensions, and interventions will be provided
  - 4. A statement on or a listing of class rules and/or expectations;
  - 5. A statement on any additional materials that may be useful;
  - 6. A statement offering accommodations for qualifying individuals with disabilities;
  - 7. 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 class, encouragement to students, and other information to help students be successful.

## POLICY 4140

### School Volunteers/Resource Persons

- A. The Board of Education recognizes the benefit of utilizing community resources and developing volunteer programs to support instruction and extracurricular activities. The purpose of volunteer programs will be to:
  - 1. Assist District employees in providing more individualized intervention or enrichment activities.
  - 2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in the educational process.
  - 3. Strengthen school/community relations through participation.
- B. A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such adult volunteer workers will serve in that capacity without compensation or employee benefits of any type.
- C. A resource person is an individual from the community with specific talents, skills, or knowledge who is invited to make a presentation to students.
- D. Volunteers and resource persons will work with students under the immediate supervision and direction of a certificated District employee.
- E. Volunteers and resource persons are expected to comply with all rules and regulations set forth by the District.
- F. Building administrators may restrict, for reasonable cause, volunteers or resources persons from being on District campuses. Building administrators may also require a criminal background check (the same as an employee) be completed for any volunteer or resource person. Refusal to complete a criminal background check is cause to restrict a volunteer or resource person access to our campuses.
- G. Volunteers are covered under the District liability insurance program.

## POLICY 1015

### Fiscal Responsibilities

#### A. Approval of Fiscal Policies and Procedures

1. The Board shall approve written fiscal policies and procedures as required by State Board of Education rule.

*Utah Admin. Rules R277-113-6(1)(a) (November 10, 2020)*

#### B. Oversight of District Internal Control System

1. The Board shall ensure, considering guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission, that District administration establishes, documents, and maintains an effective internal control system for the District.

Utah Admin. Rules R277-113-6(1)(b) (November 10, 2020)

#### C. Review of Financial Matters

1. The Board shall develop a process to regularly discuss and review District (1) budget and financial reporting practices, (2) financial statements and annual financial and program reports, (3) financial position, (4) expenditure of restricted funds to ensure District administration is complying with applicable laws, regulations and award terms and conditions, and (5) systems and software applications for compliance with financial and student privacy laws.

Utah Admin. Rules R277-113-6(1)(c) (November 10, 2020)

#### D. Audit Review

1. The Board shall receive the results of required annual audits from the external auditor as required by Utah Admin. Rules R123-5-5.

*Utah Admin. Rules R123-5-5 (November 1, 2017)*

*Utah Admin. Rules R277-113-6(1)(d) (November 10, 2020)*

#### E. Procurement and Contract Oversight

1. The Board shall oversee procurement processes, including reviewing the scope and objectives of District contracts or subawards with entities that provide business or educational services to the District and receiving reports regarding the compliance and performance of entities with contracts or subawards with the District. The Board shall also ensure that the procurement process for the District's external auditor complies with Utah Admin. Rules R123-5-4. The Board shall also ensure that District administration implements sufficient internal controls over the functions of entities with contracts or subawards to perform services on behalf of the District.

*Utah Admin. Rules R277-113-6(1)(e), (f), (g) (November 10, 2020)*

#### F. Board Hotline

1. The Board shall establish and maintain a hotline that stakeholders can use to report concerns of fraud, waste, abuse, or non-compliance. See Policy 6045 Board of Education Hotline. This hotline shall be independent from District administration. The District website and each school's website shall have posted, in a readily accessible location, a hotline phone number, a hotline email, or an online complaint form. (The District website and each school's website may also post, in a readily accessible location, a link to contact information for the Board's hotline.)

*Utah Admin. Rules R277-113-6(2) (November 10, 2020)*

## POLICY 1110

### Public Participation in Board Meeting

- A. Individuals, from time-to-time may wish to seek an official audience with the Board on a specific issue. Such matters may be placed on the printed Board Agenda by contacting the Superintendent, Superintendent's staff assistant, or Board President. All such requests should be received one week in advance of a regular Board meeting and will be confirmed in writing through the District Office. The request should be in writing and state the nature of the matter to be considered, the name of the individual who will act as spokesperson, and the name of the organization represented.
- B. All regular meetings of the Board will include an agenda item – "Public Comments." All virtual regular meetings of the Board will have notice posted on the District webpage of when public comments are open and to be closed. Virtual comments must be limited to 500 words.

During this agenda item, patrons will be able to address the Board. The following guidelines will be adhered to for the "Public Comments" agenda item:

1. Patrons must state their name prior to making comments.
2. Individual comments shall be limited to three (3) minutes per individual with additional time allowed at the discretion of the Board President.
3. Multiple individuals with the same issue should appoint a spokesperson and make one presentation rather than several. At the discretion of the Board President, group presentations may be limited to a maximum of six (6) minutes.
4. Total time allowed for public comment will be limited to 30 minutes.
5. Comments will be taken in the order signed up on public comment sign-up sheet.
6. Handouts may be used and distributed to Board Members. If handouts are distributed, all members of the Board and District staff present should receive copies of all handouts.
7. The Board will not take final action or have discussion on items presented during "Public Comments" unless the item is already on the Meeting agenda.

8. Comments on personnel issues will not be allowed during “Public Comments.” The Board will not discuss issues that affect an employee’s right of privacy such as specific appointments, employment, performance or questions, complaints, or charges against particular employees. Concerns in these areas are to be referred to the Superintendent.
  9. When possible, response to the questions or comments may be provided during the meeting. If additional study is needed to respond adequately to the questions or comments, the residents will receive a written response as soon as possible. The written response may be read publicly at the next regular meeting of the Board.
- C. At the discretion of the Board President, a patron’s opportunity to address the Board on the same issue may be limited to no more than once in a three-month period.
- D. At the discretion of the Board President, public comment may be taken during other portions of the meeting where the comment is directed toward a specific agenda item.

## POLICY 2222

### Transportation – Use of Cellular Telephones

- A. No driver of a District owned vehicle in which students are being transported, or the driver of any vehicle in which a District employee is transporting students, shall use a cellular telephone or electronic devices (such as but not limited to cell phones, PDA's, computers, head phones for music, or other entertainment devices) while students are in the vehicle until the vehicle is stopped and safely parked. **District provided and approved GPS or management information devices may be used as directed by the Transportation Director for safety or efficiency.** Once the vehicle is safely parked the operator may use a cell phone or electronic devices for: emergencies, special needs issues, behavior management, appropriate field/activity trip assistance, or other school business-related issues.

[Utah Admin. Rules R277-601-3\(1\), \(2\)\(a\), \(b\) \(March 12, 2020\)](#)

- B. Drivers of District owned cars, vans and trucks (not school buses), may use only “hands free” cellular telephones if no students are in the vehicle. A school bus operator may use a cellular telephone or other electronic device for personal use, once the school bus is safely parked, appropriately secured and all passengers are safely off and at a safe distance from the bus.

[Utah Admin. Rules R277-601-3\(1\), \(d\)](#)

- C. Passengers (students and employees) may only use cellular telephones and electronic devices if:
1. Used in a manner that is not distracting to the driver of the vehicle, or
  2. Necessitated by an emergency to assist the driver, and
  3. Used appropriately so others in the vehicle/bus are not threatened or harassed.
- D. Drivers of District owned vehicles may use District installed two-way radios as necessary to perform their employment functions as described in their job description.
- E. Each school bus operator shall be trained regarding the safe and appropriate use of two-way radios, fixed GPS devices, and regarding the restrictions on use of electronic devices. Retraining or refresher training on these subjects shall be provided as needed

and as determined by the Transportation Director. The District shall maintain documentation of all such training.

[Utah Admin. Rules R277-601-3\(2\)\(b\), \(c\) \(March 12, 2020\)](#)

- F. Violation of the prohibitions regarding use of electronic devices by school bus operators may subject the violator to disciplinary action up to and including termination of employment. Violations of the prohibitions for emergency or compelling reasons may require documentation and will be considered on an individual basis by the District

[Utah Admin. Rules R277-601-3\(3\) \(March 12, 2020\)](#)

## POLICY 4035

### Early Intervention Kindergarten

- A. Box Elder School District shall participate in the Early Intervention kindergarten programs as outlined in State Code and Utah State Board of Education Rules.
- B. Box Elder School District will not require a student to participate in Early Intervention kindergarten and shall continue to offer part-day kindergarten for students not participating in the program.
- C. Early Intervention kindergarten programs will be continued to be offered as funding is available.
1. Title I schools will receive highest priority for Early Intervention kindergarten classrooms.
  2. Additional Early Intervention kindergarten classes will be created as funding is available. ~~Location(s) of additional Early Intervention classes will be prioritized based on the greatest number of anticipated at-risk kindergarten students in each school. The number of anticipated at-risk kindergarten students will be determined by May 1<sup>st</sup> of each year. This will be determined by multiplying the percent of students in each school qualifying for free and reduced lunch (as determined by the previous October 1<sup>st</sup> calculation) by the projected kindergarten enrollment for the ensuing year.~~
- D. Schools offering Early Intervention kindergarten classes shall ensure that:
1. A majority of the students enrolled are students who have the greatest need for additional instruction, as determined by the kindergarten readiness assessments, and
  2. An Early Intervention kindergarten class does not have more enrolled students than other kindergarten classes in the school.
- E. Complaints or concerns regarding the individual placement of students in, or not in, Early Intervention kindergarten classes will be resolved as outlined in [Policy 5350 Student Complaints – Resolution](#).

**Commented [1-MH1]:** The legislation is hoping to increase funding this year. We did increase the number of all day kindergarten sessions this year by 1. The only location that had room was Century. This is a situation that we are going to have to discuss as a district how we are going to support the requirement to increase all day kindergarten sessions. We did not use this formula because of the free and reduced lunch report is not necessarily giving accurate information because of everyone getting free lunch.

## POLICY 4038

### Mathematics Assessment for K-3

- A. Subject to legislative appropriations, District elementary schools shall administer the State Board of Education approved benchmark mathematics assessments within the following testing windows:
1. The first benchmark before September 30
  2. The second benchmark between December 1 and January 31
  3. The third benchmark between the middle of April and June 15 of grade one, grade two, and grade three.
    - a. The District schools may also administer the early mathematics benchmark assessments in kindergarten.
- B. Following each benchmark assessment, the school shall notify parents of their student's results by October 30, the last day of February, and June 30, respectively. The District shall also report the results to the State Superintendent by the same dates, together with the additional information required by Rule R277-406-3(6).

*Utah Admin. Rules R277-406-3(1) to (5) (November 9, 2020)*

#### C. Scoring Below Benchmark

1. A student scores below benchmark when the student performs below the benchmark score on the benchmark mathematics assessment and requires additional instruction beyond that provided to typically developing peers in order to close the gap between the student's current level of achievement and that expected of all students in that grade.
2. If a benchmark assessment indicates that a student is scoring below benchmark, the school shall implement a remediation intervention as required by the State Superintendent.

*Utah Admin. Rules R277-403-3(4)(b) (November 9, 2020)*

## POLICY 4110

### Homebound Instruction

- A. Home or hospital instruction shall be offered to those students who are unable to attend school due to mental or physical illness or injury, as follows:
1. A child with a health or physical impairment which, in the opinion of a licensed medical examiner, will cause him/her to be absent from school for more than ten consecutive school days and who school personnel determine can educationally benefit from such a program, or
  2. A child whose educational needs, as determined by the school administrator, a school nurse, and a parent are most appropriately and effectively met by such a program.
- B. An administrator at the school site or a school nurse has the responsibility of initiating a referral for a homebound student. The referral form will be reviewed by the school nurse. Final approval and authorization for homebound services will come through the ~~Assistant Superintendent/Personnel~~ Student Services Director and must be given before homebound instruction begins.
- C. The site administrator will ~~have the responsibility of designating a work with the classroom~~ teacher to ~~ensure the assignments are uploaded into Canvas for instruct~~ the homebound student. The site administrator working with the designated teacher, a school counselor, if available, and a school nurse will coordinate services to eligible students.
- D. The teacher ~~assigned to of~~ a homebound student may not go into the home unless a parent is present.
- E. The amount of instructional or supportive service provided through the home and hospital program shall be determined in relation to each child's educational needs and his/her physical and mental health.

*Note: Service should begin as soon as practical after eligibility is determined. It is not necessary for a child to be absent ten days prior to beginning homebound instruction.*

## Policy 4175

### Student Data Protection

#### A. Definitions

1. “Aggregate Data” means data that:
  - a. Are totaled and reported at the group, cohort, school, school district, region, or state level with at least 10 individuals in the level;
  - b. Do not reveal personally identifiable student data; and
  - c. Are collected in accordance with board rule.
2. “Biometric Identifier” means a:
  - a. Retina or iris scan;
  - b. Fingerprint;
  - c. Human biological sample used for valid scientific testing or screening; or
  - d. Scan of hand or face geometry.
3. “Biometric identifier” does not include:
  - a. A writing sample;
  - b. A written signature;
  - c. A voiceprint;
  - d. A photograph;
  - e. Demographic data; or
  - f. A physical description, such as height, weight, hair color, or eye color.
4. “Biometric Information” means information, regardless of how the information is collected, converted, stored, or shared:
  - a. Based on an individual’s biometric identifier; and

- b. Used to identify the individual.
5. “Cyber security framework” means:
- a. The cyber security framework developed by the Center for Internet Security found at <https://www.cisecurity.org/controls/>; or
  - b. A comparable IT security framework.
6. “Data Breach” means an unauthorized release of or unauthorized access to personally identifiable student data that is maintained by an education entity.
7. “Data Governance Plan” means a comprehensive plan for managing education data that:
- a. Incorporates reasonable data industry best practices to maintain and protect student data and other education-related data;
  - b. Describes the role, responsibility, and authority of an education entity data governance staff member;
  - c. Provides for necessary technical assistance, training, support, and auditing;
  - d. Describes the process for sharing student data between the District and another person;
  - e. Describes the process for an adult student or parent to request that data be expunged including how to respond to requests for expungement;
  - f. Describes that data breach response process; and
  - g. Is published annually and available on the District’s website
8. “Destroy” means to remove data or a record:
- a. In accordance with current industry best practices; and
  - b. Rendering the data or record irretrievable in the normal course of business of the District or a third-party contractor.
9. “Disclosure” means permitting access to, revealing, releasing, transferring, disseminating, or otherwise communicating all or any part of any individual record orally, in writing, electronically, or by any other communication method.

10. “Expunge” means to seal or permanently delete data so as to limit its availability to all except authorized individuals.
11. “Metadata Dictionary” means any tool, document, or display that:
  - a. Defines and discloses all personally identifiable student data collected and shared by the education entity;
  - b. comprehensively lists all recipients with whom the education entity has shared personally identifiable student data, including:
    - 1) The purpose for sharing the data with the recipient;
    - 2) The justification for sharing the data, including whether sharing the data was required by federal law, state law, or a local directive; and
    - 3) How sharing the data is permitted under federal or state law; and;
  - c. Without disclosing personally identifiable student data, is displayed on the education entity's website.
12. “Optional Student Data” means student data that is neither necessary student data nor data which the District is prohibited from collecting (as described in Prohibited Collection of Student Data, below).
  - a. “Optional student data” includes:
    - 1) Information that is related to an IEP or needed to provide special needs services but is not “necessary student data”;
    - 2) Biometric information; and
    - 3) Information that is not necessary student data but is required for a student to participate in a federal or other program.
13. “Significant data breach” means a data breach where:
  - a. An intentional data breach successfully compromises student re;
  - b. A large number of student records are compromised;
  - c. Sensitive records are compromised, regardless of number; or
  - d. The surrounding circumstances make the breach significant as determined by the District.

[Utah Code § 53E-9-301 \(2020\)](#)

B. District Responsibilities

1. The District shall annually provide a training regarding the confidentiality of student data to any employee with access to education records as defined in FERPA.
2. The District shall designate an individual to act as a student data manager to fulfill the responsibilities of a student data manager described in Requirements for Student Data Manager, below.
3. If possible, the District shall designate a records officer pursuant to the Government Records Access and Management Act as defined in [Utah Code § 63G-2-103\(24\)](#), as the student data manager.
4. The District shall designate a District Information Security Officer.
5. The District shall implement a cyber security framework.
6. The District shall create and maintain a District:
  - a. Data governance plan; and
  - b. Metadata dictionary.
7. By October 1 annually, the District shall provide the State Superintendent with the following:
  - a. The name and contact information of the District's Information Security Officer and its Student Data Manager;
  - b. The District's data governance plan;
  - c. The District's annual notification of FERPA rights;
  - d. The District's FERPA directory information notice;
  - e. The District's student data disclosure notice (see below);
  - f. The District's metadata dictionary; and
  - g. Evidence that the District has implemented a cyber security framework.
8. The District shall establish an external research review process to evaluate the requests for data for the purpose of external research or evaluation.

[Utah Code § 53E-9-303 \(2019\)](#)

*Utah Admin. Rules (November 8, 2019)*

*Utah Admin. Rules R277-487-3(1) (November 8, 2019)*

C. Student Data Ownership and Access

1. A student owns the student's personally identifiable student data.
2. The District shall allow a student or a student's parent to access the student's student data which is maintained by the District.

[Utah Code § 53E-9-304 \(2020\)](#)

D. Data Retention

1. The District shall classify all student data which it collects under an approved records retention schedule. The District shall retain and dispose of all student data in accordance with an approved records retention schedule.
2. If no existing retention schedule governs student disciplinary records collected by the District:
  - a. The District may propose to the State Records Committee a retention schedule of up to one year if collection of the data is not required by federal or state law or Board rule; or
  - b. The District may propose to the State Records Committee a retention schedule of up to three years if collection of the data is required by federal or state law or State Board rule, unless a longer retention period is prescribed by federal or state law or State Board rule.
3. The District's retention schedules shall take into account the District's administrative need for the data.
4. Unless the data requires permanent retention, the District's retention schedules shall require destruction or expungement of student data after the administrative need for the data has passed.
5. A parent or adult student may request that the District amend, expunge, or destroy any record not subject to an approved retention schedule and believed to be inaccurate, misleading, or in violation of the privacy rights of the student. The District shall process such a request following the same procedures outlined to amend a student education record under FERPA, as set out in Policy FE "Right to Amend Records."

*Utah Admin. Rules R277-487-4 (November 8, 2019)*

E. Notification in Case of Breach

1. If there is a release of a student's personally identifiable student data due to a significant data breach, the District shall notify:
  - a. The student, if the student is an adult student; or
  - b. The student's parent, if the student is not an adult student.

[Utah Code § 53E-9-304\(2\) \(2020\)](#)

2. Within 10 business days of the discovery of a significant data breach (either by the District or by third parties), the District shall report the significant data breach to the State Superintendent.

*Utah Admin. Rules R277-487-3(3) (November 8, 2019)*

F. Prohibited Collection of Student Data

1. The District may not collect a student's"
  - a. Social Security number; or
  - b. Criminal record, except as required in [Utah Code § 80-6-103](#) (Minor taken into custody by peace officer, private citizen, or juvenile probation officer).

[Utah Code §53E-9-305\(1\) \(2021\)](#)

G. Student Data Disclosure Statement

1. If the District collects student data into a cumulative record it shall, in accordance with this section, prepare and distribute to parents and students a student data disclosure statement that:
  - a. Is a prominent, stand-alone document;
  - b. Is annually updated and published on the District's website;
  - c. States the necessary and optional student data the District collects;
  - d. States that the District will not collect the student data described in Prohibited Collection of Student Data, above;

- e. Describes the types of student data that the District may not share without a data authorization;
  - f. Describes how the district may collect, use, and share student data;
  - g. Includes the following statement: “The collection, use, and sharing of student data has both benefits and risks. Parents and students should learn about these benefits and risks and make choices regarding student data accordingly.”;
  - h. Describes in general terms how the District stores and protects student data; and
  - i. States a student’s rights under the student data protection statutes.
2. The notice may also include additional information relating to student and parent privacy, as determined by the District.

[Utah Code § 53E-9-305\(2\), \(8\) \(2021\)](#)

#### H. Student Data Disclosure Statement Recipients

1. The District may collect the necessary student data of a student into a cumulative record only if the District provides a student data disclosure statement to:
  - a. The student, if the student is an adult student; or
  - b. The student’s parent, if the student is not an adult student.

[Utah Code § 53E-9-305\(4\) \(2021\)](#)

#### I. Optional Student Data Collection

1. The District may collect optional student data into a cumulative record only if it:
  - a. Provides, to an individual described in Student Data Disclosure Statement Recipients, above, a student data disclosure statement that includes a description of:
    - 1) The optional student data to be collected; and
    - 2) How the District will use the optional student data; and
2. Obtains a data authorization to collect the optional student data from an individual described in Student Data Disclosure Statement Recipients, above.

[Utah Code § 53E-9-305\(5\) \(2021\)](#)

## J. Student Biometric Identifier and Biometric Information Data Collection

1. The District may collect a student's biometric identifier or biometric information if the District:
  - a. Provides, to an individual described in Student Data Disclosure Statement Recipients, above, a biometric information collection notice that is separate from a student data collection notice and which states:
    - 1) The biometric identifier or biometric information to be collected;
    - 2) The purpose of collecting the biometric identifier or biometric information; and
    - 3) How the District will use and store the biometric identifier or biometric information; and
  - b. Obtains written consent to collect the biometric identifier or biometric information from an individual described in Student Data Disclosure Statement Recipients, above.

[Utah Code § 53E-9-305\(6\) \(2021\)](#)

## K. Sharing Student Data

1. The District may not share a student's personally identifiable student data without written consent, except in conformance with the requirements of this policy and with the Family Educational Rights and Privacy Act ("FERPA") and related provisions under 20 U.S.C. §§ 1232g and 1232(h).

[Utah Code § 53E-9-308 \(2019\)](#)

## L. Requirements for Student Data Manager

1. The District will designate a student data manager who shall:
  - a. Authorize and manage the sharing, outside of the District, of personally identifiable student data for the District as described in this section;
  - b. Act as the primary local point of contact for the state student data officer described in Utah Code § 53E-9-302; and
  - c. Fulfill other responsibilities described in the District's data governance plan.

[Utah Code § 53E-9-308\(2\) \(2019\)](#)

## M. Permitted and Prohibited Sharing of Student Data by Student Data Manager

1. A student data manager may share the personally identifiable student data of a student with the student and the student's parent. Otherwise, a student data manager may only share a student's personally identifiable student data from a cumulative record in accordance with federal law or as follows. Such data may be shared with:
  - a. A school official;
  - b. An authorized caseworker, in accordance with this policy, or other representative of the Department of Human Services; or
  - c. A person to whom the District has outsourced a service or function:
    - 1) To research the effectiveness of a program's implementation; or
    - 2) That the District's employees would typically perform
2. A student data manager may share a student's personally identifiable student data from a cumulative record with a caseworker or representative of the Department of Human Services if:
  - a. The Department of Human Services is:
    - 1) Legally responsible for the care and protection of the student; or
    - 2) Providing services to the student; and
  - b. The student's personally identifiable student data is not shared with a person who is not authorized:
    - 1) To address the student's education needs; or
    - 2) By the Department of Human Services to receive the student's personally identifiable student data; and
  - c. The Department of Human Services maintains and protects the student's personally identifiable student data.
3. A student data manager may share a student's personally identifiable student data to improve educational outcomes for the student where the student is:
  - a. In the custody of or under the guardianship of, the Department of Human Services;
  - b. Receiving services from the Division of Juvenile Justice Services;

- c. In the custody of the Division of Child and Family Services;
  - d. Receiving services from the Division of Services for People with Disabilities; or
  - e. Under the jurisdiction of the Utah Juvenile Court.
4. A student data manager may share aggregate data.
  5. A student data manager may not share personally identifiable student data for the purpose of external research or evaluation except as follows: If a student data manager receives a request to share data for the purpose of external research or evaluation, the student data manager shall:
    - a. Verify that the request meets the requirements of [34 CFR § 99.31\(a\)\(6\)](#);
    - b. Submit the request to the District's external research review process; and
    - c. Fulfill the instructions that result from the review process.
  6. If the student data manager is informed that the State Board of Education intends to share student data collected by the District with the Utah Registry of Autism and Developmental Disabilities, the student data manager shall give notice to the parent of each student whose data is to be shared of the State Board's intention to share the data. This notice shall be provided at least 30 days before the State Board is to share the data. If a parent requests that the State Board not share the data, the student data manager shall relay that request to the State Board.
  7. A student data manager may share personally identifiable student data in response to a subpoena issued by a court.
  8. In accordance with State Board of Education rule, a student data manager may share personally identifiable information that is directory information.

[Utah Code § 53E-9-308 \(2019\)](#)

N. Third Party Contractors

1. The District may provide a third-party contractor with personally identifiable student data received under a contract with the District strictly for the purpose of providing the contracted product or service within the negotiated contract terms.
2. When contracting with a third-party contractor, the District shall require the following provisions in the contract:

- a. Requirements and restrictions related to the collection, use, storage, or sharing of student data by the third-party contractor that are necessary for the District to ensure compliance with the provisions of the Student Data Protection Act and State Board of Education rules;
  - b. A description of a person, or type of person, including an affiliate of the third-party contractor, with whom the third-party contractor may share student data;
  - c. Provisions that govern requests by the District for the deletion of the student data received by the third-party contractor from the District;
  - d. Except as provided in this policy and if required by the District, provisions that prohibit the secondary use of personally identifiable student data by the third-party contractor; and
  - e. An agreement by the third-party contractor that, at the request of the District, the District or its designee may audit the third-party contractor to verify compliance with the contract.
3. A third-party contractor's use of personally identifiable student data shall be in accordance with [Utah Code §§ 53E-9-309](#), [53E-9-310](#) and FERPA.
  4. If the District contracts with a third-party contractor to collect and have access to the District's student data, the District shall monitor and maintain control of the data.
  5. If the District contracts with a third-party contractor to collect and have access to the District's student data, the District shall notify a student and the student's parent or guardian in writing that the student's data is collected and maintained by the third-party contractor.

*Utah Admin. Rules R277-487-7 (November 8, 2019)*

[Utah Code § 53E-9-309 \(2020\)](#)

[Utah Code § 53E-9-310 \(2019\)](#)

## Policy 6025

### Parent Access to District Curriculum

#### A. Access to Curriculum

1. The curriculum used by the District and the schools in the District shall be made readily accessible and available for parents to view. Parents of students enrolled in the District shall be given notice each year of how they may access and view the District's curriculum materials. The information on how to access and view the curriculum materials shall also be posted on the District's website.

[Utah Code § 53G-4-402\(24\) \(2021\)](#)

#### B. Parent Access to Online Course Learning Management Systems

1. For purposes of this policy, the following definitions apply:
  - a. A "learning management system" is a software application for the administration, documentation, tracking, reporting, automation, or delivery of an online course.
  - b. An "online course" is a course that the District provides to a student over the Internet.

[Utah Code § 53G-6-804\(1\) \(2021\)](#)

2. The District shall provide to a parent of any student enrolled in an online course access to the learning management system for the course. The materials and information that the parent shall have access to shall include, at a minimum, the curriculum used for the course and information about the progress and learning of the parent's student, including assessment results. The District shall also provide the student and a student's parent with training or orientation to help them understand how to access the online management system, the online course, and any online tools used to deliver the online course or instruction.

[Utah Code § 53G-6-804\(2\) \(2021\)](#)

## 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~~ follow current CDC, state, and local guidelines.
- 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 5227

### Concussion and School-Related Head Injuries and Management of Sports-Related Concussions

#### A. Introduction

1. ~~The District, in compliance with Utah State Board of Education Rule R277-614 and based on the model policy issued by the State Board of Education, has established this protocol to provide education about concussion for coaches, school personnel, parents, and students. This protocol outlines procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to play issues following a traumatic head injury or concussion.~~

*Utah Admin. Rules R277-614-4 (June 7, 2021)*

#### A. Purpose and Philosophy

1. Medical management of head injuries and sports-related concussions continues to evolve. Recently, there has been a significant amount of new research regarding concussions in students and athletes, the treatment, protocol, and long-term effects. Because of this, the Box Elder School District (hereafter "the District") has established this protocol to provide education about concussions for coaches, teachers, and any other school personnel, volunteers, or representatives (hereafter referred to as "District staff and agents"), as well as parents and students. This protocol outlines procedures for District staff and agents to follow in managing concussions as well as school policy pertaining to "Return to Play" and "Return to Learn" following a concussion.
2. The District seeks to provide a safe return to activity for all students following any injury, but particularly after a ~~traumatic head injury or~~ concussion. ~~To provide consistent and effective management, head injury response in order to effectively and consistently manage these injuries,~~ procedures have been developed to ~~aid in ensuring that~~ concussed students are identified, treated ~~and~~ referred to ~~appropriately~~ **medical care**, receive appropriate follow-up medical care during the school day, and are fully recovered prior to returning to activity.

#### C. Policy Implementation

1. District leadership shall review this protocol annually. Any changes or modifications will be reviewed and given to ~~District staff and agents athletic department staff, including coaches and other appropriate school personnel in writing.~~

2. All appropriate District staff and agents shall attend a yearly ~~in-service meeting training~~ in which procedures for managing ~~sporting event~~ school-related ~~traumatic~~ head injuries and ~~sports-related~~ concussions are discussed.

#### D. Applicable Laws and Rules

1. The Utah State Board of Education (hereafter "USBE") passed an updated R277-614 in 2021. The Rule directs Districts to develop a policy using the USBE/Utah State Risk Management's model policy to provide training for appropriate District staff and agents, to provide notice to parents of the District's policy, to post a copy of the District's policy, and to use model parent acknowledgement and permission forms.

#### E. Definitions

1. "Head injury" means any injury to the head not described in [Utah Code 26-53-102\(6\)](#) including a mild bump.
2. "Traumatic head injury" means an injury to the head arising from blunt trauma, an acceleration force, or a deceleration force, ~~with one of the following observed or self-reported conditions attributable to the injury:~~
  - ~~a. Transient confusion, disorientation, or impaired consciousness;~~
  - ~~b. Dysfunction of memory;~~
  - ~~c. Loss of consciousness; or~~
  - ~~d. Signs of other neurological or neuropsychological dysfunction, including:~~
    - 1) ~~Seizures;~~
    - 2) ~~Irritability;~~
    - 3) ~~Lethargy;~~
    - 4) ~~Vomiting;~~
    - 5) ~~Headache;~~
    - 6) ~~Dizziness; or~~
    - 7) ~~Fatigue.~~

~~Utah Code § 26-53-102(6) (2013)~~

3. "Parent" means a parent or legal guardian of a student for whom a District is responsible.
4. "District staff and agent" means a coach, teacher, employee, representative, or volunteer of the District.
5. "Head injury" means any injury to the head that is NOT a "traumatic head injury" as defined above, including a mild bump.
6. "Sporting event" means any of the following athletic activities that is organized, managed, or sponsored by a District school: a game, a practice, a sports camp, a physical education class, a competition, or a tryout. It does NOT include:
  - a. Free play or recess taking place during school hours; or
  - b. The District or a District school merely making available a District-owned or controlled field, facility, or other location to a child or to an amateur sports organization, regardless of whether a fee is being charged by the District for the use; or

~~Utah Code § 26-53-102(5) (2013)~~

7. "Physical education class" means a structured school class that includes an adult supervisor.

~~Utah Admin. Rules R277-614-2(6) (June 7, 2021)~~

8. "Free play" means unstructured student play, games and field days during school hours.

~~Utah Admin. Rules R277-614-2(2) (June 7, 2021)~~

9. "Qualified health care provider" means a health care provider who:
  - a. is licensed under Utah Code Title 58, Occupations and Professions; and
  - b. may evaluate and manage a concussion within the health care provider's scope of practice.

~~Utah Code § 26-53-102(4) (2013)~~

~~10. "Written statement of a qualified health care provider" means a written statement from a qualified health care provider which states that:~~

- ~~a. The health care provider has, within three years before the date of the statement, successfully completed a continuing education course in the evaluation and management of a concussion; and~~
- ~~b. That the student to whom the statement relates is cleared to resume participation in the District sporting event.~~

~~Utah Code § 26-53-301(1)(b)(ii) (2011)~~

~~11. "Agent of the District" means a coach, teacher, employee, representative, or volunteer of the District.~~

~~Utah Code § 26-53-102(1) (2013)~~

#### F. Requirements

- ~~1. As described in more detail below, any student who is suspected to have sustained a concussion or traumatic head injury shall be immediately removed from participation in a District sporting event and may not resume participation until the student has been evaluated by a qualified health care provider who is trained in the management and evaluation of a concussion and the student provides the District with a written statement from the qualified health care provider. Notice of the concussion or traumatic head injury shall be provided to the student's parent. Each agent of the District shall be familiar with this policy and shall be provided a copy of this policy. Before a student may participate in any District sporting event, the student's parent must be provided a written copy of this policy and the student's parent must sign an acknowledgment that the parent has read, understands, and agrees to abide by this policy.~~

~~Utah Code § 26-53-201(2), (3) (2011)~~

~~Utah Code § 26-53-301(1) (2011)~~

#### G. Evaluation by School Nurse

- ~~1. A school nurse may assess a child who is suspected of having sustained a concussion or traumatic head injury during school hours on school property regardless of whether the nurse has received specialized training in the evaluation and management of concussion or traumatic head injury. If the nurse evaluating the student has not been trained in the evaluation and management of concussion and~~

~~has not completed a continuing education course in that area in the prior three years, the nurse shall refer the student to a qualified health care provider who is trained in the evaluation and management of a concussion and the nurse may not provide the written statement of a qualified health care provider for the student. School nurses shall be trained in the evaluation and management of a concussion as funding allows.~~

~~Utah Code § 26-53-401 (2014)~~

#### H. Notice to Parent of Head Injury

- ~~1. The District shall notify a parent if a student is reported to have experienced a head injury during school hours or during a school-sanctioned activity.~~

~~Utah Admin. Rules R277-614-4(5) (June 7, 2021)~~

#### I. Annual Notice to Students and Parents

- ~~1. Notice of this policy shall be provided at least annually to parents of students who participate in District sporting events and students may not participate in such events until the District receives a signed written acknowledgement that the parent has read, understands, and agrees to abide by this policy.~~

~~Utah Code § 26-53-201 (3) (2011)~~

#### J. Posting of Policy on Website

- ~~1. This policy shall be posted on the District's website in a location readily accessible to parents and members of the public.~~

~~Utah Admin. Rules R277-614-4(4) (June 7, 2021)~~

#### K. Recognition of a Concussion

1. A concussion is a type of traumatic brain injury that interferes with normal **brain** function **of the brain** and is clinically referred to as mild Traumatic Brain Injury (**mild** TBI).
  - a. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body.
  - b. What may appear to be only a mild jolt or blow to the head or body can result in a concussion.

- c. A concussion can occur even if a student does not lose consciousness from the head injury ([see the NFHS Suggested Guidelines for Management of Concussion in Sports \(2017\)](#) from the National Federation of State high School Associations for more information).
2. Common signs and symptoms of a concussion (observed by others):
    - a. ~~Student~~ appears dazed or stunned
    - b. Confusion
    - c. Forgets plays
    - d. Unsure about game, score, opponent
    - e. Moves clumsily (altered coordination)
    - f. Balance problems
    - g. Personality change
    - h. Responds slowly to questions
    - i. Forgets events prior to hit
    - j. Forgets events after the hit
    - k. Loss of consciousness (any duration)
    - l. Vomiting
    - m. Repeats questions
    - n. Forgets class schedule or assignments
3. Symptoms (reported by student):
    - a. Headache or pressure in the head
    - b. Balance problems or dizziness
    - c. Fatigue or feeling tired
    - d. Does not “feel right”

- e. More emotional than usual
  - f. Irritable or sad
  - g. Nausea or vomiting
  - h. Double vision, blurry vision
  - i. Sensitive to light or noise
  - j. Feels sluggish
  - k. Feels “foggy”
  - l. Problems concentrating
  - m. Problems remembering
4. These signs and symptoms following a witnessed or suspected blow to the head or body ~~should be considered a~~ ~~are indicative of~~ probable concussion.
- a. A student ~~with a concussion who has suffered a concussion (mild TBI)~~ may have one or many of these signs and symptoms.
  - b. Any student ~~who exhibits signs, symptoms, or behaviors consistent with a concussion is suspected of having sustained a concussion or traumatic brain injury~~ shall be immediately removed from the ~~contest, game, practice, or activity, District sporting event~~ and
  - c. shall not return to ~~play participation~~ until cleared by an appropriate health care professional (~~as defined in [Utah Code 26-53-301](#) provides the District with a written statement of a qualified health care provider as defined in this policy~~).
  - d. Parent notification must be made for any and all suspected or witnessed head injuries.
5. Many symptoms may progress or change in the days and weeks following an injury, including:
- a. Trouble sleeping
  - b. Emotional distress

c. Academic difficulty

6. If symptoms persist seek care from a qualified healthcare provider specializing in the evaluation and management of head injuries and concussions.

L. Management and Referral Guidelines for All Staff

1. The following situations indicate a medical emergency and require activation of the Emergency Medical System (EMS):
  - a. Any student with a witnessed loss of consciousness (LOC) of any duration shall be transported immediately to the nearest emergency department via emergency vehicle.
    - (1) District staff and agents shall remain in contact with 911 and stabilize the student while waiting for EMS to arrive.
  - b. Any student who has symptoms of a concussion and who is not stable (i.e., whose condition is worsening) is to be transported immediately to the nearest emergency department via emergency vehicle.
  - c. A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle:
    - 1) Deterioration of neurological function (i.e., pupil changes or responses, muscle weakness, increased difficulty with response to questions)
    - 2) Decreasing level of consciousness
    - 3) Decrease or irregularity in respirations
    - 4) Any signs of symptoms of associated injuries, spine or skull fracture, or bleeding
    - 5) Mental status changes including:
      - a) Lethargy
      - b) difficulty staying awake/alert maintaining arousal,
      - c) confusion or
      - d) agitation

- 6) Seizure activity
  - d. A student who is symptomatic but stable, may be transported by his or her parent.
    - 1) The parent should be advised to contact the student's health care provider or seek **care** at the nearest emergency department on the day of the injury.
  - e. Any head injuries reported to District staff and agents should be documented in the student health record and entered on the [Student Injury Report website](#).
    - 1) Documentation of injury is critical in determining treatment, initiating possible academic accommodations, and mitigating potential legal liability.
- M. Guidelines and Procedures for ~~the Supervision of Coaches and Teachers Supervising Physical Education Classes, Athletic~~ Contests and Games
1. Recognize**ing** concussions
    - a. ~~All educators District staff~~ and agents ~~of Box Elder School District~~ should become familiar with the signs and symptoms of concussion that are described above.
    - b. ~~District staff Educators~~ and agents ~~of Box Elder School District~~ shall have appropriate training about recognizing and responding to traumatic head injuries consistent with the ~~employees' District staff and agents'~~ responsibilities for supervising students and athletes.
    - c. Training can be found through the [CDC website](#).
  2. Remove**ing** from activity
    - a. Any student **or athlete** who exhibits signs, symptoms, or behaviors consistent with a concussion (~~as described above~~) ~~or traumatic head injury~~ shall be immediately removed from the activity and
    - b. Shall not return to play until cleared by an appropriate health care provider.
- N. Referring the Athlete/Student for Medical Evaluation
1. ~~The District staff and agents are is~~ responsible for notifying the student's parent of the injury.

- a. Contact the parent to inform a parent of the injury.
  - 1) Depending on the injury, transport can be provided by either an emergency vehicle or parent.
  - 2) A medical evaluation by an appropriate health care provider is required before returning to play.
2. ~~In the event that~~ If a student's parent cannot be reached, and the student ~~is able~~ can be to be sent home (rather than directly to a health care provider):
  - a. The District's ~~staff and~~ agents should ensure that the student will be with a responsible individual capable of monitoring ~~the student~~ and understanding the home care instructions, before allowing the student to go home.
  - b. The District's ~~staff and~~ agents should continue efforts to reach a parent.
3. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation.
  - a. ~~A The~~ District ~~staff and~~ agents should accompany the student and remain with the student until a parent arrives.
4. ~~A The~~ District ~~staff and~~ agents shall provide ~~for~~ supervision of ~~the~~ other students for whom ~~he or she is~~ they are responsible when accompanying the injured student.
5. Students with a suspected concussion should not be permitted to drive home.
6. District ~~staff and~~ agents should seek assistance from the host site's certified athletic trainer (ATC) or team physician (if available) if the injury occurred ~~during an athletic event at an away contest~~.

#### O. Return to Learn (RTL) Procedures After a Concussion

1. Medical and school-based teams should counsel the student and family about the process of gradually increasing the duration and intensity of academic activities as tolerated, with the goal of increasing participation without significantly exacerbating symptoms.
2. The student, family, health care provider, and school teams should monitor symptoms and academic progress to decide together the modifications that are needed to maintain an academic workload without making symptoms worse.

3. School teams should monitor and adjust educational supports until the student's academic performance has returned to pre-injury levels.

P. Return to Play (RTP) Procedures After Concussion

1. Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:
  - a. Asymptomatic at rest and with exertion (including mental exertion in school) **AND**
  - b. **Have successfully returned to regular academic activities, and**
  - c. Have written clearance from an appropriate health care provider.
2. Once the above criteria are met, the student will be progressed to full activity while following the stepwise process detailed below.
  - a. This progression must be closely supervised by a District **staff and agents**.
  - b. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the appropriate health-care provider.
3. Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include:
  - a. previous history of concussion
  - b. duration and type of symptoms
  - c. age of the student, and
  - d. sport/activity in which the student participates.
4. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.
5. **An example of a stepwise progression is described below.**
  - a. **The student should spend a minimum of one to two days at each step before advancing to the next unless prescribed differently by the health care provider.**
  - b. **If post-concussion symptoms occur at any step, the student must stop the activity and the treating health care provider must be contacted.**

- 1) Step 1. ~~Complete~~ Cognitive rest. ~~This~~ may include staying home from school or limiting school hours (and studying) for ~~a few several~~ days; ~~any period longer than this should be under the supervision of a qualified health care provider.~~
  - a) Activities requiring ~~extensive~~ concentration and attention ~~immediately after the injury~~ may worsen symptoms and delay recovery.
  - b) ~~Light activity including walks may be encouraged at this level provided that the activity is tolerated by the student without a significant exacerbation of symptoms.~~
- a. Step 2. Return to school, ~~during which~~ the District ~~staff and agents~~ will follow health care provider's protocol on return to learn.
- b. Step 3. Light exercise ~~may begin~~ at this point.
  - 1) The athlete may ~~begin engage in~~ brisk walking, riding an exercise bike, or other light exertional activities with supervision.
  - 2) ~~The athlete may NOT engage in~~ weightlifting.
- a. Step 4. Running in the gym or on the field ~~may be engaged in, but with~~ no helmet or other equipment.
- b. Step 5. Non-contact training drills in full equipment or weight training can begin.
- c. Step 6. Full contact practice or training ~~may be engaged in.~~
- d. Step 7. ~~The student athlete may return to play in-game.~~
  - 1) ~~To do so, they must first~~ be cleared by an appropriate health care provider ~~before returning to play.~~

## 6. Additional Considerations

- ~~4. The student should spend 1 to 2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, the student must stop the activity and the treating health care provider must be contacted. Depending upon the specific type and severity of the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred. This resumption of activity could be considerably simplified for~~

~~a student injured during recess compared to a student injured at a game or formal practice.~~

- a. While current Utah law designates that a student may ~~be returned~~ to play by “an appropriate health care provider,” it is the prerogative of the District to designate the credentials of the providers from whom it will accept clearance.
  - b. This is a very important decision and should be made after careful consideration by the ~~District’s staff and agents athletic director, principal, superintendent, teacher (elementary),~~ and parent.
  - c. The District’s liability carrier may also be consulted.
7. For students injured during formal competitions, serious consideration must also be given as to what the ~~school District staff and agents~~ will do in the case where an athlete is clearly still having concussion symptoms, but has been given return to play clearance by a health care provider.
- a. The District shall designate a specific individual (preferably an expert in the field of concussion management, ~~this is~~ typically a ~~licensed athletic trainer,~~ physician or neuropsychologist) who shall evaluate the athlete and make the final decision regarding return to play.

#### Q. Free-Play concussion and Head Injury Management

1. While many head injuries that happen at school are minor, the following steps are necessary when a student has a bump, blow, or jolt to the head or body:
  - a. Observe the student for signs and symptoms of concussion for a minimum of 30 minutes.
  - b. Ask people who saw the injury occur about how the injury happened and any concussion signs they observed.
  - c. Complete the [Concussion: Signs and Symptoms Checklist](#).
  - d. Notify the student’s parent that their child had a head injury and give the parent the [Parent Notification of Head Injury During School Hours](#) document.
2. If the student has concussion signs or symptoms:
  - a. Tell the parent that the student needs to see a health care provider experienced in concussion management.

- b. Give the parent a copy of the completed [Concussion: Signs and Symptoms Checklist](#) for the health care provider to review.
  - c. Ask for written guidance from the student's health care provider about when the student can return to school and physical activity.
3. If the student does not have concussion signs or symptoms:
- a. Have the student return to class but do not allow the student to return to sports or recreational activities on the same day of the injury.
  - b. Send a copy of the completed [Concussion: Signs and Symptoms Checklist](#) and the [Parent Notification of Head Injury During School Hours](#) document home with the student for the parent to review.
    - 1) As the parent to continue to observe the student for any changes.
  - c. Tell the parent that if concussion signs or symptoms appear, the student should be seen right away by a health care provider with experience in concussion management.
- R. Final Considerations
1. A student with a concussion should NEVER return to sports or recreation activities on the same day the student was injured.
  2. Remind District staff and agents that the student should not return to class, playground time, or school-based sports activities until the health care provider who is managing their concussion gives permission to do so.

## Policy 6045

### Board of Education Hotline

#### A. Establishment of Hotline

1. The Board of Education has established a hotline to provide an avenue for citizens, including District employees and contractors, to report improper governmental activities including:
  - a. Waste or misuse of public funds, property, or manpower
  - b. Violations of a law, rule, or regulation applicable to the government
  - c. Gross mismanagement
  - d. Abuse of authority
  - e. Unethical conduct

*Utah Admin. Rules R277-13-6(2) (November 10, 2020)*

#### B. Filing a Complaint

1. Complaints should be submitted in writing using the attached form. Complainants should also submit any evidence that supports the complaint. Essential information includes specifics on “who, what, where, when” as well as any other details that may be important such as information on other witnesses, documents, and pertinent evidence. Due to limited resources the Board of Education is unable to accept complaints that are not supported by evidence or provide a means for us to investigate the problem further. At a minimum, please use the form as a guide to ensure the necessary information is provided. Submit complaints via the following methods:

Email:

US Mail:

Box Elder School District  
Board of Education Hotline  
960 S Main St  
Brigham City, UT 84302  
[audit@besd.net](mailto:audit@besd.net)

Complainants may call the hotline at (435) 734-4800 ext. 1101 for more information.

### C. Processing of Hotline Complaints

1. After receipt of the complaint, the allegation and any evidence provided by the complainant will be reviewed. The list below represents some of the factors that are considered during the screening and prioritization process.
  - a. Does the complaint involve actions by a person subject to the Board of Education's authority?
  - b. Does the complaint pertain to improper governmental activities? Disagreements with administration decisions or actions taken by Board members that are within the law will not be investigated.
  - c. Has the complainant taken appropriate steps to resolve the issue with the District? If the District is not responsive, the concern relates to District administration, or the complainant desires anonymity, consideration will be increased.
  - d. What is the timing and frequency of alleged improper activity? Allegations of improper activities that are recent and/or on-going may receive a higher priority.
  - e. Should the allegation be investigated by another entity? Are there other agencies that have oversight of the complaint? Is a member of the Board of Education or the audit committee being accused?
  - f. Can the complaint be efficiently and effectively investigated? Overly broad or vague complaints or complaints where evidence is unavailable may be declined or receive a low priority.
2. The Audit Committee will review:
  - a. The allegation of the complaint
  - b. Any facts supporting or refuting the complaint
  - c. A recommendation based upon preliminary inquiry
3. The Audit Committee decides the appropriate next action (if a member of the Audit Committee is the subject of the complaint they may not be included in this process):
  - a. Discontinue the investigation

- b. Any facts supporting or refuting the complaint
- c. A recommendation based upon preliminary inquiry
4. If the investigation proceeds, the Audit Committee sets the following:
  - a. Time and resource budget
  - b. Scope of the audit
5. Audit is completed
6. A report is created outlining the work performed and conclusions
7. The report is provided to the Audit Committee
8. The Audit Committee reports investigation results to the Board of Education.
9. The Board of Education addresses any findings noted in the report.

D. Whistleblower Protection

1. [Utah Code § 67-21-3](#) prohibits public employers (such as the District) from taking adverse action against their employees for reporting government waste or violations of law in good faith, to the appropriate authorities. A District employee is presumed to have communicated in good faith if the employee has given written notice or otherwise formally communicated the conduct to the Board of Education, a member of the Board of Education, the Superintendent, or to a government official with authority to audit the District.

[Utah Code § 67-21-3\(1\)\(a\), \(b\)\(vi\) \(2020\)](#)

## Report a Concern Form

1. Complaint to remain anonymous?    Yes    No
2. Complainant would like a response?    Yes    No
3. Contact Type:                      Parent  
   Student  
   Public Education Employee  
   Other
4. Date:
5. Name:
6. Phone:
7. Email:
8. School Name:
9. Who is the person(s) the complaint is against?
10. Who is the person's supervisor? (Please provide name, position, district or school, and phone number. Also, supervisor's name, position, and phone number.)
11. Please describe your complaint or the activity you are reporting in detail. Include places, dates, times and frequency of the event.
12. How do you know about the improper action? Did you see it occur?
13. Are there any other persons who might provide information or who witnessed the event? If so, what are their names, positions, and their contact information? Has this activity been reported to anyone else? (If reported, please include who it was reported to, the date it was reported and attach any relevant documentation below.)
14. Is there evidence that can be examined or documentation that can be reviewed? (Please provide documentation you have.) Did you see documentation indicating the event occurred?
15. Do you know the source of funding involved or what specific law or state regulation has been violated?

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

President Taylor welcomed those in attendance and conducted the business of the meeting starting at 5:30 p.m. All Board members were present with the exception of Tiffani Summers.

Bryan Smith made the motion to move into closed session to discuss the character, professional competence, or physical or mental health of an individual. Karen Cronin seconded the motion. A vocal roll call revealed a unanimous vote.

The School Board moved into a closed session to discuss the evaluation of the Superintendent before his contract renewal and the announcement of an opening for the Business Administrator.

Connie Archibald made the motion to move out of closed session and move back into regular Board Meeting. Bryan Smith seconded the motion. A vocal roll call revealed a unanimous vote in the affirmative.

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Wednesday evening January 12, 2022 at 6:30 p.m. at the Independent Learning Skills Center.

Those in attendance at the meeting included Board President Julie Taylor, Connie Archibald, Karen Cronin, Bryan Smith, Wade Hyde, Nancy Kennedy, and student board member Shan Robison. Tiffani Summers was excused. Also present were Superintendent Steven Carlsen, Assistant Superintendents Gary Allen, 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 Wade Hyde, Board Member, Julie Taylor, Board Member led the pledge of allegiance.

**Recognitions**

Wade Hyde presented the following recognitions:

Sterling Scholars which were listed for each school:

Box Elder High School:

Grace Packer: Business & Marketing  
Desiree Prince: Dance

Amy Hiatt: English  
MaKayla Norton: Family & Consumer Sciences  
Macall Walker: Instrumental Music  
Grace Johnson: Mathematics  
Neisha Christensen: Science  
Cooper Lloyd: Social Science  
Shan Robinson: Theater  
Reese Bushnell: Visual Arts  
Emma Ferry: Vocal Performance  
Brooklyn Beeton: World Language

Bear River High School:

Victoria Cottrell: English  
Kael Kowallis: Family & Consumer Sciences  
Kristene Murrow: Instrumental Music  
Kylie Nelson: Mathematics  
Courtney Noorda: Science  
Rylee Towne: Social Science  
Nancy Smith: Speech/Theater Arts/Forensics  
Gracee Butler: Visual Arts  
Shannon Epling: Vocal Performance  
Tyrese Cooper: World Language  
Parker Liechty: Computer Technology  
Trinity Hale: Skilled & Technical Sciences

BEHS Madrigals led by Casey Wood

Nancy Kennedy recognized the following:

District Bus Drivers  
Rachael Smith, Bus Driver

Julie Taylor commended the Board for receiving the Master Boardsmanship award from the Utah School Boards Association.

### **Approval of Agenda**

Connie Archibald made the motion to approve the agenda. Karen Cronin seconded the motion which passed unanimously.

### **Public Comment School Fees**

The public was given a chance to comment on the proposed school fees for the 2022-2023 school year.

Keith Mecham read a comment he received through email on fees.

**Public Comment**

None

**Action Items**

Approval of Contract for Steve Carlsen

Superintendent Carlsen presented the recommendation that his contract be extended for another two years starting July 1, 2022 through June 30, 2024.

Wade Hyde made the motion to extend the Superintendents contract through June 30, 2024. Bryan Smith seconded the motion which passed unanimously.

Approval of 2022-2023 School Fees

Keith Mecham, Assistant Superintendent of Human Resources, presented the School Fee Recommendation for the 2022-2023 school year for approval.

Connie Archibald made the motion to approve school fees as presented. Nancy Kennedy seconded the motion which passed on a 5 to 1 vote with Karen Cronin voting against the motion.

Approval of New Courses

Gary Allen, Assistant Superintendent of Secondary Curriculum, presented new courses for approval for the 2022-2023 school year.

CS 1030 Foundations of Computer Science  
Sports Literature and Composition

Karen Cronin made the motion to approve the above courses for the 2022-23. Bryan Smith seconded the motion which passed unanimously.

**Information Items**

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

APPL Data, ACT, State Report Cards

Jeremy Young, Director of Assessment, reviewed the APPL data, ACT data, and State Report Cards with the School Board.

## Monthly Financial Report

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

## Board Committee Reports

### **Policy Review**

#### Second 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

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

### **Board Discussion Items**

#### USBA Conference Report

#### School Board Member Boundaries

The School Board reviewed the new precinct boundaries and discussed the changes needed as a result of the changes.

Marla Young, the County Clerk, presented the new school board precincts, which will necessitate the appointment of a new board member and continuance of an extra board member through their term, with Nancy Kennedy and Bryan Smith drawing lots to see who will represent their area.

### **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 December 8, 2021.

Approval of claims numbered 38936-39223, 02120821, 05121021, 07122221, 08122221, 09120391, 09122021, 09122221, and the District Foundation and ACH payments as well as School Activity checks for the month of December.

Personnel Action

As detailed in the agenda.

**Adjournment**

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

With the announcement that the next meeting will be held on February 9, 2022 at Sunrise High School, 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 9:10 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	00039224	241.50	01/06/22	10103 CATHERINE ALLEN	C
01	00039225	120.00	01/06/22	38040 AMERICAN SIGN LANGUAGE COMMUNICATION	C
01	00039226	1,064.00	01/06/22	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00039227	255.50	01/06/22	85768 BEAR RIVER SEWER DEPT	C
01	00039228	255.07	01/06/22	87120 BEEHIVE TELEPHONE CO	C
01	00039229	9,627.81	01/06/22	100913 BORDER STATES INDUSTRIES, INC	C
01	00039230	1,000.00	01/06/22	13293 ROBERT BREITENBEKER	C
01	00039231	438.98	01/06/22	108217 BRIGHAM CITY CORPORATION	C
01	00039232	241.50	01/06/22	6319 MEGAN BUSHNELL	C
01	00039233	241.50	01/06/22	105981 KRISTI N CAPENER	C
01	00039234	111.00	01/06/22	107994 CERTIFIED SHRED	C
01	00039235	288.00	01/06/22	19178 CHEAPERTHANSHIRT	C
01	00039236	82.00	01/06/22	156817 CORINNE CITY CORP	C
01	00039237	8,200.00	01/06/22	56456 DESERT DOG SIGNS	C
01	00039238	241.50	01/06/22	110539 WENDY DUNHAM	C
01	00039239	241.50	01/06/22	110514 SHAYLYNN EKINS	C
01	00039240	4,176.99	01/06/22	143160 FRONTIER COMMUNICATION	C
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01	00039242	241.50	01/06/22	327265 KERI GREENER	C
01	00039243	241.50	01/06/22	58840 MARY HESLOP	C
01	00039244	2,409.10	01/06/22	111125 IML SECURITY SUPPLY	C
01	00039245	241.50	01/06/22	10154 TERYL JEFFS	C
01	00039246	965.20	01/06/22	104384 JOHNSTONE SUPPLY	C
01	00039247	5,461.00	01/06/22	48879 KREMEDY LLC / KANNACT	C
01	00039248	111.20	01/06/22	57568 LANGUAGE ACCESS NETWORK LLC	C
01	00039249	65.12	01/06/22	58823 HUNTER MORGAN	C
01	00039250	241.50	01/06/22	110469 MELISSA MORRIS	C
01	00039251	2,615.80	01/06/22	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00039252	3,726.33	01/06/22	111273 NUCO2 LLC	C
01	00039253	34,887.28	01/06/22	892645 ROCKY MOUNTAIN POWER	C
01	00039254	39.95	01/06/22	110789 SECURE INSTANT PAYMENTS LLC	C
01	00039255	271.64	01/06/22	810361 STANDARD PLUMBING SUPPLY	C
01	00039256	35.95	01/06/22	110914 SUPERIOR WATER AND AIR INC	C
01	00039257	89,688.92	01/06/22	12688 SYSCO	C
01	00039258	241.50	01/06/22	4448 MARK TAYLOR	C
01	00039259	160.00	01/06/22	1457 U S POSTMASTER	C
01	00039260	9,106.74	01/06/22	42846 VERACITY NETWORKS, LLC	C
01	00039261	337.80	01/06/22	24580 VERIZON WIRELESS	C
01	00039262	241.50	01/06/22	48178 HEIDI JO WEST	C
01	00039263	241.50	01/06/22	48224 JACQUELINE WHITAKER	C
01	00039264	176.75	01/06/22	941217 WILLARD CITY CORP	C
01	00039265	320.00	01/06/22	40223 MARGARET SAM YATES	C
01	00039266	2,500.00	01/06/22	102931 ZIONS BANK PUBLIC FINANCE	C
01	00039267	64.90	01/06/22	31364 95 PERCENT GROUP	C
01	00039268	1,947.04	01/06/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00039269	6,879.00	01/06/22	5568 CANNON SALES INC	C
01	00039270	38.95	01/06/22	111967 CHINASPROUT	C
01	00039271	54.39	01/06/22	180241 DEMCO INC	C
01	00039272	981.72	01/06/22	57207 FILTERBUY INC.	C
01	00039273	293.00	01/06/22	778870 GOPHER SPORT	C
01	00039274	985.36	01/06/22	40487 H&E EQUIPMENT SERVICES INC	C
01	00039275	7,939.70	01/06/22	386370 HYKO SUPPLY CO	C
01	00039276	489.94	01/06/22	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00039277	79.96	01/06/22	100359 NASCO MODESTO	C
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## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00039281	119,278.00	01/06/22	53953 SANITY SOLUTIONS, INC	C
01	00039282	1,940.09	01/06/22	54313 SCHOOL SPECIALTY, LLC	C
01	00039283	749.00	01/06/22	110873 SOLUTION TREE	C
01	00039284	999.02	01/06/22	157371 STAPLES	C
01	00039285	2,377.92	01/06/22	51837 SWEETWATER	C
01	00039286	1,950.00	01/06/22	54879 THOMAS & SONS LLC	C
01	00039287	1,185.00	01/06/22	34614 TREND INTERIORS INC	C
01	00039288	3,768.72	01/06/22	140 VALLEY BUSINESS MACHINES	C
01	00039289	13,157.90	01/06/22	898860 VCBO ARCHITECTS	C
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01	00039291	110.30	01/13/22	1 COURTNEY HOOK	C
01	00039292	80.00	01/13/22	6617 ACME WATER CO	C
01	00039293	327.12	01/13/22	33855 JENNIFER ADAMS	C
01	00039294	745.82	01/13/22	812477 ALSCO/AMERICAN LINEN	C
01	00039295	3,203.94	01/13/22	25909 AMERIGAS PROPANE	C
01	00039296	34.16	01/13/22	57878 KRISTIN BALLS	C
01	00039297	3,391.96	01/13/22	85738 BEAR RIVER HIGH SCHOOL	C
01	00039298	2,098.89	01/13/22	102956 BEAR RIVER MENTAL HEALTH	C
01	00039299	15.00	01/13/22	104242 BIZWEAR INC	C
01	00039300	65.00	01/13/22	110723 BOX ELDER CHAMBER OF COMMERCE	C
01	00039301	1,750.00	01/13/22	104338 BOX ELDER HIGH SCHOOL	C
01	00039302	350.00	01/13/22	50636 MARIA BRANA	C
01	00039303	283.00	01/13/22	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00039304	46,149.09	01/13/22	108217 BRIGHAM CITY CORPORATION	C
01	00039305	4,325.00	01/13/22	58963 TYLER BRIMHALL	C
01	00039306	74.71	01/13/22	57991 EMILEE BURNHAM	C
01	00039307	8,246.93	01/13/22	3271 CANON SOLUTIONS AMERICA	C
01	00039308	9.28	01/13/22	57894 ELKE CARTER	C
01	00039309	496.50	01/13/22	57606 D'ELAINE CHALOUPKA-LADD	C
01	00039310	1,327.00	01/13/22	40363 CIO MEDICAL SERVICES	C
01	00039311	4,271.94	01/13/22	729332 ECONO WASTE INC	C
01	00039312	55.10	01/13/22	58955 EZOLA, BECKY	C
01	00039313	42.24	01/13/22	11509 JENNIFER FRANCOM	C
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01	00039317	139.20	01/13/22	57886 EMILY HARDY	C
01	00039318	894.60	01/13/22	49026 IVY LANE PEDATRICS	C
01	00039319	875.00	01/13/22	1821 IXL LEARNING	C
01	00039320	12,136.23	01/13/22	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00039321	504.90	01/13/22	467700 JOHNSON ELECTRIC MOTORS	C
01	00039322	139.43	01/13/22	36838 JOHN KREY	C
01	00039323	673.27	01/13/22	109818 VALYNN KUNZLER	C
01	00039324	825.91	01/13/22	94170 KELLY J KUNZLER	C
01	00039325	661.67	01/13/22	107207 RACHEALE KUNZLER	C
01	00039326	3,156.12	01/13/22	49573 KASSIDY LAKE	C
01	00039327	739.50	01/13/22	109840 JENNY LOGSDON	C
01	00039328	426.01	01/13/22	543168 MADDOX RANCH HOUSE	C
01	00039329	165.30	01/13/22	58181 HEATHER MALONEY	C
01	00039330	6,516.27	01/13/22	110561 MAXIM HEALTHCARE SERVICES INC	C
01	00039331	334.08	01/13/22	43982 MIKE MOORE	C
01	00039332	633.83	01/13/22	57622 DAVID MORRIS	C
01	00039333	229.68	01/13/22	54330 KALLEE MUNNS	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00039337	17,234.69	01/13/22	3050 OBSERVETAB, LLC	C
01	00039338	67.44	01/13/22	100987 PEARSON EDUCATION CENTER	C
01	00039339	233.50	01/13/22	700077 PERRY CITY	C
01	00039340	2,279.72	01/13/22	732367 RAFT RIVER RURAL	C
01	00039341	660.00	01/13/22	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
01	00039342	269.18	01/13/22	38679 JILL ROCHE	C
01	00039343	191.92	01/13/22	55336 S & D CARWASH MANAGEMENT, LLC	C
01	00039344	466.25	01/13/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
01	00039345	126.25	01/13/22	25976 SHERWIN-WILLIAMS	C
01	00039346	122.14	01/13/22	58920 ANGIE SMOOT	C
01	00039347	37.00	01/13/22	802087 SNOWVILLE WATERWORKS INC	C
01	00039348	1,920.00	01/13/22	110873 SOLUTION TREE	C
01	00039349	189.00	01/13/22	45756 KELLY SORENSEN	C
01	00039350	652.39	01/13/22	12793 SONYA SPACKMAN	C
01	00039351	3,000.00	01/13/22	47228 STEPHANIE SPEICHER	C
01	00039352	1,200.00	01/13/22	112080 SQUIRE & COMPANY	C
01	00039353	37.12	01/13/22	53791 ELIZABETH TAYLOR	C
01	00039354	545.05	01/13/22	111109 TOM RANDALL DIST	C
01	00039355	2,513.66	01/13/22	55034 UTAH PARENT CENTER, INC	C
01	00039356	5,884.80	01/13/22	999009 UTAH RETIREMENT SYSTEMS	C
01	00039357	73,011.65	01/13/22	892916 DGO FUEL NETWORK TEAM	C
01	00039358	2,385.36	01/13/22	892964 UTAH STATE TAX COMMISSION	C
01	00039359	1,593.71	01/13/22	891181 LB 410027	C
01	00039360	661.67	01/13/22	12939 EMILIE WESTMORELAND	C
01	00039361	117.37	01/13/22	58947 SHAELA WHITAKER	C
01	00039362	39.15	01/13/22	57630 KERI YEATES	C
01	00039363	89.98	01/13/22	55239 ZHANG, SHIZHONG	C
01	00039364	122.84	01/13/22	14222 CARLA ZUNDEL	C
01	00039365	39.95	01/13/22	58254 5 BUCK BOOKS	C
01	00039366	4,460.26	01/13/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00039367	1,397.00	01/13/22	106497 APPLE STORE	C
01	00039368	1,784.00	01/13/22	107488 ARCHIBALD & SONS INC	C
01	00039369	209,412.30	01/13/22	100293 DELL INC	C
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01	00039371	3,367.31	01/13/22	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00039372	1,222,598.70	01/13/22	109003 HOGAN & ASSOCIATES CONSTRUCTION INC	C
01	00039373	407.79	01/13/22	386370 HYKO SUPPLY CO	C
01	00039374	216.28	01/13/22	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00039375	1,278.28	01/13/22	633340 OFFICE DEPOT	C
01	00039376	595.78	01/13/22	699420 PERMA BOUND BOOKS	C
01	00039377	3,996.80	01/13/22	54313 SCHOOL SPECIALTY, LLC	C
01	00039378	621.77	01/13/22	157371 STAPLES	C
01	00039379	32,071.79	01/13/22	861085 TV SPECIALISTS INC	C
01	00039380	4,286.60	01/13/22	310 VIRCO INC	C
01	00039381	19,177.00	01/13/22	110040 WALL 2 WALL	C
01	00039382	233.00	01/13/22	109463 WOODWIND AND BRASSWIND	C
01	00039383	13,499.06	01/13/22	53252 WORKSPACE ELEMENTS	C
01	00039384	73.20	01/27/22	1 ERICA SANDBERG	C
01	00039385	134.90	01/27/22	1 MYLINDA MORTENSEN	C
01	00039386	225.00	01/27/22	45489 AASPA	C
01	00039387	137.94	01/27/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00039388	32.00	01/27/22	36784 AMERICAN RED CROSS	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00039391	520.00	01/27/22	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00039392	354.15	01/27/22	85748 BEAR RIVER MIDDLE SCHOOL	C
01	00039393	6,498.63	01/27/22	100913 BORDER STATES INDUSTRIES, INC	C
01	00039394	7,730.72	01/27/22	104320 BOX ELDER COUNTY TREASURER	C
01	00039395	545.19	01/27/22	104338 BOX ELDER HIGH SCHOOL	C
01	00039396	32.56	01/27/22	40410 KAREN BRAITHWAITE	C
01	00039397	344.91	01/27/22	108217 BRIGHAM CITY CORPORATION	C
01	00039398	361.59	01/27/22	43907 BRIGHAM GLASS	C
01	00039399	435.62	01/27/22	55093 DAN CARSTENS	C
01	00039400	1,756.72	01/27/22	890740 CENTURYLINK	C
01	00039401	602.91	01/27/22	890740 CENTURYLINK LONG DISTANCE	C
01	00039402	350.15	01/27/22	45055 CAREY CHRISTENSEN	C
01	00039403	40.95	01/27/22	14958 CULLIGAN	C
01	00039404	3,000.00	01/27/22	22985 ENERGYCAP INC	C
01	00039405	345.89	01/27/22	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00039406	3,870.00	01/27/22	361 BEAR RIVER VALLEY HOSPITAL	C
01	00039407	11,219.74	01/27/22	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00039408	4.51	01/27/22	489250 KENTS MARKET PL/BRIGHAM	C
01	00039409	2,500.00	01/27/22	48879 KREMEDY LLC / KANNACT	C
01	00039410	100.00	01/27/22	55573 LEAD	C
01	00039411	2,716.00	01/27/22	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00039412	2,658.22	01/27/22	21296 LINCOLN ELECTRIC CO	C
01	00039413	948.09	01/27/22	44237 MOUNTAIN STAINLESS, INC.	C
01	00039414	310.57	01/27/22	58998 PERRY EYE CARE	C
01	00039415	35,534.08	01/27/22	892645 ROCKY MOUNTAIN POWER	C
01	00039416	3,120.00	01/27/22	110873 SOLUTION TREE	C
01	00039417	1,198.80	01/27/22	111109 TOM RANDALL DIST	C
01	00039418	650.51	01/27/22	852617 TREMONTON CITY CORP	C
01	00039419	48.95	01/27/22	44512 THE HERALD JOURNAL	C
01	00039420	80.00	01/27/22	7528 UMEA	C
01	00039421	3,200.00	01/27/22	111077 UTAH HEALTH INFORMATION NETWORK, INC	C
01	00039422	6,793.62	01/27/22	24580 VERIZON WIRELESS	C
01	00039423	8,440.00	01/27/22	110040 WALL 2 WALL	C
01	00039424	75.00	01/27/22	4316 WASHINGTON SCHOOL DISTRICT	C
01	00039425	7,249.20	01/27/22	924155 WASTE MGMT OF UTAH INC	C
01	00039426	212.39	01/27/22	36021 ABLENET	C
01	00039427	9,886.83	01/27/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00039428	877.30	01/27/22	2127 AMERICAN BUTTON MACHINES	C
01	00039429	3,139.00	01/27/22	106497 APPLE STORE	C
01	00039430	430.00	01/27/22	3271 CANON SOLUTIONS AMERICA	C
01	00039431	55.93	01/27/22	59048 CHROMEBOOKPARTS.COM	C
01	00039432	1,609.00	01/27/22	158220 COVER UP	C
01	00039433	1,496.00	01/27/22	58475 EMS LINQ, INC	C
01	00039434	810.60	01/27/22	57207 FILTERBUY INC.	C
01	00039435	290.00	01/27/22	110099 FLUXLIGHT INC	C
01	00039436	1,675.25	01/27/22	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00039437	11,923.89	01/27/22	386370 HYKO SUPPLY CO	C
01	00039438	456.50	01/27/22	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00039439	283.96	01/27/22	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00039440	6,400.00	01/27/22	58890 INFINID LEARNING INC	C
01	00039441	3,272.70	01/27/22	455120 JACKS TIRE & OIL INC	C
01	00039442	13,086.00	01/27/22	51969 JAMF SOFTWARE, LLC	C
01	00039443	884.00	01/27/22	520730 ADP LEMCO	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00039445	48.00	01/27/22	111013 MARKERBOARD PEOPLE	C
01	00039446	718.60	01/27/22	109964 MIDGLEY HUBER INC	C
01	00039447	226.70	01/27/22	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00039448	7,396.00	01/27/22	633340 OFFICE DEPOT	C
01	00039449	1,122.00	01/27/22	49859 JACKSON GROUP CORPORATE OFFICE	C
01	00039450	71.95	01/27/22	664141 ORIENTAL TRADING COMPANY INC	C
01	00039451	436.79	01/27/22	699420 PERMA BOUND BOOKS	C
01	00039452	165.70	01/27/22	714550 POSITIVE PROMOTIONS	C
01	00039453	3,004.00	01/27/22	110417 RESCO	C
01	00039454	202.34	01/27/22	100241 S&S WORLDWIDE	C
01	00039455	875.00	01/27/22	51276 SCHOOL BUS SAFETY COMPANY	C
01	00039456	1,352.92	01/27/22	54313 SCHOOL SPECIALTY, LLC	C
01	00039457	3,257.91	01/27/22	157371 STAPLES	C
01	00039458	5,379.00	01/27/22	822122 SUMMERHAYS MUSIC CENTER	C
01	00039459	158.50	01/27/22	111788 THE LIFE GUARD STORE	C
01	00039460	19,382.67	01/27/22	106181 UEN/UTAH EDUCATION NETWORK	C
01	00039461	1,116.66	01/27/22	111588 ULINE	C
01	00039462	2,280.00	01/27/22	111700 USCA / UTAH SCHOOL COUNSELOR ASSOC	C
01	00039463	13,157.90	01/27/22	898860 VCBO ARCHITECTS	C
01	00039464	906.50	01/27/22	57070 VISTAPRINT CORPORATE SOLUTIONS INC	C
01	00039465	482.90	01/27/22	109355 VOYAGER SOPRIS LEARNING	C
01	00039466	418.25	01/27/22	109702 WENGER CORPORATION	C
01	00039467	1,247.07	01/28/22	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00039468	4,585.51	01/28/22	999014 AMERICAN FAMILY LIFE COMP	C
01	00039469	70.00	01/28/22	999027 B E SCHOOL BOARD FUND	C
01	00039470	104.40	01/28/22	999030 BENEFICIAL LIFE INSURANCE CO.	C
01	00039471	724.56	01/28/22	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00039472	259.00	01/28/22	999055 BOX ELDER FOUNDATION	C
01	00039473	1,666.81	01/28/22	999033 BUREAU CHILD SUPPORT SERV	C
01	00039474	30,515.58	01/28/22	999077 DENTAL SELECT	C
01	00039475	569.73	01/28/22	999019 EDUCATORS MUTUAL	C
01	00039476	8,196.83	01/28/22	999021 ELEVATE CREDIT UNION	C
01	00039477	69.12	01/28/22	999017 GLOBE LIFE INSURANCE CO	C
01	00039478	19,491.89	01/28/22	999035 HORACE MANN INSURANCE COMPANY	C
01	00039479	451.00	01/28/22	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00039480	29.74	01/28/22	5851 JOHNSON MARK ATTORNEYS LLC	C
01	00039481	355.83	01/28/22	999111 MEADE RECOVERY SERVICES LLC	C
01	00039482	8,625.00	01/28/22	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00039483	9,125.76	01/28/22	999081 NATIONAL BENEFITS SERVICES LLC	C
01	00039484	3,531.47	01/28/22	999008 OPTICARE	C
01	00039485	757,414.14	01/28/22	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00039486	1,654.85	01/28/22	999032 PRE-PAID LEGAL SERVICES	C
01	00039487	21,080.59	01/28/22	999018 THE HARTFORD	C
01	00039488	405.57	01/28/22	48119 TITANIUM FUNDS	C
01	00039489	490.00	01/28/22	999012 UESP	C
01	00039490	15,616.09	01/28/22	999007 UTAH EDUCATION ASSOCIATION	C
01	00039491	6,421.76	01/28/22	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00039492	206,496.25	01/28/22	999003 UTAH STATE TAX COMMISSION	C
01	02012422	3,123.24	01/24/22	109177 UTAH DEPARTMENT OF WORKFORCE SERVICES	M
01	05011022	100,902.87	01/09/22	888540 US BANK	M
01	07013122	138,098.63	01/28/22	999070 HEALTH EQUITY INC	M
01	08013122	1,243,810.14	01/28/22	999005 UTAH STATE RETIREMENT FUND	M
01	09012022	107,187.59	01/28/22	999140 BANK OF UTAH	M
01	09013122	1,024,251.69	01/28/22	999140 BANK OF UTAH	M

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<b>Total Bank No 01</b>		<b>6,091,807.84</b>			
02	00100970	49.85	01/06/22	111967 CHINASPROUT	C
02	00100971	400.00	01/13/22	14575 AIRMOTIVE SERVICE	C
02	00100972	39.01	01/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100973	107.83	01/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100974	6,000.00	01/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100975	5,692.04	01/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100976	5,500.00	01/13/22	891181 UTAH STATE UNIVERSITY	C
02	00100977	393.75	01/27/22	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 02</b>		<b>18,182.48</b>			
11	01103499	110.00	01/06/22	29785 HENRY BAKER	A
11	01103500	597.18	01/06/22	101520 BELL JANITORIAL	A
11	01103501	57.20	01/06/22	48011 GAILE BINGHAM	A
11	01103502	40.00	01/06/22	18384 CRISTINA BRADSHAW	A
11	01103503	30.00	01/06/22	110766 TRICIA BURBIDGE	A
11	01103504	36.00	01/06/22	57975 MYRIAM BUSBY	A
11	01103505	63,372.00	01/06/22	105301 CACHE VALLEY ELECTRIC INC	A
11	01103506	241.50	01/06/22	37192 STEVE CARLSEN	A
11	01103507	313.16	01/06/22	106437 CARSON ELEVATOR CO INC	A
11	01103508	100.00	01/06/22	31380 JOSE M CEDILLO	A
11	01103509	1,496.58	01/06/22	134250 CEM SALES & SERVICE	A
11	01103510	2,014.70	01/06/22	53473 CHARLIE'S PRODUCE	A
11	01103511	50.00	01/06/22	4090 MARY CLARK	A
11	01103512	36.80	01/06/22	103095 KISHA C COLLOM	A
11	01103513	30.40	01/06/22	108521 MELANIE CROUCH	A
11	01103514	39,982.00	01/06/22	728870 DOMINION ENERGY UTAH	A
11	01103515	30.00	01/06/22	58335 KARLENE FARLEY	A
11	01103516	40.00	01/06/22	106815 MAILEE FORREST	A
11	01103517	37.20	01/06/22	108590 CINDY GIBBS	A
11	01103518	368.18	01/06/22	322776 GRAINGERS INC	A
11	01103519	30.00	01/06/22	36706 MONICA GROVER	A
11	01103520	40.00	01/06/22	56480 ANDRIA HANSEN	A
11	01103521	40.00	01/06/22	40320 JACINDA HEYDER	A
11	01103522	47.20	01/06/22	110864 JEFF HUNT	A
11	01103523	30.00	01/06/22	37664 ASHLEY JENSEN	A
11	01103524	38.80	01/06/22	56669 SHEA L JENSEN	A
11	01103525	40.00	01/06/22	43346 JOHN JOHNSON	A
11	01103526	46.40	01/06/22	110088 MICHAEL JOHNSON	A
11	01103527	65,664.20	01/06/22	27243 KELLY SERVICES INC	A
11	01103528	60.00	01/06/22	52493 ROBERT KENNER	A
11	01103529	62.00	01/06/22	21610 STEVE LEGGETT	A
11	01103530	40.00	01/06/22	49999 BILLY MCFARLAND	A
11	01103531	40.00	01/06/22	10936 JONI MITCHELL	A
11	01103532	47.20	01/06/22	25640 RAMONA MORA	A
11	01103533	40.00	01/06/22	56103 KARA MORRISS	A
11	01103534	70.00	01/06/22	54356 MARISSA NELSON	A
11	01103535	70.00	01/06/22	21962 MARK NELSON	A
11	01103536	34.00	01/06/22	23817 CYNTHIA A PAGE	A
11	01103537	87.20	01/06/22	112077 BOB PROFAIZER	A
11	01103538	50.00	01/06/22	21105 DUANE RICE	A
11	01103539	40.00	01/06/22	45349 LADAWN RICHINS	A
11	01103540	60.00	01/06/22	44644 BRET ROHDE	A
11	01103541	100.00	01/06/22	58858 ANNA SHERMAN	A
11	01103542	30.00	01/06/22	58866 RACHEL SMITH	A

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11	01103543	40.00	01/06/22	102033 SCOTT STAHELI	A
11	01103544	35.20	01/06/22	15326 PEGGY SUE STEWART	A
11	01103545	270.00	01/06/22	47686 TNT ENGRAVING	A
11	01103546	80.00	01/06/22	852290 SANDIE TRAPP	A
11	01103547	49.60	01/06/22	919010 MARY R WALKER	A
11	01103548	56.00	01/06/22	922060 CALVIN K WARD	A
11	01103549	30.00	01/06/22	34509 SHARA LEE WARD	A
11	01103550	14,306.00	01/06/22	100590 WAXIE SANITARY SUPPLY	A
11	01103551	67.20	01/06/22	28150 KARIE WEAVER	A
11	01103552	87.20	01/06/22	40002 MAURY WHEATLEY	A
11	01103553	40.00	01/06/22	50580 STEVEN WILLIAMS	A
11	01103554	1,070.69	01/13/22	108695 AIRGAS USA LLC - CENTRAL DIVISION	A
11	01103555	12,204.76	01/13/22	104132 BEAZER LOCK & KEY	A
11	01103556	1,380.17	01/13/22	101520 BELL JANITORIAL	A
11	01103557	1,224.22	01/13/22	102177 BRADY INDUSTRIES LLC	A
11	01103558	180.96	01/13/22	44342 MICHELLE BREIDER	A
11	01103559	21,766.65	01/13/22	105301 CACHE VALLEY ELECTRIC INC	A
11	01103560	1,767.57	01/13/22	134250 CEM SALES & SERVICE	A
11	01103561	4,288.66	01/13/22	53473 CHARLIE'S PRODUCE	A
11	01103562	1,289.18	01/13/22	322776 GRAINGERS INC	A
11	01103563	661.67	01/13/22	109781 MICHELE GREEN	A
11	01103564	30.00	01/13/22	111750 MARCI HATCH	A
11	01103565	462.84	01/13/22	19780 COLLETTE HAWKES	A
11	01103566	372.30	01/13/22	58173 KELLIE JOHNSON	A
11	01103567	661.67	01/13/22	21130 AMBER ROSE	A
11	01103568	347.76	01/13/22	100866 VALCOM	A
11	01103569	1,011.28	01/13/22	100590 WAXIE SANITARY SUPPLY	A
11	01103570	6,880.67	01/27/22	109023 ARBITERPAY TRUST ACCOUNT	A
11	01103571	8,499.84	01/27/22	101520 BELL JANITORIAL	A
11	01103572	300.00	01/27/22	134250 CEM SALES & SERVICE	A
11	01103573	2,994.35	01/27/22	107034 CHARIOT GROUP INC	A
11	01103574	1,716.00	01/27/22	53473 CHARLIE'S PRODUCE	A
11	01103575	57,250.61	01/27/22	728870 DOMINION ENERGY UTAH	A
11	01103576	130,260.99	01/27/22	107656 DWA CONSTRUCTION INC	A
11	01103577	2,867.30	01/27/22	322776 GRAINGERS INC	A
11	01103578	27.20	01/27/22	351070 LINDA HAWKES	A
11	01103579	28,012.60	01/27/22	27243 KELLY SERVICES INC	A
11	01103580	30.00	01/27/22	55875 LANGUAGE TESTING INTERNATIONAL	A
11	01103581	87,555.02	01/27/22	803050 SHI INTERNATIONAL CORP	A
11	01103582	632.19	01/27/22	100590 WAXIE SANITARY SUPPLY	A
<b>Total Bank No 11</b>		<b>566,598.25</b>			
20	10400477	274.90	01/07/22	103604 SCHOLASTIC MAGAZINES	C
<b>Total Bank No 20</b>		<b>274.90</b>			
21	12500707	314.68	01/27/22	109695 BELLAS FRESH MEXICAN GRILL	C
21	12500708	882.91	01/27/22	104321 BOX ELDER SCHOOL DISTRICT	C
21	12500709	239.56	01/27/22	489250 KENTS MARKET PL/BRIGHAM	C
21	12500710	81.73	01/27/22	56006 BRITNI ROBERTS	C
21	12500711	2,432.04	01/27/22	111656 SCHOLASTIC BOOK FAIRS	C
21	12500712	34.95	01/27/22	110914 SUPERIOR WATER AND AIR INC	C
21	12500713	23.75	01/27/22	47686 TNT ENGRAVING	C
<b>Total Bank No 21</b>		<b>4,009.62</b>			
22	13200646	400.00	01/03/22	36153 SHAREENA STEVENSON FRY	C
22	13200647	423.75	01/11/22	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200648	40.48	01/11/22	105981 KRISTI N CAPENER	C

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22	13200649	24.96	01/27/22	38032 AMAZON CAPITAL SERVICES	C
<b>Total Bank No 22</b>		<b>889.19</b>			
23	13400652	592.00	01/17/22	104321 BOX ELDER SCHOOL DISTRICT	C
23	13400653	24.95	01/17/22	164108 CULLIGAN WATER CONDITIONING	C
23	13400654	82.40	01/17/22	489250 KENTS MARKET PL/BRIGHAM	C
23	13400655	301.78	01/17/22	111656 SCHOLASTIC BOOK FAIRS	C
23	13400656	1,865.50	01/17/22	103604 SCHOLASTIC EDUCATION	C
23	13400657	100.00	01/27/22	45969 JOSHUA HANSEN	C
<b>Total Bank No 23</b>		<b>2,966.63</b>			
24	13600988	27.58	01/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
24	13600989	161.88	01/13/22	43567 PENCIL WHOLESALE LLC	C
<b>Total Bank No 24</b>		<b>189.46</b>			
26	16400985	1,335.56	01/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
26	16400986	60.00	01/20/22	110914 SUPERIOR WATER AND AIR INC	C
<b>Total Bank No 26</b>		<b>1,395.56</b>			
27	16600457	317.87	01/03/22	19178 CHEAPER THAN SHIRT	C
27	16600458	98.25	01/03/22	110337 MOUNT OLYMPUS WATERS	C
27	16600459	40.00	01/25/22	104370 BOX ELDER NEWS JOURNAL	C
27	16600460	94.46	01/25/22	104321 BOX ELDER SCHOOL DISTRICT	C
27	16600461	113.68	01/25/22	110337 MOUNT OLYMPUS WATERS	C
27	16600462	186.60	01/25/22	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 27</b>		<b>850.86</b>			
28	16701100	641.67	01/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701101	66.68	01/13/22	489240 KENTS MARKET PL/TREMONTON	C
28	16701102	100.00	01/20/22	1 TYKE NESSEN	C
28	16701103	74.89	01/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701104		01/20/22	14958 CULLIGAN	C
28	16701105	75.00	01/20/22	55905 MD SECURE STORAGE	C
28	16701106	4,277.50	01/31/22	41335 KRISPY KREME DONUTS	C
<b>Total Bank No 28</b>		<b>5,235.74</b>			
29	16800464	200.00	01/27/22	104321 BOX ELDER SCHOOL DISTRICT	C
29	16800465	143.74	01/27/22	53805 AMY PUGSLEY	C
29	16800466	17.58	01/27/22	57894 ELKE CARTER	C
29	16800467	107.15	01/27/22	729276 QUILL CORPORATION	C
<b>Total Bank No 29</b>		<b>468.47</b>			
30	17200582	635.72	01/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
30	17200583	640.54	01/20/22	19178 CHEAPER THAN SHIRT	C
30	17200584	208.04	01/20/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
30	17200585	482.91	01/20/22	5452 SCHOOL DATEBOOKS	C
<b>Total Bank No 30</b>		<b>1,967.21</b>			
31	18800343	-57.71	01/06/22	104321 BOX ELDER SCHOOL DISTRICT	CV
31	18800344	125.82	01/24/22	104321 BOX ELDER SCHOOL DISTRICT	C
31	18800345	111.94	01/24/22	104321 BOX ELDER SCHOOL DISTRICT	C
31	18800346	824.92	01/24/22	104321 BOX ELDER SCHOOL DISTRICT	C
31	18800347	95.00	01/25/22	104321 BOX ELDER SCHOOL DISTRICT	C
31	18800348	7.73	01/25/22	59145 CHANELLE JOHNSON	C
<b>Total Bank No 31</b>		<b>1,107.70</b>			
32	20000262	1,488.63	01/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
32	20000263	459.65	01/27/22	19178 CHEAPER THAN SHIRT	C
<b>Total Bank No 32</b>		<b>1,948.28</b>			
33	30402664	46.33	01/11/22	1 ELIZABETH CLEMONS	C

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33	30402665	1,040.94	01/11/22	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402666	593.03	01/11/22	489240 KENTS MARKET PL/TREMONTON	C
33	30402667	992.46	01/11/22	100359 NASCO MODESTO	C
33	30402668	560.00	01/11/22	695360 PAXTON/PATTERSON LLC	C
33	30402669	366.07	01/11/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
33	30402670	396.10	01/11/22	5908 WALMART COMMUNITY	C
33	30402671	779.23	01/20/22	38032 AMAZON CAPITAL SERVICES INC	C
33	30402672	1,138.38	01/20/22	1627 DOMINO'S PIZZA / TREMONTON	C
33	30402673	50.00	01/27/22	1 ELIZABETH SPOTTEN	C
33	30402674	50.00	01/27/22	1 TIFFANIE HADLEY	C
33	30402675	49.99	01/27/22	38032 AMAZON CAPITAL SERVICES INC	C
33	30402676	766.88	01/27/22	106895 BADGER SCREEN PRINTING CO	C
33	30402677	183.94	01/27/22	109248 J W PEPPER MUSIC	C
<b>Total Bank No 33</b>		<b>7,013.35</b>			
34	30803073	102.22	01/07/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803074	122.00	01/07/22	45500 BOX ELDER SCHOOL DISTRICT	C
34	30803075	148.50	01/07/22	57223 SCHOOL CHECK IN / NAVIGATE 360	C
34	30803076	246.68	01/07/22	5908 WALMART COMMUNITY	C
34	30803077	42.64	01/07/22	32824 YES PRINT COPY N MORE, LLC	C
34	30803078	206.88	01/12/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803079	158.82	01/12/22	778870 GOPHER SPORT	C
34	30803080	75.00	01/12/22	49948 JAKIMELIS BAKERY	C
34	30803081	3,546.20	01/12/22	58980 SCHOOLMINT INC	C
34	30803082	353.52	01/12/22	6149 THE LOGO SHOP	C
34	30803083	84.86	01/20/22	1 CHERISH MARTIN	C
34	30803084	930.88	01/20/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803085	299.16	01/20/22	106055 BLICK ART MATERIALS	C
34	30803086	230.82	01/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
34	30803087	25.00	01/20/22	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
34	30803088	538.21	01/20/22	489250 KENTS MARKET PL/BRIGHAM	C
34	30803089	209.96	01/20/22	633340 OFFICE DEPOT	C
34	30803090	263.08	01/26/22	112046 ACE HARDWARE - BRIGHAM	C
34	30803091	194.54	01/26/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803092	77.60	01/26/22	45500 BOX ELDER SCHOOL DISTRICT	C
34	30803093	420.00	01/26/22	819370 CLASSICAL STRINGS / G WILHELMSSEN	C
34	30803094	100.44	01/26/22	109248 J W PEPPER MUSIC	C
34	30803095	11.75	01/26/22	702688 PETTY CASH	C
34	30803096	100.00	01/26/22	1457 U S POSTMASTER	C
34	30803097	311.32	01/26/22	5908 WALMART COMMUNITY	C
<b>Total Bank No 34</b>		<b>8,800.08</b>			
35	40402657	-50.00	01/03/22	1 JORDAN MILLER	CV
35	40402758	62.41	01/04/22	1 CHASE ELKINS	C
35	40402759	502.24	01/04/22	27308 ADVANCED HARDWARE SUPPLY INC	C
35	40402760	105.35	01/04/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402761	99.20	01/04/22	173340 DAR'S JJ WHITE BLACKSMITH	C
35	40402762	3,013.56	01/04/22	103961 INTERMOUNTAIN WOOD PRODUCTS	C
35	40402763	116.00	01/04/22	1457 U S POSTMASTER	C
35	40402764	62.68	01/10/22	1 EVELYN PORRAS	C
35	40402765	775.00	01/10/22	58742 AC SUPPLY	C
35	40402766	663.92	01/10/22	1724 ACE HARDWARE TREMONTON	C
35	40402767	14.02	01/10/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402768	254.49	01/10/22	17078 CHERRY TREE	C
35	40402769	600.00	01/10/22	48615 CONSONUS MUSIC INSTITUTE, LLC	C
35	40402770	1,360.35	01/10/22	103961 INTERMOUNTAIN WOOD PRODUCTS	C

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Bank	Check No	Amount	Date	Vendor	Type
35	40402771	350.07	01/10/22	489240 KENTS MARKET PL/TREMONTON	C
35	40402772	308.15	01/10/22	157371 STAPLES	C
35	40402773	58.70	01/12/22	1 RICKY HARRIS	C
35	40402774	94.65	01/12/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402775	346.33	01/12/22	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402776	55.00	01/20/22	1 KEELY SIDWELL	C
35	40402777	50.00	01/20/22	1 SERENA SPOTTEN	C
35	40402778	615.71	01/20/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402780	51.29	01/26/22	1 CHANNING POPPLETON	C
35	40402781	54.38	01/26/22	1 CHRISTINE SNOW	C
35	40402782	55.00	01/26/22	1 MARISOL MARTINEZ	C
35	40402783	22.91	01/26/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402784	27.49	01/26/22	999140 BANK OF UTAH	C
35	40402785	207.99	01/26/22	109248 J W PEPPER MUSIC	C
35	40402786	12.02	01/26/22	157371 STAPLES	C
<b>Total Bank No 35</b>		<b>9,888.91</b>			
36	40803699	17.20	01/06/22	1 JARED BRIGGS	C
36	40803700	145.08	01/06/22	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803701	99.90	01/06/22	158220 COVER UP	C
36	40803702	80.00	01/06/22	106202 JOHN FINDLAY	C
36	40803703	67.41	01/06/22	286060 FLINN SCIENTIFIC	C
36	40803704	340.00	01/06/22	109248 J W PEPPER MUSIC	C
36	40803705	308.00	01/06/22	49948 JAKIMELIS BAKERY	C
36	40803706	5.10	01/06/22	633340 OFFICE DEPOT	C
36	40803707	43.81	01/06/22	10731 SMITH'S CUSTOMER CHARGES	C
36	40803708	50.00	01/06/22	7528 UMEA	C
36	40803709	88.37	01/13/22	1 ASHLEY WHITAKER	C
36	40803710	59.94	01/13/22	1 DENISE WHITNEY	C
36	40803711	47.04	01/13/22	1643 ALLENS CERAMICS	C
36	40803712	40.88	01/13/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40803713	2,012.00	01/13/22	104338 BOX ELDER HIGH SCHOOL	C
36	40803714	158.09	01/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803715	460.00	01/13/22	27383 UTAH RESTAURANT ASSOCIATION	C
36	40803716	351.65	01/13/22	5908 WALMART COMMUNITY	C
36	40803717	1,404.98	01/20/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40803718	1,500.00	01/20/22	26344 FAMILY FUN CENTER	C
36	40803719	300.46	01/20/22	489250 KENTS MARKET PL/BRIGHAM	C
36	40803720	95.94	01/20/22	7099 LD PRODUCTS	C
36	40803721	123.96	01/20/22	33430 LEADING EDGE LAMINATING	C
36	40803722	735.65	01/20/22	543168 MADDOX RANCH HOUSE	C
36	40803723	473.71	01/20/22	35955 PROMO PLUS	C
36	40803724	11.60	01/20/22	822122 SUMMERHAYS MUSIC CENTER	C
36	40803725	55.00	01/26/22	1 NAOMI HAIGH	C
36	40803726	880.17	01/26/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40803727	250.00	01/26/22	59099 HAZEL D ARCHIBALD	C
36	40803728	759.60	01/26/22	158220 COVER UP	C
36	40803729	100.00	01/26/22	7609 UTAH FBLA-PBL	C
36	40803730	480.00	01/26/22	109476 UTAH FCCLA	C
36	40803731	754.87	01/26/22	5908 WALMART COMMUNITY	C
<b>Total Bank No 36</b>		<b>12,300.41</b>			
37	70411504	-26.98	01/05/22	85738 BEAR RIVER HIGH SCHOOL	CV
37	70411659	80.90	01/04/22	1 LAURIE ZELLERS	C
37	70411660	80.90	01/04/22	1 LYNSI SMITH	C
37	70411661	88.18	01/04/22	1 RACHEL TEMPLE	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70411662	97.60	01/04/22	361 BEAR RIVER VALLEY HOSPITAL	C
37	70411663	80.90	01/04/22	104338 BOX ELDER HIGH SCHOOL	C
37	70411664	550.00	01/04/22	104338 BOX ELDER HIGH SCHOOL	C
37	70411665	47.50	01/04/22	286060 FLINN SCIENTIFIC	C
37	70411666	588.83	01/04/22	4790 HOME DEPOT CREDIT SERVICE	C
37	70411667	19.68	01/04/22	100550 JOSTENS INC	C
37	70411668	400.00	01/04/22	11924 MOUNTAIN CREST HIGH SCHOOL	C
37	70411669	65.98	01/04/22	4960 OLD GRIST MILL BREAD	C
37	70411670	3,648.73	01/04/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70411671	327.74	01/04/22	7439 SUNRISE ENVIRONMENTAL	C
37	70411672	35.00	01/04/22	110914 SUPERIOR WATER AND AIR INC	C
37	70411673	335.20	01/04/22	6149 THE LOGO SHOP	C
37	70411674	411.56	01/04/22	16535 VEX ROBOTICS	C
37	70411675	843.17	01/04/22	27812 WEISSMAN'S THEATRICAL SUPPLY	C
37	70411676	199.00	01/06/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70411677	800.00	01/06/22	58556 BB-BANDS	C
37	70411678	2,527.14	01/06/22	45500 BOX ELDER SCHOOL DISTRICT	C
37	70411679	261.36	01/06/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411680	5,274.07	01/06/22	31658 BSN SPORTS, LLC	C
37	70411681	413.18	01/06/22	327480 GREER'S HARDWARE	C
37	70411682	1,764.96	01/06/22	56200 HILTON GARDEN	C
37	70411683	146.34	01/06/22	5916 PITNEY BOWES	C
37	70411684	729.00	01/06/22	25674 STUDIO R MEDIA	C
37	70411685	113.52	01/06/22	56502 TOWNEPLACE SUITES BY MARRIOTT	C
37	70411686	83.98	01/06/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70411687	1,751.50	01/07/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411688	122.43	01/07/22	56200 HILTON GARDEN	C
37	70411689	121.53	01/11/22	1724 ACE HARDWARE TREMONTON	C
37	70411690	642.94	01/11/22	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
37	70411691	60.00	01/11/22	41998 BEAR RIVER FLORAL & GIFTS	C
37	70411692	849.10	01/11/22	108563 BEST WESTERN PLUS ABBEY INN	C
37	70411693	1,609.00	01/11/22	16209 CAST IRON CATERING COMPANY	C
37	70411694	1,250.00	01/11/22	49840 COPPER NICKEL EVENTS LLC	C
37	70411694	-1,250.00	01/27/22	49840 COPPER NICKEL EVENTS LLC	CV
37	70411695	300.00	01/11/22	102017 FARMINGTON HIGH SCHOOL	C
37	70411696	576.00	01/11/22	38644 GREEN CANYON HIGH SCHOOL	C
37	70411697	704.00	01/11/22	43893 ISTITCH	C
37	70411698	300.00	01/11/22	13706 METTLE WRESTLING	C
37	70411699	57.70	01/11/22	7161 MILLER GAS CO, INC	C
37	70411700	870.00	01/11/22	10804 MUSIC THEATRE INTERNATIONAL	C
37	70411701	150.00	01/11/22	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70411702	30,000.00	01/11/22	58084 SAUNDERS TOURS	C
37	70411703	52.55	01/11/22	29408 SHARON SMOOT	C
37	70411704	3,273.82	01/11/22	157371 STAPLES	C
37	70411705	35.00	01/11/22	110914 SUPERIOR WATER AND AIR INC	C
37	70411706	2,175.00	01/11/22	53961 THE VATA PROJECT LLC	C
37	70411707	150.00	01/11/22	18392 USA WRESTLING UTAH	C
37	70411708	77.67	01/13/22	1 ANDREA STRINGHAM	C
37	70411709	77.67	01/13/22	1 COURTNEY HOOK	C
37	70411710	71.76	01/13/22	1 DAN CHAPMAN	C
37	70411711	901.01	01/13/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70411712	19,055.30	01/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411713	13,627.36	01/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411714	117.60	01/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411715	193.00	01/13/22	3271 CANON SOLUTIONS AMERICA	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70411716	1,104.00	01/13/22	37672 EWELL EDUCATIONAL SERVICES INC	C
37	70411717	359.40	01/13/22	361 BEAR RIVER VALLEY HOSPITAL	C
37	70411718	2,490.27	01/13/22	489240 KENTS MARKET PL/TREMONTON	C
37	70411719	10,800.00	01/13/22	58084 SAUNDERS TOURS	C
37	70411720	1,896.30	01/14/22	59005 RADISSON HOTEL SALT LAKE CITY DOWNTOWN	C
37	70411721	80.00	01/18/22	1 KELSEY HODGE	C
37	70411722	230.00	01/18/22	40363 CIO MEDICAL SERVICES	C
37	70411723	550.00	01/18/22	36510 RIDGELINE HIGH SCHOOL	C
37	70411724	100.00	01/18/22	58220 RUN IT GREEN L.L.C.	C
37	70411725	2,799.04	01/20/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70411726	1,287.94	01/20/22	45500 BOX ELDER SCHOOL DISTRICT	C
37	70411727	75.36	01/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411728	13,857.76	01/20/22	31658 BSN SPORTS	C
37	70411729	2,560.37	01/20/22	1627 DOMINO'S PIZZA / TREMONTON	C
37	70411730	1,249.64	01/20/22	109248 J W PEPPER MUSIC	C
37	70411731	50.00	01/20/22	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70411732	100.00	01/20/22	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
37	70411733	47.87	01/20/22	109804 WARD'S NATURAL SCIENCE	C
37	70411734	75.93	01/25/22	1 PAMELA SNOOK	C
37	70411735	195.00	01/25/22	1 RITE OF PASSAGE	C
37	70411736	110.00	01/25/22	48585 AMERICAN REFRIGERATION LLC	C
37	70411737	15.00	01/25/22	158220 COVER UP	C
37	70411738	120.00	01/25/22	27839 HI-POD INC	C
37	70411739	490.20	01/25/22	3263 IMAGE MATTERS	C
37	70411740	805.60	01/25/22	51187 METALMART INC.	C
37	70411741	550.00	01/25/22	13706 METTLE WRESTLING	C
37	70411742	130.00	01/25/22	59110 ROCKWELL TIME	C
37	70411743	846.00	01/25/22	48194 SARANONI	C
37	70411744	273.75	01/25/22	58831 SIRCHIE ACQUISITION COMPANY LLC	C
37	70411745	30.00	01/25/22	17450 UHSSCA	C
37	70411746	762.50	01/25/22	892964 UTAH STATE TAX COMMISSION	C
37	70411747	391.10	01/25/22	16535 VEX ROBOTICS	C
37	70411748	100.00	01/27/22	1 SCOTT TOLBOE	C
37	70411749	300.00	01/27/22	1 SHARON IVERSON	C
37	70411750	818.51	01/27/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70411751	215.00	01/27/22	56340 IMAGINE IT VINYL	C
37	70411752	1,806.75	01/27/22	105995 MAXON	C
37	70411753	360.00	01/27/22	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70411754	188.00	01/27/22	48194 SARANONI	C
37	70411755	45.00	01/27/22	29408 SHARON SMOOT	C
37	70411756	554.40	01/27/22	5908 WALMART COMMUNITY	C
<b>Total Bank No 37</b>		<b>146,730.07</b>			
38	70811241	-162.79	01/06/22	106297 CROWN TROPHY	CV
38	70811421	-88.18	01/20/22	1 LORNA ROMRIELL	CV
38	70811457	6,666.87	01/03/22	6157 ARES SPORTSWEAR	C
38	70811458	33.00	01/03/22	106055 BLICK ART MATERIALS	C
38	70811459	1,530.00	01/03/22	16314 HOSA-FUTURE HEALTH PROFESSIONALS	C
38	70811460	6,240.87	01/03/22	45047 MARINE TOYS FOR TOTS FOUNDATION	C
38	70811461	1,496.56	01/03/22	111790 SUNSTONE POTTERY	C
38	70811462	293.00	01/03/22	47686 TNT ENGRAVING	C
38	70811463	67.97	01/06/22	1 LARISA BOWCUTT	C
38	70811464	146.01	01/06/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811465	91.94	01/06/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811466	3,597.50	01/06/22	104321 BOX ELDER SCHOOL DISTRICT	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70811467	100.00	01/06/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811468	5,950.08	01/06/22	31658 BSN SPORTS	C
38	70811469	1,805.12	01/06/22	44768 COMFORT INN & SUITES WOODS CROSS	C
38	70811470	162.79	01/06/22	106297 CROWN TROPHY	C
38	70811471	107.00	01/06/22	16845 MFAC LLC	C
38	70811472	1,500.00	01/06/22	55026 MURDOCK PRODUCTIONS LLC	C
38	70811473	78.50	01/06/22	4910 NATIONAL FFA ORGANIZATION	C
38	70811474	12.77	01/06/22	4995 PRECISION PARTS CO	C
38	70811475	664.95	01/06/22	5045 RSM FOOD SERVICE	C
38	70811476	874.42	01/06/22	10731 SMITH'S CUSTOMER CHARGES	C
38	70811477	500.00	01/06/22	21334 SOUTH DAVIS RECREATIONAL CENTER	C
38	70811478	50.00	01/06/22	18392 USA WRESTLING UTAH	C
38	70811479	80.09	01/11/22	1 LONI CAIN	C
38	70811480	2,799.96	01/11/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70811481	150.00	01/11/22	58939 EMMA ASHCROFT	C
38	70811482	6,880.67	01/11/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811483	80.00	01/11/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811484	317.58	01/11/22	58904 FLOSPORTS, INC	C
38	70811485	1,050.00	01/11/22	13420 HUDL	C
38	70811486	161.90	01/11/22	109248 J W PEPPER MUSIC	C
38	70811487	532.00	01/11/22	698980 PEPSI-COLA OF OGDEN	C
38	70811488	243.33	01/11/22	21539 PREMIER FOODS	C
38	70811489	400.00	01/11/22	58882 IAN REEDER	C
38	70811490	54.98	01/11/22	110975 RIDDELL ALL AMERICAN SPORTS	C
38	70811491	714.15	01/11/22	58386 ROCKY MOUNTAIN DRILL INVITATIONAL	C
38	70811492	32.34	01/11/22	5223 SWIRE COCA-COLA	C
38	70811493	251.10	01/11/22	830461 TACO TIME/BRIGHAM	C
38	70811494	3,599.00	01/11/22	53961 THE VATA PROJECT LLC	C
38	70811495	88.18	01/20/22	1 BANESSA ROMRIELL	C
38	70811496	68.97	01/20/22	1 KAREN MENLOVE	C
38	70811497	122.64	01/20/22	1 MARIA RUBIO	C
38	70811498	48.39	01/20/22	1 NICOLE LOWRY	C
38	70811499	14.07	01/20/22	112046 ACE HARDWARE - BRIGHAM	C
38	70811500	15.00	01/20/22	104348 BOX ELDER MIDDLE SCHOOL	C
38	70811501	20.00	01/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811502	199.00	01/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811503	1,777.06	01/20/22	31658 BSN SPORTS	C
38	70811504	254.79	01/20/22	31658 BSN SPORTS, LLC	C
38	70811505	900.00	01/20/22	59030 CALIFORNIA WONDERS CHARTERS	C
38	70811506	180.00	01/20/22	19178 CHEAPERTHANSHIRT	C
38	70811507	440.00	01/20/22	40363 CIO MEDICAL SERVICES	C
38	70811508	1,593.30	01/20/22	50911 FAIRFIELD INN & SUITES BY MARRIOTT	C
38	70811509	200.00	01/20/22	28991 FAMILY CAREER & COMMUNITY LEADERS	C
38	70811510	150.00	01/20/22	32093 ELLIE ROSE HADFIELD	C
38	70811511	102.50	01/20/22	4812 IDLE ISLE CAFE	C
38	70811512	567.79	01/20/22	103961 INTERMOUNTAIN WOOD PRODUCTS	C
38	70811513	1,415.00	01/20/22	4839 INTSEL STEEL WEST LLC	C
38	70811514	32.50	01/20/22	109248 J W PEPPER MUSIC	C
38	70811515	1,425.00	01/20/22	489250 KENTS MARKET PL/BRIGHAM	C
38	70811516	462.91	01/20/22	489250 KENTS MARKET PL/BRIGHAM	C
38	70811517	162.32	01/20/22	25119 SIZZLING CAESARS, LLC	C
38	70811518	25.00	01/20/22	6017 NELSEN SHEET METAL	C
38	70811519	507.25	01/20/22	4936 TEXTRAIL TRAILER PARTS	C
38	70811520	1,010.40	01/20/22	633340 OFFICE DEPOT	C
38	70811521	785.52	01/20/22	8184 KIM PETERSON	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70811522	510.00	01/20/22	8303 SKY VIEW HIGH SCHOOL	C
38	70811523	2,310.00	01/20/22	109177 STATE OF UTAH	C
38	70811524	1,993.68	01/20/22	5908 WALMART COMMUNITY	C
38	70811525	608.00	01/20/22	34568 X-GRAIN SPORTS	C
38	70811526	13,978.11	01/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811527	4,959.86	01/20/22	36935 UTAH'S BEST VACATION RENTALS	C
38	70811528	61.18	01/25/22	1 JENNIFER WADMAN	C
38	70811529	36.09	01/25/22	1 TARA YEATES	C
38	70811530	2,883.96	01/25/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70811531	20.00	01/25/22	104348 BOX ELDER MIDDLE SCHOOL	C
38	70811532	82.88	01/25/22	489250 KENTS MARKET PL/BRIGHAM	C
38	70811533	570.00	01/25/22	19615 SKYLINE HIGH SCHOOL	C
38	70811534	22.99	01/25/22	157371 STAPLES	C
38	70811535	60.00	01/25/22	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70811536	135.00	01/25/22	7536 UNIVERSAL ATHLETICS,LLC	C
38	70811537	425.00	01/25/22	891181 UTAH STATE UNIVERSITY	C
38	70811538	206.24	01/25/22	891181 UTAH STATE UNIVERSITY	C
38	70811539	614.97	01/25/22	109804 WARD'S NATURAL SCIENCE	C
38	70811540	63.79	01/25/22	32824 YES PRINT COPY N MORE, LLC	C
38	70811541	59.22	01/27/22	1 JOSEPH PADILLA	C
38	70811542	46.01	01/27/22	1 KIMBERLY SMITH	C
38	70811543	67.96	01/27/22	1 MEGAN WINDER	C
38	70811544	256.50	01/27/22	58211 ARTS PEOPLE	C
38	70811545	5,537.35	01/27/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811546	145.93	01/27/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811547	2,863.34	01/27/22	158220 COVER UP	C
38	70811548	5,122.86	01/27/22	59153 RESIDENCE INN BAKERSFILED NORTH AIRPORT	C
38	70811548	-5,122.86	01/27/22	59153 RESIDENCE INN BAKERSFILED NORTH AIRPORT	CV
38	70811549	239.59	01/27/22	4790 HOME DEPOT CREDIT SERVICE	C
38	70811550	12.50	01/27/22	109248 J W PEPPER MUSIC	C
38	70811551	1,948.05	01/27/22	59161 MEDIEVAL TIMES USA	C
38	70811552	128.78	01/27/22	633340 OFFICE DEPOT	C
38	70811553	2,000.00	01/27/22	34657 THE RUSH FUNPLEX	C
38	70811554	200.00	01/27/22	59170 CADEN THOMAS	C
38	70811555	32.91	01/27/22	891181 UTAH STATE UNIVERSITY	C
38	70811556	1,697.95	01/27/22	36935 UTAH'S BEST VACATION RENTALS	C
38	70811557	5,122.86	01/27/22	59153 FAIRFIELD INN & SUITES BY MARRIOTT	C
<b>Total Bank No 38</b>		<b>111,533.77</b>			
39	77800526	478.17	01/04/22	104321 BOX ELDER SCHOOL DISTRICT	C
39	77800527	417.09	01/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 39</b>		<b>895.26</b>			

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Bank	Check No	Amount	Date	Vendor	Type
				Total Manual Checks	2,617,374.16
				Total Computer Checks	3,817,840.15
				Total ACH Checks	566,598.25
				Total Other Checks	.00
				Total Electronic Checks	.00
				Total Computer Voids	-6,758.52
				Total Manual Voids	.00
				Total ACH Voids	.00
				Total Other Voids	.00
				Total Electronic Voids	.00
				<b>Grand Total</b>	<b>6,995,054.04</b>
				<b>Number of Checks</b>	<b>725</b>

Batch Yr	Batch No	Amount
22	000462	4,286.60
22	000550	-50.00
22	000860	-162.79
22	001030	-26.98
22	001141	15,070.68
22	001221	37,706.77
22	001270	238,613.83
22	001314	-88.18
22	001351	108,266.94
22	001358	-57.71
22	001384	193,057.86
22	001385	80,296.84
22	001386	18,963.84
22	001387	146,379.03
22	001388	13,157.90
22	001389	49.85
22	001391	416.12
22	001394	400.00
22	001395	16,260.30
22	001399	3,898.76
22	001406	7,701.87
22	001408	478.17
22	001414	15,709.05
22	001416	12,228.57
22	001420	1,156.50
22	001424	83.98
22	001426	1,873.93
22	001427	156,237.91
22	001428	58,296.24
22	001429	28,055.43
22	001430	75,245.17
22	001431	1,222,598.70
22	001432	17,738.88
22	001433	274.90
22	001434	662.04
22	001446	4,388.68
22	001451	17,347.10
22	001453	3,994.93
22	001455	41,926.64
22	001457	464.23
22	001460	24.96
22	001467	4,340.42
22	001473	499.68
22	001480	3,217.97
22	001487	48,875.04

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				<b>Batch Yr</b>	<b>Batch No</b>	<b>Amount</b>
				22	001489	189.46
				22	001490	708.35
				22	001492	1,488.63
				22	001494	1,896.30
				22	001502	2,866.63
				22	001503	960.00
				22	001505	1,967.21
				22	001507	17,989.27
				22	001509	720.71
				22	001511	249.89
				22	001513	4,646.30
				22	001514	13,978.11
				22	001516	1,917.61
				22	001519	4,959.86
				22	001522	2,318.89
				22	001523	22,027.98
				22	001527	417.09
				22	001529	1,395.56
				22	001535	125.82
				22	001536	185,029.37
				22	001537	102,588.45
				22	001538	26,015.31
				22	001539	190,337.80
				22	001540	44,751.95
				22	001541	393.75
				22	001543	111.94
				22	001544	824.92
				22	001545	95.00
				22	001546	248.14
				22	001547	186.60
				22	001550	4,795.08
				22	001551	100,902.87
				22	001554	5,182.10
				22	001562	7.73
				22	001563	431.08
				22	001565	3,279.64
				22	001567	3,612,546.60
				22	001568	1,478.73
				22	001572	15,236.09
				22	001573	100.00
				22	001574	4,387.66
				22	001576	459.65
				22	001579	5,122.86
				22	001584	1,100.81
				22	001587	4,009.62
				22	001588	200.00
				22	001591	143.74
				22	001592	17.58
				22	001593	107.15
				22	001606	4,277.50

For February 9, 2022 Board Meeting

**Leaving the District**

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
Sunrise	Craig Long	Science Teacher	Retiring
BEMS	Kirk Hansen	Head Custodian	Resigned
BEHS	Kevin Harris	ED Para	Resigned
Transportation	Linda Hawkes	Bus Driver	Resigned

**New Hires**

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Replacing</i>
BEMS	SherRee Jacklin	Art Teacher	Temp for remainder of 21-22 school year
North Park	Misty Stuart	4th Grade Teacher	Temp for remainder of 21-22 school year
BRHS	Kirstin Cahoon	Counselor	Temp for remainder of 21-22 school year
Discovery	Kellie Berg	Functional Skills Para	
Transportation	Gaile Bingham	Bus Driver	
Sunrise	Jessica Grant	Instructional Para/Mentor	
Foothill	Veronica Holland	Resource Para	
ACYI	Jerika Isaacson	Instructional Para	
North Park	Noah Merrell	Custodian	
Mountain View	Kathrina Nelson	Functional Skills Para	
Foothill	Karen Stevenson	Resource Para	
Discovery	Marc Van Pelt	Resource Para	
BEHS	Baylee Williams	Functional Skills Para	

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## Suggestions for Future Board Meetings

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### **March 9, 2022 – (tentative)**

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

### **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 BESPAs – 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

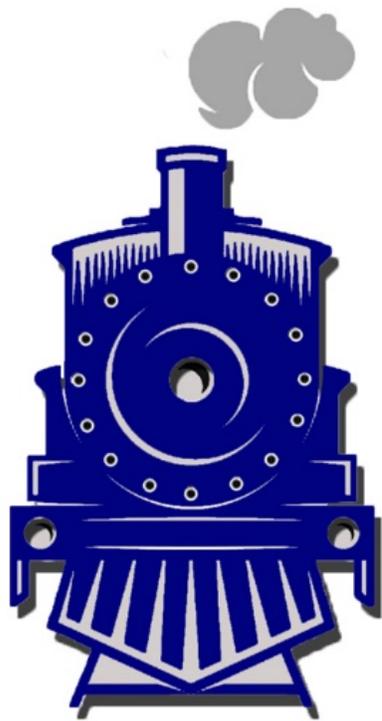
**December 14, 2022 – *(tentative)***

- 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

# Box Elder School District Board of Education Handbook Table of Contents

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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)