



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Wednesday, August 10, 2022

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

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

A. Work Session - 5:00 p.m.

1. Tour Golden Spike Elementary School - meet at Golden Spike

B. Administrative - 6:30 p.m.

1. Call to Order

President Julie Taylor

2. Reverence

Steve Carlsen, Superintendent

3. Flag Salute/Pledge of Allegiance

Connie Archibald, Board Member

4. Recognitions

Wade Hyde, Board Member

- a. Shaylyn Ekins, Principal at Golden Spike Elementary
- b. Dax Sederholm, Assistant Principal at Golden Spike Elementary
- c. David Blake, Ed Tech and APPEL Coordinator
- d. BRHS Baseball Team and Coaches

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. Information Items - 7:00 p.m.

1. TSSA Plan Review

Heidi Jo West and Gary Allen, Assistant Superintendents of Teaching & Learning

2. Monthly Financial Report

David Roberts, Business Administrator

3. Board Committee Reports

F. Policy Review - 7:15 p.m.

1. First Reading

- a. Policy 2220 Transportation - Per Diem and Travel Allowances

G. Consent Items 7:20 p.m.

1. Minutes

2. Claims

3. Personnel

4. 150 Mile Trip Requests

H. Suggestions for Future Board Meetings 7:25 p.m.

I. Upcoming Events

1. USBA Pre-Delegate Workshop and Delegate Assembly
August 26-27, 2022
2. School Begins Monday, August 29, 2022

J. Closed Meeting to Discuss Property and Personnel - 7:30 p.m.

David Roberts, Business Administrator

3

39

47

48

51

60

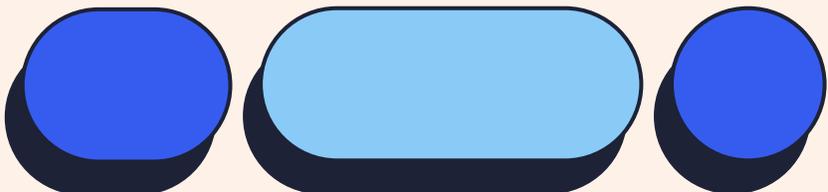
61

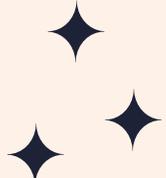
62

K. **Board Handbook**

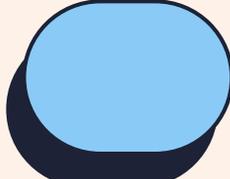
L. **Adjournment 8:00 p.m.**

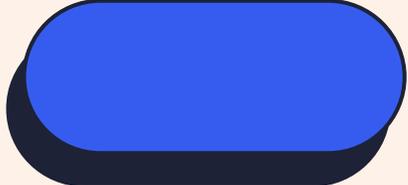
The next meeting of the Board of Education will be held on Wednesday, September 14, 2022, with a Work Session at 5:30 and a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.





TSSA Plan Report Elementary Schools

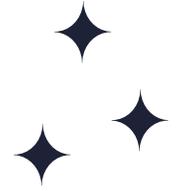




2021-2022

W
E
L
C
O
M
E

Century



Goal #1

The goal is to increase the number of kindergarten students reading at the end of the year as measured by Acadience end of year assessment, and benchmark assessments. The following goals have been set for kindergarten; BE-PAST, 95 % of the students will pass all 15 skills by the end of the school year. BEPA, 75% of the students will pass off Skills 1-3 by the end of the year, Acadience 75% of the students will be on benchmark by the end of the year. Century Elementary will be extending the day for all kindergarten students who are not in full day by 30 minutes. This will be accomplished with the extended reading para time, paid for with the funds allocated to this goal.

Report

Kindergarten 21-22 Goals:

BEPAST: 93% of students passed all 15 skills. Did not make goal of 95%.

BEPA: 25% of students passed skills 1-3. Did not make goal of 75%.

ACADIENCE: 88% of students were at benchmark. Made goal of 75%.

Updated 7/7/2022

Century

Goal #2

K-5 Students at Century will demonstrate an increase in growth on the Acadience Pathways to Progress report BOY to EOY. K-3 is to have an 8% increase on Acadience Pathway to Progress Report. 4-5 is to have a 5% increase on Acadience Pathway to Progress Report.

21-22 Acadience Pathways of Progress MOY-EOY:

K-3 GOAL: 8% increase

Kinder: 70-79%. 9% increase. Met goal

First: 43-49%. 6% increase. Did not meet goal

Second: 56-58%. 2% increase. Did not meet goal

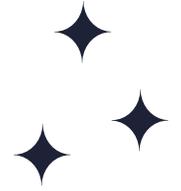
Third: 54-78%. 24% increase. Met goal

4-5th GOAL: 5% increase

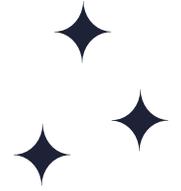
Fourth: 55-63%. 8% increase. Met goal

Fifth: 63-66%. 3% increase. Did not meet goal

Updated 7/7/2022



Discovery



Goal #1

Our goal is based on reading achievement. Our goal is two parts. First is our Acadience score: Our goal is the following percentages of students reading on grade level:

Kindergarten: 90%

First Grade: 80%

Second Grade: 82%

Third Grade: 85%

Fourth Grade: 87%

Fifth Grade: 87%

Our overall goal as a school is 85%.

The second part of our reading goal addresses BEPAST and BEPA skills. The goal is for at least 90% of kindergarten students to achieve mastery on the BEPAST skills by the end of the school year. For first graders, the goal is 90% of students to achieve mastery of BEPA skills 1-5 by the end of the school year. For second graders, the goal is for 90% of all students to achieve mastery of BEPA skills 6-10 by the end of the school year. For third graders, the goal is for 90% of students to achieve mastery of BEPA skills 11-15 by the end of the school year.

Report

Kindergarten: 90%, actual 90%

First Grade: 80%, actual 55%

Second Grade: 82%, actual 68%

Third Grade: 85%, actual 78%

Fourth Grade: 87%, actual 83%

Fifth Grade: 87%, actual 78%

Our overall goal as a school is 85%, actual is 75%.

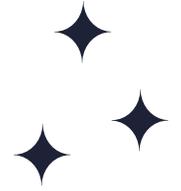
For the upcoming year, we need to look at POP, in particular K-3.

For BEPAST we did not meet our goal. Our goal was 90% and we achieved 87%.

For BEPA, we did not meet our goal for any grade.

Updated 7/6/2022

Fielding



Goal #1

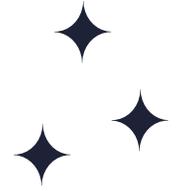
Last year, 71% of our students were proficient on the Box Elder Learning Math Standards for trimesters 1 and 2. This year our goal was to be at 75% proficient on math benchmarks.

We did not meet our math goal this year. We had 72% of our students at benchmark for trimesters 1 and 2.

Report

	Trimester 1	Trimester 2
Kindergarten	89.8%	94.95%
First Grade	90.53%	93.75%
Second Grade	65.82%	64.63%
Third Grade	83.87%	74.19%
Fourth Grade	50.77%	56.67%
Fifth Grade	42.68%	55.29%
Total percentage of students at benchmark	72%	

Fielding



Goal #2

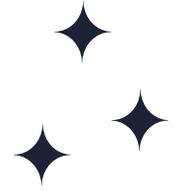
In 2021, 63% of students at Fielding Elementary were typical or above progress on the accuracy portion of the End of Year Acadience Reading Assessment. In 2022 we want to increase this to 68% of our students typical or above progress on the accuracy portion of the Acadience Reading Assessment.

Report

Grade Level	Accuracy Score
First Grade	54%
Second Grade	71%
Third Grade	80%
Fourth Grade	68%
Fifth Grade	72%

Summary: We had 69% of our students typical or above progress on the accuracy portion of the End of Year Acadience Reading Assessment.

Foothill



Goal #1

Language Arts: We will increase all students' proficiency in Language Arts. We will accomplish this by having: 100% of our students in Kinder-5th at core on the Acadience Composite score by May 2021; or make typical (3-star) progress on the pathways to progress report on Acadience. Skills students will master: BPAST for Kindergarten = 100% of students will have 90% of their skills mastered. 1st Grade - 5th grade will have 100% mastery on the BEPA (phonics test). 1st Grade to skill 5 2nd to skill 10 3rd-5th to skill 15c. This Goal will be accomplished by May 15th 2021.

Report

At the end of the year, all students were tested using the Acadience assessment. Only 78% of the students made typical or above growth.

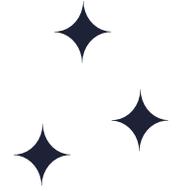
Here are the results:

K= 64% at or above typical growth
1st= 71% at or above typical growth
2nd= 84% at or above typical growth
3rd=91% at or above typical growth
4th=89% at or above typical growth
5th=71% at or above typical growth

We did not meet our goal of 100% of students at core level or typical or above growth.

We also did reach our goal on the BEPA and BEPAST assessments. Over 90% of students achieved proficiency on those assessments in grades K-3

Garland



Goal #1

Our goal is based on reading achievement. Our goal is in two parts. First is our Acadience/Dibels score: Our goal is to have the following percentages of students read on grade level according to the end of year acadience composite score: Kindergarten: 90% First Grade: 80% Second Grade: 82% Third Grade: 85% Fourth Grade: 87% Fifth Grade: 87%. Overall goal for the school is 85%. The second part of our reading goal addresses BEPAST and BEPA skills. The goal is for at least 90% of kindergarten students to achieve mastery on the BEPAST skills by the end of the school year. For first graders, the goal is for 90% of students to achieve mastery on BEPA skills 1-5 by the end of the school year. For second graders, the goal is for 90% of all students to achieve mastery on BEPA skills 6-10 by the end of the school year. For third graders, the goal is for 90% of students to achieve mastery on BEPA skills 11-15 by the end of the school year.

Report

Final Report

At the end of the school year, all of our students were tested using the Acadience assessment. Here are the results we achieved:

K 85%

1st 59%

2nd 77%

3rd 79%

4th 85%

5th 88%

We did not meet our goal.

We also did reach our goal on the BEPA and BEPAST assessments. Over 90% of students achieved proficiency on those assessments in grades K-3

Garland

Goal #1

Improve the student achievement of our tier 3 students. We are forming an intervention committee as well as a new tier 3 classroom. This committee will identify and monitor the progress of our students who are designated tier 3. Our tier 3 classroom/program will address only math and reading skills. The goal is to have each student that enters the tier 3 program to receive reading help, make at least one level of improvement in reading per the BOY and EOY Acadience composite scores. For example, to move from red to yellow. If they are identified and assigned to receive math services, the goal will be to have them advance and make adequate progress. At the beginning of the school year, all Garland students will be given a math skills screener that will be developed by the committee. The screener will be used to help identify students for the program. The screener will be administered at BOY, MOY and EOY. The screener will assess students on BELS skills from each prior grade level. As an example, a student in 3rd grade will take a test which includes BELS items from grades K-2. Adequate progress will be determined based on the needs of the individual student. Individual math goals will be set for that student, similar to an IEP for a SPED student. The tier 3 classroom will be run similar to a resource classroom. Two paras will be in the tier 3 classroom all day. They will be trained and supervised by the instructional coaches. They will be assigned to work with specific tier 3 students according to their needs.

Report

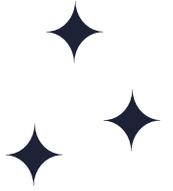
Final Report

This year was the first year we had tried this system. It became difficult to measure effectiveness of this goal because students entered and exited the program throughout the year.

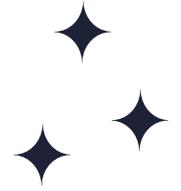
By definition, if a student exited, they were at grade level and were therefore, reaching the goal. Most students stayed in the program all year. While they did not reach grade level, most of them

Achieved excellent progress. It varied with the individual, of course. Many of them achieved significant progress. We learned a lot this year including how to track and monitor progress. What we did this year was not adequate as far progress monitoring. We plan to make some changes next year with that process.

We do have SIPPS data on all of the students who were in this program. I will not enter all of that here, but we have looked at it and noted areas of strength. The grade levels that were most consistent and left students in the longest got the best results.



Grouse Creek



Goal #1

30% of Grouse Creek students grades k-6 will maintain grade level benchmark on Acadience composite. Students not reaching the benchmark goal will demonstrate at least a 40 point gain on the Acadience composite score from the beginning of the 2021 year to the end of the school year in 2022. No students will decline.

Report

Final Report

At the end of the school year, all of our students were tested using the Acadience assessment. The results achieved:

K-6- 33% are at or above benchmark

K-6- 100% of students achieved at least a 40 point gain from BOY to EOY.

We met our goal.

8/8/22

Lake View

Goal #1

The 2020-2021 MOY report showed the following percent of typical progress on the Acadience Pathway to Progress Report (K-46%, 1st-72%, 2nd-59%, 3rd-55%, 4th-58%, 5th-63%). The goal is to increase to the following percent of typical progress on the Acadience Pathway to Progress Report for the 2021-2022 MOY Report (K-51%, 1st-76%, 2nd-63%, 3rd-59%, 4th-63%, 5th-68%).

Report

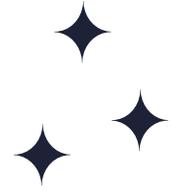
Lake View started the year with our BOY Composite scores coming in at 58%. We scored 59% at MOY and 62% for EOY. This showed an increase of 4% on Composite scores.

For Pathways of Progress, Lake View scored 62% for the MOY 21-22 Pathways of Progress. As a school average we missed our goal by 1.4%. As shown in the chart below: Kindergarten, 1st, and 3rd grades did not reach their goals, However 2nd, 4th, and 5th grades did reach their goals.

Lake View 21-22 BOY-MOY Pathways of Progress

	Well Above	Above	Typical	Below	Well Below	Total	MOY % Typical +	Goal	+/-
Kinder	10	18	16	23	23	90	48.9%	51.0%	-2.1%
1st	20	25	18	11	20	94	67.0%	76.0%	-9.0%
2nd	25	19	17	13	21	95	64.2%	63.0%	1.2%
3rd	18	14	13	30	18	93	48.4%	59.0%	-10.6%
4th	19	25	18	12	13	87	71.3%	63.0%	8.3%
5th	33	15	20	12	15	95	71.6%	68.0%	3.6%
						School	61.9%	63.3%	-1.4%

McKinley



Goal #1

McKinley Elementary will have an accuracy proficiency above 61% at the end of the school year including the results from 2nd-5th grades, or increase accuracy growth proficiency by 5% in each grade level 2nd-5th.

Report

In grades 2-5, at BOY, 47% of students were proficient in accuracy as measured by the Acadience reading assessment. EOY, 55% of students in 2nd-5th grade were proficient in accuracy.

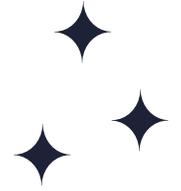
Accuracy growth proficiency by grade level:

	<u>BOY</u>	<u>EOY</u>	
2nd:	52%	49%	- decrease of 3%
3rd:	43%	60%	- increase of 17%
4th:	48%	54%	- increase of 6%
5th:	43%	47%	- increase of 4%

Neither part of the goal was met.

Updated 7/12/2022

Mountain View



Goal #1

We will increase the percentage of K-5 students, in each grade level, that demonstrate typical or above progress on the Acadience Pathways of Progress Report from B0Y to M0Y.

2022 M0Y Pathways of Progress Goal:

Kindergarten 85%

First grade 80%

Second grade 75%

Third grade 83%

Fourth grade 70%

Fifth grade 70%

Report

Final Report:

K Goal=94%, actual=91% not met yet

1 Goal=80%, actual 86% exceeded

2 Goal=75%, actual 76% exceeded

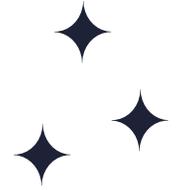
3 Goal=83%, actual 86% exceeded

4 Goal=70%, not met yet

5 Goal=70%, not met yet

Updated 7/7/22

North Park



Goal #1

80% of students at North Park Elementary will score at benchmark on their end of year Acadience reading proficiency assessment or achieve above typical or well above typical progress as measured by the pathways of progress report.

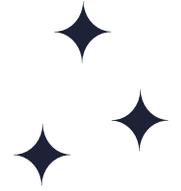
Report

In looking at the composite score, most grade-levels came in around 50% proficiency as assessed by the composite score of the beginning of the year Acadience assessment. The end of the year data is as follows, with most grade levels meeting or approaching the benchmark or pathways of progress goal. The following data reflects the percentage of students on grade level at the beginning of the year measure as well as the end of the year proficiency measure or making typical or above progress.

Kindergarten	B0Y Acadience 46%	E0Y Acadience 73% (Approaching)
1st Grade	B0Y Acadience 38%	E0Y Acadience 74% (Approaching)
2nd Grade	B0Y Acadience 67%	E0Y Acadience 80%* (Met)
3rd Grade	B0Y Acadience 54%	E0Y Acadience 79% (Approaching)
4th Grade	B0Y Acadience 53%	E0Y Acadience 58% (Not Yet Met)
5th Grade	B0Y Acadience 52%	E0Y Acadience 81%* (Met)

Updated 7/6/22

Park Valley



Goal #1

85% of Park Valley students grades k-6 will maintain grade level benchmark on Acadience composite.

Students not reaching the benchmark goal will demonstrate at least a 40 point gain on the Acadience composite score from the beginning of the 2021 year to the end of the school year in 2022.

Report

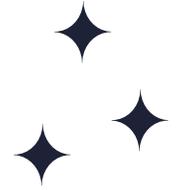
Grade.	BOY	MOY	EOY
K	3/4, 75%.	4/4, 100%.	3/4, -25%
1st	3/5, 60%	4/5, 80%	5/5, 100%
2nd	2/3, 66%.	2/3, 66%	2/3, 66%
3rd	1/2, 50%	1/2, 50%	1/2, 50%
4th	3/4, 75%	3/4, 75%	4/4, 100%
6th	2/2, 100%	2/2, 100%	2/2, 100%
School	14/20, 70%	16/20, 80%	17/20, 85%

School wide Growth BOY to EOY- 15%

Goal was MET- 85% of students k-6 met

100% of students k-6 met made at least a 40 point gain on composite BOY to EOY

Snowville



Goal #1

85% of the students will maintain or increase to benchmark using the Acadience Assessment. Students not reaching the benchmark goal will demonstrate at least a 30 point gain on the Acadience composite score from the BOY to MOY.

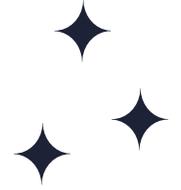
Report

Grade.	BOY.	MOY.	EOY	students making 40 point gain
K.	4/7, 57%.	6/7, 86%	7/8, 88%.	8/8, 100%
1ST.	2/3, 67%	3/3, 100%	3/3, 100%	3/3, 100%
2nd	2/5, 40%.	3/4, 75%.	2/3, 67%.	3/3, 100%
3rd.	4/6, 67%.	6/6, 100%.	6/6, 100%.	6/6, 100%
4th.	4/5, 80%.	5/6, 83%.	4/5, 80%.	4/5, 80%
5th	5/6, 83%.	3/5, 60%.	4/5, 80%.	5/5, 100%

School wide BOY students on or above benchmark 21/32, 66%. MOY students on or above benchmark 26/31, 84%. EOY students on or above benchmark 26/30, 87%. Goal was met! Students who made at least a 40 point gain from BOY to EOY 29/30, 97% Goal was not met.

Updated 8/8/22

Three Mile Creek



Goal #1

At mid year Acadience composite 2021, our school had 88% of students on level or show typical growth from BOY to MOY. For the 2021-2022 school year, our goal is: 92% of our students will be proficient, or show typical or above typical progress on the Acadience Assessment as a school.

Report

Overall, 88% of students met the goal. 2 grade levels were above and 2 were below.

2nd grade 83%

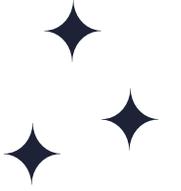
3rd grade 92%

4th grade 93%

5th grade 86%

Updated 7/6/22

Three Mile Creek



Goal #2

At mid year Math Assessments, our school had 74% of students on level or show typical growth from B0Y to M0Y. For the 2021-2022 School year, our goal is 77% of students will score proficient or meet student growth index on the HMH Math Growth measure.

Report

Overall, 88% of students met the goal. This exceeds our goal, with three of four grades meeting the minimum.

2nd grade 96%

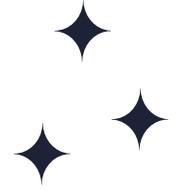
3rd grade 86%

4th grade 95%

5th grade 75%

Updated 7/6/22

Willard



Goal #1

By the end of the 2021-2022 school year, 85% of Willard kindergarteners will demonstrate mastery on the Kindergarten Box Elder Phonological Awareness Skills Test (BEPAST) and Skills 1 & 2 on the Box Elder Phonics Assessment (BEPA).

85% of Willard first graders will demonstrate mastery on first grade Box Elder Phonological Awareness Skills Test (BEPAST) and skills 1-5 on the Box Elder Phonics Assessment (BEPA).

Report

96% of Kindergarteners had the BEPAST skills mastered.

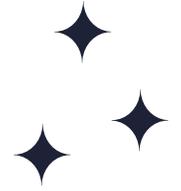
97% of Kindergarteners had the BEPA skills 1-2 mastered.

92% of 1st graders had the BEPAST skills mastered.

86% of 1st graders had BEPA skills 1-5 mastered.

Updated 7/6/22

Willard



Goal #2

By the end of the 2021-2022 school year, 85% of Willard kindergarten and first grade students will have passed off all of the grade level math BELS as measured by team common formative assessments.

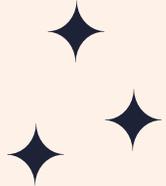
Report

100% of Kindergarteners had math BELS mastered.

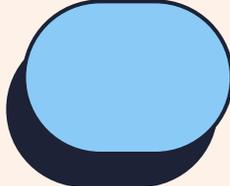
97% of 1st graders had math BELS mastered.

Updated 7/6/22



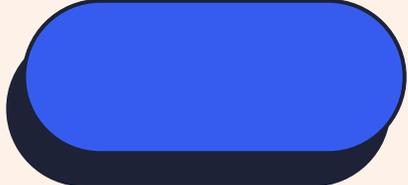


TSSA Plan Report Secondary Schools

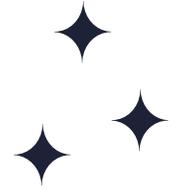




2021-2022



Bear River High



Goal #1

Bear River High School will purchase software licenses for our students and teachers to maximize our intervention time. We will hire an at-risk aid to support our teaching in working with our students that struggle to attend and engage in classroom expectations. This aid will work with parents, admin. and teachers to determine and support these at-risk students with needs that are determined for each student. To keep supporting learning environments we will purchase 7 projectors to replace old ones as well as purchase technology and equipment for the auditorium to better use this space as an oversized classroom and presentation room.

Updated 8/1/22

Report

Edficiency was purchased and used by staff and students to more effectively use our intervention time. Teachers can call students, students can refer themselves and set priority for random assignments during intervention time.

An at-risk aid was hired and worked with parents, teachers, counselors and admi. to help support our at-risk students to work towards graduation.

Projectors were purchased and auditorium was updated with new white screen and a projector to adequately accommodate that space.

Bear River High



Goal #2

At Bear River High School we will build teachers through Lunch and Learn opportunities and Breakfasts and Learns to provide ways to build connections, positivity, and other skills to support students. We will also encourage conference and training attendance outside of school to improve their effectiveness and skills. We will also hire an out-of-district coach to work with 7-8 of our PLC teams to better develop their CFAs, grading, and teaching capacities.

Updated 8/1/22

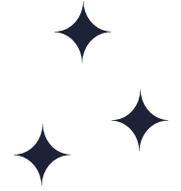
Report

Lunch and Learns/Breakfast and Learns were provided to help support teachers with connections, positivity, wellness, building stronger teacher teams, CFA development, Big 8 strategies and additional PLC components.

Multiple conferences and trainings were attended by teachers and teacher teams, substitutes were provided to allow learning opportunities and observations of master teachers. We have also planned to have 10 teachers attend the PLC institute in SLC this October.

The hired coach has worked wonders with the teams he has mentored and supported. He has been instrumental in their growth and now the development of our own instructional coach new for the 2022-23 school year.

Bear River Middle



Goal #1

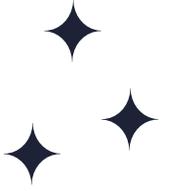
As shown by a diagnostic reading test given in the fall of 2020, many students reach middle school reading well below grade level. We will fund Language Live classes with an enrollment of no more than 20 students per section to target those students who need additional support in reading/language arts. **Our goal is that 85% of those students tested in spring of 2021 and found to be reading below grade level will be placed in this class.** There, they will be taught reading skills such as phonics, decoding, fluency and comprehension in addition to the regular language arts curriculum. Using this curriculum will help students increase their success not only in Language Arts but also in all other subject areas. We will measure success by having students demonstrate at least one year's growth in their lexile as measured by Reading Inventory given in May of 2022 and set at the 40th percentile. A special education teacher will be assigned to support or co-teach language live sections as needed. Students will be grouped according to skills and levels so that teachers can address their needs in a more effective manner.

Updated 8/8/22

Report

- Language Live classes were kept to under 20 students
- Approximately 95% of students below grade level were placed into a Language Live class
- Special Education teachers were assigned to team teach with an ELA teacher in our Language Live classes
- We had many different levels of Language Live classes taught, ensuring that students were placed in the appropriate class to meet their individual needs
- As far as the final assessment for reading inventory, and with the recent adoption of the MAPs assessment, we did not have a straight across comparison for assessment results
- In terms of the goal of having 85% of our below proficient readers placed into a class of 20 students or less, that goal was achieved.

Bear River Middle



Goal #2

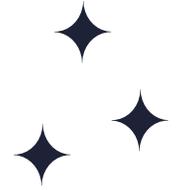
We will improve the quality of our student leadership, we will also increase how many students participate in leadership opportunities at the school level. Advisors will be needed for student council, Hope Squad, Governor's Youth Council (GYC), Latinos in Action (LIA), Gay Straight Alliance (GSA). Students will receive guidance to increase active participation in those areas. Students will be tasked with creating videos, planning assemblies, helping new students, providing examples of desired behaviors, etc. The products created by the student leadership groups will be used during advisory and other times to teach desired behaviors at school. Students will be able to work with their advisors, faculty, staff and administration to improve the culture of our school.

Updated 8/8/22

Report

The quality and quantity of student leadership with faculty advisors was on display throughout the school year. Multiple student groups (Student Council, Hope Squad, Latinos in Action, Governor's Youth Council) engaged in creating meaningful assemblies, tutoring younger students, and setting up fundraisers to support community members. Our Gay/Straight Alliance had a strong first year and provided support and safe places for some of our at risk and under supported students. All student groups had a robust team of advisors who provided support to all students in our school. I am not sure of the success of the goal with the 2021-22 school year being a transition in administration.

Harris Intermediate



Goal #1

SEL: Students will be able to name 3 coping strategies when stressed or anxious. Measured by pre (October) & Post-assessment (May)

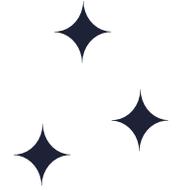
Report

96% of 6th graders and 95% of 7th graders could name 3 positive coping strategies according to the May post-assessment

This goal was achieved!

Updated 8/1/22

Harris Intermediate



Goal #2

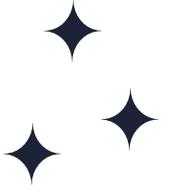
All students will make one years growth in Math as measured by the HMH growth Measure, from September to May 2022.

Report

80% of our 7th graders and 60% of our 6th graders made one years quantile growth goal according to the SMH math assessment given in May. This goal was not met yet.

Updated 8/1/22

Box Elder High



Goal #1

Box Elder High School will reduce the number of students who are credit deficit by 10% from August 2021 to June 2022.

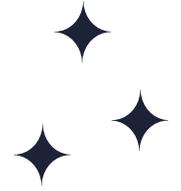
Report

Total off track:
Tri 1: 123
Tri 2: 22
Tri 3:

We have met our goal so far. When we get counselors back in the building this month. We will total up credits and get our last set of data. Summer school ends in August so we still have some students working on credit.

Updated 8/1/22

Box Elder High



Goal #2

Box Elder High School teachers will use SIOP and Big 8 teaching strategies to achieve an average of 85% or higher student engagement during the 2020-2021 school year. 80% of Box Elder High School teachers will have an average of 85% student engagement during classroom instruction.

Updated 7/1/21

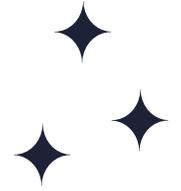
Report

2020-21

Total classroom observations: 29
Total number of students observed: 431
Total number of students engaged: 285
Overall School Total: 66%

We did not reach our goal this year. Because of the mask mandate, our teachers were keeping our students 6 feet away from each other during the beginning of the year. There was some concern about using group engagement strategies. We as administrators did not complete as many observations during the year as we would have liked to complete.

Box Elder Middle



Goal #1

All of our students will achieve 75% or better in each Essential Learning Standard, as measured by the Common Formative Assessments, in every content area. During this third year of our three year plan, we will see a 2% increase in proficiency based on the 17-18 results. The integration of Canvas and School City will be used to help obtain this goal.

Updated 8/3/22

Report

2021-2022 Reading Inventory Data

First test of year

Advanced:	42 students
Proficient:	359 students
Basic:	333 students
Below Basic:	305 students

Middle of year

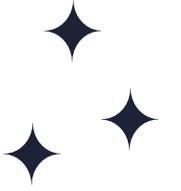
Advanced:	49 students
Proficient:	412 students
Basic:	314 students
Below Basic:	264 students

Math 1 BELS:

20-21 - 92.53%

21-22 - 93.28%

Box Elder Middle contd.



9th Grade ELA BELS

20-21 - 77.52%

21-22 - 81.37%

Earth Science

20-21 - 82.34%

21-22 - 84.97%

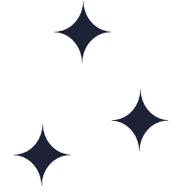
Geography

20-21 - 71.99%

21-22 - 71.89%

Updated 8/3/22

Young Intermediate



Goal #1

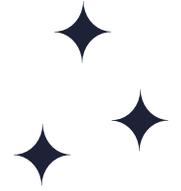
Goal 1- Additional Counseling Support for Students - ACYI will increase student access to counseling support by hiring an additional counselor to be a third member of the Counseling Team. The counselor will provide students with academic guidance and intervention, social-emotional support, crisis management, etc. The ultimate goal is to increase the number of students that receive counseling-level support and resources by 30% during the 2020-2021 school year when compared to data from the 2018-2019 school year.

Report

A Third Counselor has been on Staff since the 2019/2020 school year. This third counselor has reduced the student to counselor ratio from 560:1 to 370:1. The capacity to intervene with students has been increased by 50%. Counselors are able to present curriculum in student skills classrooms in the 6th grade and in CTE classrooms in the 7th grade.

Updated 8/1/22

Young Intermediate



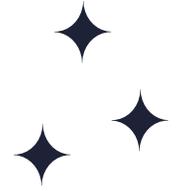
Goal #2

TSSA Goal 2: ACYI will continue with the implementation of a school wide behavior program that was started in the 2019-2020 school year. With the implementation, teachers will receive ongoing coaching and professional development for addressing student behavior in various settings as well as procedures for referral of students to receive additional behavioral support. There will be consistency throughout the school based on a schedule of skills to be taught. ACYI will continue with the PBIS model of RISE (Respect, Safety, Engagement) where students will learn and understand how each of those look and sound. ACYI will implement a schedule of adequate supervision in the common areas and hallways and address concerns with consistency. Staff members will have opportunities for classroom management and restorative discipline professional development and training in the Big 8 with classroom model teachers. Through the implementation of this type of behavioral support program, ACYI will reduce the number of negative office referrals by 20% through the 2021-2022 school year when compared to data from the 2019-2020 school year.

Report

This goal was met. We hired the behavior aides as planned which greatly improved the effectiveness of our school wide behavior plan. We distributed thousands of RISE cards and were able to reward students for positive behavior at a much higher level than before. We have been using Educator's Handbook to track behavior at ACYI for several years now and this year it was adopted by the district. Mid trimester and end of trimester reward activities were held to reward students for positive behavior, punctuality and work completion. Teachers were stationed throughout the hallways during class breaks to create a safer environment in the halls. Adult supervision of the bus lanes after school helped to keep all students safe. The goal of reducing negative referrals was not met, they actually increased by 9%. This is mitigated by the fact that 21% more of the staff used Educator's handbook in the 21/22 school year.

Young Intermediate



Goal #3

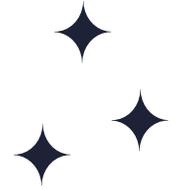
6th grade students in the students skills class will be using the Choice Magazine. The Choice magazine is the main resource tool (we do not have health textbooks) for Health and Digital Citizenship. The 6th grade Student Skills PLC will be using the Choice magazine as our common formative assessments and practices for Health and Digital Citizenship. The Choice magazine has articles on social-emotional learning, life skills, mental health, personal health and digital citizenship. The magazine provides engaging articles, which include practices on vocabulary, close reading questions, critical thinking questions and quizzes. The Choice magazine is an excellent tool to use with online learning (in Canvas).

Report

Due to price increases, the Choices magazine was not purchased and the funds were redistributed into the other 2 goals. This curriculum was replaced by presentations by the counselors in the 6th grade student skills and DLI classes classes.

Updated 8/1/22

Sunrise High



Goal #1

Our goal the past two years has stayed the same: To improve graduation rates by increasing the support for our incoming junior students. We will create two fully contained junior classrooms for all of our new juniors. These rooms will be capped at 15 students. Students in these classrooms will not rotate from class to class and will be supported by a full time para to provide intervention, increased contact with home, and smooth transitions between classes and teachers. **TSSA funds will help pay for one of the full time paras.** By providing more structure, consistency, and support we will increase the amount of credit being earned by our junior students. The increased credit will increase graduation rates and allow a greater number of students to take advantage of career opportunities.

Report

Graduation rates:

2019-20 38%

2020-21 58%

2021-22 Estimated at 65-68% based on our records, however the official rate from the state is not yet published.

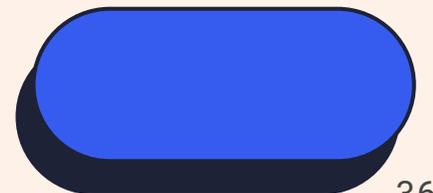
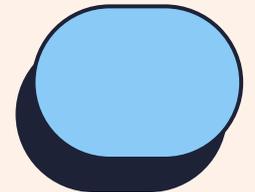
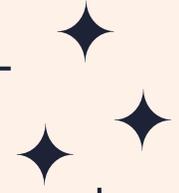


Thank you!

Do you have any questions?

T
H
A
N
K

Y
O
U



MONTHLY FINANCIAL REPORT

April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2022-23 Revised	2022-23 YTD		%	%	2021-22 YTD	2021-22 Revised
Description							
				8.33%	8.33%		
				0.00%	0.00%		
1 GENERAL FUND (M&O) FUND (10)							
2							
3 REVENUE:							
4 Local							
5 Property	26,650,444			0.0%	92.8%	24,614,600	26,535,851
6 Tuitions	350,000	1,102		0.3%	72.7%	363,338	500,000
7 Inv Earnings	225,000			0.0%	102.8%	205,558	200,000
8 Indir. Costs-SL	950,000			0.0%	0.0%	0	825,000
9 Rental Fees/Building/Fiel	90,000			0.0%	94.3%	80,114	85,000
10 Other	1,450,000	3,122		0.2%	81.9%	1,146,588	1,400,000
11 State	93,550,472	8,502,489		9.1%	79.7%	67,799,745	85,040,892
12 Federal	8,500,000			0.0%	91.2%	5,018,337	5,500,000
13 Misc./ Fund Bal	2,000,000			0.0%		0	1,114,000
14 TOTAL M & O							
15 REVENUE	133,765,916	8,506,713		6.4%	81.9%	99,228,280	121,200,743
16 Beg Balance	173,339						173,432
17 Less:							
18 Ending Balance	323,761						173,339
19 TOTAL M & O FUNDS							
20 available	133,615,494	8,506,713		6.4%	81.9%	99,228,280	121,200,836
21 EXPENDITURES:							
22 Instruction (1000)							
23 Salaries	60,275,549	9,770		0.0%	75.9%	39,931,916	52,600,714
24 Benefits	24,022,216	530,434		2.2%	73.5%	16,191,159	22,021,148
25 Purchased Serv.	3,749,122	30,834		0.8%	58.3%	2,505,616	4,300,000
26 Supplies/Textbooks	5,251,852	230,216		4.4%	84.8%	3,986,512	4,700,000
27 Equipment	1,500,000	8,952		0.6%	15.0%	285,313	1,905,000
28 Other	700,000			0.0%	95.6%	573,756	600,000
29 Total	95,498,739	810,206		0.8%	73.7%	63,474,273	86,126,862
30							
31 Student Services (2100)							
32 Salaries	3,893,853	4,300		0.1%	82.0%	2,956,961	3,605,419
33 Benefits	1,526,627	1,514		0.1%	84.7%	1,211,095	1,429,274
34 Other	350,000	29,184		8.3%	97.1%	339,797	350,000
35 Total	5,770,480	34,998		0.6%	83.7%	4,507,853	5,384,693
36							
37 Instructional Staff (2200)							
38 Salaries	1,820,307	93,788		5.2%	83.6%	1,408,331	1,685,469
39 Benefits	701,688	34,493		4.9%	82.8%	543,790	656,573
40 Other	475,000	5,083		1.1%	102.4%	486,246	475,000
41 Total	2,996,995	133,364		4.4%	86.6%	2,438,367	2,817,042

MONTHLY FINANCIAL REPORT
April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2022-23 Revised	2022-23 YTD		%	%	2021-22 YTD	2021-22 Revised
Description							
				8.33%	8.33%		
				0.00%	0.00%		
42 District Administration (2300)							
43 Salaries	397,855	30,983		7.8%	88.6%	326,232	368,384
44 Benefits	173,820	12,852		7.4%	89.9%	147,062	163,592
45 Purch Services	370,000	30,713		8.3%	91.2%	364,724	400,000
46 Liability Insurance	165,840			0.0%	100.0%	160,336	160,336
47 Supplies	35,000	4,576		13.1%	97.0%	33,937	35,000
48 Other	25,000	22,883		91.5%	100.0%	25,011	25,000
49 Total	1,167,515	102,008		8.7%	91.8%	1,057,302	1,152,311
50 School Administration (2400)							
51 Salaries	5,149,482	275,987		5.4%	15.9%	3,799,550	4,388,409
52 Benefits	2,012,225	107,621		5.3%	14.5%	1,529,435	1,764,999
53 Prof Serv/Travel	130,000	1,184		0.9%	172.4%	53,087	125,000
54 Other	15,000			0.0%	199.6%	9,205	15,000
55 Total	7,306,707	384,792		5.3%	85.7%	5,391,278	6,293,408
56							
57 Business & Support (2500)							
58 Salaries	829,887	86,071		10.4%	87.1%	697,365	800,821
59 Benefits	335,923	30,468		9.1%	78.5%	255,809	325,745
60 Purchased Services	165,000			0.0%	130.6%	215,458	165,000
61 Other	25,000	50		0.2%	119.7%	29,937	25,000
62 Total	1,355,810	116,589		8.6%	91.0%	1,198,568	1,316,566
63							
64 Operation & Maintenance (2600)							
65 Salaries	5,841,840	435,101		7.4%	89.1%	4,817,115	5,409,111
66 Benefits	2,282,493	169,648		7.4%	88.8%	1,897,683	2,135,909
67 Electricity	1,096,780	3,616		0.3%	91.0%	829,693	912,000
68 Purchased Service	802,000	21,474		2.7%	65.3%	494,484	757,500
69 Telephone	280,000	20,320		7.3%	100.5%	283,444	282,012
70 Natural Gas	533,500	3,595		0.7%	109.7%	564,728	515,000
71 Prop Insurance	317,730			0.0%	100.0%	257,879	257,900
72 Repair	385,000	270		0.1%	77.0%	346,630	450,000
73 Supplies	690,000	37,423		5.4%	90.2%	721,433	800,000
74 Other	2,500			0.0%	12.9%	323	2,500
75							
76 Total	12,231,843	691,447		5.7%	88.6%	10,213,411	11,521,932
77							

MONTHLY FINANCIAL REPORT

April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2022-23 Revised	2022-23 YTD	%	%	2021-22 YTD	2021-22 Revised	
Description							
Percent of Year completed to date			8.33%	8.33%			
Percent of 9 month contract complete			0.00%	0.00%			
78 Transportation (2700)							
79 Salaries	3,353,462	48,194	1.4%	84.5%	2,623,785	3,105,057	
80 Benefits	978,898	20,835	2.1%	83.2%	747,377	898,038	
81 Purch Serv	255,000	2,448	1.0%	92.4%	231,005	250,000	
82 Fuel	950,000		0.0%	80.1%	680,918	850,442	
83 Supplies	581,771	16,017	2.8%	87.1%	460,838	528,882	
84 Other/Property	137,209		0.0%	17197.6%	1,492,748	8,680	
85 Total	6,256,340	87,494	1.4%	110.6%	6,236,672	5,641,099	
86 Community Services (3300)							
87 Salary	657,395	13,275	2.0%	85.1%	518,082	608,699	
88 Benefits	197,171	5,485	2.8%	84.9%	153,837	181,221	
89 Purchased Serv	30,000	14	0.0%	42.1%	8,427	20,000	
90 Supplies/Util	110,000	5,261	4.8%	79.6%	85,160	107,001	
91 Property	10,000		0.0%	46.5%	2,327	5,000	
92 Other Objects	26,500	70	0.3%	82.8%	20,695	25,000	
93 Desig. Fund Bal							
94 Total	1,031,066	24,105	2.3%	83.3%	788,527	946,921	
86 Total Expenditures	133,615,495	2,385,002	0	8	95,306,250	121,200,834	
95 Interfund Trans					1	1	
96 Change Desig Fund Bal					1	1	
97 Other/Budget Cuts					0	0	
98 TOTAL EXPENDITURERS						0	
99 M & O	133,615,495	2,385,002	1.78%	78.6%	95,306,252	121,200,836	

MONTHLY FINANCIAL REPORT
April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	Description	2022-23 Revised	2022-23 YTD	%	%	2021-22 YTD	2021-22 Revised
	Percent of Year completed to date			8.33%	8.33%		
	Percent of 9 month contract complete			0.00%	0.00%		
100	School Activity Fund (21)						
101							
102	REVENUE:						
103	School Deposits	4,400,000	125,793	2.9%	90.1%	3,962,870	4,400,000
104							
105	Other					0	
106	Total Revenue	4,400,000	125,793	2.9%	90.1%	3,962,870	4,400,000
107	EXPENDITURES:						
108	Purchased Services	902,150	14,072	1.6%	88.8%	801,116	902,150
109	Supplies	2,882,850	199,164	6.9%	92.7%	2,672,859	2,882,850
110	Equipment/Property	290,000	9,383	3.2%	17.5%	50,755	290,000
111	Desig/Other/Adm	325,000	15,879	4.9%	49.3%	160,226	325,000
112	Total Expenditures						
113	School Activity	4,400,000	238,498	5.4%	83.7%	3,684,956	4,400,000
114	DEBT SERVICE FUND (31)						
115							
116	REVENUE:						
117	Property Tax	3,351,027		0.0%	93.1%	2,972,725	3,191,454
118	Interest	105,750	78	0.1%	18.0%	19,034	105,750
119	Other						
120	Total	3,456,777		0.0%	90.7%	2,991,758	3,297,204
121	Begining Bal	5,696,268		0.0%	0.0%	0	5,696,268
122	LESS:						
123	Ending Balance	5,659,746		0.0%	0.0%	0	5,659,746
124	Funds Available	5,175,883		0.0%	-5.6%	-278,642	5,016,310
125	EXPENDITURE:						
126	Bond Debt	3,927,162	2,886,750	55.8%	83.2%	3,267,400	3,927,162
127	Fees	50,000		0.0%	6.0%	3,000	50,000
128	Other Uses					0	0
129	Total	3,977,162	2,886,750	72.6%	82.2%	3,270,400	3,977,162

MONTHLY FINANCIAL REPORT

April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2022-23 Revised	2022-23 YTD		%	%	2021-22 YTD	2021-22 Revised
Description							
	Percent of Year completed to date			8.33%	8.33%		
	Percent of 9 month contract complete			0.00%	0.00%		
130 CAPITAL OUTLAY FUND (32)							
131							
132 REVENUE:							
133 Property Tax	9,993,009			0.0%	94.4%	9,767,523	10,344,206
134 Interest	155,000			0.0%	99.7%	149,491	150,000
135 Other	80,338			0.0%	81.9%	295,772	361,000
136 State	1,836,195	8,634		0.5%	100.9%	34,788	34,462
137 Federal /MBA	4,063,288			0.0%	39.7%	25,117	63,288
138 Ins./Prop.Recry	1,025,000			0.0%	92.1%	460,329	500,000
139 Total Revenue	17,152,830			0.0%	93.7%	10,733,020	11,452,956
140 Lease Revenue MBA	0						
141 Other Sources(F50)	345,580					0	345,580
142 Desig. Fund Bal							
143 TOTAL REVENUE CAPITAL							
144 OUTLAY	17,498,410	0		0.0%	91.0%	10,733,020	11,798,536
145 Beg. Balance	14,924,496						31,036,384
146 Less:							
147 Ending Balance	8,091,376						14,924,497
148 Capital Outlay Funds							
149 available	24,331,530	0				10,733,020	27,910,423

MONTHLY FINANCIAL REPORT

April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	2022-23 Revised	2022-23 YTD		%	%	2021-22 YTD	2021-22 Revised
Description							
Percent of Year completed to date				8.33%	8.33%		
Percent of 9 month contract complete				0.00%	0.00%		
150 EXPENDITURES:							
151 Oper/Maint				#DIV/0!		0	5,000
152 Other Equipment						0	0
153 Purchased Services	5,000	2,583		51.7%	#DIV/0!	4,961	0
154 Technology/Software	2,500,000	207,540		8.3%	97.2%	1,282,577	1,320,000
155 Improvement						0	0
156 Buildings Maint	2,000,000	41,943		2.1%	76.2%	1,981,167	2,600,000
157 Vehicles/Buses	1,800,000	381,177		21.2%	108.6%	1,438,448	1,324,121
158 Furniture/Equip	1,121,227	8,232		0.7%	112.7%	1,916,360	1,700,000
159 Other Objects				#DIV/0!	0.0%		
160 Vehicle charges							
161 Total Capital	7,426,227	641,476		8.6%	95.3%	6,623,512	6,949,121
162 Other/Portables				#DIV/0!		0	36,000
163 ESSER III A/C	4,000,000			0.0%	14.1%	28,140	200,000
164 Grouse Creek	2,000,000			0.0%	88.9%	35,570	40,000
165 Golden Spike	7,900,000			0.0%	88.6%	15,859,011	17,900,000
166 HS Athletic Facilities	520,000			0.0%	99.6%	796,585	800,000
167 Property Purchase	500,000			0.0%		0	0
168 Total Construction	14,920,000	0		0.0%	88.1%	16,719,305	18,976,000
169 Desig. F Bal							
170 MBA/Bond Fee/Fund 50	1,985,302			0.0%	97.2%	1,929,114	1,985,302
171 Other							0
172 TOTAL EXPENDITURES CAPITAL							
173 OUTLAY	24,331,529	641,476		2.6%	90.5%	25,271,932	27,910,423

MONTHLY FINANCIAL REPORT
April 30, 2022

				Current Bud vs Actual	Prev Bud vs Actual		
	Description	2022-23 Revised	2022-23 YTD	%	%	2021-22 YTD	2021-22 Revised
	Percent of Year completed to date			8.33%	8.33%		
	Percent of 9 month contract complete			0.00%	0.00%		
174	SCHOOL FOOD SERVICE FUND (49)						
175							
176	REVENUE:						
177	Lunch Sales	1,301,500		0.0%	31.8%	79,435	250,000
178	State	1,125,000		0.0%	0.0%	867,932	1,075,000
179	Federal	3,140,000		0.0%	0.0%	6,087,355	5,889,000
180	Other/Inventory Adj	3,500	9		0.0%	0	3,100
181	TOTAL REVENUE SCHOOL						
182	FOODS	5,570,000	9	0.0%	97.5%	7,034,723	7,217,100
183	Beg. Balance	2,709,624					938,697
184	Less:						
185	Ending Balance	946,297					1,284,264
186	School Food Service Funds						
187	available	7,333,327	9	0.0%	102.4%	7,034,723	6,871,533
188	EXPENDITURES:						
189	Salaries	2,319,903	12,108	0.5%	79.8%	1,648,917	2,066,096
190	Benefits	718,424	3,681	0.5%	76.8%	488,510	636,437
191	Food/Supplies	3,890,000	27,044	0.7%	58.9%	2,116,038	3,594,000
192	Equipment	55,000		0.0%	74.5%	148,900	200,000
193	Other Costs	25,000	200	0.8%	98.8%	24,712	25,000
194	Dir/Indirect Costs	325,000		0.0%	-13.1%	-45,727	350,000
195	TOTAL EXPENDITURES SCHOOL						
196	FOODS	7,333,327	43,033	0.6%	63.8%	4,381,351	6,871,533

MONTHLY FINANCIAL REPORT
April 30, 2022

		2022-23	2022-23	Current	Prev Bud vs	2021-22	2021-22
	Description	Revised	YTD	Bud vs	Actual	YTD	Revised
				Actual	Actual		
				%	%		
	Percent of Year completed to date			8.33%	8.33%		
	Percent of 9 month contract complete			0.00%	0.00%		
197	Foundation Fund (75)						
198							
199	REVENUE:						
200	Total Revenue	300,000	2,654	0.9%	72.7%	218,061	300,000
201	Available Revenue	300,000		0.0%	72.7%	218,061	300,000
202	EXPENDITURE:						
203	Expenses	280,000	9,606	3.4%	64.8%	181,423	280,000
204	Changes/Desg Fund Bal						0
205	TOTAL EXPENDITURE	280,000	9,606	3.4%	64.8%	181,423	280,000
206	Agency Fund (76)						
207							
208	REVENUE:						
209	Agent Services	150,000		0.0%	22.4%	33,608	150,000
210	State	5,000				4,359	5,000
211	Federal						0
212	Other	7,000	80	1.1%	0.0%	0	7,000
213	TOTAL REVENUE/BB						
214	AGENCY FUND	162,000	80	0.0%	23.4%	37,967	162,000
215	EXPENDITURE:						
216	Instruction					10,865	0
217	NUCC	150,000	-5,191	-3.5%	12.1%	18,121	150,000
218	Other	7,000		0.0%		2,330	7,000
219	Changes/Desg Fund Bal	5,000				0	5,000
220	TOTAL EXPENDITURES						
221	AGENCY FUND	162,000	-5,191	-3.2%	19.3%	31,316	162,000
222							
223							
224			SUMMARY			SUMMARY	
225							
226	GRAND TOTAL FUNDS AVAILABLE						
227	ALL FUNDS	165,153,103	8,632,595	5.2%	83.7%	124,206,679	148,375,583
228	GRAND TOTAL EXPENDITURE						
229	ALL FUNDS	174,099,513	6,199,173	3.6%	80.2%	132,127,630	164,801,954

POLICY 2220

Transportation – Per Diem and Travel Allowances

- A. When district employees are required to travel on official business, expenses for meals and mileage may be reimbursed under the following guidelines. Requests for reimbursement for all travel costs must be submitted on a voucher with appropriate receipts attached
1. When district-owned vehicles are not available, mileage will be reimbursed at 80% of the IRS approved rate per mile.
 2. District employees may be reimbursed for use of private vehicles required by assignments at multiple locations. Travel from home to the first assignment location and travel from the last assignment location to home is considered a normal commute and is not reimbursable.
 3. When traveling in state, meals may be reimbursed at \$~~98~~.00 for breakfast, \$~~142~~.00 for lunch, \$~~136~~.00 for dinner for partial days or \$~~327~~.00 per complete day. A district purchasing card may be used, and backup (a meeting agenda, etc.) must be attached to the credit card statement. An overnight stay is required to qualify for complete day reimbursement.
 4. When traveling out-of-state, reimbursement may be made according to the IRS guidelines for per diem expenses for the appropriate city or region.

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

A work session was held at 1:00 p.m. Bryan Smith joined the meeting at 5:30. The Board visited Lake View Elementary and Box Elder Middle School. The Long-Term Capital Outlay was discussed.

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Wednesday evening July 13, 2022 at 6:30 p.m. at Independent Life Skills Center.

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

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

After the reverence which was offered by Julie Taylor, Board President, Keith Mecham, Assistant Superintendent of Personnel, lead the pledge of allegiance.

Recognitions

Connie Archibald recognized the following:

Principals Jamie Kent, BEHS, Lewis Whitaker, BEMS, Gerald Jackman, Sunrise, for their presentations to the Board at the June meeting

Principal Gerald Jackman for Sunrise High School's graduation

The School Board received a thank you for the donations given to the Boys and Girls Club Auction.

Approval of Agenda

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

Public Comment

Tom Davidson shared that over the past twenty years this has been the best community to live and teach in. He expanded on the impact this has had on his own children. He acknowledged that the Board had the responsibility to consider the needs of all.

Action Items

Approval of Sex Education Committee

Gary Allen, Assistant Superintendent of Secondary Teaching and Learning, presented the Sex Education Committee for the 2022-23 school year. Members of the committee normally change, but since the committee has not met for two years, the committee is the same.

Clyde Wohlgemuth made the motion to approve the Sex Education Committee. Karen Cronin seconded the motion which passed unanimously.

Approval of the 2022-23 Early Learning Plan

Heidi Jo West, Assistant Superintendent of Elementary Teaching and Learning, presented the 2022-23 Early Learning Plan.

Karen Cronin made the motion to approve the 2022-23 Early Learning Plan. Connie Archibald seconded the motion which passed unanimously.

Approval of Sunrise High School Comprehensive School Improvement Panel

Gary Allen, Assistant Superintendent of Secondary Teaching and Learning, presented the Sunrise High School Comprehensive School Improvement Panel for approval by the Board.

Connie Archibald made the motion to approve the Sunrise High School Comprehensive School Improvement Panel. Tiffani Summers seconded the motion which passed unanimously.

Information Items

Monthly Financial Report

David Roberts, Business Administrator, reviewed the financial report with the Board.

Board Committee Reports

No board committee reports

Policy Review

First Reading

Policy 2181 District Emergency Response Plan
Policy 3034 Employee Volunteer References and Letters of Recommendation

Policy 3044 Orderly School Termination for Employees
Policy 5035 Attendance Requirements/Procedures
Policy 5037 Attendance Enforcement

Keith Mecham, Assistant Superintendent of Personnel shared the justification for renumbering policies to include the negotiated personnel policies.

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

Consent Calendar

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

The Consent Calendar included the following items:

Approval of the minutes of the working and regular meeting June 8, 2022.

Approval of claims numbered 00040751- 00041138, 05061022, 07063022, 08063022, 90662022, 09062222, 09063022 and the District Foundation and ACH payments as well as School Activity checks for the month of June.

Personnel Action

As detailed in the agenda.

Adjournment

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

With the announcement that the next meeting will be held on August 10, 2022 at the Independent Life Skills Center with a Work Session at 5:00 p.m. with a tour of Golden Spike Elementary and regular session beginning at 6:30 p.m. President Julie Taylor adjourned the meeting at 7:19 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	00041139	386.07	07/14/22	6617 ACME WATER CO	C
01	00041140	168.98	07/14/22	14575 AIRMOTIVE SERVICE	C
01	00041141	1,500.00	07/14/22	36269 MELINA ALEXANDER	C
01	00041142	775.26	07/14/22	812477 ALSCO/AMERICAN LINEN	C
01	00041143	129.00	07/14/22	11088 AMERICAN SCHOOL COUNSELOR ASSOC	C
01	00041144	141.48	07/14/22	25909 AMERIGAS PROPANE	C
01	00041145	598.50	07/14/22	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00041146	90.00	07/14/22	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00041147	255.50	07/14/22	85768 BEAR RIVER SEWER DEPT	C
01	00041148	257.74	07/14/22	87120 BEEHIVE TELEPHONE CO	C
01	00041149	114.64	07/14/22	104348 BOX ELDER MIDDLE SCHOOL	C
01	00041150	61,541.64	07/14/22	108217 BRIGHAM CITY CORPORATION	C
01	00041151	1,785.50	07/14/22	108217 BRIGHAM CITY CORPORATION	C
01	00041152	2,017.78	07/14/22	113116 BRYSON SALES & SERVICE	C
01	00041153	9.40	07/14/22	61301 CADEN BURRELL	C
01	00041154	4,227.17	07/14/22	3271 CANON SOLUTIONS AMERICA	C
01	00041155	598.44	07/14/22	25771 AMBER CLARK	C
01	00041156	14,075.00	07/14/22	52566 CLEANER HOODS, INC.	C
01	00041157	519.84	07/14/22	61310 LINUS COLYER	C
01	00041158	530.74	07/14/22	158220 COVER UP	C
01	00041159	178.28	07/14/22	110574 JOETTE CRAIG	C
01	00041160	389.31	07/14/22	161650 NOLIN CROOK	C
01	00041161	654.49	07/14/22	162470 CRUS OIL INC	C
01	00041162	30.00	07/14/22	14958 CULLIGAN	C
01	00041163	372.25	07/14/22	29912 TERESA CUTLER	C
01	00041164	800.00	07/14/22	38091 DATAIO LLC	C
01	00041165	109.08	07/14/22	8044 THOMAS DAVIDSON	C
01	00041166	4,585.91	07/14/22	729332 ECONO WASTE INC	C
01	00041167	200.00	07/14/22	16276 EMERY SCHOOL DISTRICT	C
01	00041168	25.38	07/14/22	11509 JENNIFER FRANCOM	C
01	00041169	4,145.27	07/14/22	143160 FRONTIER COMMUNICATION	C
01	00041170	399.00	07/14/22	58971 GEARHEAD OIL ANALYSIS, LLC	C
01	00041171	1,500.00	07/14/22	18848 GLOBAL COMPLIANCE NETWORK, INC	C
01	00041172	3,289.50	07/14/22	44431 GOLDEN SPIKE AUTOMATION	C
01	00041173	3,918.18	07/14/22	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00041174	9,334.75	07/14/22	110559 HARMONY HOME HEALTH LLC	C
01	00041175	1,368.70	07/14/22	61395 DENICE HILLSTROM	C
01	00041176	1,430.97	07/14/22	901150 IMT COMPANIES LLC	C
01	00041177	533.17	07/14/22	106111 INTERMOUNTAIN HOUSE LLC	C
01	00041178	6,384.48	07/14/22	49026 IVY LANE PEDATRICS	C
01	00041179	58.28	07/14/22	104384 JOHNSTONE SUPPLY	C
01	00041180	121.17	07/14/22	61298 BRADLY KELLEY	C
01	00041181	930.51	07/14/22	111807 JAMIE KENT	C
01	00041182	12.80	07/14/22	57568 LANGUAGE ACCESS NETWORK LLC	C
01	00041183	1,772.34	07/14/22	58246 LINDE GAS & EQUIPMENT INC	C
01	00041184	502.74	07/14/22	543168 MADDOX RANCH HOUSE	C
01	00041185	25.85	07/14/22	39551 SHAWN MARBLE	C
01	00041186	507.20	07/14/22	61328 MARSHALL INDUSTRIES	C
01	00041187	6,557.07	07/14/22	110561 MAXIM HEALTHCARE SERVICES INC	C
01	00041188	18.80	07/14/22	58823 HUNTER MORGAN	C
01	00041189	500.00	07/14/22	34797 LOUISE MOULDING	C
01	00041190	2,100.39	07/14/22	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00041191	3,855.16	07/14/22	111273 NUCO2 LLC	C
01	00041192	29,281.03	07/14/22	3050 OBSERVERTAB, LLC	C
01	00041193	339.72	07/14/22	111777 OVERHEAD DOOR/ MINER, LTD	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00041194	233.50	07/14/22	700077 PERRY CITY	C
01	00041195	1,167.16	07/14/22	35955 PROMO PLUS	C
01	00041196	3,779.36	07/14/22	109484 PUBLIC CONSULTING GROUPS INC	C
01	00041197	828.10	07/14/22	732367 RAFT RIVER RURAL	C
01	00041198	1,368.70	07/14/22	61409 APRIL RICKS	C
01	00041199	1,875.94	07/14/22	892645 ROCKY MOUNTAIN POWER	C
01	00041200	985.62	07/14/22	110840 RUSH TRUCK CENTER OF UTAH	C
01	00041201	3,000.00	07/14/22	37923 SHERYL JEAN RUSHTON	C
01	00041202	191.92	07/14/22	55336 S & D CARWASH MANAGEMENT, LLC	C
01	00041203	240.42	07/14/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
01	00041204	7,438.89	07/14/22	59625 SCRUB SHOPPE	C
01	00041205	39.95	07/14/22	110789 CORE BUSINESS TECHNOLOGIES (SIP)	C
01	00041206	228.93	07/14/22	42935 DAVID SHAFFER	C
01	00041207	3,755.83	07/14/22	25976 SHERWIN-WILLIAMS	C
01	00041208	327.74	07/14/22	27324 MICHELLE SMITH	C
01	00041209	681.46	07/14/22	802087 SNOWVILLE WATERWORKS INC	C
01	00041210	1,500.00	07/14/22	56685 PENEET STEWART	C
01	00041211	35.95	07/14/22	110914 SUPERIOR WATER AND AIR INC	C
01	00041212	2,691.15	07/14/22	25836 KRIS THOMPSON	C
01	00041213	22,340.00	07/14/22	101369 UTAH SCHOOL BOARDS ASSOCIATION	C
01	00041214	527,165.00	07/14/22	101369 UTAH SCHOOL BOARDS RISK MANAGEMENT	C
01	00041215	37,205.59	07/14/22	892916 DGO FUEL NETWORK TEAM	C
01	00041216	1,525.19	07/14/22	892964 UTAH STATE TAX COMMISSION	C
01	00041217	198.94	07/14/22	891181 LB 410027	C
01	00041218	97.50	07/14/22	891185 UTAH TAXPAYERS ASSOC	C
01	00041219	150.00	07/14/22	61425 LUCIA VANMEETEREN	C
01	00041220	8,843.57	07/14/22	924155 WASTE MGMT OF UTAH INC	C
01	00041221	622.57	07/14/22	110931 WEESE GLASS LLC	C
01	00041222	248.57	07/14/22	941217 WILLARD CITY CORP	C
01	00041223	4,795.20	07/14/22	25534 ACADEMIC SUCCESS FOR ALL LEARNERS	C
01	00041224	583.18	07/14/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00041225	5,969.00	07/14/22	106497 APPLE STORE	C
01	00041226	270.00	07/14/22	100293 DELL INC	C
01	00041227	175.00	07/14/22	1945 EMA / EDUCATIONAL MANAGEMENT ASSOC INC	C
01	00041228	22,697.43	07/14/22	60437 HARTFIEL AUTOMATION SA, LLC	C
01	00041229	906.00	07/14/22	100148 HIGH NOON BOOKS	C
01	00041230	64.72	07/14/22	386370 HYKO SUPPLY CO	C
01	00041231	8,796.00	07/14/22	59790 NUTCASE ACCESSORIES USA LLC	C
01	00041232	200.00	07/14/22	3050 OBSERVERTAB, LLC	C
01	00041233	1,200.00	07/14/22	110873 SOLUTION TREE	C
01	00041234	360.00	07/14/22	820521 STYLISH FABRICS/BERNINA	C
01	00041235	1,325.00	07/14/22	824825 SWANSON BUILDING MATERIALS INC	C
01	00041236	9,800.00	07/14/22	106181 UEN/UTAH EDUCATION NETWORK	C
01	00041237	5,272.00	07/14/22	110040 WALL 2 WALL	C
01	00041238	28,000.00	07/14/22	26077 WAZZLE SOLUTIONS	C
01	00041261	157.75	07/19/22	61450 ANGELA ANDERSON	C
01	00041262	199.50	07/19/22	110066 NANCY ANDERSON	C
01	00041263	19,753.55	07/19/22	110509 AUDIO ENHANCEMENT	C
01	00041264	163.84	07/19/22	61441 APRIL BLAKELEY	C
01	00041265	426.75	07/19/22	19070 C&R AUTO AND TRAILER SALES	C
01	00041266	590.89	07/19/22	890740 CENTURYLINK LONG DISTANCE	C
01	00041267	200.00	07/19/22	107994 CERTIFIED SHRED	C
01	00041268	560.00	07/19/22	819370 CLASSICAL STRINGS / G WILHELMSSEN	C
01	00041269	157.75	07/19/22	61484 BEATRICE DALEY	C
01	00041270	5,580.00	07/19/22	56197 DENTONS DURHAM JONES PINEGAR PC	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00041271	199.50	07/19/22	1376 DARCIE DYER	C
01	00041272	157.75	07/19/22	110514 SHAYLYNN EKINS	C
01	00041273	199.50	07/19/22	30368 LESLIE FRIDAL	C
01	00041274	3,198.72	07/19/22	304217 GARLAND CITY	C
01	00041275	157.75	07/19/22	61468 CHRISTIAN DALLIN GITTINS	C
01	00041276	157.75	07/19/22	61476 HEATHER GODFREY	C
01	00041277	199.50	07/19/22	61514 JESSICA GRANT	C
01	00041278	15,592.67	07/19/22	61530 INTELEPEER CLOUD COMMUNICATIONS, LLC	C
01	00041279	199.50	07/19/22	7757 GERALD JACKMAN	C
01	00041280	259.56	07/19/22	49573 KASSIDY LAKE	C
01	00041281	1,000.00	07/19/22	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00041282	434.03	07/19/22	50504 STEPHANI LOWRY	C
01	00041283	1,066.92	07/19/22	110561 MAXIM HEALTHCARE SERVICES INC	C
01	00041284	199.50	07/19/22	60941 NATALIE MCGUIRE	C
01	00041285	18,005.31	07/19/22	892645 ROCKY MOUNTAIN POWER	C
01	00041286	199.50	07/19/22	61522 WHITLEE ROUNDY	C
01	00041287	593.91	07/19/22	762360 RUPP WASTE CONTAINERS INC	C
01	00041288	157.75	07/19/22	109917 LYNETTE TERVORT	C
01	00041289	4,263.14	07/19/22	852617 TREMONTON CITY CORP	C
01	00041290	180.00	07/19/22	511570 UTAH LABOR COMMISSION DIVISION OF	C
01	00041291	150.00	07/19/22	891181 UTAH STATE UNIVERSITY	C
01	00041292	157.75	07/19/22	22128 HEIDI WATSON	C
01	00041293	199.50	07/19/22	111182 HEATHER WATTS	C
01	00041294	199.50	07/19/22	48224 JACQUELINE WHITAKER	C
01	00041295	199.50	07/19/22	107096 ZERKLE AARIKA	C
01	00041296	661.88	07/19/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00041297	924.42	07/19/22	108543 B & H PHOTO VIDEO	C
01	00041298	2,156.08	07/19/22	3271 CANON SOLUTIONS AMERICA	C
01	00041299	8,651.00	07/19/22	108 DOLLAMUR SPORT SURFACES / SWAIN MATS	C
01	00041300	1,143,803.80	07/19/22	109003 HOGAN & ASSOCIATES CONSTRUCTION INC	C
01	00041301	19,143.15	07/19/22	102697 INTERCONNECT SERVICES INC	C
01	00041302	231.31	07/19/22	633340 OFFICE DEPOT	C
01	00041303	1,788.00	07/19/22	61387 ONEPOINTE SOLUTIONS LLC	C
01	00041304	13,157.90	07/19/22	898860 VCBO ARCHITECTS	C
01	00041305	8,457.00	07/19/22	110040 WALL 2 WALL	C
01	00041306	254.94	07/28/22	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00041307	485.86	07/28/22	999014 AMERICAN FAMILY LIFE COMP	C
01	00041308	80.00	07/28/22	999027 B E SCHOOL BOARD FUND	C
01	00041309	153.23	07/28/22	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00041310	203.00	07/28/22	999055 BOX ELDER FOUNDATION	C
01	00041311	1,564.15	07/28/22	999033 BUREAU CHILD SUPPORT SERV	C
01	00041312	5,268.20	07/28/22	999077 DENTAL SELECT	C
01	00041313	2,175.00	07/28/22	999021 ELEVATE CREDIT UNION	C
01	00041314	73.97	07/28/22	999019 EMI HEALTH	C
01	00041315	45.36	07/28/22	999017 GLOBE LIFE INSURANCE CO	C
01	00041316	3,517.53	07/28/22	999035 HORACE MANN INSURANCE COMPANY	C
01	00041317	451.00	07/28/22	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00041318	1,450.00	07/28/22	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00041319	638.13	07/28/22	999008 OPTICARE	C
01	00041320	134,413.24	07/28/22	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00041321	203.40	07/28/22	999032 PRE-PAID LEGAL SERVICES	C
01	00041322	4,931.20	07/28/22	999018 THE HARTFORD	C
01	00041323	290.00	07/28/22	999012 UESP	C
01	00041324	42,350.88	07/28/22	999003 UTAH STATE TAX COMMISSION	C
01	00041325	200.00	07/28/22	1 DANE OR MELONIE ALLEN	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00041326	200.00	07/28/22	1 SETH OR SYDNEY ANN BOTT	C
01	00041327	120.00	07/28/22	38040 AMERICAN SIGN LANGUAGE COMMUNICATION	C
01	00041328	8,319.00	07/28/22	100913 BORDER STATES INDUSTRIES, INC	C
01	00041329	190.06	07/28/22	26956 BRAQUEL BRINKERHOFF	C
01	00041330	1,591.76	07/28/22	890740 CENTURYLINK	C
01	00041331	142.88	07/28/22	6220 SHANNON CHENEY	C
01	00041332	129.52	07/28/22	104223 CODALE ELECTRIC	C
01	00041333	3,953.85	07/28/22	60798 FIRSTDIGITAL TELECOM	C
01	00041334	112.80	07/28/22	111281 PETER S GERLACH	C
01	00041335	2,046.00	07/28/22	110559 HARMONY HOME HEALTH LLC	C
01	00041336	379.50	07/28/22	58300 JOSH HOCHSTETTLER	C
01	00041337	26,819.63	07/28/22	49026 IVY LANE PEDATRICS	C
01	00041338	282.42	07/28/22	19305 BEN KUNZLER	C
01	00041339	379.50	07/28/22	3603 CASEY LILJENQUIST	C
01	00041340	46,000.00	07/28/22	55441 PANORAMA EDUCATION, INC	C
01	00041341	213.68	07/28/22	111189 PATRICK PARKER	C
01	00041342	94.50	07/28/22	104992 PRINT SHOP	C
01	00041343	3,000.00	07/28/22	35270 CMRS-POC	C
01	00041344	1,110.00	07/28/22	7323 SQUARE ONE PRINTING	C
01	00041345	115.54	07/28/22	6009 IRLANDA STEVENS	C
01	00041346	732.18	07/28/22	61417 MARILYN TAFT	C
01	00041347	385.00	07/28/22	100686 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
01	00041348	1,791.70	07/28/22	55034 UTAH PARENT CENTER, INC	C
01	00041349	6,944.78	07/28/22	24580 VERIZON WIRELESS	C
01	00041350	103.00	07/28/22	109463 WOODWIND AND BRASSWIND	C
01	00041351	6,723.69	07/28/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00041352	854.91	07/28/22	61280 CABLESANDKITS.COM	C
01	00041353	89,189.25	07/28/22	45764 CLASSLINK, INC.	C
01	00041354	895.00	07/28/22	107802 CMT ENGINEERING LABORATORIES	C
01	00041355	180.48	07/28/22	57207 FILTERBUY INC.	C
01	00041356	32,181.25	07/28/22	42986 GAGGLE.NET, INC	C
01	00041357	10,809.78	07/28/22	901150 IMT COMPANIES LLC	C
01	00041358	3,376.00	07/28/22	108190 MILLER COMPANIES	C
01	00041359	5,037.08	07/28/22	633340 OFFICE DEPOT	C
01	00041360	7,980.00	07/28/22	2887 SECURE BY DESIGN	C
01	00041361	1,344.49	07/28/22	157371 STAPLES	C
01	00041362	296.06	07/28/22	824825 SWANSON BUILDING MATERIALS INC	C
01	7072922A	27,447.99	07/28/22	999070 HEALTH EQUITY INC	M
01	8072922A	1,329,167.11	07/28/22	999005 UTAH STATE RETIREMENT FUND	M
01	9072922A	227,818.79	07/28/22	999140 BANK OF UTAH	M
Total Bank No 01		4,216,436.89			
02	00101022	216.00	07/14/22	104338 BOX ELDER HIGH SCHOOL	C
02	00101023	200.00	07/14/22	104348 BOX ELDER MIDDLE SCHOOL	C
02	00101024	1,356.70	07/14/22	104321 BOX ELDER SCHOOL DISTRICT	C
02	00101025	480.00	07/14/22	85559 CENTURY ELEMENTARY	C
02	00101026	240.00	07/14/22	281678 FIELDING SCHOOL	C
02	00101027	1,000.00	07/14/22	891181 LB 410033	C
02	00101028	665.11	07/19/22	104321 BOX ELDER SCHOOL DISTRICT	C
02	00101029	5,500.00	07/19/22	30872 UTAH VALLEY UNIVERSITY	C
02	00101030	411.62	07/28/22	104321 BOX ELDER SCHOOL DISTRICT	C
02	00101031	1,000.00	07/28/22	109682 BYU FINANCIAL OFFICE	C
02	00101032	1,000.00	07/28/22	804830 SOUTHERN UTAH UNIVERSITY	C
02	00101033	1,000.00	07/28/22	891181 LB 410033	C
02	00101034	2,000.00	07/28/22	891181 LB 410033	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
Total Bank No 02		15,069.43			
11	01104031	34,000.00	07/14/22	100325 CDW GOVERNMENT INC	A
11	01104032	1,353.81	07/14/22	53473 CHARLIE'S PRODUCE	A
11	01104033	30.00	07/14/22	111750 MARCI HATCH	A
11	01104034	390.10	07/14/22	35092 MELISSA JONES	A
11	01104035	3,419.92	07/14/22	32816 KLEO INC / CLASS WALLET	A
11	01104036	123.71	07/14/22	16934 SANNA NELSON	A
11	01104037	8,420.44	07/14/22	35718 O C TANNER RECOGNITION COMPANY	A
11	01104038	35.00	07/14/22	47686 TNT ENGRAVING	A
11	01104039	16,152.79	07/14/22	100590 WAXIE SANITARY SUPPLY	A
11	01104040	1,130.10	07/19/22	101520 BELL JANITORIAL	A
11	01104041	45.00	07/19/22	108940 CERTIFIED INSPECTION SERVICES/ C MAEDGEN	A
11	01104042	5,383.42	07/19/22	728870 DOMINION ENERGY UTAH	A
11	01104043	98,826.07	07/19/22	107656 DWA CONSTRUCTION INC	A
11	01104044	106.32	07/19/22	322776 GRAINGERS INC	A
11	01104045	4,218.06	07/28/22	101520 BELL JANITORIAL	A
11	01104046	589.98	07/28/22	102177 BRADY INDUSTRIES LLC	A
11	01104047	498.24	07/28/22	105301 CACHE VALLEY ELECTRIC INC	A
11	01104048	322.55	07/28/22	106437 CARSON ELEVATOR CO INC	A
11	01104049	1,847.23	07/28/22	134250 CEM SALES & SERVICE	A
11	01104050	1,041.44	07/28/22	53473 CHARLIE'S PRODUCE	A
11	01104051	313.04	07/28/22	110876 CAROL DITTLI	A
11	01104052	460.85	07/28/22	322776 GRAINGERS INC	A
11	01104053	60.00	07/28/22	434 MAEGAN HEINER	A
11	01104054	116,326.28	07/28/22	53201 ILLUMINATE EDUCATION, INC.	A
11	01104055	17,631.60	07/28/22	27243 KELLY SERVICES INC	A
11	01104056	3,622.64	07/28/22	100590 WAXIE SANITARY SUPPLY	A
Total Bank No 11		316,348.59			
22	13200669	100.00	07/18/22	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200670	52.43	07/18/22	489240 KENTS MARKET PL/TREMONTON	C
Total Bank No 22		152.43			
26	16401014	181.92	07/18/22	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 26		181.92			
30	17200607	273.78	07/14/22	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 30		273.78			
33	30402749	2,619.00	07/05/22	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402749	-2,619.00	07/10/22	104321 BOX ELDER SCHOOL DISTRICT	CV
33	30402750	58.96	07/05/22	5908 WALMART COMMUNITY	C
33	30402751	2,619.00	07/05/22	45500 BOX ELDER SCHOOL DISTRICT	C
33	30402752	905.15	07/30/22	38032 AMAZON CAPITAL SERVICES INC	C
Total Bank No 33		3,583.11			
34	30803192	215.00	07/14/22	104132 BEAZER LOCK & KEY	C
34	30803193	1,500.00	07/14/22	61050 BLOOMSIGHTS US, LLC	C
34	30803194	6,110.00	07/14/22	61042 CLOSEGAP	C
34	30803195	1,733.25	07/28/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803196	132.72	07/28/22	633340 OFFICE DEPOT	C
34	30803197	5.28	07/28/22	702688 PETTY CASH	C
34	30803198	187.84	07/28/22	32590 RELYCO SALES INC	C
Total Bank No 34		9,884.09			
35	40402906	122.78	07/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402907	30.22	07/13/22	157371 STAPLES	C
35	40402908	17.50	07/13/22	33243 SANDY BUTTARS	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
35	40402909	91.95	07/19/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402910	200.00	07/19/22	999140 BANK OF UTAH	C
35	40402911	862.88	07/19/22	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402912	120.00	07/19/22	1457 U S POSTMASTER	C
35	40402913	192.81	07/27/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402914	166.78	07/27/22	489240 KENTS MARKET PL/TREMONTON	C
35	40402915	385.00	07/27/22	4901 NASSP	C
35	40402916	6.39	07/27/22	157371 STAPLES	C
Total Bank No 35		2,196.31			
36	40803911	287.60	07/11/22	45500 BOX ELDER SCHOOL DISTRICT	C
36	40803912	657.00	07/11/22	52833 MANUVERING THE MIDDLE, LLC	C
36	40803913	99.60	07/11/22	51063 SHRED IT STERICYCLE, INC	C
36	40803914	4.99	07/11/22	10731 SMITH'S CUSTOMER CHARGES	C
36	40803915	18.00	07/11/22	47686 TNT ENGRAVING	C
36	40803916	277.88	07/11/22	5908 WALMART COMMUNITY	C
36	40803917	10,611.08	07/18/22	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803918	62.02	07/18/22	19879 SHEET MUSIC PLUS	C
36	40803919	3,933.00	07/21/22	53449 EXPLORELEARNING, LLC	C
36	40803920	775.16	07/21/22	489250 KENTS MARKET PL/BRIGHAM	C
36	40803921	750.00	07/21/22	57592 REMINDERBAND INC	C
36	40803922	355.20	07/28/22	101520 BELL JANITORIAL	C
36	40803923	99.60	07/28/22	51063 SHRED IT STERICYCLE, INC	C
36	40803924	878.50	07/28/22	11711 SOUTHWEST STRINGS	C
Total Bank No 36		18,809.63			
37	70412289	25.00	07/05/22	1 JENIECE SCOTT	C
37	70412290	385.00	07/05/22	1 TRAPPER BRAEGGER	C
37	70412291	1,996.13	07/05/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412292	419.46	07/05/22	108563 BEST WESTERN ABBEY INN	C
37	70412293	1,770.00	07/05/22	60135 BILL'S SPRINKLERS	C
37	70412294	15,406.67	07/05/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70412295	826.07	07/05/22	31658 BSN SPORTS	C
37	70412296	380.00	07/05/22	12386 CHOURNOS PRINT SERVICES	C
37	70412297	120.00	07/05/22	61131 TANNEN CLOWARD	C
37	70412298	75.00	07/05/22	61166 ETHAN DELISLE	C
37	70412299	150.00	07/05/22	61174 KOLTON FONNESBECK	C
37	70412300	75.00	07/05/22	61158 MICHAEL FUHRIMAN	C
37	70412301	3,315.00	07/05/22	28576 MINKY COUTURE LLC	C
37	70412302	499.33	07/05/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70412303	1,475.46	07/05/22	157371 STAPLES	C
37	70412304	3,688.56	07/05/22	5932 VARSITY SPIRIT FASHIONS	C
37	70412305	1,880.93	07/05/22	16535 VEX ROBOTICS	C
37	70412306	131.83	07/05/22	5908 WALMART COMMUNITY	C
37	70412307	11,465.00	07/09/22	59986 EASTERN OREGON UNIVERSITY	C
37	70412308	47.55	07/12/22	1724 ACE HARDWARE TREMONTON	C
37	70412309	1,066.50	07/12/22	4545 AL'S SPORTING GOODS	C
37	70412310	240.00	07/12/22	36784 AMERICAN RED CROSS	C
37	70412311	64.70	07/12/22	6076 BAND SHOPPE	C
37	70412312	2,541.08	07/12/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70412313	202.00	07/12/22	107994 CERTIFIED SHRED	C
37	70412314	130.84	07/12/22	327480 GREER'S HARDWARE	C
37	70412315	585.98	07/12/22	51764 JONES SHIRTS & SIGNS	C
37	70412316	5.00	07/12/22	55875 LANGUAGE TESTING INTERNATIONAL	C
37	70412317	1,539.48	07/12/22	633340 OFFICE DEPOT	C
37	70412318	166.00	07/12/22	16330 PAPA MURPHY'S PIZZA	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
37	70412319	150.76	07/12/22	105376 PERFORMANCE AUDIO LLC	C
37	70412320	146.34	07/12/22	5916 PITNEY BOWES	C
37	70412321	670.31	07/12/22	36935 UTAH'S BEST VACATION RENTALS	C
37	70412322	569.00	07/13/22	38776 DESIGNS BY KING	C
37	70412323	772.10	07/13/22	61344 KREDO, INC	C
37	70412324	140.00	07/19/22	1 ALISHA CASE	C
37	70412325	219.64	07/19/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412326	5,937.11	07/19/22	106895 BADGER SCREEN PRINTING CO	C
37	70412327	20.00	07/19/22	158220 COVER UP	C
37	70412328	174.50	07/19/22	422180 INDUSTRIAL TOOL & SUPPLY	C
37	70412329	613.01	07/19/22	489240 KENTS MARKET PL/TREMONTON	C
37	70412330	13,655.00	07/19/22	61492 KILLIN IT BRANDING INC	C
37	70412331	5,349.00	07/19/22	17620 LE BUS	C
37	70412332	400.00	07/19/22	57223 SCHOOL CHECK IN / NAVIGATE 360	C
37	70412333	700.00	07/19/22	15180 CHRIS REES	C
37	70412334	650.00	07/19/22	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70412335	2,700.00	07/19/22	103945 SKYWAY GOLF COURSE	C
37	70412336	353.03	07/19/22	157371 STAPLES	C
37	70412337	73.00	07/19/22	25674 STUDIO R MEDIA	C
37	70412338	3,129.00	07/19/22	18244 TENNIS WAREHOUSE	C
37	70412339	32.03	07/19/22	892964 UTAH STATE TAX COMMISSION	C
37	70412340	63.00	07/19/22	32824 YES PRINT COPY N MORE, LLC	C
37	70412341	345.40	07/28/22	6068 BACKSTAGE INC	C
37	70412342	6,433.59	07/28/22	31658 BSN SPORTS	C
37	70412343	200.00	07/28/22	38644 GREEN CANYON HIGH SCHOOL	C
37	70412344	159.15	07/28/22	43893 ISTITCH	C
37	70412345	35.00	07/28/22	7757 GERALD JACKMAN	C
37	70412346	2,609.60	07/28/22	56499 ROBERT MILLER	C
37	70412347	345.00	07/28/22	51772 ROCKY MOUNTAIN SCHOOL OF BASEBALL	C
37	70412348	2,959.94	07/28/22	861085 TV SPECIALISTS INC	C
37	70412349	7.75	07/28/22	32824 YES PRINT COPY N MORE, LLC	C
Total Bank No 37		100,285.83			
38	70812128	6,596.01	07/06/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812129	1,076.50	07/06/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812130	2,039.75	07/06/22	31658 BSN SPORTS	C
38	70812131	141.00	07/06/22	109652 DREWES FLORAL & GIFTS	C
38	70812132	290.00	07/06/22	51977 HONEYBUCKET	C
38	70812133	3.35	07/06/22	109248 J W PEPPER MUSIC	C
38	70812134	1,025.47	07/06/22	100359 NASCO MODESTO	C
38	70812135	748.20	07/06/22	59935 POINT EMBLEMS LLC	C
38	70812136	51.00	07/06/22	47686 TNT ENGRAVING	C
38	70812137	2,021.76	07/06/22	37818 QUALITY INN RICHFIELD	C
38	70812138	195.00	07/13/22	1 KELDI FRANCOM	C
38	70812139	4,762.20	07/13/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812140	1,859.69	07/13/22	108543 B & H PHOTO VIDEO	C
38	70812141	35.00	07/13/22	45500 BOX ELDER SCHOOL DISTRICT	C
38	70812142	93.75	07/13/22	109925 BIG O TIRES	C
38	70812143	6,934.61	07/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812144	185.00	07/13/22	19178 CHEAPER THAN SHIRT	C
38	70812145	306.00	07/13/22	37672 EWELL EDUCATIONAL SERVICES INC	C
38	70812146	300.00	07/13/22	60984 BRITTANY GUILLOT	C
38	70812147	843.88	07/13/22	103961 INTERMOUNTAIN WOOD PRODUCTS	C
38	70812148	27.08	07/13/22	109248 J W PEPPER MUSIC	C
38	70812149	385.00	07/13/22	4901 NASSP	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
38	70812150	218.00	07/13/22	35955 PROMO PLUS	C
38	70812151	1,875.00	07/13/22	60836 QWIKCUT, LLC	C
38	70812152	3,850.00	07/13/22	19488 T SHIRT CHOP SHOP	C
38	70812153	2,000.00	07/13/22	41289 THEATRICAL RIGHT WORLDWIDE	C
38	70812154	70.00	07/13/22	47686 TNT ENGRAVING	C
38	70812155	21.60	07/13/22	32824 YES PRINT COPY N MORE, LLC	C
38	70812156	3,646.51	07/19/22	59820 ADVANCED FITNESS REPAIR LLC	C
38	70812157	575.27	07/19/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812158	160.00	07/19/22	3018 BRIGHAM FLORAL AND GIFT	C
38	70812159	266.50	07/19/22	19178 CHEAPER THAN SHIRT	C
38	70812160	2,332.16	07/19/22	23736 WEISSMAN	C
38	70812161	251.58	07/19/22	107267 DOMINO'S PIZZA / BRIGHAM	C
38	70812162	6.43	07/19/22	286060 FLINN SCIENTIFIC	C
38	70812163	269.29	07/19/22	51977 HONEYBUCKET	C
38	70812164	416.22	07/19/22	489250 KENTS MARKET PL/BRIGHAM	C
38	70812165	882.00	07/19/22	16845 MFAC LLC	C
38	70812166	1,896.00	07/19/22	53538 PRIVATE POOL PALACE, LLC	C
38	70812167	59.80	07/19/22	5010 RED MOUNTAIN WHOLESALE	C
38	70812168	120.05	07/19/22	10731 SMITH'S CUSTOMER CHARGES	C
38	70812169	323.00	07/19/22	19488 T SHIRT CHOP SHOP	C
38	70812170	814.62	07/19/22	5908 WALMART COMMUNITY	C

Total Bank No 38 49,974.28

39	77800543	14.15	07/12/22	104321 BOX ELDER SCHOOL DISTRICT	C
----	----------	-------	----------	----------------------------------	---

Total Bank No 39 14.15

40	11500001	9.25	07/18/22	104321 BOX ELDER SCHOOL DISTRICT	C
----	----------	------	----------	----------------------------------	---

Total Bank No 40 9.25

Total Manual Checks	1,584,433.89
Total Computer Checks	2,835,056.21
Total ACH Checks	316,348.59
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	-2,619.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 4,733,219.69

Number of Checks 391

Batch Yr	Batch No	Amount
23	000010	58.96
23	000011	32,619.44
23	000012	2,619.00
23	000013	11,971.28
23	000014	2,021.76
23	000018	11,465.00
23	000021	111,587.37
23	000022	70,196.05
23	000023	36,693.81
23	000024	101,089.14
23	000026	3,292.70
23	000027	591,521.13

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				Batch Yr	Batch No	Amount
				23	000028	257.74
				23	000029	8,238.89
				23	000030	81,964.67
				23	000032	200.00
				23	000035	1,345.07
				23	000039	7,556.54
				23	000040	14.15
				23	000041	23,961.81
				23	000042	153.00
				23	000043	1,341.10
				23	000045	7,825.00
				23	000046	17.50
				23	000047	273.78
				23	000052	93,324.92
				23	000053	31,441.48
				23	000055	38,407.23
				23	000056	1,178,409.65
				23	000057	665.11
				23	000058	33,158.68
				23	000061	3,586.15
				23	000063	5,500.00
				23	000064	10,673.10
				23	000068	181.92
				23	000069	9.25
				23	000070	152.43
				23	000071	1,274.83
				23	000072	34,208.32
				23	000073	12,019.43
				23	000088	5,458.16
				23	000089	107,418.32
				23	000090	8,536.54
				23	000091	8,771.07
				23	000092	244,304.66
				23	000093	895.00
				23	000094	5,411.62
				23	000098	1,782,982.98
				23	000103	750.98
				23	000116	13,095.43
				23	000119	1,333.30
				23	000123	2,059.09
				23	000141	905.15

For August 10, 2022 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
BEMS	Michelle Reimers	Cook	Retired
District Office	Marsha Jan Rasmussen	Speech Para	Retired
BRMS	Kelsey Norton	Lang Arts Teacher	Resigned
District Office	Michelle Westley	Accountant	Retired
Golden Spike	Karl Zachreson	Functional Skills	Resigned
Garland	Cody Barnes	Teacher	Resigned
BEHS	Andrea Aguirre Silva	Teacher	Resigned
	Kristi Tanner	Cook	Resigned
BRMS	Kristin Thorpe	Resource LA	Resigned
BRHS	Ricky Andersen	Spanish Teacher	Resigned

New Hires

<i>Site</i>	<i>Employee</i>	<i>Position</i>
Garland	Alpine Williams	4th Grade Teacher
BEMS	Meagan Johnsen	SpEd Math Teacher
Golden Spike	Hannah Volesky	Teacher
Discovery	Gailsey Geddes	Functional Skills Teacher
Lake View	Taralyn Tonioli	Kindergarten Teacher
District Office	Jacob Fuhriman	Roaming Custodian
Golden Spike	Katie Coats	Functional Skills Teacher
BRMS	Makayla Webb	Language Arts Teacher
Garland	Brenna Syphus	Teacher
BRMS	Rosa Torrella Navalon	Teacher

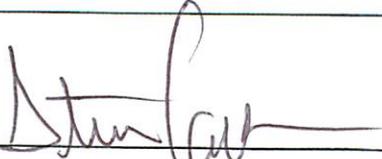
UHSAA 150 MILE CONTEST APPROVAL FORM

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

School Bear River High **Sport** Girls Tennis female male

Date of Contest	Number miles (one way)	Destination	Level of play (var., j.v., soph., fresh.)
Aug. 18 th 2022	374	St. Goerge UT	Varsity



 Signature of School Board President		<u>7-18-22</u> Date
--	--	------------------------

Suggestions for Future Board Meetings

September 14, 2022 – (tentative)

- Walmart Grants Presentation
- Nucor Grants Presentation
- Swearing in of Student Board Member – David Roberts
- Building Planning – Corey Thompson and David Roberts
- Policy Review
- Discuss October Board Meeting date

October 12, 2022 – (tentative)

- Approval of Internal Auditor – David Roberts
- October 1 Enrollment Report – Keith Meham
- Exemption from Compulsory Attendance (Home School) – Steve Carlsen
- DLI Achievement Data – Jeremy Young
- School/District Report Cards – Jeremy Young
- Construction Report – Corey Thompson
- Policy Review

November 9, 2022 – (tentative)

- Audit Report – David Roberts
- 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 Meham
- Policy Review

January 11, 2023 – (tentative)

- Approval of 2-year contract for Business Administrator
- School Fees – Keith Meham
- Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Ethics
- AAPPL Data – Jeremy Young
- ACT Data – Jeremy Young
- Policy Review
- Board Committee Assignments
- USBA Conference Report

February 8, 2023 – (tentative)

- Legislative Update – Steve Carlsen
- Policy Review

March 8, 2023 – (tentative)

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

April 12, 2023 – (tentative)

- ESP Recognitions
- College and Career Readiness Counseling Program (CCRCP) Approval – Alison Williams
- FY 2024 Capital Improvement Plan – Corey Thompson
- School Lunch Report -
- Energy Report – Mike Clark
- Policy Review
- Board Graduation Assignments

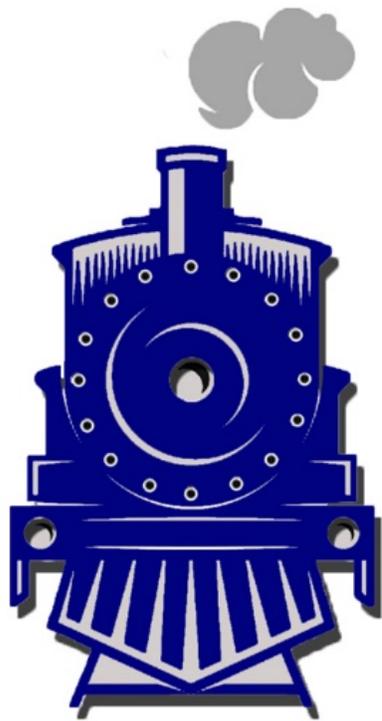
May 10, 2023 – (tentative)

- Retirement Recognitions
- Administrative Association Recognitions
- Approval of School Land Trust Plans – Gary Allen and Heidi Jo West
- Policy Review

June 14, 2023 – (tentative)

- Budget Hearing – David Roberts
- Approval of Budget – David Roberts
- Approval of 2023-24 Tax Rates – David Roberts
- Approval of Internal and Independent Auditors – David Roberts
- MBA Meeting – David Roberts
- Pick-up Contributions for Members of Contributory Retirement System – Keith Mecham
- Tentative Ratification of Negotiated Agreement with BEEA – Keith Mecham
- Tentative Ratification of Negotiated Agreement with BESPA – Keith Mecham
- Declaration of Open Enrollment Schools – Keith Mecham
- Approval of TSSA Plans – Gary Allen and Heidi Jo West
- Construction Report – Corey Thompson
- Policy Review

BOX ELDER SCHOOL DISTRICT BOARD OF EDUCATION HANDBOOK



**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

Contents

BOARD OF EDUCATION HANDBOOK INTRODUCTION	2
Authority and Responsibilities of the Board	2
Principles of Board Leadership	2
Making School Board Decisions	3
Holding Closed Meetings	4
Collaborative Relationships: Shared Governance	6
Essentials of A Professional Learning Community	6
Authority of Individual Board Members	7
Nominations and Elections for Board Leadership	7
Board Leadership Responsibilities	8
New Board Member Orientation	8
Board of Education Code of Conduct	9
Board Member Commitments and Ethics	9
Disciplining Board Members	11
Policies Governing the Board	12
Guidelines and Parliamentary Motions	12
Simplified Chart of Parliamentary Motions	13
Board Policies Relevant to Board of Education Legal Status, Responsibilities, and Ethics	14
Board Policies Relevant to School Board Meetings	15

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

Policy 1020 Board Power and Duties

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

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

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

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

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

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

Policy 1072 Board Meetings: Notice Requirements

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

Policy 1080 Board Committees

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

Policy 1100 Minutes

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